

# JUNE NEWSLETTER

*From the Desk of*

**Jeff Reiter**

CEO & Chief Security Officer



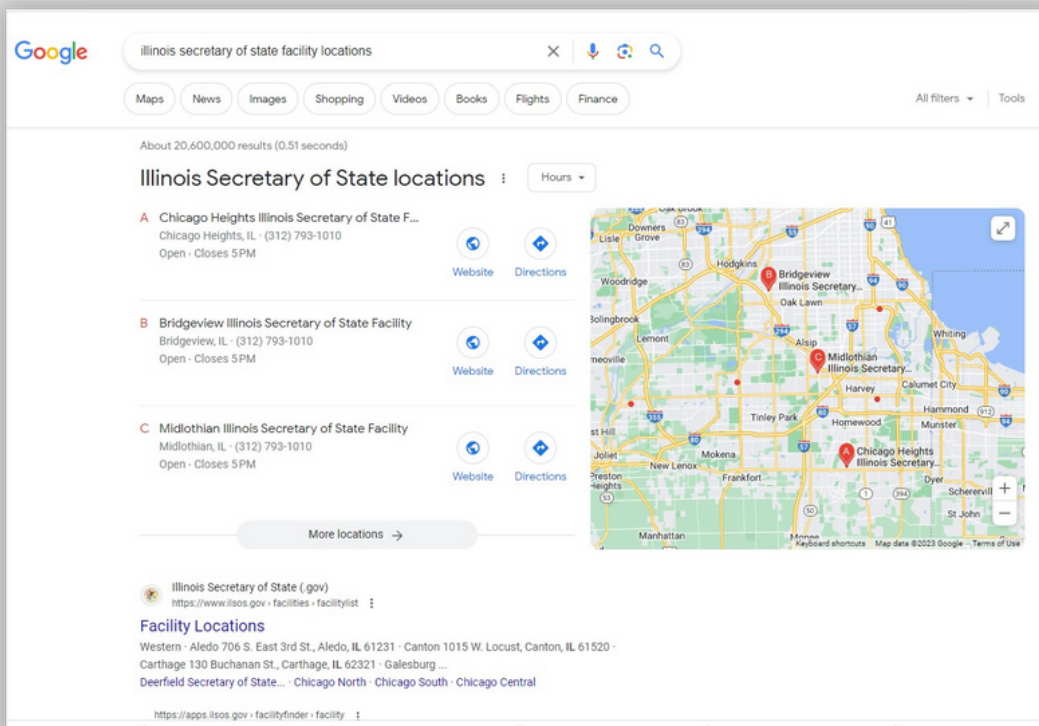
## How ChatGPT can assist with Excel to make your life easier

In last months newsletter, we shared a brief overview of ChatGPT and its human-like writing and conversational abilities, but there is so much more the technology can assist with. In addition to composition tasks, ChatGPT can also write source code, which is a version of software that is originally written by a human in plain text to make a computer do something.

Ok, great. But say you are not a programmer and rather a businessperson who uses computers every day. Further you use Excel to manage and store data.

Have you ever copied and pasted data from a website or PDF document into Excel and realized that the formatting was not retained? This is very frustrating.

For example, say I am looking to renew my driver's license and I want to find the nearest facility. I search the web for "Illinois Secretary of State Facility locations", which produces the following results:



