

50



Tips and Tricks Booklet
Volume 2
2008

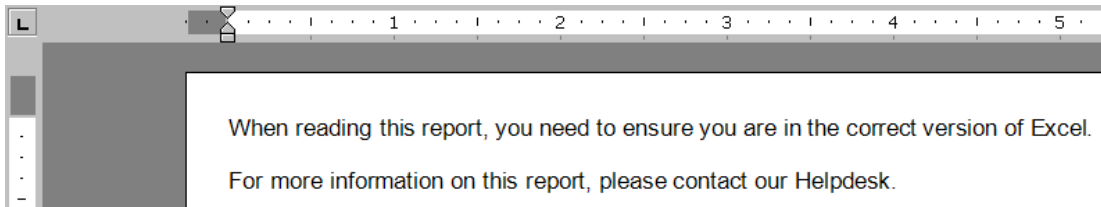
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FORMATTING**PASTE PARAGRAPHS OF TEXT INTO A SINGLE CELL IN MICROSOFT EXCEL**

If you have text that is in a text program e.g. Microsoft Word, and would like to copy and paste it to Microsoft Excel, by default Microsoft Excel separates the information into different cells based on the paragraph marks.

In Microsoft WordPasted into Microsoft Excel

	A	B	C	D	E	F	G	H
1	When reading this report, you need to ensure you are in the correct version of Excel.							
2								
3	For more information on this report, please contact our Helpdesk.							
4								

By using the below method, you are able to paste the text into a single cell in Microsoft Excel.

Pasted into Microsoft Excel using F2

	A	B
	When reading this report, you need to ensure you are in the correct version of Excel.	
1	For more information on this report, please contact our Helpdesk.	
2		

Microsoft Excel 2003/2007 process:

1. **Copy** the desired **text** from the **text** program (Microsoft Word)
2. Select the desired cell in **Microsoft Excel**
3. Press **F3** on the keyboard
4. Select **Paste**
5. Press **Enter**

FORMATTING YOUR DATES TO SHOW THE PERIOD NUMBER

By using a Custom Format, you can show the period of the date (in this case the month) without changing the date in the field.

Before (dates in March 2007):

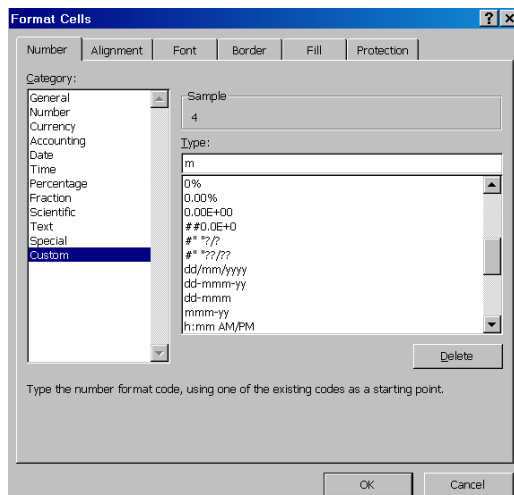
	A3		fx	03/04/2007
	A	B	C	
1				
2	Date	Product Name	Product Sales	
3	03/04/2007	Blue Cheese	5568.00	
4	04/04/2007	Blue Cheese	1566.00	
5	04/04/2007	Blue Cheese	3480.00	
6	11/04/2007	Blue Cheese	1392.00	
7	12/04/2007	Blue Cheese	2436.00	
8	22/04/2007	Blue Cheese	1740.00	
9	20/04/2007	Camembert Pierrot	3000.00	
10	21/04/2007	Camembert Pierrot	6000.00	

After (using a Custom Format):

	A3		fx	2003/04/07
	A	B	C	
1				
2	Date	Product Name	Product Sales	
3	4	Blue Cheese	5568.00	
4	4	Blue Cheese	1566.00	
5	4	Blue Cheese	3480.00	
6	4	Blue Cheese	1392.00	
7	4	Blue Cheese	2436.00	
8	4	Blue Cheese	1740.00	
9	4	Camembert Pierrot	3000.00	
10	4	Camembert Pierrot	6000.00	

Microsoft Excel 2003/2007 process:

1. Select the desired cell/cells
2. **Right** click on the selected cell/cells
3. Select **Format Cells**
4. Under **Category**, select **Custom**
5. In the **Type** box, enter **m**



6. Select **OK**

DISPLAYING VALUES THAT ARE IN MILLIONS AS THOUSANDS E.G. 300,364 AS 300

Sometimes every figure in a spreadsheet will be in the thousands, tens of thousands or even in the millions. By rounding the figure to smaller, representative figures you can save space.

Before:

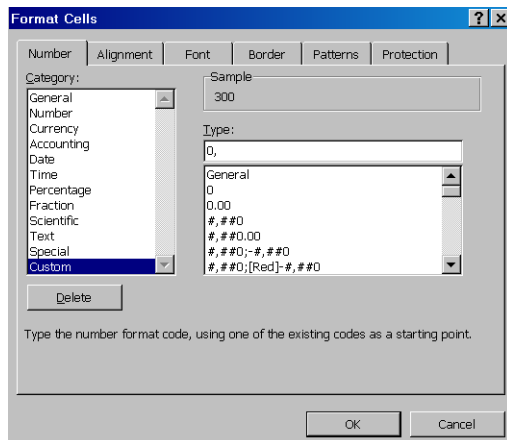
	A	B
1	Category Name	Product Sales
2	Beverages Total	300364
3	Condiments Total	105834
4	Confections Total	125372
5	Dairy Products Total	175806
6	Grains/Cereals Total	863886
7	Meat/Poultry Total	776567
8	Produce Total	674079
9	Seafood Total	248767
10	Grand Total	947100

After:

	A	B
1	Category Name	Product Sales
2	Beverages Total	300
3	Condiments Total	106
4	Confections Total	125
5	Dairy Products Total	176
6	Grains/Cereals Total	864
7	Meat/Poultry Total	777
8	Produce Total	674
9	Seafood Total	249
10	Grand Total	947

Microsoft Excel 2003/2007 process:

1. Select the desired **range** (B2:B10)
2. **Right** click on the selected **range**
3. Select **Format Cells**
4. From the **Category List**, select **Custom**
5. In the **Type** box, enter **0,** as below:



6. Select **OK**

CONVERTING NEGATIVE NUMBERS TO POSITIVE VALUES

This tip will allow you to quickly convert a range of negative numbers into positive numbers, without having to edit each cell.

Before:

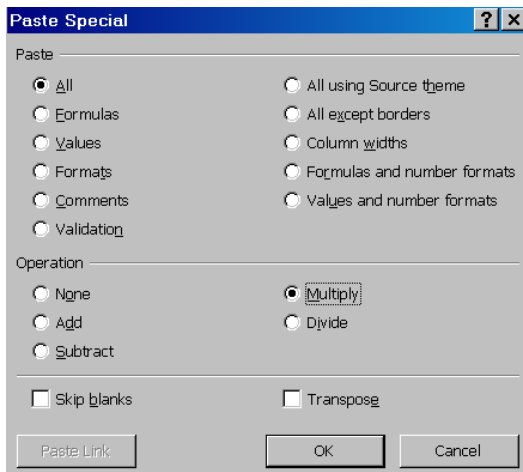
	A	B	C	D	E
1	Values		-1		
2	-4567				
3	-7543				
4	-5774				
5	-3987				
6					
7					

After:

	A	B	C	D	E
1	Values		-1		
2	4567				
3	7543				
4	5774				
5	3987				
6					
7					

Microsoft Excel 2003/2007 process:

1. In a **blank** cell, enter in the value **-1** (C1)
2. Select the cell with the value **-1**
3. Select **Copy**
4. Select the desired range with **negative** values (A2:A5)
5. **Right** click on the **selected** range
6. Select **Paste Special**
7. Under the **Operation** group, select **Multiply**



8. Select **OK**
9. Your **values** are now **converted** to **positive** values



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CLEARING A RANGE OF CELLS QUICKLY

Believe it or not, you can do it by dragging the fill handle backwards.

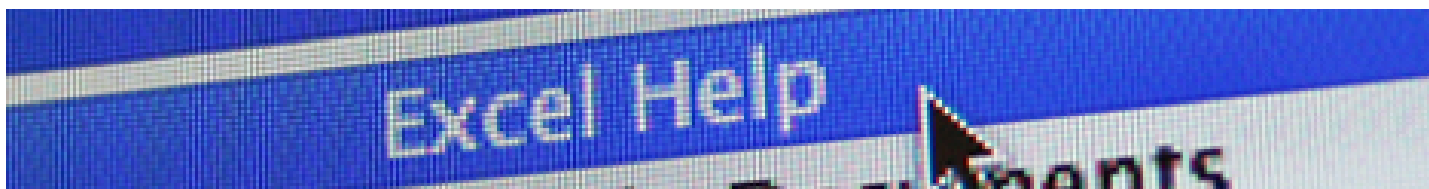
Microsoft Excel 2003/2007 process:

1. Select a range of **empty** cells (A11:C11)
2. Select the **Fill Handle**

	A	B	C
1	Branch	Sales Person	Category Name
2	East Coast	Anderson. P	Confections
3	East Coast	Johnson. A	Grains/Cereals
4	East Coast	Peters. K	Grains/Cereals
5	East Coast	Bonders. P	Confections
6	East Coast	Newson. L	Grains/Cereals
7	East Coast	Lavin. T	Seafood
8	East Coast	Perks. M	Seafood
9	East Coast	Anderson. P	Beverages
10			
11			

— Fill Handle

3. **Drag** it back over the **area** you would like to **clear** (A10:C2)
4. If you also want to **clear** the **formats** in the cells, just hold down the **Ctrl** key as you drag the fill handle back over the selection



KEEPING 00 IN FRONT OF VALUES E.G. 2 MUST APPEAR 002

Using a custom format will allow you to keep the full number and not lose any leading zeros.

Before:

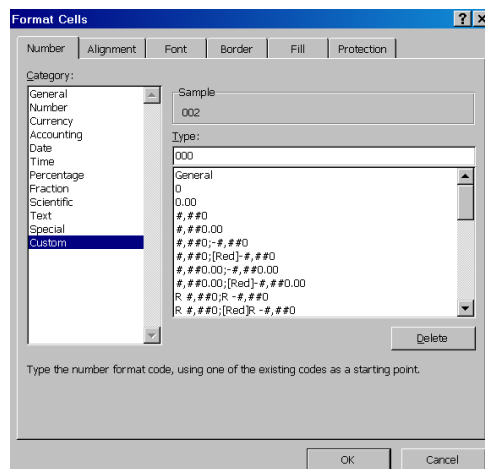
	A	B
1	Main Account Number	Sub Account Number
2	NM01	2
3	NM02	3
4	NM03	4
5	NM04	5
6	NM05	6
7	NM06	7
8	NM07	8
9	NM08	9
10	NM09	10

After:

	A	B
1	Main Account Number	Sub Account Number
2	NM01	002
3	NM02	003
4	NM03	004
5	NM04	005
6	NM05	006
7	NM06	007
8	NM07	008
9	NM08	009
10	NM09	010

Microsoft Excel 2003/2007 process:

1. **Select** the desired **cells** (B2:B10)
2. **Right** click on the **selected** cells
3. Select **Format Cells**
4. Select the **Number** tab
5. Select **Custom**
6. In the **Type** box, enter **000**



7. Select

OK

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COPY FORMULAS AND FORMATTING ACROSS COLUMNS

It's easy to copy formulas and formatting across row of subtotals, for example, to other sub groups. In this example we will use the **totals formula** and **formatting** from rows **6**, **12** and **18** and quickly **copy** them across to column **E**.

