2 ARTICLES ON THE AWESOME NEW FEATURES IN EXCEL 2019

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TOP 10 FEATURES OF EXCEL 2019

NEW FEATURES OF EXCEL 2019

Article 1 – TOP 10 FEATURES OF EXCEL 2019 top

link to original webpost in dummies.com

Complete cloud file support:

The Excel Save (File→Save) and Open (File→Open) screens make it a snap to add your OneDrive or company's SharePoint team site as a place to store and edit your favorite workbooks. After you manually save a workbook file to the cloud, the new AutoSave feature in Excel automatically saves all your editing changes to the workbook file as you work. You can then click the new Version History button (to the immediate right of the Share button on the row with the Ribbon tabs) to open a Version History task pane showing all the previously saved versions of the file that you can copy or restore.

- By storing your Excel workbooks one of these places in the cloud, you're assured access to them on any device running Excel 2019 (which can include your Windows tablet and smartphone along with your desktop and laptop PC).
- Moreover, should you find yourself without a computing device running Excel 2019, you can still review and edit your workbooks using Excel Online in almost any major web browser.

Painless File Share options:

File sharing and co-authoring spreadsheets with your coworkers in Excel has only gotten better and easier than ever. The Share button located on the right side of the row with the Ribbon tabs in the worksheet view makes it easier than ever to share your Excel workbooks online. Not only can you easily invite people to view and edit workbooks saved on your OneDrive in the cloud, you can also present them in online Skype meetings and post them to your favorite Social media sites.

Total touchscreen support:

Excel 2019 isn't just the best spreadsheet program for your Windows desktop and laptop PC; it's also the best on your Windows tablet and smartphone. To make sure that the Excel touchscreen experience is as rich and rewarding as with a physical keyboard and mouse, Excel 2019 supports a special Touch mode that puts more space between command buttons on the Ribbon, making them easier to select with your finger or stylus, along with all major touchscreen gestures. top

Integrated Data Model support: top

Excel 2019 supports true one-to-one and one-to-many relations between the data tables that you import into Excel from standalone database management programs as well as between the data lists that you create in Excel. The relationships between the data tables and lists in the Data Model then enable you to use data from any of their columns in the Excel pivot tables and charts you create.

Pivot table filtering with slicers and timelines:

Excel 2019's slicers make it possible to quickly filter the data in your pivot tables on a multiple of columns via onscreen graphic objects. Timelines enable you to graphically filter pivot table data using a timeline based on any date-type column included in the pivot table's Data Model.

Recommended charts:

Not sure what type of chart will show off your data the best? Just position the cell pointer anywhere in the table of data and choose Insert→Recommended Charts on the Ribbon. Excel then displays an Insert Chart dialog box where Live Preview shows how the table's data will look in a variety of different types of charts. Once you find the chart best represents the data, you simply click the OK button to embed it in the table's worksheet.

Recommended Pivot Tables:

If you're a newbie at creating pivot tables for the Excel data lists you create as well as data tables that you import from standalone database management programs, you can now get Excel to recommend and create one for you. All you have to do is locate the cell cursor in one of the cells of the data list and choose Insert→Tables→Recommended PivotTables on the Ribbon. Excel 2019 then opens the Recommended PivotTables dialog box showing you a whole list of different pivot tables that you can create on a new worksheet in the current Excel workbook simply by selecting the OK button.

Office Add-ins: top

Office Add-ins enable you to expand the power of Excel 2019 by installing all sorts of specialized little programs (also known as apps) that are available from the Office Store right within the program. To install and use an add-in, choose Insert→Add-Ins→My Add-ins→See All on the Ribbon and then select the Store option in the Office Add-ins dialog box.

Free apps for Excel 2019 include the Bing Maps app to plot locations, the Merriam-Webster Dictionary app to look up words, and the Mini Calendar and Date Picker app to help you enter dates in your worksheet.

Quick Analysis tool:

The Quick Analysis tool appears at the lower-right corner of any selected table in an Excel 2019 worksheet. This tool contains options for applying conditional formats, creating a chart or pivot table, totaling values in rows or columns, or adding sparklines for the data in the selected table. And thanks to Excel's Live Preview, you can see how your table data would appear using the various options before you apply any of them.

Flash Fill:

This nifty feature is literally a mind reader when it comes to dealing with multipart cell entries in a single column of the worksheet that contains discrete elements you could better use if they were entered all by themselves in separate columns of the sheet.

