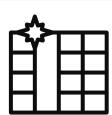




# EXCEL ARRAY SHAPING FUNCTIONS

## CHEAT SHEET

► Step-by-step video & file download: [bit.ly/array-shaping](http://bit.ly/array-shaping)

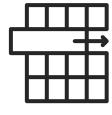


**TOCOL:** Returns the array in a single column.

**Syntax** `TOCOL(array, [ignore], [scan_by_column])`

EXAMPLE		=TOCOL(B7:E8,1)		
A	B	C	D	E
6	Post Code:	4000	4001	4002
7	Suburbs:	BRISBANE GPO	CENTRAL PLAZA	CITY EAST
8		SPRING HILL	RIVERSIDE CENTRE	WINTERGARDEN
9				
10	Suburbs:	BRISBANE GPO		
11		CENTRAL PLAZA		
12		CITY EAST		
13		SPRING HILL		
14		RIVERSIDE CENTRE		
15		WINTERGARDEN		
16				

**Related Function** `TOROW(array, [ignore], [scan_by_column])`



**TAKE:** Extracts a specified number of contiguous rows or columns from the start or end of an array.

**Syntax** `TAKE(array, rows, [columns])`

EXAMPLE		=TAKE(B6:E9,2)		
A	B	C	D	E
6	Post Code:	4000	4001	4002
7	Suburbs:	BRISBANE GPO	CENTRAL PLAZA	CITY EAST
8		SPRING HILL	RIVERSIDE CENTRE	WINTERGARDEN
9				
10	Post Code:	4000	4001	4002
11	Suburbs:	BRISBANE GPO	CENTRAL PLAZA	CITY EAST
12				
13				

**Related Function** `DROP(array, rows, [columns])`



**VSTACK:** Appends arrays vertically and in sequence to return a larger array.

**Syntax** `VSTACK(array1,[array2],...)`

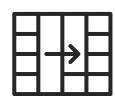
EXAMPLE		=VSTACK({"Name","Region","Revenue"},B6:D7,B10:D11)		
A	B	C	D	E
5	Name	Region	Revenue	
6	Fox Clancy	North America	\$307,314	
7	Livia Headley	Asia Pacific	\$115,456	
8				
9	Name	Region	Revenue	
10	Vicki Tatum	Asia Pacific	\$376,887	
11	Briley Travis	UK	\$391,111	
12				
13	Name	Region	Revenue	
14	Fox Clancy	North America	307314	
15	Livia Headley	Asia Pacific	115456	
16	Vicki Tatum	Asia Pacific	376887	
17	Briley Travis	UK	391111	

**Related Function** `HSTACK(array1,[array2],...)`



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Mynda Treacy, TEACHING YOU  
CAREER TRANSFORMING SKILLS

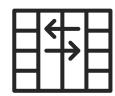


**WRAPCOLS:** Wraps a column after a specified number of elements to form a new array.

**Syntax** `WRAPCOLS(vector, wrap_count, [pad_with])`

EXAMPLE		=WRAPCOLS(C6:F6,3,"")				
A	B	C	D	E	F	G
6	Post Code:	4000	4001	4002	4006	
7						
8		4000	4006			
9		4001				
10		4002				
11						
12						

**Related Function** `WRAPROWS(vector, wrap_count, [pad_with])`



**CHOOSECOLS:** Extracts and rearranges columns from the specified array.

**Syntax** `CHOOSECOLS(array, col_num1, [col_num2],...)`

EXAMPLE		=CHOOSECOLS(B6:E8,1,4,3)			
A	B	C	D	E	
6	Post Code:	4000	4001	4002	
7	Suburbs:	BRISBANE GPO	CENTRAL PLAZA	CITY EAST	
8		SPRING HILL	RIVERSIDE CENTRE	WINTERGARDEN	
9					
10	Post Code:	4002	4001		
11	Suburbs:	CITY EAST	CENTRAL PLAZA		
12		0 WINTERGARDEN	RIVERSIDE CENTRE		
13					

**Related Function** `CHOSEROWS(array, row_num1, [row_num2],...)`



**EXPAND:** Expands or pads an array to a specified number of rows and columns.

**Syntax** `EXPAND(array, rows, [columns], [pad_with])`

EXAMPLE		=EXPAND(B6:D9,5,4,"TBA")			
A	B	C	D	E	
6	Post Code:	4000	4001		
7	Suburbs:	BRISBANE GPO	CENTRAL PLAZA		
8		SPRING HILL	RIVERSIDE CENTRE		
9			WATERFRONT PLACE		
10					
11	Post Code:	4000	4001	TBA	
12	Suburbs:	BRISBANE GPO	CENTRAL PLAZA	TBA	
13		0 SPRING HILL	RIVERSIDE CENTRE	TBA	
14		0	WATERFRONT PLACE	TBA	
15	TBA	TBA	TBA	TBA	



CHECK OUT THE  
DEEP DIVE VIDEO

[bit.ly/da-shaping-video](http://bit.ly/da-shaping-video)