Example

	A	B	C	D	E
1	Advanced Solutions (Pty) Ltd				
2	YTD Income Statement				
3					
4					
5					
6	Sales				
7	Dairy Products	60386	85934	133612	279,932
8	Beverages	72068	99204	50712	221,984
9	Grains/Cereals	22837	75036	25478	123,351
10	Condiments	34822	49986	25793	110,601
11	Meat/Poultry	125700	173510	173530	472,740
12	Cost of Sales				
13	Opening Stock	60000	70000	50000	180,000
14	Purchases	65000	75000	60000	200,000
15	Freight	13409	10157	15333	38,899
16	Stock adjustments	0	5900	0	5,900
17	Closing Stock	80000	90800	78000	248,800
18	Direct Expenses				
19	Consumables	15567	22301	19128	56,996
20	Salaries - direct	49551	51323	53826	154,700
21	Other Expenses	0	25	0	25

Microsoft Excel 2003/2007 process:

1. Select cell **B6** and apply the desired **formula** =SUM(B7:B11)
2. Apply the necessary **formatting** (Currency style, zero decimal places)
3. Select cell **B12** and apply the desired **formula** =SUM(B13:B17)
4. Using the **Format Painter** to copy the formatting from cell **B6**

5. Select cell **B18** and apply the desired **formula** =SUM(B19:B21)
6. Using the **Format Painter** to copy the formatting from cell **B6**

7. Select cell **B6** and drag the **Autofill** through to **E6**



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	A	B	C	D	E
1	Advanced Solutions (Pty) Ltd				
2	YTD Income Statement				
3					
4					
5		Mar-08	Apr-08	May-08	1st Quarter
6	Sales	R 315,813	R 483,670	R 409,125	R 1,208,608
7	Dairy Products	60386	85934	133612	279,932
8	Beverages	72068	99204	50712	221,984
9	Grains/Cereals	22837	75036	25478	123,351
10	Condiments	34822	49986	25793	110,601
11	Meat/Poultry	125700	173510	173530	472,740
12	Cost of Sales	R 218,409			
13	Opening Stock	60000	70000	50000	180,000
14	Purchases	65000	75000	60000	200,000
15	Freight	13409	10157	15333	38,899
16	Stock adjustments	0	5900	0	5,900
17	Closing Stock	80000	90800	78000	248,800
18	Direct Expenses	R 65,118			
19	Consumables	15567	22301	19128	56,996
20	Salaries - direct	49551	51323	53826	154,700
21	Other Expenses	0	25	0	25
22					

8. Select cell **B12** and press **F4**

9. Your **formula** and **formatting** will be **copied** across to column **E**

10. Select cell **B18** and press **F4**

11. Your **formula** and **formatting** will be copied across to column **E**

	A	B	C	D	E
1	Advanced Solutions (Pty) Ltd				
2	YTD Income Statement				
3					
4					
5		Mar-08	Apr-08	May-08	1st Quarter
6	Sales	R 315,813	R 483,670	R 409,125	R 1,208,608
7	Dairy Products	60386	85934	133612	279,932
8	Beverages	72068	99204	50712	221,984
9	Grains/Cereals	22837	75036	25478	123,351
10	Condiments	34822	49986	25793	110,601
11	Meat/Poultry	125700	173510	173530	472,740
12	Cost of Sales	R 218,409	R 251,857	R 203,333	R 673,599
13	Opening Stock	60000	70000	50000	180,000
14	Purchases	65000	75000	60000	200,000
15	Freight	13409	10157	15333	38,899
16	Stock adjustments	0	5900	0	5,900
17	Closing Stock	80000	90800	78000	248,800
18	Direct Expenses	R 65,118	R 73,649	R 72,954	R 211,721
19	Consumables	15567	22301	19128	56,996
20	Salaries - direct	49551	51323	53826	154,700
21	Other Expenses	0	25	0	25
22					

PIVOTTABLES**CUSTOMISING SORT OPTIONS IN A PIVOTTABLE**

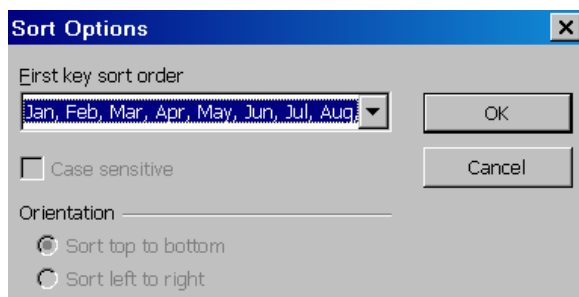
Adding your own custom sort options can make your PivotTable even easier to read.

Microsoft Excel 2003 process:

1. Select any **cell** in the **column** you would like to **sort** in the **PivotTable**
2. From the **Menu** bar, select **Data, Sort**
3. Select **Options**



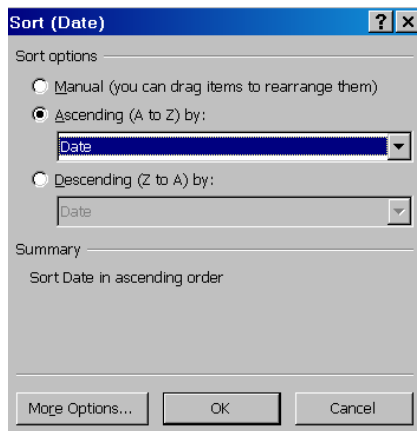
4. From the **drop down** arrow, select the **sort order** e.g. Jan, Feb, Mar...



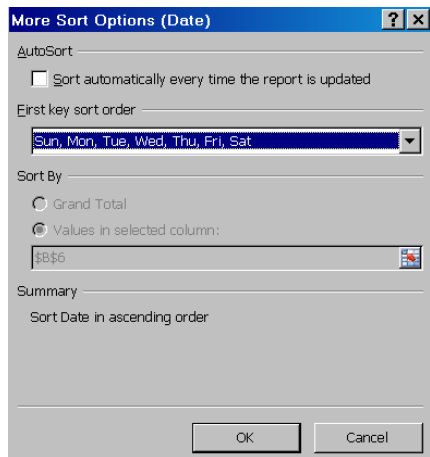
5. Select **OK**

Microsoft Excel 2007 process:

1. Select any **cell** in the **column** you would like to **sort** in the **PivotTable**
2. From the **Home** tab, in the **Editing** group, select **Sort & Filter**
3. Select **Custom Sort**
4. Select **More Options**



5. De-select, **Sort automatically every...**
6. From the **drop down** arrow, select the **sort order** e.g. Jan, Feb, Mar...



7. Select **OK**



*In the **PivotTable options** dialogue box, under the **Tools & Filters** tab, you can select **Use Custom List when sorting**.*

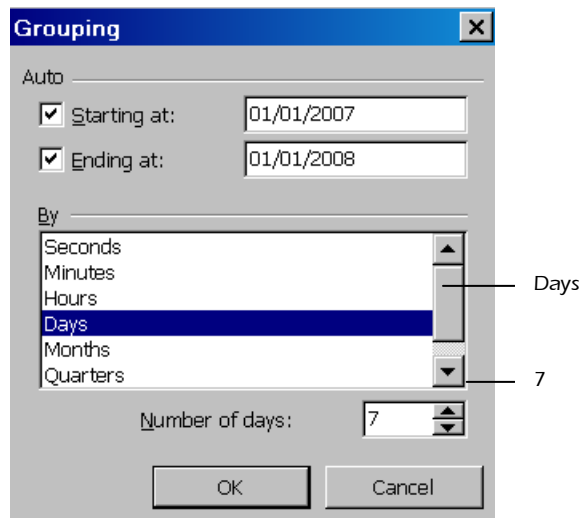
*This will ensure that your **PivotTable** will by **default** use the **Custom List**.*

GROUPING DATA IN A PIVOTTABLE BY DAYS OF THE WEEK

Extending PivotTable functionality even further, data can be grouped into preset categories such as days of the week.

Microsoft Excel 2003 process:

1. Right click on the **Date** field in the **PivotTable**
2. Select **Group and Show Detail**
3. Select **Group**
4. Under **By**, select **Days**
5. Next to **Number of Days**, select 7
6. Select **OK**



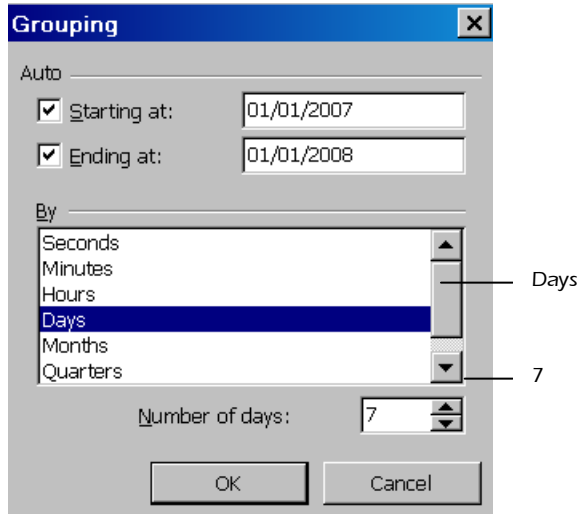
Result:

	A	B	C	D
1				
2				
3	ProductSales Weeks			
4	Branch	01/01/2007 - 07/01/2007	08/01/2007 - 14/01/2007	15/01/2007 - 21/01/2007
5	East Coast	4965	346	11319
6	North Coast	2913	3409	3027
7	South Coast	4709	828	2494
8	West Coast	3351	2096	2459
9	Grand Total	15938	6679	19299

Microsoft Excel 2007 process:

1. Select the **Date** field in the **PivotTable**
2. From the **Options** tab, in the **Group** group, select the **Group Selection** button
3. Under **By**, select **Days**
4. Next to **Number of Days**, select 7

5. Select **OK**



The 'Grouping' dialog box is shown. It has a title bar 'Grouping' with a close button. Under 'Auto', there are two checked checkboxes: 'Starting at:' with the date '01/01/2007' and 'Ending at:' with the date '01/01/2008'. Under 'By', there is a list box containing 'Seconds', 'Minutes', 'Hours', 'Days' (which is selected and highlighted in blue), 'Months', and 'Quarters'. To the right of the list box, there is a vertical scrollbar. Below the list box, there is a 'Number of days:' label and a spinner box containing the number '7'. At the bottom, there are 'OK' and 'Cancel' buttons. A line points from the word 'Days' to the 'Days' option in the list box. Another line points from the number '7' to the spinner box.

Result:

	A	B	C	D
1				
2				
3	Sum of ProductSales Weeks			
4	Row Labels	01/01/2007 - 07/01/2007	08/01/2007 - 14/01/2007	15/01/2007 - 21/01/2007
5	North Coast	2913	3409	3027
6	South Coast	4709	828	2494
7	East Coast	4965	346	11319
8	West Coast	3351	2096	2459
9	Grand Total	15938	6679	19299



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Filtering Values In A PivotTable

If you do not want to show all the 0 values in your PivotTable, apply an **AutoFilter**.