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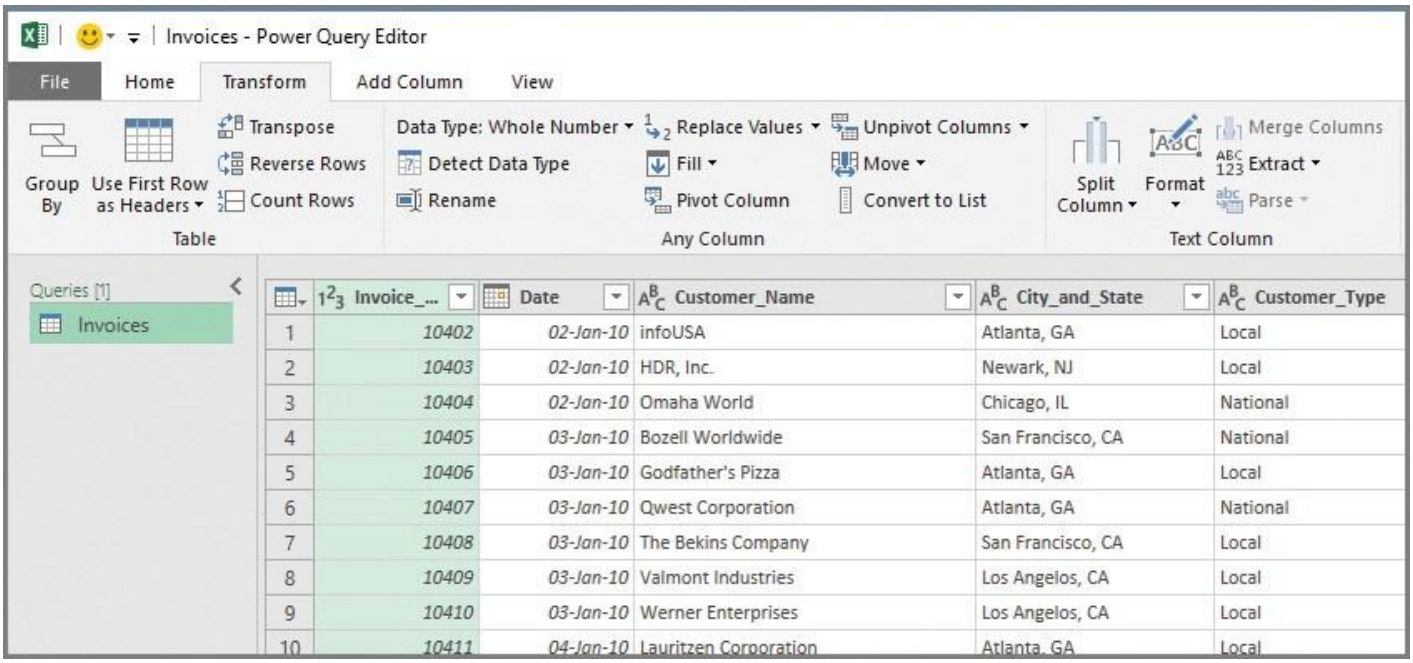
link to original webpost in journal of accountancy

In the fall of 2018, Microsoft announced the release to the general public of its Office 2019 suite. The 2019 version of Excel contains a wide assortment of new and improved features and capabilities. Here's a look at 12 of those upgrades, all of which I have downloaded, installed, and tested:

Data import tool improvements:

The **Power Query** data import tool in Excel 2013 was renamed **Get & Transform** in Excel 2016, but the name has reverted to **Power Query** in Excel 2019, bringing it in line with the name conventions used by the related Microsoft products Power Pivot, Power Map, and Power BI. The improved **Power Query** tool (pictured below) provides the ability to import data from external data sources (such as your accounting system) and then scrub and clean the data (referred to as transforming the data) before placing them in Excel. Some of the transforming capabilities include the ability to group data, rename column headings, transpose data, reverse rows, detect data types, replace values, split columns, merge columns, unpivot columns, invoke custom functions, create conditional columns, and parse data.

This tool makes it faster, easier, and more accurate to import data from external sources for manipulation and analysis inExcel.



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3	10404	02-Jan-10	Omaha World	Chicago, IL	National
4	10405	03-Jan-10	Bozell Worldwide	San Francisco, CA	National
5	10406	03-Jan-10	Godfather's Pizza	Atlanta, GA	Local
6	10407	03-Jan-10	Qwest Corporation	Atlanta, GA	National
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8	10409	03-Jan-10	Valmont Industries	Los Angelos, CA	Local
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10	10411	04-Jan-10	Lauritzen Corporation	Atlanta, GA	Local

