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Launch Tip of the Month August 2024

Microsoft Excel keeps adding new functions to its list of more than 400 functions. This month's tip introduces TAKE and DROP.

The TAKE function returns a specified number of contiguous rows or columns from the start or end of an array.

Its syntax is: =TAKE(array, rows,[columns])

- **Array** - The array from which to take rows or columns.
- **Rows** - The number of rows to take. A negative value takes from the end of the array.
- **Columns** - The number of columns to take. A negative value takes from the end of the array. We know this is an optional argument because it is displayed with square brackets around it.

For our example, we have a list of items we sell at our scuba diving shop. They are sorted from most expensive item to least expensive item.

	A	B	C	D	E	F	G	H
1								
2		Scuba Diving Sales Items						
3								
4		Item	Item Code	Cost	Markup	Customer Price	Manufacturer	Distributor
5		Drysuit	DS90	\$ 1,259.00	10%	\$ 1,384.90	JBL	H2Odyssey
6		Dive Computer	DC90	\$ 625.00	75%	\$ 1,093.75	Sea Quest	Aquashot
7		Drysuit	DS80	\$ 549.95	65%	\$ 907.42	Sea Elite	Aquashot
8		Buoyancy Compensator	BC300	\$ 528.00	25%	\$ 660.00	Dacor	Apollo Sports
9		Buoyancy Compensator	BC150	\$ 329.99	70%	\$ 560.98	JBL	Apollo Sports
10		Dive Computer	DC750	\$ 299.99	80%	\$ 539.98	Sea Quest	Apollo Sports
11		Regulator	R120	\$ 269.00	50%	\$ 403.50	Pelican	Apollo Sports
12		Buoyancy Compensator	BC222	\$ 219.95	45%	\$ 318.93	Sea Elite	H2Odyssey
13		Mask	M75	\$ 159.00	65%	\$ 262.35	Action Plus	H2Odyssey
14		Regulator	R100	\$ 139.95	80%	\$ 251.91	OceanPro	Sherwood Scuba
15		Speargun	S85	\$ 137.95	90%	\$ 262.11	JBL	Sherwood Scuba
16		Sport Wetsuit	SW99	\$ 119.95	95%	\$ 233.90	Sea Elite	Central
17		Analog Console	AC95	\$ 89.95	60%	\$ 143.92	OceanPro	Apollo Sports
18		Mask	M800	\$ 85.00	100%	\$ 170.00	Ocean Edge	H2Odyssey
19		Gear Bag	GB300	\$ 79.95	75%	\$ 139.91	Pelican	Sherwood Scuba
20		Speargun	S50	\$ 79.00	80%	\$ 142.20	Dacor	Sherwood Scuba
21		Fins	F80	\$ 60.00	30%	\$ 78.00	Sea Quest	Central
22		Tank Rack	TR250	\$ 59.95	85%	\$ 110.91	Pelican	H2Odyssey
23		Gloves	G85	\$ 54.70	100%	\$ 109.40	Dacor	Apollo Sports
24		Boots	B80	\$ 49.95	90%	\$ 94.91	Action Plus	Aquashot
25		Gear Bag	GB700	\$ 48.00	45%	\$ 69.60	Sea Quest	Aquashot
26		Gloves	G145	\$ 39.95	75%	\$ 69.91	Ocean Edge	Apollo Sports
27		Boots	B135	\$ 39.95	30%	\$ 51.94	Action Plus	Sherwood Scuba
28		Fins	F95	\$ 35.00	90%	\$ 66.50	Dacor	Central
29		Mask Box	MB11	\$ 5.95	65%	\$ 9.82	Sea Elite	Central

Our goal is to return the five most expensive items. We only want to see the Item, Item Code, and Cost.

1. We start by selecting a cell where we want the answer to be displayed.
2. We then enter the equation: =TAKE(B4:H29,6,3)
The list is located between B4 and H29.
We want to return the first 6 rows (to include the column titles).
We want to return the first 3 columns.

Item	Item Code	Cost
Drysuit	DS90	1259
Dive Computer	DC90	625
Drysuit	DS80	549.95
Buoyancy Compensator	BC300	528
Buoyancy Compensator	BC150	329.99

After formatting the Cost to be in accounting format, it looks like this:

Item	Item Code	Cost
Drysuit	DS90	\$ 1,259.00
Dive Computer	DC90	\$ 625.00
Drysuit	DS80	\$ 549.95
Buoyancy Compensator	BC300	\$ 528.00
Buoyancy Compensator	BC150	\$ 329.99

Next, we will use the DROP function to get rid of the last 16 rows and 2 columns and keep everything else.

The DROP function excludes a specified number of rows or columns from the start or end of an array.

Its syntax is: =DROP(array, rows,[columns])

- **Array** - The array from which to drop rows or columns.
 - **Rows** - The number of rows to drop. A negative value drops from the end of the array.
 - **Columns** - The number of columns to exclude. A negative value drops from the end of the array. We know this is an optional argument because it is displayed with square brackets around it.
1. We start by selecting a cell where we want the answer to be displayed.
 2. We then enter the equation: =DROP(B4:H29,-16,-2)
The list is located between B4 and H29.
We want to leave out the last 16 rows.
We want to leave out the last 2 columns.

Excel returns the following:

Item	Item Code	Cost	Markup	Customer Price
Drysuit	DS90	1259	0.1	1384.9
Dive Computer	DC90	625	0.75	1093.75
Drysuit	DS80	549.95	0.65	907.4175
Buoyancy Compensator	BC300	528	0.25	660
Buoyancy Compensator	BC150	329.99	0.7	560.983
Dive Computer	DC750	299.99	0.8	539.982
Regulator	R120	269	0.5	403.5
Buoyancy Compensator	BC222	219.95	0.45	318.9275
Mask	M75	159	0.65	262.35

After formatting it looks like this:

Item	Item Code	Cost	Markup	Customer Price
Drysuit	DS90	\$ 1,259.00	10%	\$ 1,384.90
Dive Computer	DC90	\$ 625.00	75%	\$ 1,093.75
Drysuit	DS80	\$ 549.95	65%	\$ 907.42
Buoyancy Compensator	BC300	\$ 528.00	25%	\$ 660.00
Buoyancy Compensator	BC150	\$ 329.99	70%	\$ 560.98
Dive Computer	DC750	\$ 299.99	80%	\$ 539.98
Regulator	R120	\$ 269.00	50%	\$ 403.50
Buoyancy Compensator	BC222	\$ 219.95	45%	\$ 318.93
Mask	M75	\$ 159.00	65%	\$ 262.35

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3 Hours

- Learn to use the following functions:
 - IF
 - HLOOKUP, VLOOKUP, XLOOKUP
 - SUMIF
 - COUNTIF
 - INDEX
 - MATCH
 - SUMPRODUCT
 - PMT
 - OFFSET
 - ROUND
 - UPPER, LOWER, PROPER
 - ISERROR
 - ISTEXT
 - ISNUMBER
 - STDEV
 - TRIM
 - AVERAGE, MEDIAN, MODE.MULT, MODE.SNGL

- RANK.AVG, RANK.EQ
- LARGE, SMALL
- Separating text into multiple columns

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