## Team Celebrations



**Mohammad**  
RWK Anniversary  
June 3



**Jessica**  
Birthday  
June 20



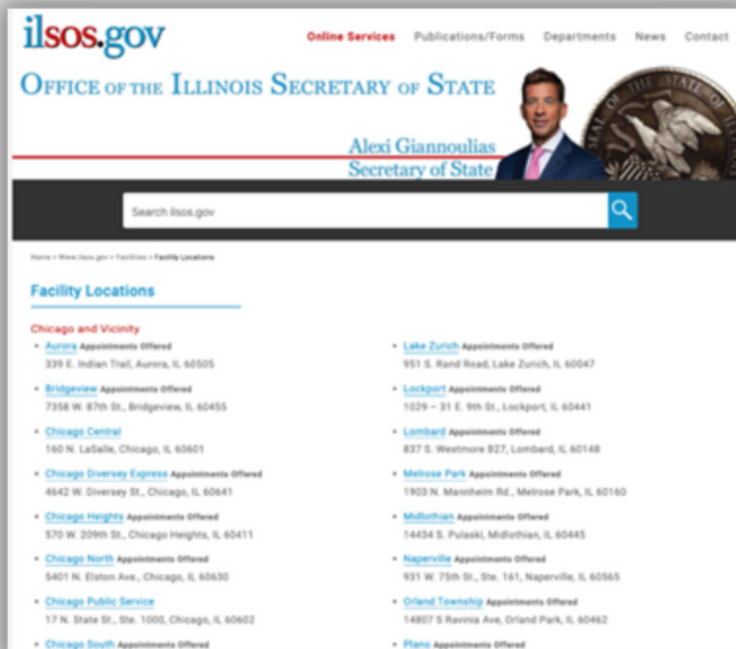
**Scott**  
RWK Anniversary  
June 21



**Rico**  
RWK Anniversary  
June 23

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I click on "Facility Locations" and find these results online:



I want to copy the list of these locations into Excel, but when I copy and paste, the list ends up looking like this:

	A	B	C	D	E	F
1	<b>Aurora Appi</b>					
2	339 E. Indian Trail, Aurora, IL 60505					
3	<b>Bridgeview Appointments Offered</b>					
4	7358 W. 87th St., Bridgeview, IL 60455					
5	<b>Chicago Central</b>					
6	160 N. LaSalle, Chicago, IL 60601					
7	<b>Chicago Diversey Express Appointments Offered</b>					
8	4642 W. Diversey St., Chicago, IL 60641					
9	<b>Chicago Heights Appointments Offered</b>					
10	570 W. 209th St., Chicago Heights, IL 60411					
11	<b>Chicago North Appointments Offered</b>					
12	5401 N. Elston Ave., Chicago, IL 60630					
13	<b>Chicago Public Service</b>					
14	17 N. State St., Ste. 1000, Chicago, IL 60602					
15	<b>Chicago South Appointments Offered</b>					
16	9901 S. Dr. Martin Luther King Jr. Dr., Chicago, IL 60628					
17	<b>Chicago West Appointments Offered</b>					
18	5301 W. Lexington St., Chicago, IL 60644					
19	<b>Deerfield Appointments Offered</b>					
20	Deerfield Park Plaza, 405 Lake Cook Rd., A6-9, Deerfield, IL 60015					
21	<b>Deerfield Express Appointments Offered</b>					
22	Annex, 405 Lake Cook Rd., Deerfield, IL 60015					
23	<b>Des Plaines Appointments Offered</b>					
24	1470 Lee St., Des Plaines, IL 60018					
25	<b>Elgin Appointments Offered</b>					
26	595 S. State, Elgin, IL 60123					
27	<b>Elk Grove Village</b>					
28	650 Roppolo Dr., Elk Grove Village, IL 60007					
29	<b>Joliet Appointments Offered</b>					
30	201 S. Joyce Rd., Joliet, IL 60435					
31	<b>Lake Zurich Appointments Offered</b>					
32	951 S. Rand Road, Lake Zurich, IL 60047					

What I really wanted are the locations in Column A, and their corresponding addresses in column B. I am faced with manually editing the data and moving it into columns.

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So, I turn to ChatGPT for help. I navigate my web browser to chat.openai.com and enter this request: "write me a formula or macro in Excel to transpose a column of data where every set of 2 rows in column "A" gets transposed into columns."

And voila! ChatGPT gives me two ways to do this:



To transpose a column of data where every set of two rows in Column A gets transposed into columns, you can use the following formula in Excel:

1. In cell B1, enter the following formula:

scss

Copy code

```
=INDEX($A:$A, (ROW()-1)*2 + COLUMN()-1)
```

2. Drag the formula in cell B1 to the right and down as needed to cover the desired range.

This formula utilizes the INDEX function to retrieve the values from Column A in the desired transposed format. It uses the ROW and COLUMN functions to calculate the appropriate index for each cell based on its position.