Microsoft Excel 2003 process:

1. Select the **cell** to the **right** of the **last heading** on the **PivotTable**

	A	B	C	D
1				
2				
3	Category Name	Product Name	Product Sales	
4	Beverages			
5		Chai	0	
6		Chang	3021	
7		Chartreuse verte	864	
8		Côte de Blaye	11857.5	
9		Guaraná Fantástica	243	
10		Ipih Coffee	2962.4	
11		Lakkalikööri	1728	
12		Laughing Lumberjack Lager	42	
13		Outback Lager	1389	
14		Rhônebrau Klosterbier	527	
15		Sasquatch Ale	784	
16		Steeleye Stout	2052	
17	Beverages Total		25469.9	

2. From the **Menu bar**, select **Data, Filter, AutoFilter**
3. Select the **drop down** arrow from the **Value** heading e.g. Sum of Product Sale

	A	B	C	D
1				
2				
3	Category Name	Product Name	Product Sal	
4	Beverages		Sort Descending	
5		Chai	(All)	
6		Chang	(Top 10...)	
7		Chartreuse verte	(Custom...)	
8		Côte de Blaye	42	
9		Guaraná Fantástica	243	
10		Ipih Coffee	527	
11		Lakkalikööri	784	
12		Laughing Lumberjack Lager	864	
13		Outback Lager	1389	
14		Rhônebrau Klosterbier	1728	
15		Sasquatch Ale	2052	
16		Steeleye Stout	2362.4	
17	Beverages Total		3021	
18			11857.5	
			25469.9	
			(Blanks)	
			(NonBlanks)	

4. Select **Custom**
5. Select the below:

Custom AutoFilter

Show rows where:

Product Sales

does not equal 0

☒ And ☐ Or

Use ? to represent any single character
Use * to represent any series of characters

OK Cancel

6. Select **OK**

	A	B	C	D
1				
2				
3	Category Name	Product Name	Product Sal	
4	Beverages			
5		Chang	3021	
6		Chartreuse verte	864	
7		Côte de Blaye	11857.5	
8		Guaraná Fantástica	243	
9		Ipih Coffee	2962.4	
10		Lakkalikööri	1728	
11		Laughing Lumberjack Lager	42	
12		Outback Lager	1389	
13		Rhônebrau Klosterbier	527	
14		Sasquatch Ale	784	
15		Steeleye Stout	2052	
16				
17	Beverages Total		25469.9	

Microsoft Excel 2007 process:

1. Select the **cell** to the **right** of the **last** heading on the **PivotTable**

	A	B	C
1			
2			
3	Row Labels	Sum of Product Sales	
4	Beverages	25469.9	
5	Chai	0	
6	Chang	3021	
7	Chartreuse verte	864	
8	Côte de Blaye	11857.5	
9	Guaraná Fantástica	243	
10	Ipoh Coffee	2962.4	
11	Lakkalikööri	1728	
12	Laughing Lumberjack Lager	42	
13	Outback Lager	1389	
14	Rhönbräu Klosterbier	527	
15	Sasquatch Ale	784	
16	Steeleye Stout	2052	
17	Condiments	13255.5	

2. From the **Data** tab, in the **Sort & Filter** group, select **Filter**
3. Select the **drop down** arrow from the **Value** heading e.g. Sum of Product Sale

	A	B	C
1			
2			
3	Row Labels	Sum of Product Sales	
4	Beverages	25469.9	
5	Chai	0	
6	Chang	3021	
7	Chartreuse verte	864	
8	Côte de Blaye	11857.5	
9	Guaraná Fantástica	243	
10	Ipoh Coffee	2962.4	
11	Lakkalikööri	1728	
12	Laughing Lumberjack Lager	42	
13	Outback Lager	1389	
14	Rhönbräu Klosterbier	527	
15	Sasquatch Ale	784	
16	Steeleye Stout	2052	
17	Condiments	13255.5	

De-select 0

4. De-select **0**
5. Select **OK**

	A	B
1		
2		
3	Row Labels	Sum of Product Sales
4	Beverages	25469.9
6	Chang	3021
7	Chartreuse verte	864
8	Côte de Blaye	11857.5
9	Guaraná Fantástica	243
10	Ipoh Coffee	2962.4
11	Lakkalikööri	1728
12	Laughing Lumberjack Lager	42
13	Outback Lager	1389
14	Rhönbräu Klosterbier	527
15	Sasquatch Ale	784
16	Steeleye Stout	2052

SHORTCUTS**SELECTING A COLUMN WITH ONLY TWO KEYSTROKES**

Microsoft Excel 2003/2007 process:

1. Select any cell in the column you would like to select
2. Press **Ctrl + Space Bar**

SELECTING A ROW WITH ONLY TWO KEYSTROKES

Microsoft Excel 2003/2007 process:

1. Select any cell in the row you would like to select
2. Press **Shift + Space Bar**

WRAPPING TEXT IN A CELL

Microsoft Excel 2003/2007 process:

1. Enter in the desired **text**

	A	B	C
1	This is a test		
2			
3			

2. Press **Alt + Enter**
3. Press **Enter**

	A	B
1	This is a test	
2		
3		

NAMING A RANGE OF CELLS

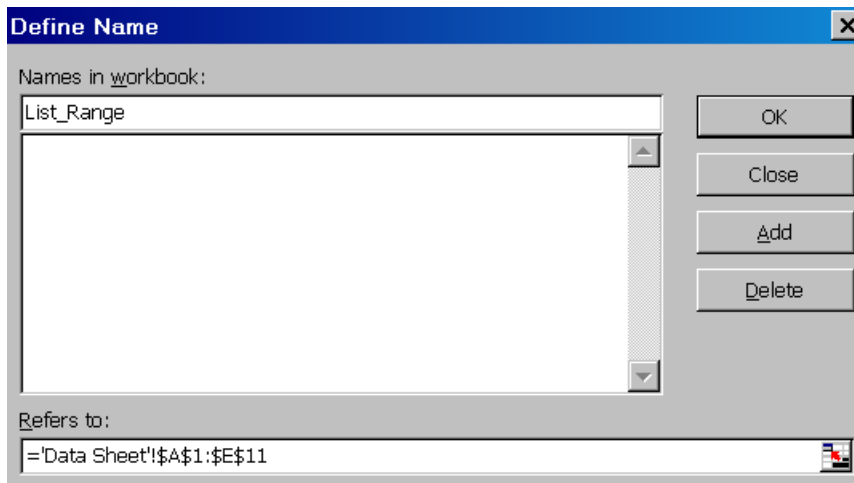
A range of cells can be given a Name, which can then be used in place of the actual cell references in other formulae.

Microsoft Excel 2003 process:

1. Select the **desired** range of **cells**

	A	B	C	D	E	F
1	Staff Code	Region	Name	Structure	Actual	
2	P1	West Coast	M Naidoo	Com	2567	
3	P10	West Coast	F Jackson	Com	16524	
4	P11	West Coast	Evan Peterson	Basic	869	
5	P12	West Coast	Devan Oxford	Basic	5501	
6	P13	West Coast	K Sweet	Com	45877	
7	P14	West Coast	P Cox	Basic	11248	
8	P15	West Coast	Kelly Swart	Incentive	2500	
9	P16	West Coast	B Citty	Incentive	25667	
10	P17	West Coast	P Cox	Incentive	4801	
11	P18	West Coast	A Axford	Com	26439	
12						
13						

2. On the keyboard, press **Ctrl + F3**
3. In the **Names in workbook** box, enter in the desired **Named Range**
4. In the **Refers to** box, ensure you have the correct **range**



The 'Define Name' dialog box is shown. It has a title bar 'Define Name' with a close button. Inside, there is a section 'Names in workbook:' with a text box containing 'List_Range' and a list box below it. To the right of the list box are four buttons: 'OK', 'Close', 'Add', and 'Delete'. Below the list box is a section 'Refers to:' with a text box containing the formula '=Data Sheet!\$A\$1:\$E\$11'.

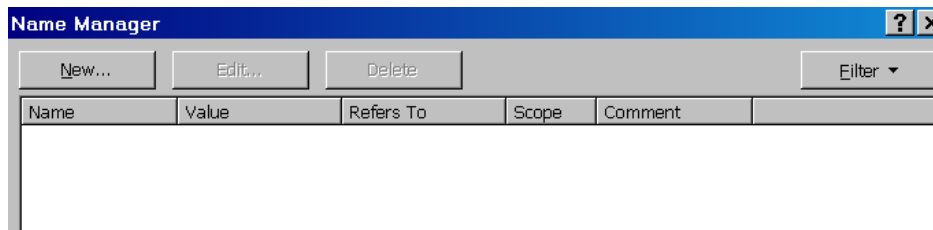
5. Select **OK**

Microsoft Excel 2007 process:

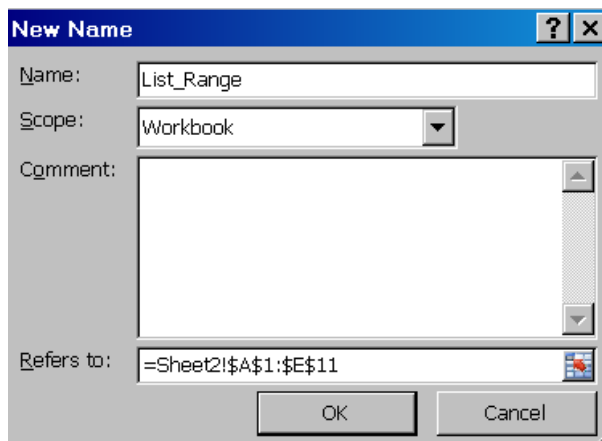
1. Select the **desired** range of **cells**

	A	B	C	D	E	F
1	Staff Code	Region	Name	Structure	Actual	
2	P1	West Coast	M Naidoo	Com	2567	
3	P10	West Coast	F Jackson	Com	16524	
4	P11	West Coast	Evan Peterson	Basic	869	
5	P12	West Coast	Devan Oxford	Basic	5501	
6	P13	West Coast	K Sweet	Com	45877	
7	P14	West Coast	P Cox	Basic	11248	
8	P15	West Coast	Kelly Swart	Incentive	2500	
9	P16	West Coast	B Citty	Incentive	25667	
10	P17	West Coast	P Cox	Incentive	4801	
11	P18	West Coast	A Axford	Com	26439	
12						
13						

2. On the keyboard, press **Ctrl + F3**
3. Select **New**



4. In the **Name** box, enter in the desired **Named Range**
5. In the **Scope** box, select where you would like the **Named Range** to be **available**
6. In the **Refers to** box, ensure you have the correct **range**



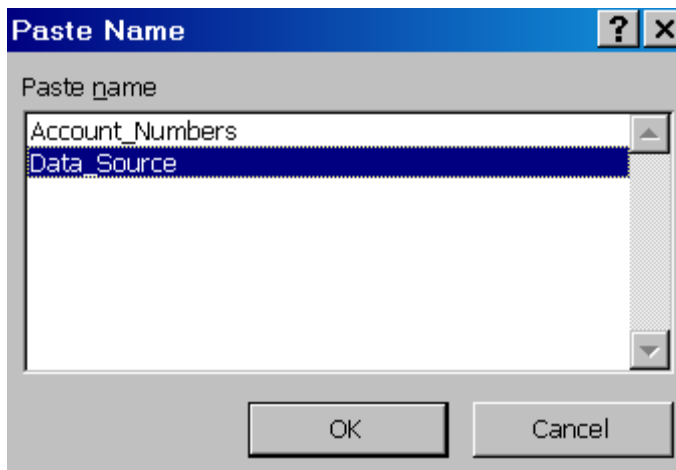
7. Select **OK, Close**

QUICKLY ACCESSING A LIST OF NAMED RANGES

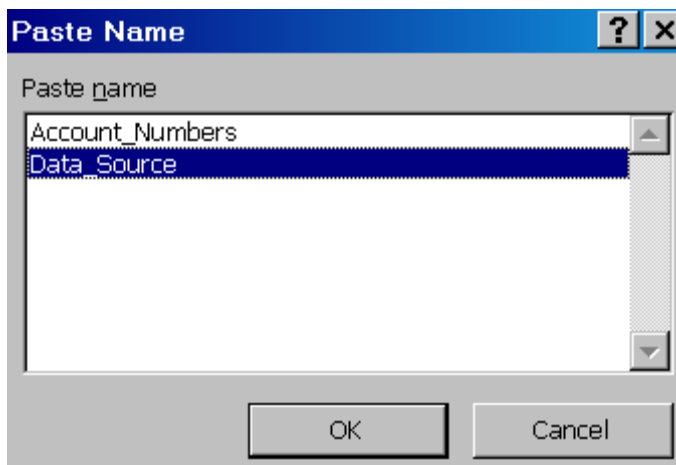
Once you have named the ranges in your Microsoft Excel worksheet, you may need to use them in such things as Formulae, Data Validation or Pasting a List. By pasting a list, you will get a list of the Named Ranges and which cells they refer to.

