

Applications - Excel

- [Formula To Add * At The End Of Line](#)
- [Excel: How to Compare Two Columns for Missing Values](#)
- [How to merge multiple CSV files into one Excel workbook](#)
- [Create a Button That Enters the Current Time](#)
- [Conditional Formatting for Entire Row Based on Data in One Cell](#)

Formula To Add * At The End Of Line

```
=A2 & "*"

```

Excel: How to Compare Two Columns for Missing Values

You can use the following formula in Excel to compare two columns and find missing values:

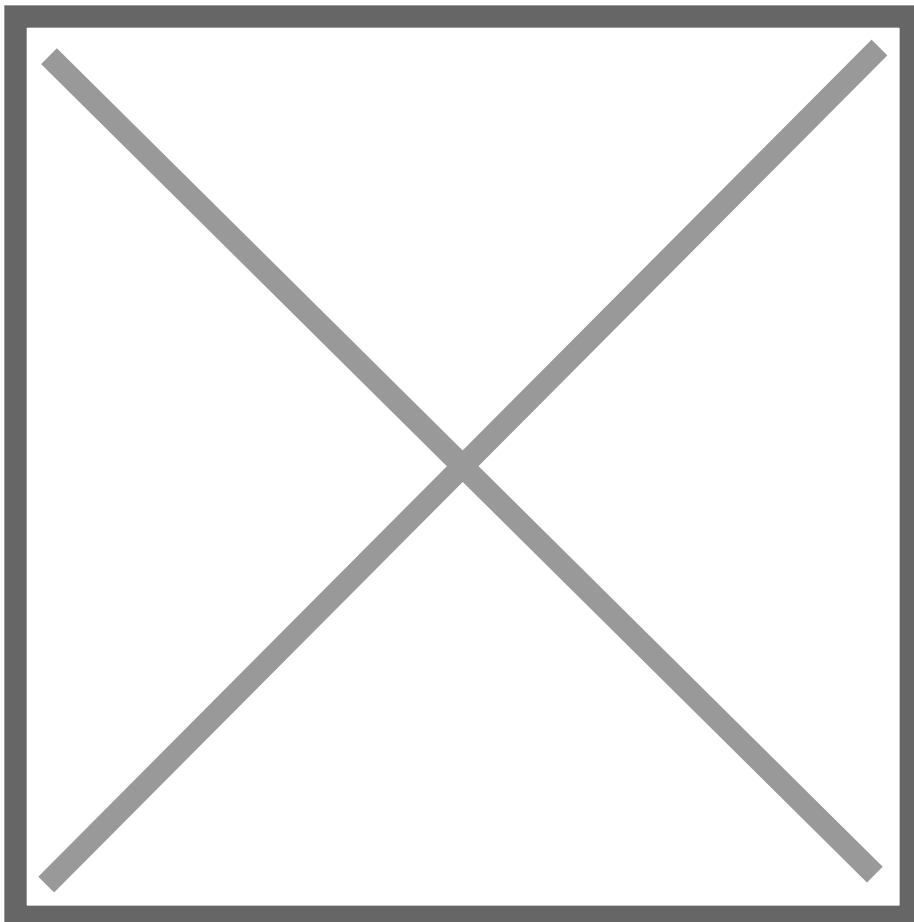
```
=FILTER(A2:A13, ISNA(VLOOKUP(A2:A13, B2:B7, 1, FALSE)))
```

This particular formula finds all of the values in **A2:A13** that are missing from the range **B2:B7**.

The following example shows how to use this formula in practice.

Example: Compare Two Columns for Missing Values in Excel

Suppose we have the following two lists of names in Excel:



Suppose we would like to find all of the names from List A that are missing in List B.

We can type the following formula into cell **D2** to do so:

```
=FILTER(A2:A13, ISNA(VLOOKUP(A2:A13, B2:B7, 1, FALSE)))
```

The following screenshot shows how to use this formula in practice:

Excel compare two columns for missing values

The formula returns every name from List A that is missing from List B.

For example:

- The name “Bob” appears in List A but it does not appear in List B.
- The name “Chad” appears in List A but it does not appear in List B.
- The name “Doug” appears in List A but it does not appear in List B.

And so on.

How This Formula Works

Recall the formula that we used to find values in **A2:A13** that were missing from **B2:B7**:

```
=FILTER(A2:A13, ISNA(VLOOKUP(A2:A13, B2:B7, 1, FALSE)))
```

Here is how this formula works:

First, we use **VLOOKUP** to attempt to look up each value from **A2:A13** in **B2:B7**.

If the name is found, then the name is returned. Otherwise, **#N/A** is returned.

Then, we use **FILTER** along with the **ISNA** function to filter the names from **A2:A13** that had a result of **#N/A** when we used the **VLOOKUP** function.