For example, if your original column of data is in Column A from A1 to A10, you would enter the above formula in cell B1 and then drag it across to the right and down to cover the range B1:C5. This will transpose every set of two rows from Column A into columns in the range B1:C5.

If you prefer using a VBA macro to achieve the same result, you can use the following code:

vba

Copy code

```
Sub TransposeEveryTwoRows()  
Dim srcRange As Range
```

I don't want to deal with VBA macros for this. Heck, I don't even really know what a VBA macro is. However, I have been given a formula to put into cell B1 and C1. Let's see if it works:

	A	B	C	D
1	Aurora Appointments Offered	Aurora Appointments Offered		
2	339 E. Indian Trail, Aurora, IL 60505			
3	Bridgeview Appointments Offered			
4	7358 W. 87th St., Bridgeview, IL 60455			
5	Chicago Central			
6	160 N. LaSalle, Chicago, IL 60601			
7	Chicago Diversey Express Appointments Offered			
8	4642 W. Diversey St., Chicago, IL 60641			

Whoa. Ok, I'll follow the instruction and copy the formula into C1 from B1:

	A	B	C	D	E
1	Aurora Appointments Offered	Aurora App	339 E. Indian Trail, Aurora, IL 60505		
2	339 E. Indian Trail, Aurora, IL 60505				
3	Bridgeview Appointments Offered				
4	7358 W. 87th St., Bridgeview, IL 60455				
5	Chicago Central				
6	160 N. LaSalle, Chicago, IL 60601				

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Whoa again. I'll widen column B and copy the formulas downward and I get the result I wanted:

	A	B	C	D	E	F	G
1	Aurora Appointments Offered	Aurora Appointments Offered	339 E. Indian Trail, Aurora, IL 60505				
2	339 E. Indian Trail, Aurora, IL 60505	Bridgeview Appointments Offered	7358 W. 87th St., Bridgeview, IL 60455				
3	Bridgeview Appointments Offered	Chicago Central	160 N. LaSalle, Chicago, IL 60601				
4	7358 W. 87th St., Bridgeview, IL 60455	Chicago Diversey Express Appointments Offered	4642 W. Diversey St., Chicago, IL 60641				
5	Chicago Central	Chicago Heights Appointments Offered	570 W. 209th St., Chicago Heights, IL 60411				
6	160 N. LaSalle, Chicago, IL 60601	Chicago North Appointments Offered	5401 N. Elston Ave., Chicago, IL 60630				
7	Chicago Diversey Express Appointments Offered	Chicago Public Service	17 N. State St., Ste. 1000, Chicago, IL 60602				
8	4642 W. Diversey St., Chicago, IL 60641	Chicago South Appointments Offered	9901 S. Dr. Martin Luther King Jr. Dr., Chicago, IL 60628				
9	Chicago Heights Appointments Offered	Chicago West Appointments Offered	5301 W. Lexington St., Chicago, IL 60644				
10	570 W. 209th St., Chicago Heights, IL 60411	Deerfield Appointments Offered	Deerfield Park Plaza, 405 Lake Cook Rd., A6-9, Deerfield, IL 60015				
11	Chicago North Appointments Offered	Deerfield Express Appointments Offered	Annex, 405 Lake Cook Rd., Deerfield, IL 60015				
12	5401 N. Elston Ave., Chicago, IL 60630	Des Plaines Appointments Offered	1470 Lee St., Des Plaines, IL 60018				
13	Chicago Public Service	Elgin Appointments Offered	595 S. State, Elgin, IL 60123				
14	17 N. State St., Ste. 1000, Chicago, IL 60602	Elk Grove Village	650 Roppolo Dr., Elk Grove Village, IL 60007				
15	Chicago South Appointments Offered	Joliet Appointments Offered	201 S. Joyce Rd., Joliet, IL 60435				
16	9901 S. Dr. Martin Luther King Jr. Dr., Chicago, IL 60628	Lake Zurich Appointments Offered	951 S. Rand Road, Lake Zurich, IL 60047				
17	Chicago West Appointments Offered	Lockport Appointments Offered	1029 - 31 E. 9th St., Lockport, IL 60441				
18	5301 W. Lexington St., Chicago, IL 60644	Lombard Appointments Offered	837 S. Westmore B27, Lombard, IL 60148				
19	Deerfield Appointments Offered	Melrose Park Appointments Offered	1903 N. Mannheim Rd., Melrose Park, IL 60160				
20	Deerfield Park Plaza, 405 Lake Cook Rd., A6-9, Deerfield, IL 60015	Midlothian Appointments Offered	14434 S. Pulaski, Midlothian, IL 60445				
21	Deerfield Express Appointments Offered	Naperville Appointments Offered	931 W. 75th St., Ste. 161, Naperville, IL 60565				
22	Annex, 405 Lake Cook Rd., Deerfield, IL 60015	Orland Township Appointments Offered	14807 S Ravinia Ave, Orland Park, IL 60462				
23	Des Plaines Appointments Offered	Plano Appointments Offered	236 Mitchell Dr., Plano, IL 60545				
24	1470 Lee St., Des Plaines, IL 60018	Schaumburg Appointments Offered	1227 E. Golf Rd., Schaumburg, IL 60173				
25	Elgin Appointments Offered	South Holland	41 W. 162nd St., South Holland, IL 60473				
26	595 S. State, Elgin, IL 60123	St. Charles Appointments Offered	3851 E. Main St., St. Charles, IL 60174				
27	Elk Grove Village	Waukegan Appointments Offered	617 S. Green Bay Rd., Waukegan, IL 60085				
28	650 Roppolo Dr., Elk Grove Village, IL 60007	West Chicago	721 Kress Rd., West Chicago, IL 60185				
29	Joliet Appointments Offered	Woodstock Appointments Offered	428 S. Eastwood Dr., Woodstock, IL 60098				
30	201 S. Joyce Rd., Joliet, IL 60435		0	0			
31	Lake Zurich Appointments Offered		0	0			
32	951 S. Rand Road, Lake Zurich, IL 60047		0	0			