Microsoft Excel 2003/2007 process:

1. To use in a **Function**:
 - a. Once you are at the desired **point** in the **function** (VLOOKUP – Table_array)
 - b. Press **F3**
 - c. Select the desired **Named Range**

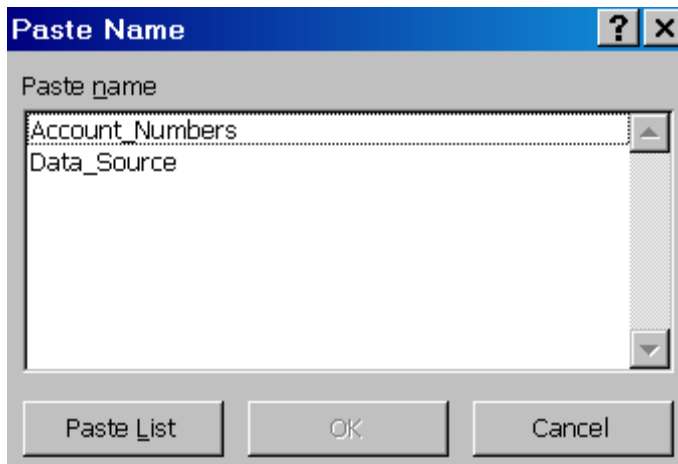


- d. Select **OK**
2. To use in **Data Validation**:
 - a. Once you are at the desired **point** in the **data validation** e.g. Source dialogue box
 - b. Press **F3**
 - c. Select the desired **Named Range**



- d. Select **OK**
3. To **Paste a List** on **Named Ranges**:

- a. Select a **cell** in the **worksheet** where you would like the **list** to be pasted
- b. Press **F3**



- c. Select **Paste List**

KEYBOARD SHORTCUT TO CREATE A CHART

By using one keystroke, you can create a chart without going through the Chart Wizard process.

Microsoft Excel 2003/2007 process:

1. Select the **range** you would like to **Chart**
2. Press **F11** on the keyboard
3. A **new** worksheet will be inserted with the **Chart**

INSERT DATE SHORTCUT

Rather than typing out the date in a cell, you can use a keyboard shortcut to insert the current date instantly.

Microsoft Excel 2003/2007 process:

1. Select the **cell** you would like to **enter** the **date**
2. Hold down the **Ctrl** button and then press ; (Semi colon) on the keyboard

FILL RANGE SHORTCUT

There are a few ways to fill a range of text or a formula. This tip will show you how to firstly select the range to be filled, enter the desired text or formula once, then use a keystroke combination to copy it to all cells in the highlighted range.

Microsoft Excel 2003/2007 process:

1. Select the **range** of cells to be **filled**

	A	B	C	D
1	Category Name	Quantity	Unit Price	Product Sales
2	Confections	30	16	
3	Grains/Cereals	70	30	
4	Grains/Cereals	60	7	
5	Confections	21	14	
6	Grains/Cereals	40	11	
7	Seafood	2	15	
8	Seafood	5	15	
9	Beverages	10	14	
10	Dairy Products	15	29	
11	Dairy Products	30	17	
12	Beverages	24	14	
13	Confections	20	7	
14	Condiments	35	10	
15	Beverages	50	211	
16	Confections	4	7	
17	Seafood	20	12	
18	Confections	2	25	
19	Dairy Products	14	10	
20	Meat/Poultry	10	19	

2. Enter in the desired **text** or **formula** into the cell



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	A	B	C	D
1	Category Name	Quantity	Unit Price	Product Sales
2	Confections	30	16	=B2*C2
3	Grains/Cereals	70	30	
4	Grains/Cereals	60	7	
5	Confections	21	14	
6	Grains/Cereals	40	11	
7	Seafood	2	15	
8	Seafood	5	15	
9	Beverages	10	14	
10	Dairy Products	15	29	
11	Dairy Products	30	17	
12	Beverages	24	14	
13	Confections	20	7	
14	Condiments	35	10	
15	Beverages	50	211	
16	Confections	4	7	
17	Seafood	20	12	
18	Confections	2	25	
19	Dairy Products	14	10	
20	Meat/Poultry	10	19	

3. Press Ctrl + Enter

	A	B	C	D
1	Category Name	Quantity	Unit Price	Product Sales
2	Confections	30	16	480
3	Grains/Cereals	70	30	2128
4	Grains/Cereals	60	7	432
5	Confections	21	14	292
6	Grains/Cereals	40	11	448
7	Seafood	2	15	29
8	Seafood	5	15	76
9	Beverages	10	14	144
10	Dairy Products	15	29	432
11	Dairy Products	30	17	504
12	Beverages	24	14	346
13	Confections	20	7	146
14	Condiments	35	10	364
15	Beverages	50	211	10540
16	Confections	4	7	29
17	Seafood	20	12	240
18	Confections	2	25	50
19	Dairy Products	14	10	140
20	Meat/Poultry	10	19	192



MACROS**SORTING WORKSHEETS IN ALPHABETICAL ORDER**

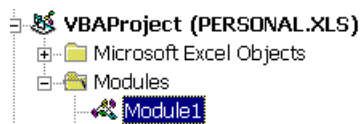
With the following Visual Basic macro, called SortSheets, added to your workbook, you can order the worksheets alphabetically quickly and easily.

Visual Basic Coding:

```
Sub SortSheets()  
Dim sCount As Integer, K As Integer, L As Integer  
Application.ScreenUpdating = False  
sCount = Worksheets.Count  
If sCount = 1 Then Exit Sub  
For K = 1 To sCount - 1  
For L = K + 1 To sCount  
If Worksheets(L).Name < Worksheets(K).Name Then  
Worksheets(L).Move Before:=Worksheets(K)  
End If  
Next L  
Next K  
End Sub
```

Microsoft Excel 2003 Process:**To Insert the Coding**

1. From the **Menu** bar, select **Tools, Macros, Visual Basic Editor**
2. Select the **Module** you would like to insert the coding into



3. On the **right** hand side **paste** the below coding
4. From the **Menu** bar, select **File, Close** and **Return to Microsoft Excel**

Run the Macro

1. From the **Menu** bar, select **Tools, Macros, Macros**
2. Select **SortSheets**
3. Select **Run**

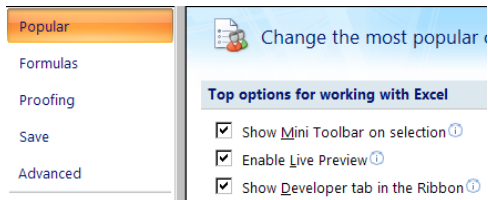
Microsoft Excel 2007 Process:

Activate the Developer tab (if not already turned on)

1. Select the **Office** button

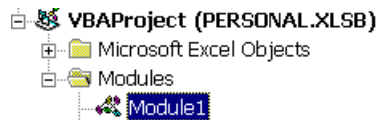


2. Select **Excel Options**
3. Select **Show Developer tab in the Ribbon**



To Insert the Coding

1. From the **Developer** tab in the **Code** group, select **Visual Basic**
2. Select the **Module** you would like to insert the coding into



3. On the **right** hand side **paste** the below **coding**
4. From the **Menu** bar, select **File, Close and Return to Microsoft Excel**

Run the Macro

1. From the **View** tab, in the **Macros** group, select **Macros**
2. Select **SortSheets**
3. Select **Run**

OPENING A WORKBOOK ON A SPECIFIC SHEET

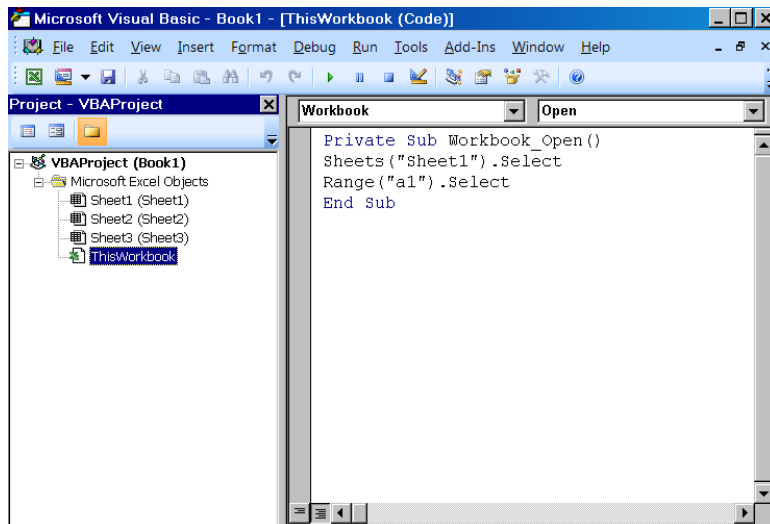
The following code will allow you to specify which worksheet, even to which cell, you would like to appear when the workbook opens.

Visual Basic Coding:

```
Private Sub Workbook_Open()  
    Sheets("Sheet1").Select  
    Range("a1").Select  
End Sub
```

Microsoft Excel 2003/2007 process:

1. Open **Microsoft Excel**
2. Press **Alt + F11**
3. This will open the **VISUAL BASIC Editor**
4. On the far **left**, under **Microsoft Excel Object**, select **ThisWorkbook**
5. On the **right** hand side, **paste** the below coding



6. In the **second** line of the coding, change **Sheet1**, to the sheet name (tab) you wish to land on
7. In the **third** line of the coding, change **A1**, to the cell you wish to land on
8. From the **Menu** bar, select **File, Close and Return to Microsoft Excel**
9. **Save** and **close** the **Microsoft Excel** workbook

If using **Microsoft Excel 2007**, ensure you save the workbook as a ***.xlsm**

10. The next time you open the workbook, it will open on the specific worksheet and cell

COPY AND SAVE A WORKSHEET INTO A NEW FILE AUTOMATICALLY

By using the following code, you can automatically copy the current worksheet to a new workbook, then automatically save the workbook using the contents of a cell as the file name.