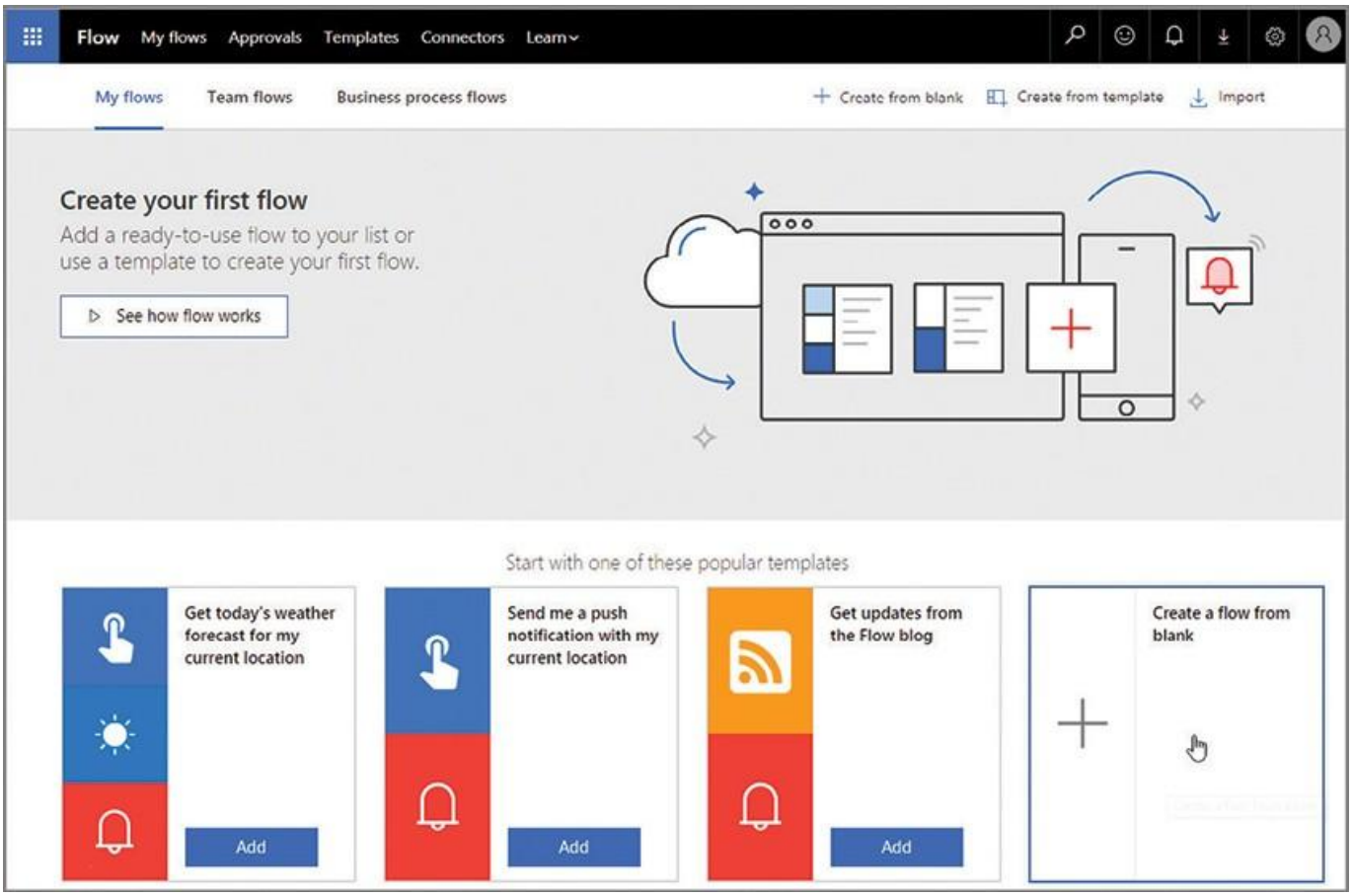
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Automated workflow: top

Excel 2019 now connects better to Microsoft Flow, which allows you to create automated workflows in which data are retrieved from other applications and then stored and/or manipulated in Excel. The dataflow can be further programmed to automatically send to or share those data with other people or third-party applications. For example, Flow might be used to collect favorable customer tweets about your goods or services on your Twitter account, and then store them in your Excel workbook (on your OneDrive or SharePoint platform). These Twitter data could then be pushed periodically (every Monday morning, for example) to selected recipients through email or text messages, or published directly to websites or other data destinations.

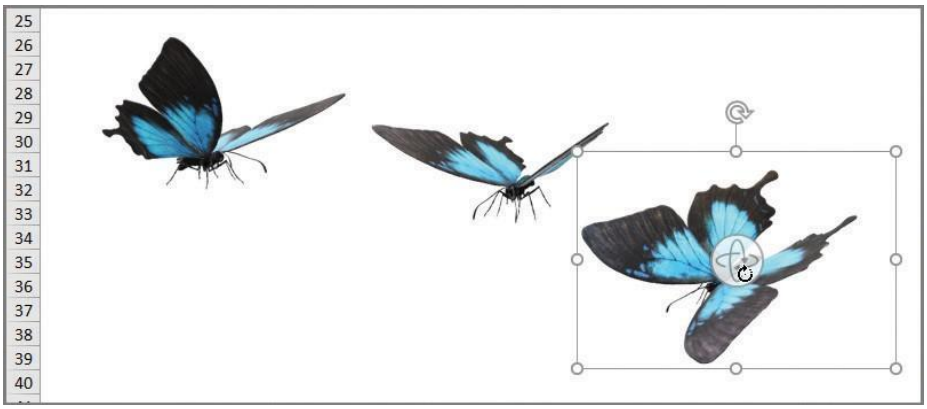
Flow can retrieve your data from practically anywhere — your accounting system, ERP system, CRM system, stock price databases, weather forecast databases, email messages, reminder notices, Salesforce.com, etc. As examples, you could use this technology to track your hours worked, travel locations, Facebook messages, Instagram posts, travel expenses, accounts receivable, etc. To create a new data flow, start at the My Flows webpage at login.microsoftonline.com, sign in to your account using your Microsoft ID, and click the **Get started** button.