The end result is that we’re able to only see the names from **A2:A13** that are missing from **B2:B7**.

How to merge multiple CSV files into one Excel workbook

3 quick ways to convert multiple CSV files to Excel turning each file into a separate spreadsheet or combining all data in a single sheet.

If you often export files in the CSV format from different applications, you may end up having a bunch of individual files relating to the same subject matter. Surely, Excel can open several files at once, but as separate workbooks. The question is - is there a simple way to convert multiple .csv files into a single workbook? Sure thing. There are even three such ways :)

- [Merge multiple CSV files into one Excel file with CMD command](#)
- [Combine CSV files in Excel using Power Query](#)
- [Import multiple CSV to separate sheets](#)

Merge multiple CSV files into one Excel file using Command Prompt

To swiftly merge several csv files into one, you can make use of the Windows Command Prompt tool. Here's how:

1. Move all of the target files into one folder and make sure that folder does not contain any other .csv files.
2. In Windows Explorer, navigate to the folder containing your csv files and copy its path. For this, you can use the Ctrl + Shift + C shortcut. Or, right-click the folder, and then pick *Copy as path* in the context menu.
On Windows 10, the *Copy path* button is also available on File Explorer's *Home* tab.
Copy the path to the folder containing CSV files.
3. In the Windows search box, type **cmd**, and then click the *Command Prompt* app to start it. Starting the Command Prompt app
4. In the *Command Prompt* window, enter a command to change the active directory to the CSV folder. To have it done, type **cd** followed by a **space**, and then press Ctrl + V to paste the folder path.
Alternatively, you can drag and drop the folder directly from *File Explorer* into the *Command Prompt* window.

Changing directory to the CSV folder.

5. At this point, your screen should look something like the one below. If it does, press the Enter key to execute the command.
Press the Enter key to switch to the CSV folder.

Once you do that, the folder path will appear in the command line, reflecting the change of the active directory.

Active Directory has been changed.

6. In the command line, after the folder path, type `copy *.csv merged-csv-files.csv`, and press Enter.

In the above command, *merged-csv-files.csv* is the name for the resulting file, feel free to change it to whatever name you like.

A command to copy the contents of multiple files into one.

If all goes well, the names of the copied files will appear below the executed command:

The names of the merged files

Now, you can close the Command Prompt window and go back to the folder containing the original files. In there, you will find a new file named *merged-csv-files.csv*, or whatever name you specified in step 6.

The resulting CSV file

Tips and notes:

- Merging all data into one larger file works great for homogeneous files of the **same structure**. For files with different columns, it may not be the best solution.
- If all the files that you intend to combine have the same column headings, it makes sense to **remove reader rows** in all but the first file, so they get copied to the bigger file just once.
- The *copy* command **merges files as-is**. If you want more control over how your CSV files are imported into Excel, then Power Query may be a more suitable solution.

Combine multiple CSV files into one with Power Query

[Power Query](#) is one of the most powerful tools in Excel 365 - Excel 2016. Among other things, it can join and transform data from different sources - an exciting feature that we are going to exploit in this example.

To combine multiple csv files into one Excel workbook, these are the steps you need to follow:

1. Put all your CSV files into one folder. Make sure that folder does not contain any other files, as they may cause extra moves later.

2. On the *Data* tab, in the *Get & Transform Data* group, click *Get Data > From File > From Folder*.
Getting files from a folder
3. Browse for the folder into which you've put the csv files and click *Open*.
Open the folder containing the csv files.
4. The next screen shows the details of all the files in the selected folder. In the **Combine** drop-down menu, three options are available to you:
 - *Combine & Transform Data* - the most flexible and feature rich one. The data from all csv files will be loaded to the Power Query Editor, where you can make various adjustments: choose data types for columns, filter out unwanted rows, remove duplicates, etc.
 - *Combine & Load* - the simplest and fastest one. Loads the combined data straight into a new worksheet.
 - *Combine & Load To...* - allows you to choose where to load the data (to an existing or new worksheet) and in what form (table, PivotTable report or chart, only a connection).Choose how to combine and load data.

Now, let's briefly discuss the key points in each scenario.

Combine and load data

In a simplest case when no adjustments in the original csv files are needed, choose either *Combine & Load* or *Combine & Load To...* .

Essentially, these two options do the same thing - import data from individual files into one worksheet. The former loads the results into a new sheet, while latter lets you decide where to load them.

In the preview dialog box, you can only decide on:

- **Sample File** - which of the imported files should be regarded as a sample.
- **Delimiter** - in CSV files, it's typically a comma.
- **Data Type Detection**. You can let Excel automatically choose the data type for each column *based on the first 200 rows* (default) or *entire dataset*. Or you can choose *not to detect data types* and have all the data imported in the original *Text* format.