Note

- The below Macro is written to take the data from cell **A1** and use it as the file name
- The below Macro is writing to automatically save the workbook in **C:\My Documents**
- If you do not have this directory, the Macro will give an error

Visual Basic Coding:

```
Public Sub SaveWorksheet()
```

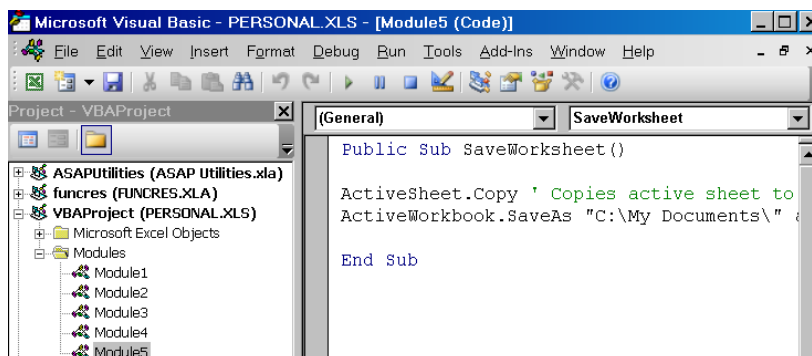
```
ActiveSheet.Copy ' Copies active sheet to a new workbook
```

```
ActiveWorkbook.SaveAs "C:\My Documents\" & Range("A1").Value
```

```
End Sub
```

Microsoft Excel 2003/2007 process:

1. Ensure you are in **Microsoft Excel**
2. Press **ALT + F11** to open the **Visual Basic Editor**
3. If necessary, **Insert a Module**
 - a. Excel 2003 - From the VBAProject (**Personal.xls**), select the **Module** folder
 - b. From the **Menu**, select **Insert, Module**
 - c. Excel 2007 – From the VBAProject (**Personal.xlsb**), select the **Module** folder
 - d. From the **Menu**, select **Insert, Module**
4. On the **right hand side**, **paste** the above **coding**



5. From the **Menu** bar, select **File, Close and Return to Microsoft Excel**
6. Enter in the necessary data into cell **A1**
7. **Run the Macro**

REMOVING EMBEDDED HYPERLINKS WITH VISUAL BASIC

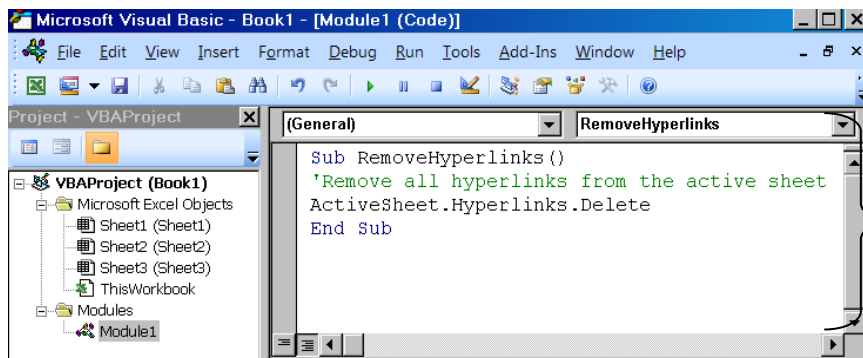
Sometimes a **copy** and **paste** of **Internet** based materials can also bring across embedded **hyperlinks**. The following code will to remove **all** hyperlinks from the **worksheet**.

Visual Basic Coding:

```
Sub RemoveHyperlinks()  
    'Remove all hyperlinks from the active sheet  
    ActiveSheet.Hyperlinks.Delete  
End Sub
```

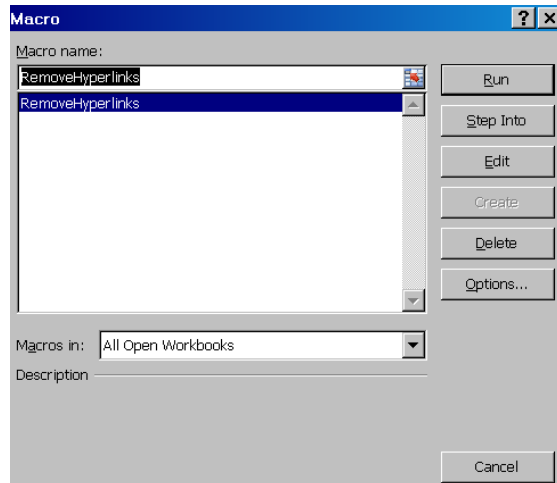
Microsoft Excel 2003/2007 process:

1. Ensure you are on the **worksheet** you would like to **remove** the hyperlinks from
2. Press **ALT + F11** to open the **Visual Basic Editor**
3. From the **Menu** bar, select **Insert Module**
4. **Copy** and **paste** the below **coding** into the **Window** on the right



Copy Coding to this Window

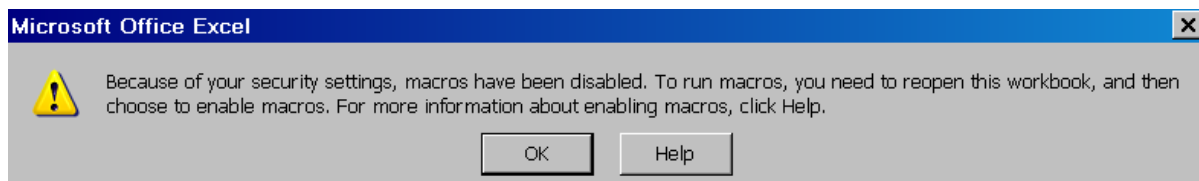
5. From the **Menu** bar, select **File, Close** and **Return to Microsoft Excel**
6. Press **ALT + F8** to view a list of **Macros**
7. Select the **Macro, RemoveHyperlinks**



8. Select **Run**

MACRO SECURITY LEVELS

Have you ever received this message or a similar message in Microsoft Excel?

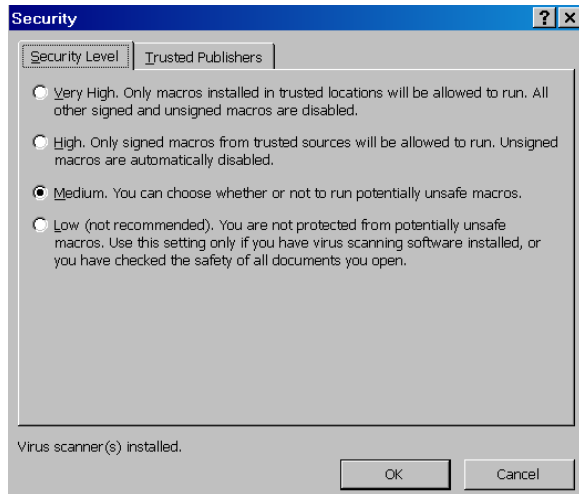


This message is displayed when the Macro security settings are set to block all macros. The following steps will solve the problem.

Microsoft Excel 2003 process:

Set Security Level

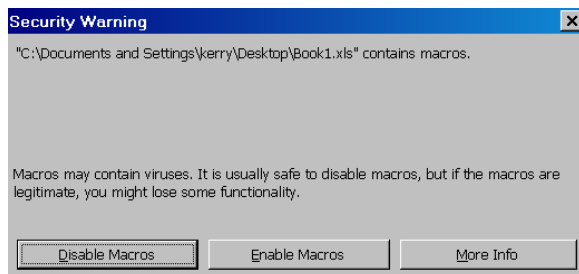
1. From the **Menu** bar, select **Tools, Macros, Security**
2. Select **Medium**



3. Select **OK**
4. **Close** Microsoft Excel and open again for this setting to take effect

Enable Macros

1. When you **open** a workbook with a **Macro** you will get the below message



2. Select **Enable Macros**

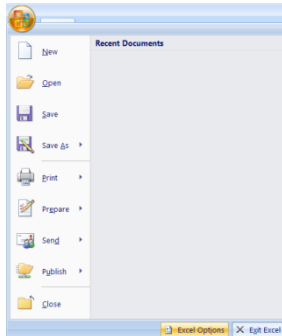
Microsoft Excel 2007 process:

Set Security Level

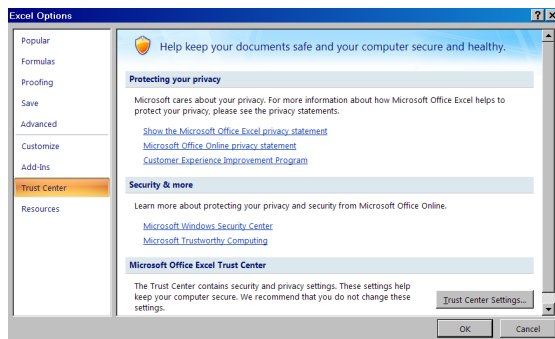
1. Select the **Microsoft Office** button



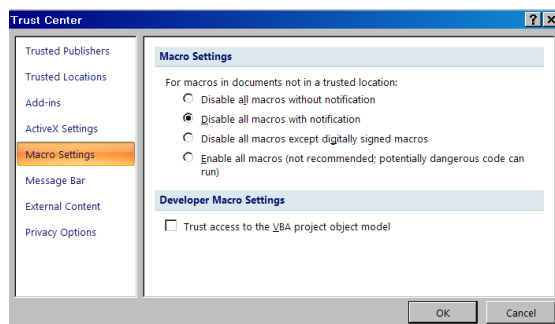
2. Select **Excel Options**



3. On the left, select **Trust Center**
4. Select **Trust Center Settings**



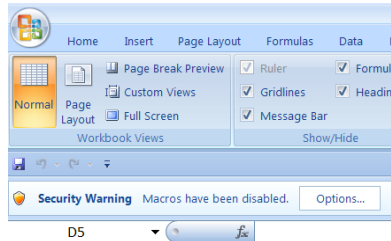
5. On the left, select **Macro Settings**
6. Select **Disable all macros with notification**



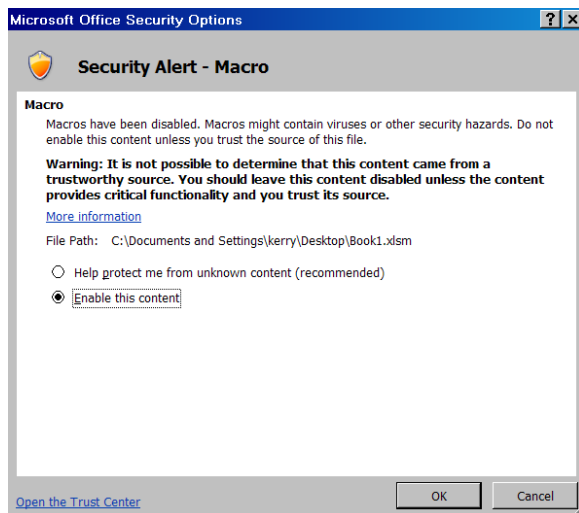
7. Select **OK**

Enable Macros

1. When you open a **workbook** with a **Macro** you will get the below message



2. Select **Options**
3. Select **Enable this content**



4. Select **OK**

GROUPING PROTECTED WORKSHEETS

The Group and Outline tool is a fantastic utility, however you cannot, by default, apply grouping to protected worksheets. The following code will help you get around this

	1								
	2								
1	2	A	B		C	D	E	F	
	1	Advanced Solutions (Pty) Ltd							
	2	YTD Income Statement							
	3								
	5	Account			Mar-08	Apr-08	May-08	1st Quarter	
	6	1000	Sales		315 813	483 670	409 125	1 208 608	
	12	2000	Cost of Sales		58 409	70 257	47 333	175 999	
	18	3000	Direct Expenses		65 118	73 649	72 954	211 721	

Group and
Outline

Note

If you would like to apply the Visual Basic coding, simply copy the coding highlighted in blue and adjust the worksheet name

Visual Basic Coding:

```
Option Explicit
Sub auto_open()
With Worksheets("January")
.Protect Password:="hi", userinterfaceonly:=True
.EnableOutlining = True
'.EnableAutoFilter = True
End With
With Worksheets("February")
.Protect Password:="hi", userinterfaceonly:=True
.EnableOutlining = True
'.EnableAutoFilter = True
End With

End Sub
```

Microsoft Excel 2003/2007 process:

You are going to add some simple VISUAL BASIC coding into the workbook. This code has the password "hi" built in, so it will be automatically protected. You can change the password in the below script if you wish. When the user opens the workbook, they will need to select, "Enable Macros".

