



SELF-UPDATING SPREADSHEETS



Video & Practice File: <https://bit.ly/self-update-excel>

1 Auto-Expanding Drop-Down Lists

Ensures your drop-down lists always include the latest data without you lifting a finger!

Select the category column & define a name for it.

Add your drop-down list items in an Excel table

Select the cell where you want the drop-down > Data tab > Data Validation > List > Select defined name as source

Define Name Masterclass: <https://bit.ly/excel-named-ranges>

Data Validation Masterclass: <https://bit.ly/excel-drop-down>

Benefits:

- Consistent data entry
- Minimized typos
- Consistent categorization

Every time you add a new category, the dropdown will self-update to include it.

Date	Expense	Category	Amount \$
10/1/2024	Coffee	Dine Out	5
10/6/2024	Rent	Dine Out	900
10/16/2024	Joe's Grill	Living Expenses	61
10/16/2024	Event Cinemas	Entertainment	49
10/31/2024	Travelcard	Transport	347

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2 Automatically Consolidate Data from Multiple Files

Gathering Data

Data tab > Get Data > From File > From Folder > Expand Combine Dropdown > Combine & Transform

Perfect for keeping reports up to date without having to open, copy, and paste data from multiple files.

Updating Data

- Simply add next period's data file to the source folder
- Go to the consolidated data sheet
- On Data tab > click 'Refresh All'
- Power Query will **automatically** perform all transformations and append the new data to the consolidated sheet!

Pro Tip: Load Power Query output directly to a PivotTable for auto-refreshing PivotTables and further data analysis.

Date	Month	Order ID	Sale Amount
1/1/2024	January	59174	1224.6
1/1/2024	January	39841	287.24
1/2/2024	January	48480	11871.36
2/1/2024	February	58788	960.38
2/1/2024	February	48642	34.68
2/1/2024	February	48642	504.9

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3 Self-updating Formulas with Structured References

No need to manually update cell references when new data is added; Excel Table structured references do it for you.

Formula: `=COUNT(UNIQUE(SalesData[Order ID]))`

Tables Masterclass: https://bit.ly/excel_tables

Count Masterclass: <https://bit.ly/fncounta>

Unique Masterclass: <https://bit.ly/da-unique>

Order Date	Month	Order ID	Sale Amount \$	Total Order Count	Total Sales \$	Average Order Value
1/1/2024	January	39841	287	4	1,938	484
1/1/2024	January	710	150			
2/1/2024	February	58788	960			
2/1/2024	February	48642	505			
2/1/2024	February	48642	35			

Order Date	Month	Order ID	Sale Amount \$	Total Order Count	Total Sales \$	Average Order Value
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1/1/2024	January	710	150			
2/1/2024	February	58788	960			
2/1/2024	February	48642	505			
2/1/2024	February	48642	35			
3/1/2024	March	51183	43			

4 Dynamic Named Ranges

Enables charts not compatible with PivotTables to use them as source data and filter with Slicers

1. Insert Treemap Chart

- Insert PivotTable
- Copy over PivotTable Data as values to another range of cells
- Insert the Treemap chart referencing the new range

2. Dynamic Named Ranges

Formulas tab > Define names for:

- treemapAxis = `=OFFSET(C$6,,COUNTA(C$6:C10))`
- treemapValues = `=OFFSET(C$6,,COUNTA(C$6:C10))`

3. Update Treemap axis & values

Repeat this process for Treemap Axis

4. Treemap now references PivotTable data

Use Slicer to filter chart

OFFSET Masterclass: <https://bit.ly/fnoffset>

Category	Sum of Amount \$
Dine Out	81
Entertainment	100
Transport	347

5 Dynamic Text Labels for Reports

Step by Step

Problem: Get self-updating text labels that update every period

Solution:

- Dynamically pull out the last month using `INDEX + MATCH`
- Wrap the above formula in `TEXT` function to get the "mmmm" format
- Add the text required after the month name
- Repeat step 1 to dynamically pull out the cumulative variance
- Repeat step 2 to format the value in "\$#,###0k;-,\$#,##0k" custom format
- Join the elements together with the `CONCAT` function

Result: Your dynamic label is ready to use in reports and charts!

Formula: `=CONCAT(TEXT(INDEX(Table1[Month],MATCH(1E+100,Table1[Actual $k],1)),"mmmm"), " variance to date: ", TEXT(INDEX(Table1[Cumulative Var $k],MATCH(1E+100,Table1[Actual $k],1)),"$#,###0k;-,$#,##0k"))`

Link the chart title to the cell to make it dynamic

Month	Budget \$k	Actual \$k	Variance \$k	Cumulative Var \$k
Jan	10	12	-2	-2
Feb	15	11	4	2
Mar	17	20	-3	-1