Click **Create a flow from blank**, as pictured below in the bottom right corner, and then select one of more than 200 triggers and specify the event you want to launch your automatic flow process. For example, the receipt of an email with a specific attachment may trigger an automated flow process. Continue by specifying the action(s) you want to take, such as opening the email attachment in Excel and running a specific macro to produce a PivotTable or PivotChart, then specify a connector for sharing the results through other Microsoft and third-party apps such as Outlook or SharePoint. Learn more about Flow at click.linksynergy.com.



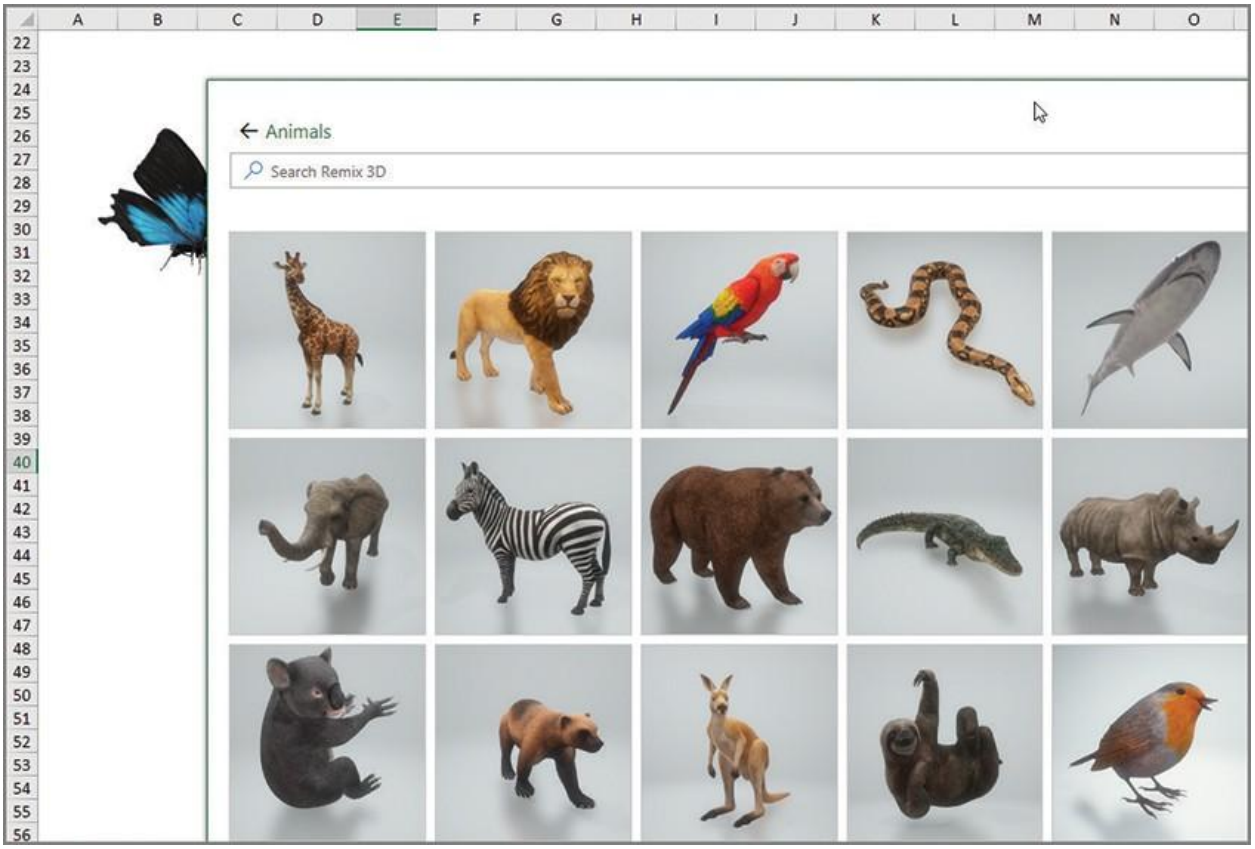
3. 3D images: top

Excel 2019 now includes new 3D imaging capability in which you can rotate a 3D model of an object. While it's difficult to convey the concept in a picture, the screenshot below contains three copies of the same butterfly image, which I have rotated to suggest the effect you might achieve.