For this example we are going to say that the workbook name is Report and the worksheet name is January.

1. Open the desired **workbook**
2. Press **Alt + F11** to open the **Visual Basic Editor** window
3. On the **left** you should see your **Project** (with your file name e.g. VBAProjectReport)
4. **Right** click on the **Project** and select **Insert, Module**
5. A folder called modules should appear with a **Module** underneath
6. Select the **Module 1** and on the **right** hand side, **paste** the below **coding**
7. Remember to **change** the **worksheet name** and **password**
8. **Close** the **Microsoft Visual Basic** window (File, Close and Return to Microsoft Excel)
9. **Close** the **workbook** and **re-open**
10. You should be asked to **Enable Macros**
11. Your workbook should still be protected but you should be able to use your grouping



CONVERTING A VALUE INTO WORDS

By using some Visual Basic code in your worksheet module, you'll then have access to your own SPELLNUMBER() function. This function will put a value that is in a cell, into words.

	A	B
1	Value	Words
2	1000.99	One Thousand Rands and Ninety Nine Cents

Visual Basic Coding:

Option Explicit

'Main Function

Function SpellNumber(ByVal MyNumber)

Dim Rands, Cents, Temp

Dim DecimalPlace, Count

ReDim Place(9) As String

Place(2) = " Thousand "

Place(3) = " Million "

Place(4) = " Billion "

Place(5) = " Trillion "

' String representation of amount.

MyNumber = Trim(Str(MyNumber))

' Position of decimal place 0 if none.

DecimalPlace = InStr(MyNumber, ".")

' Convert cents and set MyNumber to dollar amount.

If DecimalPlace > 0 Then

*Cents = GetTens(Left(Mid(MyNumber, DecimalPlace + 1) & _
"00", 2))*

MyNumber = Trim(Left(MyNumber, DecimalPlace - 1))

End If

Count = 1

Do While MyNumber <> ""

Temp = GetHundreds(Right(MyNumber, 3))

If Temp <> "" Then Rands = Temp & Place(Count) & Rands

If Len(MyNumber) > 3 Then

MyNumber = Left(MyNumber, Len(MyNumber) - 3)

Else

MyNumber = ""

End If

Count = Count + 1

Loop

Select Case Rands

Case ""

Rands = "No Rands"

Case "One"

Rands = "One Dollar"

Case Else

Rands = Rands & " Rands"

End Select

Select Case Cents

Case ""

Cents = " and No Cents"

Case "One"

Cents = " and One Cent"

Case Else

Cents = " and " & Cents & " Cents"

End Select

SpellNumber = Rands & Cents

End Function

' Converts a number from 100-999 into text

Function GetHundreds(ByVal MyNumber)

Dim Result As String

If Val(MyNumber) = 0 Then Exit Function

MyNumber = Right("000" & MyNumber, 3)

' Convert the hundreds place.

If Mid(MyNumber, 1, 1) <> "0" Then

Result = GetDigit(Mid(MyNumber, 1, 1)) & " Hundred "

End If

' Convert the tens and ones place.

If Mid(MyNumber, 2, 1) <> "0" Then

Result = Result & GetTens(Mid(MyNumber, 2))

Else

Result = Result & GetDigit(Mid(MyNumber, 3))

End If

GetHundreds = Result

End Function

' Converts a number from 10 to 99 into text.

Function GetTens(TensText)

Dim Result As String

Result = "" ' Null out the temporary function value.

If Val(Left(TensText, 1)) = 1 Then ' If value between 10-19...

Select Case Val(TensText)

Case 10: Result = "Ten"

Case 11: Result = "Eleven"

Case 12: Result = "Twelve"

Case 13: Result = "Thirteen"

Case 14: Result = "Fourteen"

Case 15: Result = "Fifteen"

Case 16: Result = "Sixteen"

Case 17: Result = "Seventeen"

Case 18: Result = "Eighteen"

Case 19: Result = "Nineteen"

Case Else

End Select

Else *' If value between 20-99...*

Select Case Val(Left(TensText, 1))

Case 2: Result = "Twenty "

Case 3: Result = "Thirty "

Case 4: Result = "Forty "

Case 5: Result = "Fifty "

Case 6: Result = "Sixty "

Case 7: Result = "Seventy "

Case 8: Result = "Eighty "

Case 9: Result = "Ninety "

Case Else

End Select

Result = Result & GetDigit _

(Right(TensText, 1)) ' Retrieve ones place.

End If

GetTens = Result

End Function

' Converts a number from 1 to 9 into text.

Function GetDigit(Digit)

Select Case Val(Digit)

Case 1: GetDigit = "One"

Case 2: GetDigit = "Two"

Case 3: GetDigit = "Three"

Case 4: GetDigit = "Four"

Case 5: *GetDigit* = "Five"

Case 6: *GetDigit* = "Six"

Case 7: *GetDigit* = "Seven"

Case 8: *GetDigit* = "Eight"

Case 9: *GetDigit* = "Nine"

Case Else: *GetDigit* = ""

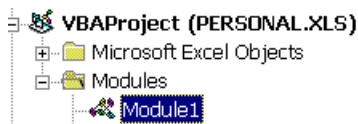
End Select

End Function

Microsoft Excel 2003 process:

Insert the coding

1. From the **Menu** bar, select **Tools, Macros, Visual Basic Editor**
2. Select the **Module** you would like to insert the coding into



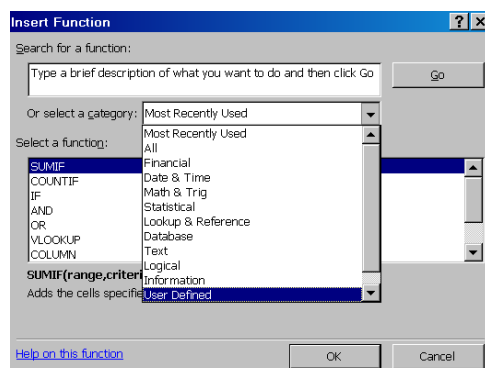
3. On the **right** hand side **paste** the below coding
4. From the **Menu** bar, select **File, Close** and **Return to Microsoft Excel**

Insert the Function

1. Select the **Insert Function** dialogue box



2. Select the category **User Defined**



3. Select **SpellNumber**

4. Select the cell that contains the value, select **OK**

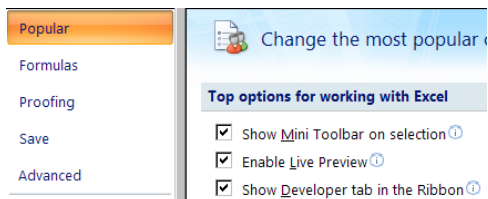
Microsoft Excel 2007 process:

Activate the Developer tab

1. Select the **Office** button

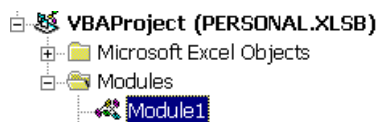


2. Select **Excel Options**
3. Select **Show Developer tab in the Ribbon**



Insert the coding

1. From the **Developer** tab in the **Code** group, select **Visual Basic**
2. Select the **Module** you would like to insert the coding into



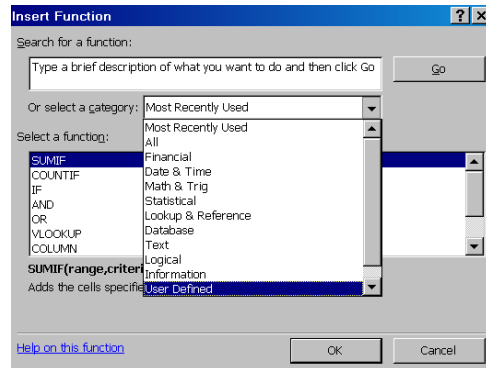
3. On the **right** hand side **paste** the below **coding**
4. From the **Menu** bar, select **File, Close and Return to Microsoft Excel**

Insert the Function

1. Select the **Insert Function** dialogue box



2. Select the category **User Defined**



3. Select **SpellNumber**
4. Select the cell that contains the value

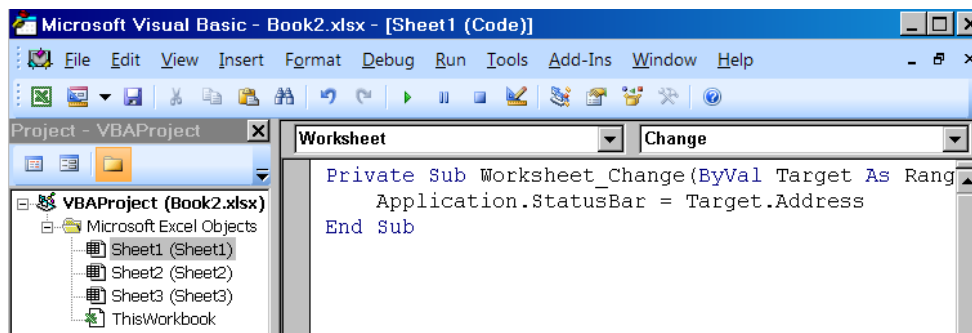


TRACK CELL EDITING

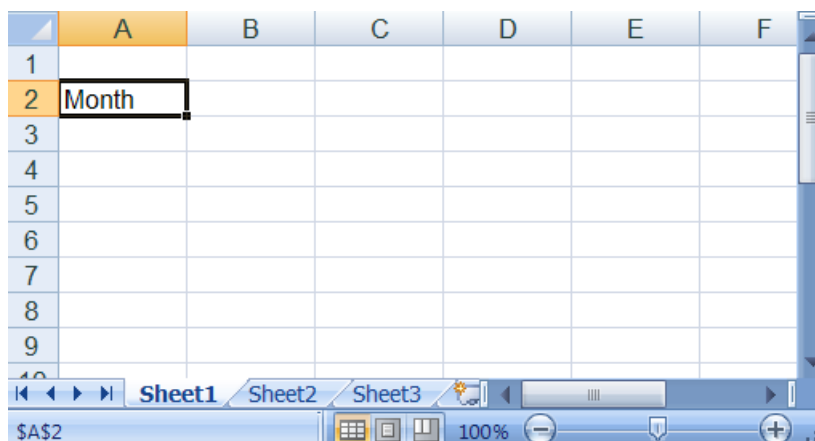
You can use the Worksheet_Change event to write a handler that will record when any particular cell in a worksheet is changed. The macro simply puts the cell address of the last change cell into the status bar.