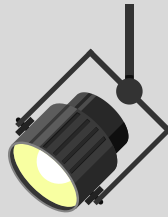
With some minor cleanup, I have just done what would have taken me 20 minutes or so, in a matter of 2 minutes!

Explore what you can do with ChatGPT for your every day needs. You'll be amazed, and then you'll realize it is another tool that you can use and not something to be scared of.

Keep in mind that all content that you ask ChatGPT to work on becomes property of the AI platform, so keep personal or sensitive data from your use of this natural language processing tool, or AI online program.

Enjoy!

Jeff



## Employee Spotlight

**Isaac**

*Technical Support Specialist*

### **What made you decide to get into the IT field?**

I wanted a 9-5 desk job with my own cubicle and since I was always fixing my family's tech equipment with my googling skills, I decided IT was the place to be.

### **If you weren't in IT, what would you be doing?**

Probably an actor or comedian if I didn't have stage fright.

### **If you could swap lives with anyone for a day, who would it be and why?**

Honestly, it would have to be with my cat Oliver. I would love to lounge around all day, soak up the sun, get fed, and enjoy getting my ears scratched all day while meowing frantically at my displeasure of the dry cat food.

### **What are your favorite things to do outside of work?**

Outside of work you can find me reading manga, gaming or watching TV while cuddling my 2 cats.

### **What would you do or buy first if you won the lottery?**

A Victorian house with an attached greenhouse for all my plants.

### **What do you like best about working at RWK?**

The people. I have wonderful coworkers that are helpful, funny and a hoot to work alongside.



**Missed previous issues of the RWK Newsletter? Find them all here:**

<https://rwksolvesit.com/newsletters/>

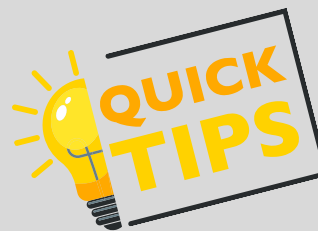
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## Technology Tip

**Accidentally close a tab and you want it back open?**

Try...

**Ctrl + Shift + T**

**or, if you use a Mac  
Cmd + Shift + T**