Excel now includes hundreds of 3D images, which are available from the **Insert** tab's **3D Models** option. Image categories include animals, electronics, gadgets, dinosaurs, geology, space, dioramas, letters, biology, and more. A few examples of 3D graphic images are displayed in the screenshot below.

You can view my brief video demonstrating this functionality at youtu.be/VLzglo1WBZ0.

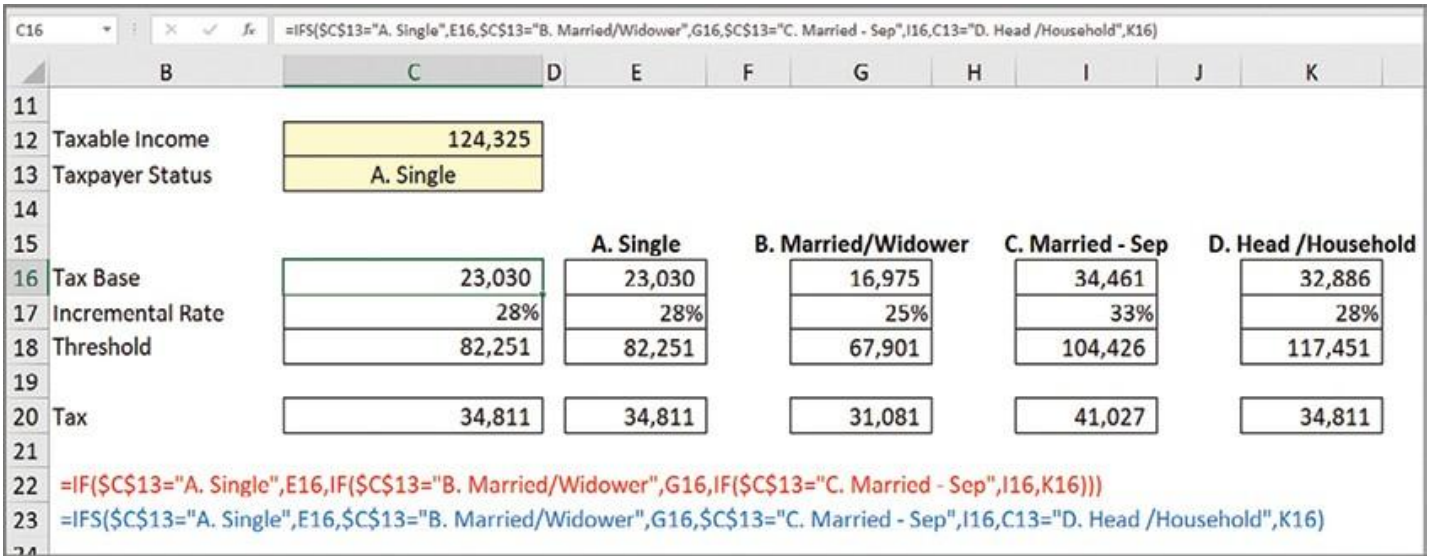


4. Custom functions: top

Excel 2019 now enables users to create their own custom functions using JavaScript. Previous editions of Excel already enabled users to create user-defined functions using Excel's built-in Visual Basic for Applications programming language; however, since JavaScript has emerged as a commonly used platform for such purposes, Microsoft has added this new capability to allow for greater compatibility with third-party solutions.

5. New functions:

Excel includes six new or improved functions, as follows: IFS, SWITCH, TEXTJOIN, CONCAT, MAXIFS, and MINIFS. IFS and SWITCH are simplified versions of the nested IF function, which eliminates the need for more complicated nested functions. For example, the screenshot below depicts both the nested IF approach (in red text) and the IFS approach (in blue text) for creating the formula in cell C16 that returns the proper tax base for income calculation purposes. While both approaches work, the IFS approach requires only one function while the IF approach requires three IF functions. Note that in this example the IFS approach produces a slightly longer formula because the IFS approach requires you to spell out each criterion, while the IF approach does not require you to spell out the last criteria.