Microsoft Excel 2003/2007 process:

1. Open **Microsoft Excel**
2. **Right** click on the desired **worksheet** tab/name
3. Select **View Code**
4. **Paste** the below **coding** on to the desired **sheet** module e.g. Sheet1 (Sheet1)
5. Depending on which **sheet** module you **select**, will **depend** on which **worksheet** will have this **functionality**



6. Select **File, Close** and **Return to Microsoft Excel**
7. Ensure you are on the **correct** worksheet
8. Select the desired **cell** on the worksheet
9. **Enter** in the **data**
10. On the **Status** bar (bottom left) you will see the cell **reference** that has been changed e.g &A&2



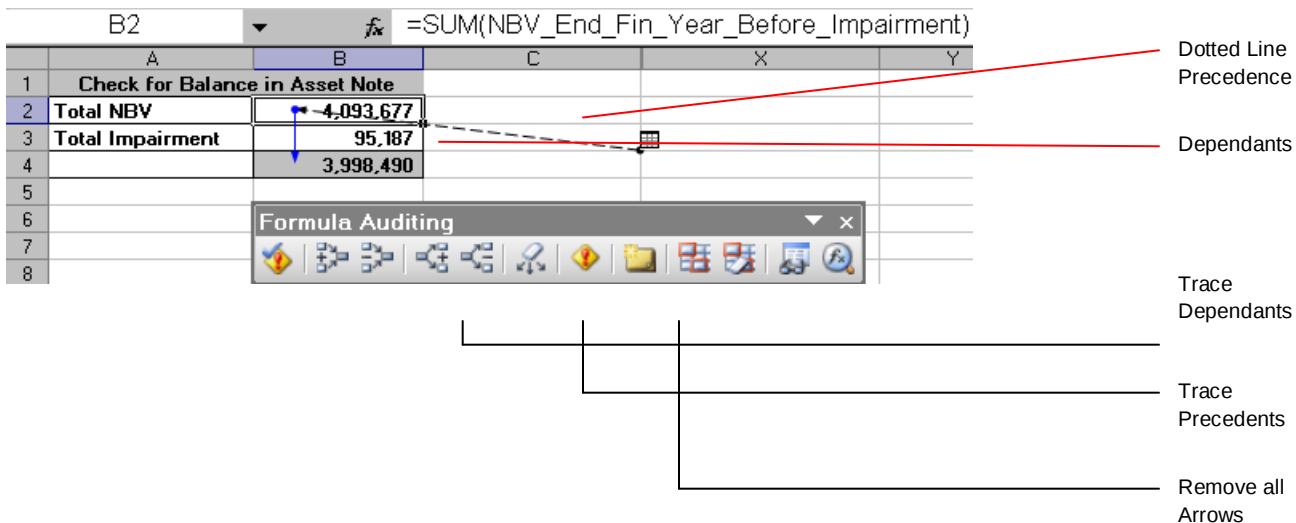
FORMULAE

FORMULA AUDITING – SHOWING CELL DEPENDENCIES

Some spreadsheets can get very complicated, with many cells relying on other cell calculations to deliver information and a change of one cell can have dramatic effects. Formula Auditing will show you which cells are connected.

Microsoft Excel 2003 process:

1. To activate the **Formula Auditing** toolbar
 - a. Select the desired **cell**
 - b. From the **Menu** bar, select **View, Toolbars, Formula Auditing**
2. To trace all cells **dependant**:
 - a. Select the desired **cell**
 - b. From the **Formula Auditing** toolbar, select **Trace Dependants**
3. To trace all cells that are **preceding**:
 - a. Select the desired **cell**
 - b. From the **Formula Auditing** toolbar, select **Trace Precedents**
 - c. If the **Preceding** cells are found on another worksheet, you will get a **dotted line**
 - d. **Double** click on the **dotted line**, select the **reference**, select **OK**
4. To remove all the **arrows**:
 - a. Select the desired **cell**
 - b. From the **Formula Auditing** toolbar, select **Remove All Arrows**



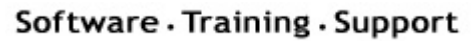
The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	X	Y
1	Check for Balance in Asset Note				
2	Total NBV	-4,093,677			
3	Total Impairment	95,187			
4		3,998,490			

The formula bar for cell B2 shows: `=SUM(NBV_End_Fin_Year_Before_Impairment)`

The Formula Auditing toolbar is visible, showing icons for Trace Dependants, Trace Precedents, and Remove All Arrows. Red arrows point from the toolbar icons to the corresponding labels on the right:

- Dotted Line Precedence
- Dependants
- Trace Dependants
- Trace Precedents
- Remove all Arrows



1. To **trace** all cells that are **preceding**:
 - a. Select the desired **cell**
 - b. From the **Formulas** tab, in the **Formula Auditing** group, select **Trace Precedents**
 - c. If the **Precedent** cells are found on another worksheet, you will get a dotted line
 - d. **Double** click on the **dotted** line, select the **reference**, select **OK**
2. To trace all cells **dependant**:
 - a. Select the desired **cell**
 - b. From the **Formulas** tab, in the **Formula Auditing** group, select **Trace Dependents**
3. To **remove** all the **arrows**:
 - a. Select the desired **cell**
 - b. From the **Formulas** tab, in the **Formula Auditing** group, select **Remove Arrows**

[illegible]

FINDING THE CELL WITH THE HIGHEST VALUE IN A RANGE

At times you may be working with data where you need to find the maximum value. To do this, you can **sort** or use the **MAX** function. You may however, might not want to sort the column and are looking for the MAX value, but would like to know the **cell address** that contains the **maximum** value.

Example

G1		=ADDRESS(MATCH(MAX(D:D),D:D,0),4,4)					
	A	B	C	D	E	F	G
1	Branch	Sales Person	Category Name	Product Sales		Max Cell Ref:	D15
2	East Coast	Anderson. P	Confections	480			
3	East Coast	Johnson. A	Grains/Cereals	2128			
4	East Coast	Peters. K	Grains/Cereals	432			
5	East Coast	Bonders. P	Confections	292			
6	East Coast	Newson. L	Grains/Cereals	448			
7	East Coast	Lavin. T	Seafood	29			
8	East Coast	Perks. M	Seafood	76			
9	East Coast	Anderson. P	Beverages	144			
10	East Coast	Johnson. A	Dairy Products	432			
11	East Coast	Peters. K	Dairy Products	504			
12	East Coast	Bonders. P	Beverages	346			
13	East Coast	Newson. L	Confections	146			
14	East Coast	Lavin. T	Condiments	364			
15	East Coast	Perks. M	Beverages	10540			
16	East Coast	Anderson. P	Confections	29			
17	East Coast	Johnson. A	Seafood	240			
18	East Coast	Peters. K	Confections	50			
19	East Coast	Bonders. P	Dairy Products	140			

MATCH

MATCH(lookup_value,lookup_array,match_type)

The MATCH function will return the row number of the highest value.

Lookup_value :

Is the value you use to find the value you want in a table. Lookup_value can be a value (number, text, or logical value) or a cell reference to a number, text, or logical value.

Lookup_array :

Is a contiguous range of cells containing possible lookup values.

Match_type :

Is the number -1, 0, or 1. Match_type specifies how Microsoft Excel matches lookup_value with values in lookup_array.

If match_type is 0, MATCH finds the first value that is exactly equal to lookup_value. Lookup_array can be in any order.

ADDRESS	ADDRESS(row_num,column_num,abs_num,a1, sheet_text) The ADDRESS function will return the cell address of the highest value. Row_num : Is the row number to use in the cell reference. Column_num : Is the column number to use in the cell reference. Abs_num : Specifies the type of reference to return. 1 - Absolute, 2 - Absolute row; relative column, 3 Relative row; absolute column, 4 - Relative
MAX	MAX(number1,number2,...) Number1, number2 : Are 1 to 255 numbers for which you want to find the maximum value.

Microsoft Excel 2003/2007 process:

1. Open **Microsoft Excel**
2. Select the desired **result** cell
3. Select the **Insert Function** button on the **Formula bar**



4. In the **Row_num** box, enter in the below:
MATCH(MAX("Column to calculate max"),"Column to find the max, finds the first value that is exactly equal)
5. In the **Column_num** box, enter the below:
4 – You want to use column D (4) as the result reference
6. In the **Abs_num** box, enter the below:
4 – You would like a relative reference

Function Arguments ? x

ADDRESS

Row_num	MATCH(MAX(D:D),D:D,0)	= 15
Column_num	4	= 4
Abs_num	4	= 4
A1		= logical
Sheet_text		= text

= "D15"

Creates a cell reference as text, given specified row and column numbers.

Row_num is the row number to use in the cell reference: Row_number = 1 for row 1.

Formula result = D15

[Help on this function](#)

OK Cancel

7. Select **OK**



ROUNDING NUMBERS TO THE NEAREST WHOLE NUMBER (E.G. TENS, HUNDREDS OR THOUSANDS)

Using the ROUND function, you can round a number upwards to the nearest hundred, thousand, million or higher.

Example

The **Rounded Up** column is rounding the values up the nearest hundredth.

	A	B	C	D
1	Category Name	Month	Value	Rounded Up
2	Dairy Products	April	5568	5600
3	Dairy Products	April	1566	1600
4	Dairy Products	April	3480	3500
5	Dairy Products	April	1392	1400
6	Dairy Products	April	2436	2400
7	Dairy Products	April	1740	1700
8	Dairy Products	April	3000	3000
9	Dairy Products	April	6000	6000
10	Dairy Products	April	4200	4200
11	Dairy Products	April	5500	5500
12	Dairy Products	April	4840	4800
13	Dairy Products	April	1980	2000
14	Dairy Products	April	1970	2000

ROUND

ROUND(number,num_digits)

Number :

Is the number you want to round.

Num_digits :

Specifies the number of digits to which you want to round number.





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Microsoft Excel 2003/2007 process:

1. Select the **desired** cell (D2)
2. Enter in the below **formula**:

=ROUND(C2,-2)

3. Press **Enter**

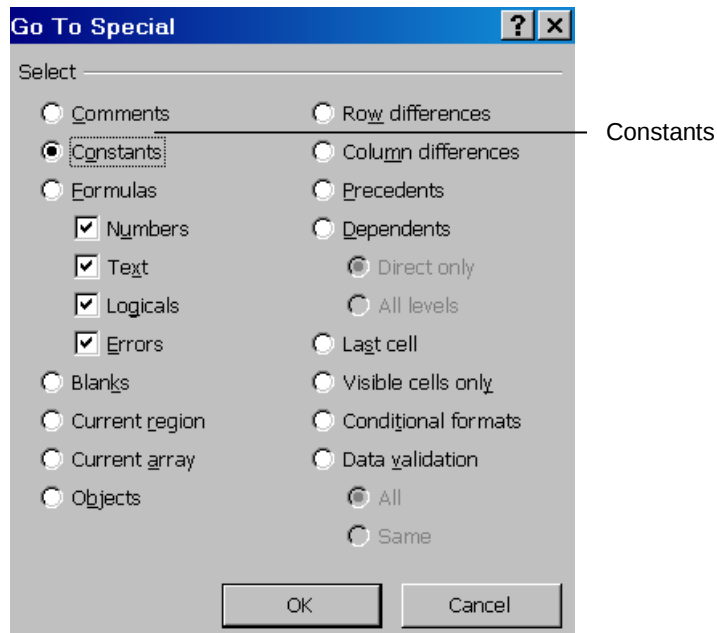
*Automated, real-time, pre-formatted reports
delivered in Microsoft Excel.*

DELETING ALL NON-FORMULA DATA ON A WORKSHEET

Have you ever found that at the beginning of the Financial Year you need to make a copy of the previous year's workbook? If so, you'd need to delete all the old year's data but you would really like to keep all of the formulae in the worksheet. By using the **Go To** dialogue box, it is a quick any easy method.