Once you've made your choices (in most cases, the defaults work just fine), click *OK*.
Data preview for the combined files

If you've chosen *Combine & Load*, the data will be imported in a new worksheet as a [table](#).

In case of *Combine & Load To...*, the following dialog box will appear asking you to specify where and the data should be imported:

Specify how to import data into a worksheet.

With the default settings shown in the image above, the data from multiple csv files will be imported in the table format like this one:

Multiple csv files combined into one

Combine and transform data

The *Combine & Transform Data* option will get your data loaded in the Power Query Editor. Features are numerous here, so let us bring into focus the ones that are especially useful for handling information from different sources.

Filter the files to combine

If the source folder contains more files than you really want to merge, or some files are not .csv, open the filter of the *Source.Name* column and unselect irrelevant ones.

Filter the files to be combined

Specify data types

Normally, Excel determines data types for all columns automatically. In some cases, however, the defaults may not be right for you. To change data format for a particular column, select that column by clicking its header, and then click **Data Type** in the *Transform* group.

For example:

- To keep **leading zeros** before numbers, choose *Text*.
- To display the \$ symbol in front of amounts, choose *Currency*.
- To correctly display **date** and **time** values, pick *Date*, *Time* or *Date/Time*.

Specify data type for a column

Remove duplicates

To get rid of duplicate entries, select the key column (unique identifier) that should contain only unique values, and then click *Remove Rows > Remove Duplicates*.

Remove duplicates

For more helpful features, explore the ribbon!

Load data into Excel worksheet

When you are done editing, get the data loaded into Excel. For this, on the *Home* tab, in the *Close* group, click *Close & Load*, and then hit either:

- *Close & Load* - imports data to a new sheet as a table.
- *Close & Load To...* - can transfer data to a new or existing sheet as a table, PivotTable or PivotTable chart.

Loading combined data into an Excel worksheet

Tips and notes:

- The data imported with Power Query remains **connected** to the original csv files.
- If you need to **combine other CSV files**, just drop them into the source folder, and then refresh the query by clicking the *Refresh* button on the *Table Design* or *Query* tab.
- To **disconnect** the combined file from the original files, click *Unlink* on the *Table Design* tab.

Import multiple CSV files to Excel as separate sheets in a single workbook

In the previous two examples, we were merging individual csv files into one. Now, let's look at how you can import each CSV as a **separate sheet** of a single workbook. To accomplish this, we'll be using the [Copy Sheets](#) tool included in our [Ultimate Suite for Excel](#).

Importing will take you 3 minutes at the most, a minute per step :)

1. On the *Ablebits Data* tab, click **Copy Sheets** and indicate how you want to import the files:

- To place each file on a **separate sheet**, choose *Selected sheets to one workbook*.
- To copy data from all csv files into a **single worksheet**, choose *Data from the selected sheets to one sheet*.

Indicate how to import csv files into Excel

2. Click the *Add files* button, and then find and select the csv files for importing. When done, click *Next*.

Select the CSV files to import.

3. Finally, the add-in will ask exactly how you want to paste the data. In case of csv files, you normally go ahead with the default *Paste all* option, and just click *Copy*.
Choose how to import data to Excel.

A couple of seconds later, you'll find the selected csv files converted into separate sheets of one Excel workbook. Fast and painless!

Create a Button That Enters the Current Time

1. Save the workbook as an XLSM (Macro enabled) document first.
2. Ensure the Developer tab in the ribbon bar is enabled (enable if it's not via File/Options/Customize Ribbon/Check the box for Developer) and open Visual Basic.
3. Create a button via the Developer Ribbon/Insert/Form Controls/Button.
4. Create somewhere on the sheet you'd like the button to be visible and customize size/shape/text.
5. Once in Visual Basic, paste the below script.

```
Sub Nowtime()  
  
ActiveCell.Value = Now()  
  
End Sub
```

6. Assign the VBScript to the button you created previously.

Conditional Formatting for Entire Row Based on Data in One Cell

Assuming that D is the column containing the status cells, and you wish to apply conditional formatting to rows 1:50, here are the steps:

1. Select any cell in row 1
2. Go to 'Conditional Formatting>New Rule>Use a formula to determine which cells to format'
3. In the formula field paste `=D1="Shipped"`, set the required format and click 'OK'
4. Go to 'Conditional Formatting>Manage Rules' and locate the rule you have just created
5. In the field 'Applies to' paste '`=1:50`', or just select the required rows, starting from row 1, then click 'OK'.

If you type the word 'SHIPPED' in any cell of the column D (rows 1 to 50), the entire row will be conditionally formatted

For representing negative numbers, use the following formula.

```
=D2<0
```

For representing positive numbers, use the following formula.

```
=D2>0
```