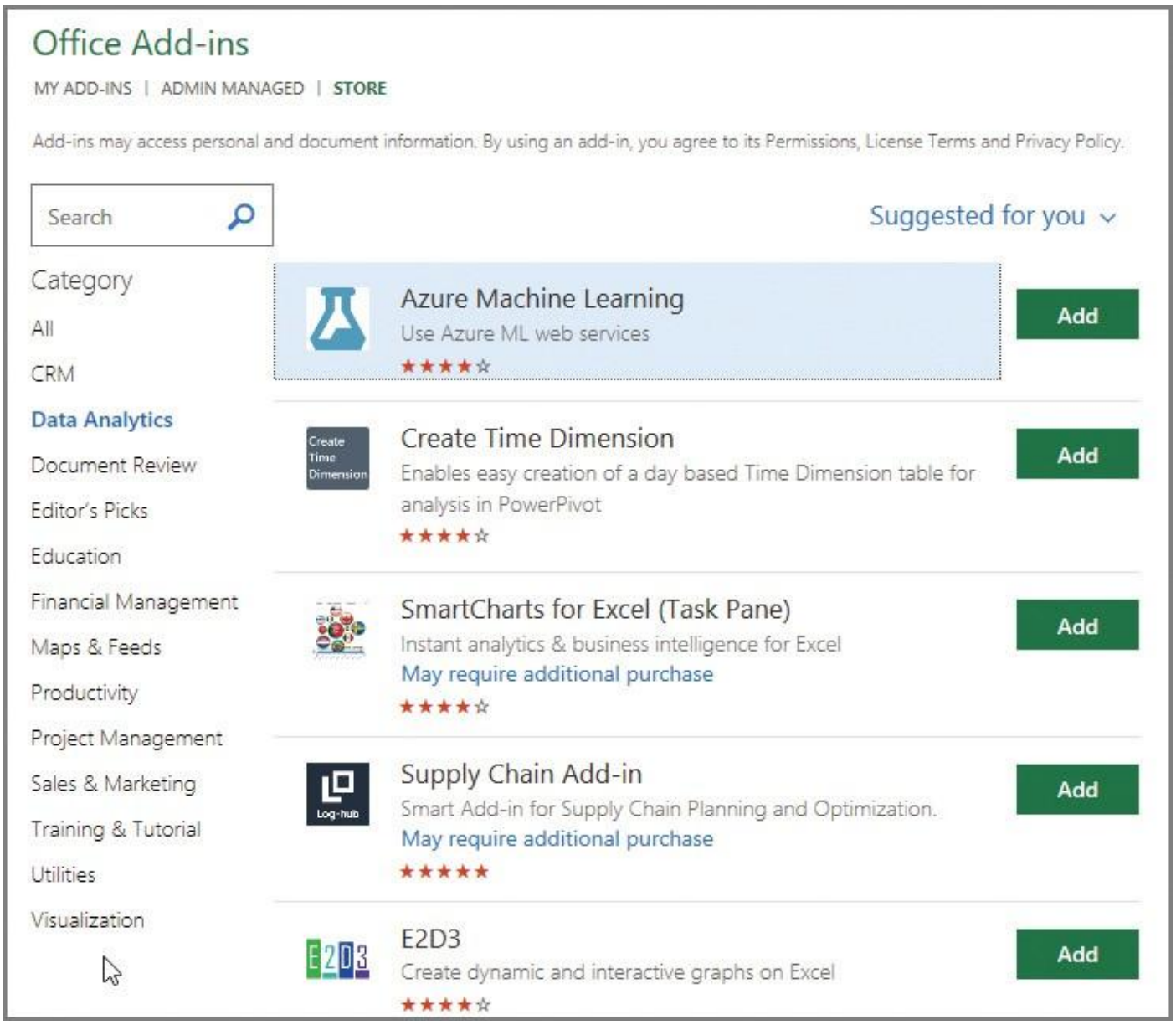


The TEXTJOIN function is a simplified version of the CONCATENATE function in which inserted text need not be encapsulated by quotation marks. The CONCAT function allows you to combine text from multiple cells without specifying a delimiter. The MAXIFS and MINIFS functions work like the SUMIF or COUNTIF functions in that they calculate only the maximum or minimum for those data that meet the criteria you specify. For example, an auditor might use these functions to find the lowest and highest invoice amounts between $50 and $100, as part of statistical sampling procedures.

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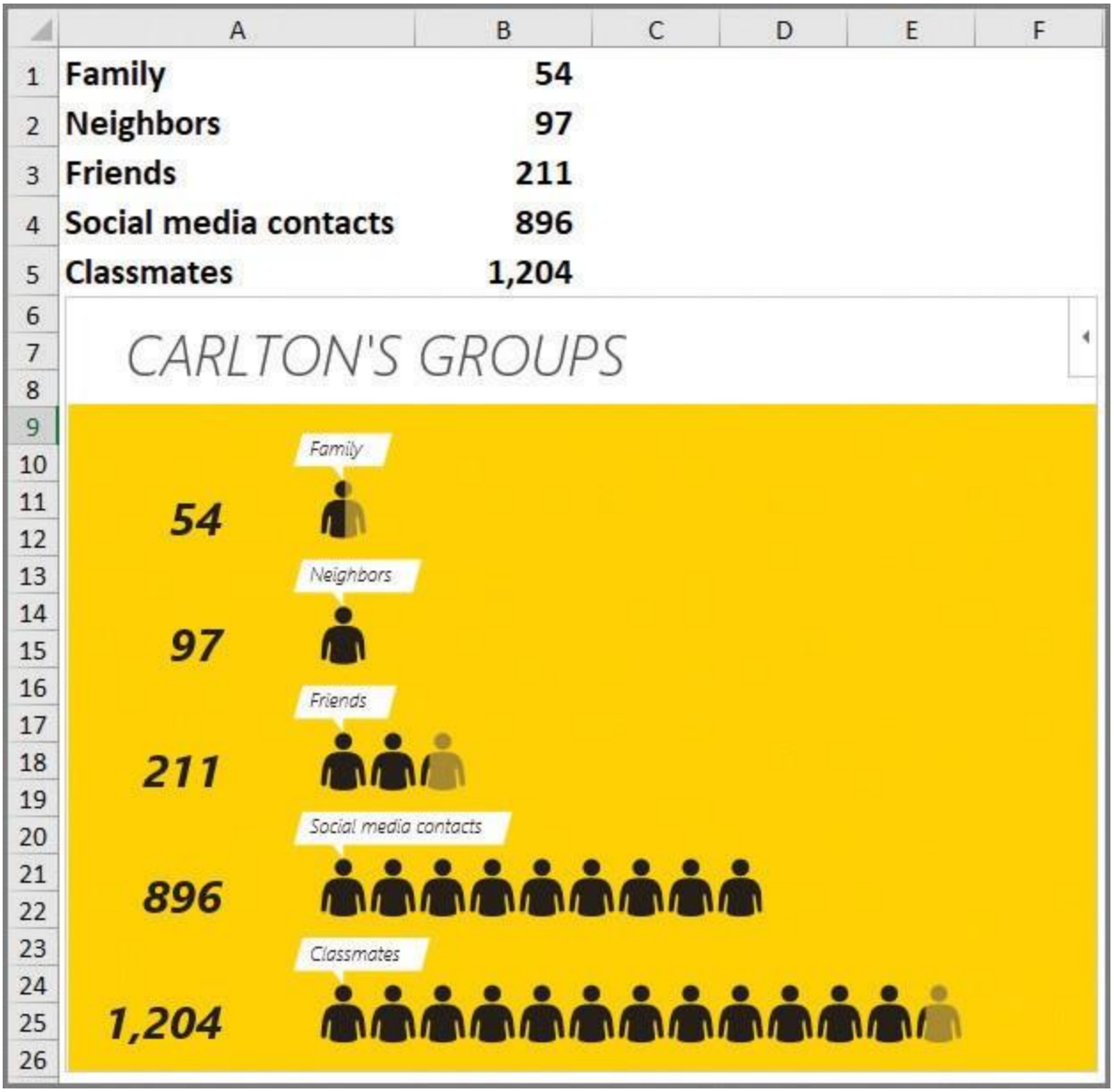
6. Custom visuals: top

To provide more visual ways to display and present your data, Microsoft has incorporated its Power BI suite of apps into Excel. To access these new custom visuals, from Excel's **Add-ins** tab select **Get Add-ins** to display the **Office Add-ins** dialog box pictured below.



Scroll through the apps, select the one you want to use, and then set up the app to link it to your desired data. For example, I selected the free **Microsoft People Graph** app to create the chart below as linked from the data displayed in cells A1:B5.

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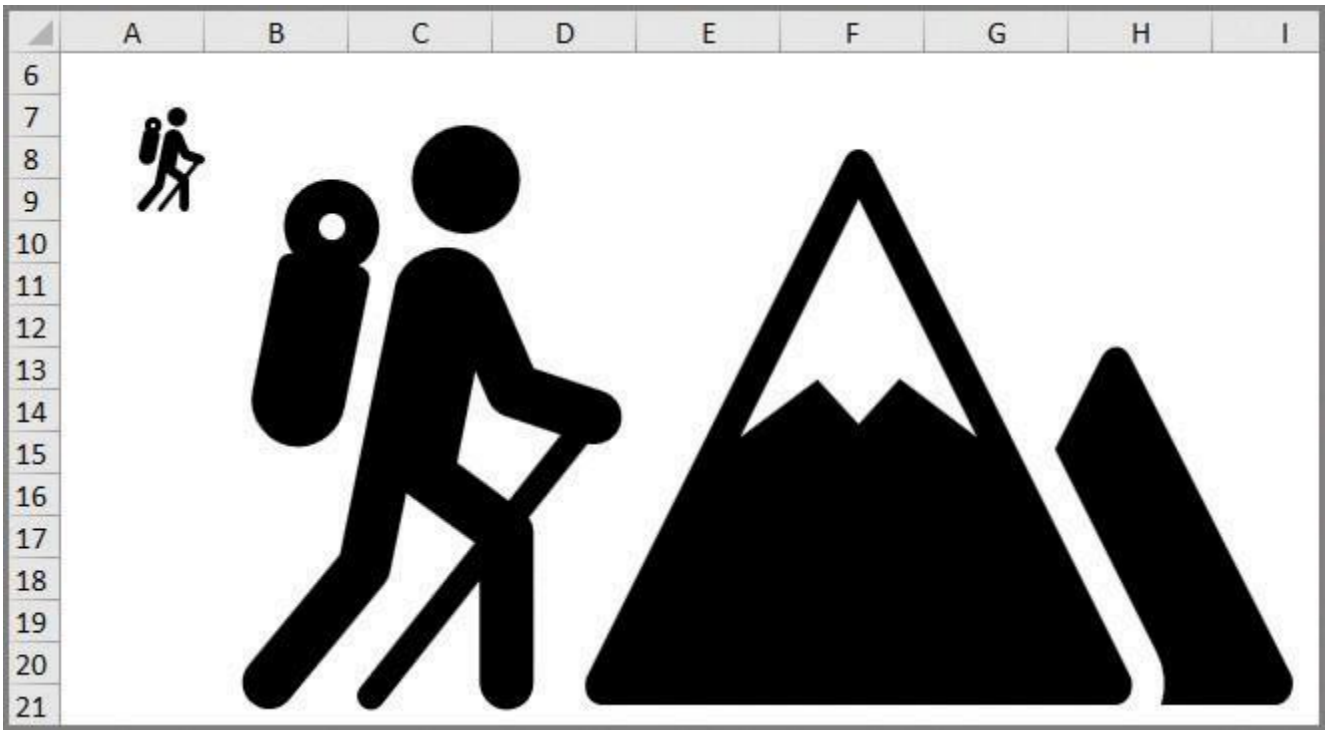
Other available visual add-in apps include **Word Cloud** charts, **Bullet** charts, **Speedometer** charts, the **Prevedere Forecasting Tools**, **Lucidchart Diagrams for Excel**, and **Supermetrics**, to name a few.

Note: I counted more than 350 available Excel add-in apps as of September 2018; more apps may be added. (Most of these add-in apps are available for free, while some are priced from $1.49 to $13.99, and others have subscription prices ranging from $1.49 to $5.99 per month.)

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7. Full SVG graphics support: top

Excel 2019 now supports scalable vector graphics (SVG), which means your graphic images won't pixelate when you increase the image size, as illustrated by the small and larger hiker image in the screenshot below. (Note that this technology applies only to drawings and graphic images; it does not apply to photos, videos, or animations.)



8. 500+ new built-in icons:

Excel offers 500+ new built-in SVG-compliant icons for creating dashboards and infographics; examples of the new hiker and mountain icons are displayed above.

9. New forms capabilities:

Excel 2019 now works in unison with Microsoft Forms to produce better looking documents to solicit responses to questions such as those included in surveys, polls, and quizzes. For example, using this new technology, you can produce survey forms and share them via links within Excel. To get started creating a new Form, visit forms.office.com, sign in if necessary, and click the **New form** button (if this is your first visit, you may see an overlay screen with a **Create a new form** button).

As you collect automated responses, you can open the survey results in Excel for further analysis or charting of the collected data.

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10. Map chart improvements: top

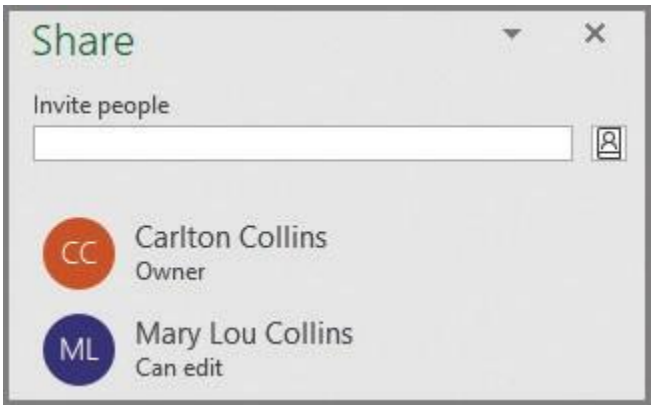
New options allow you to project your maps in Albers, Mercator, or Miller layouts (which basically means you can display your map charts as flat or curved). There are also new controls for selecting the map area to be displayed. For example, you might display a world map, even though the data span only the United States.

11. Chart improvements:

New options in Excel 2019 allow you to better control axis information on your funnel charts, such as tick marks and number formats, and you can now also produce color-coded heat maps.

12. Co-authoring:

New co-authoring capabilities enable you to share your workbooks with others so multiple users can edit the same workbook at the same time when your file is stored on either the SharePoint or OneDrive platform. The sharing tool also allows you to set permissions for collaborators, and workbooks can be shared with individuals or groups of users (see the screenshot below).



When a workbook is shared in this manner, the names of all active collaborators are displayed in the upper right corner. Also displayed are the worksheet and cell addresses where collaborators are actively editing. All changes are shared almost immediately with other collaborators, so there is little lag time between user updates (previously all changes made between shared workbooks were updated for all collaborators every 15 minutes by default). Workbooks can be shared in this manner to other computers, tablets, and smartphones running Excel. If a collaborator doesn't have Excel loaded on his or her device, then Excel Online launches automatically in a browser environment to display the shared workbook.

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