Microsoft Excel 2003/2007 process:

1. Make a **copy** of the desired **worksheet**
2. Press **F5** on the keyboard (The Go To dialogue box will pop up)
3. Select **Special**
4. Select **Constants**



5. Select **OK**
6. All cells containing constants (everything except formulae) will be selected
7. Press **Delete** on the keyboard

FILTER DATE TRANSACTIONS TO SHOW ONLY DATES THAT FALL BETWEEN A RANGE (E.G. 30 AND 60 DAYS)

By using a combination of the TODAY and AND function, you can determine whether a date falls inside of a particular date range.

Example

D3		fx		=AND(TODAY()-B3>=30,TODAY()-B3<=60)		
	A	B	C	D	E	F
1						
2	Product Name	Date	Product Sale	30 to 60 Days		
3	Alice Mutton	12/04/2008	6000.00	TRUE		
4	Alice Mutton	15/04/2008	15000.00	TRUE		
5	Alice Mutton	30/04/2008	5700.00	TRUE		
6	Alice Mutton	01/05/2008	15000.00	TRUE		
7	Alice Mutton	08/05/2008	24000.00	FALSE		
8	Alice Mutton	28/05/2008	4800.00	FALSE		
9	Aniseed Syrup	06/03/2008	8400.00	FALSE		
10	Aniseed Syrup	25/03/2008	2520.00	FALSE		
11	Aniseed Syrup	19/05/2008	1680.00	FALSE		
12	Blue Cheese	20/04/2008	5568.00	TRUE		
13	Blue Cheese	04/04/2008	1566.00	TRUE		
14	Blue Cheese	04/04/2008	3480.00	TRUE		
15	Blue Cheese	11/04/2008	1392.00	TRUE		
16	Blue Cheese	12/04/2008	2436.00	TRUE		
17	Blue Cheese	22/04/2008	1740.00	TRUE		

This result will give you an answer of either True or False which you can then filter or use in combination with another function. This can be a handy when used in combination with a SUMIF to calculate transactions in certain date range.

TODAY	TODAY() Returns the serial number of the current date. The serial number is the date-time code used by Microsoft Excel for date and time calculations. If the cell format was General before the function was entered, the result is formatted as a date.
AND	AND(logical1,logical2, ...) Logical1, logical2, ... : Are 1 to 255 conditions you want to test that can be either TRUE or FALSE.

Microsoft Excel 2003/2007 process:

1. Select the desired **cell**
2. Enter in the **formula**

=AND(TODAY()-B3>=30,TODAY()-B3<=60)

3. **Copy** the formula **down**
4. Use **Filtering** to **Filter** all values that are **TRUE**





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CONVERTING TEXT DATES TO DATES

Occasionally, dates may become formatted and stored in cells as text. For example, you may have entered a date in a cell that was formatted as text, or the data might have been imported or pasted from an external data source as text.

Dates that are formatted as text are left-aligned instead of right-aligned in a cell. You can use the DATEVALUE function to convert most other types of text dates to dates.

DATEVALUE	DATEVALUE(date_text) Date_text : Is text that represents a date in a Microsoft Excel date format. For example, "1/30/2008" or "30-Jan-2008" are text strings within quotation marks that represent dates. Using the default date system in Excel for Windows, date_text must represent a date from January 1, 1900, to December 31, 9999. Using the default date system in Microsoft Excel for the Macintosh, date_text must represent a date from January 1, 1904, to December 31, 9999. DATEVALUE returns the #VALUE! error value if date_text is out of this range. If the year portion of date_text is omitted, DATEVALUE uses the current year from your computer's built-in clock. Time information in date_text is ignored.
------------------	---

1. Select the **desired** cell (B2)
2. Enter the below function:

The DATEVALUE function returns the serial number of the date that is represented by the text date

3. **Format** the **cell** (serial number) to a **date**:
 - a. Select the desired **cell/cells** (B2:B3)
 - b. **Right** click on the selected **cells**
 - c. Select **Format Cells**
 - d. Select **Date**
 - e. Select the desired **Format**

B2   =DATEVALUE(A2)					
	A	B	C	D	E
1	Date as Text	Data as Date			
2	03/06/08	03/06/2008			
3	12/07/08	12/07/2008			

COMBINING TEXT FROM MULTIPLE CELLS INTO ONE

Using the & sign is the same as using the **Concatenate** function, but much simpler.

Example

Below is an example in column **C**, of where the **Main Account** and **Sub Account** numbers need to be joined into **one** cell with a / to separate the Accounts.

C2   =A2&"/"&B2

	A	B	C	D
1	Main Account	Sub Account	Combined	
2	100	350	100/350	
3	200	400	200/400	
4	100	240	100/240	
5	100	150	100/150	
6	200	250	200/250	
7	300	220	300/220	
8	300	200	300/200	

Microsoft Excel 2003/2007 process:

1. Select the desired **cell** (C2)
2. Enter in =
3. Select the **first** cell to join (A2)
4. Enter in &
5. If necessary, add any **additional** data that may not be found in a cell ("/")
6. Enter in &
7. Select any **additional** cells to join
8. Press **Enter**

AN ALTERNATIVE TO VLOOKUP

Using a combination of MATCH and INDEX, you can return values from an array regardless of what information is in the first column of the array. In a VLOOKUP, the main search criteria (for example, a sales persons name) needs to be in the first column of the array – using MATCH and INDEX, it doesn't matter which column the result is in.

Example

You can either create the functions in two steps as in cells B20 and C20, or you can create a Nested Function as in cell D20.

	A	B	C	D
1	Name	Salary Structure	Staff Code	
2	M Naidoo	5000	P1	
3	F Jackson	18500	P10	
4	Evan Peterson	25000	P11	
5	Devan Oxford	65000	P12	
6	K Sweet	38000	P13	
7	P Cox	15000	P14	
8	Kelly Swart	8500	P15	
9	B City	12000	P16	
10	P Cox	28000	P17	
11	A Axford	25000	P18	
12	J Alexander	35000	P19	
13	M Effort	23000	P2	
14	Peter Minster	30000	P20	
15	T Strydom	35000	P21	
16	Cathy Johnson	25000	P22	
17	A. Wilson	13000	P23	
18				
19	Staff Code	MATCH Function	INDEX Function	Nested MATCH & INDEX
20	P16	9	12000	12000
21		=MATCH(A20,Sheet1!C1:C17)	=INDEX(A1:C17,B20,2)	=INDEX(A1:C17,MATCH(A20,Sheet1!C1:C17),2)

MATCH	MATCH(lookup_value,lookup_array,match_type) Will return the row number of the highest value. Lookup_value : Is the value you use to find the value you want in a table. Lookup_value can be a value (number, text, or logical value) or a cell reference to a number, text, or logical value. Lookup_array : Is a contiguous range of cells containing possible lookup values. Match_type : Is the number -1, 0, or 1. Match_type specifies how Microsoft Excel matches lookup_value with values in lookup_array. If match_type is 0, MATCH finds the first value that is exactly equal to lookup_value. Lookup_array can be in any order.
INDEX	INDEX(array,row_num,column_num)

Returns the **value** of an element in a **table** or an, selected by the row and column number indexes.

INDEX will look at an array, **based** on the **row number** found in the **MATCH** Function, and return the **answer** from the **specified column**.

Array :

Is a range of cells or an array constant. If array contains only one row or column, the corresponding row_num or column_num argument is optional.

If array has more than one row and more than one column, and only row_num or column_num is used, INDEX returns an array of the entire row or column in array.

Row_num :

Selects the row in array from which to return a value. If row_num is omitted, column_num is required.

Column_num :

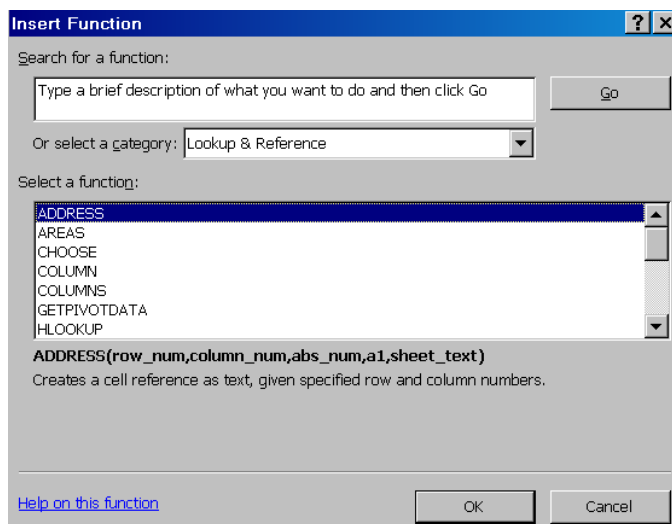
Selects the column in array from which to return a value. If column_num is omitted, row_num is required.

Microsoft Excel 2003/2007 process:

1. Select the desired **cell**
2. Select the **FX** button on the **Formula** bar



3. Select the **Lookup & Reference** category



4. Select the desired **Function** (Match/Index)



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5. Enter in the desired **Criteria**
6. Select **OK**



INSERTING SYMBOLS INTO THE CELL (E.G. ½)

It can sometimes be difficult to insert a special character, such as ½ or ®, into a cell. Special characters each have their own unique number combination and using this can make the input of these special characters much easier.

Example

	A	B	C
1	½		
2	¼		
3	⅓		
4	⅔		
5	⅕		
6	⅖		
7	⅗		
8	⅛		

CHAR	CHAR(number) Number : Is a number between 1 and 255 specifying which character you want. The character is from the character set used by your computer.
-------------	---

If you know the code number, you can enter that character any time by holding down the ALT key, and typing the 4 digit code number on the numeric keypad (the keys on the far right of your keyboard, do not use the "normal" number keys above the letter keys). Even though character code numbers are only three digits (between 0 and 255), you must type in the leading zeros to ensure that you get the proper character. For example, to enter in the British Pound sign, whose code is 163, hold down the ALT key, and type 0163 on the numeric keypad. There are hundreds of special characters, each with their own number. A trick to finding out what the number of a special character is involves using the CHAR.

Common Symbols	Symbol	Codes	Common Symbols	Symbol	Codes
Euro	€	0128	Registered	®	0174
Ellipsis	...	0133	Plus/Minus	±	0177
Dagger	†	0134	Paragraph	¶	0182
Double Dagger	‡	0135	Degree	°	0176
Bullet	•	0149	Pounds	£	0163
Trademark	™	0153	Yen	¥	0165
Cents	¢	0162	Copyright	©	0169

Microsoft Excel 2003/2007 process:

1. Create the **Symbol** list:
 - a. Open a blank **workbook**
 - b. Select cell **A1**
2. Enter in the below function:

=CHAR(ROW())

	A1					
	A	B	C	D	E	F
1	€					
2	¢					
3	£					
4	¤					
5	¥					

- a. **Copy** the function down to cell **A255**
 - b. This will display in each cell the **character** whose **code number** is that cell's row number. For example, the **Euro Currency** symbol will appear in cell **A128**, which indicates that its code number is **128**
 - c. If necessary, **save** the workbook
3. To **apply** the desired **Symbol**:
 - a. Select the desired **cell**
 - b. Hold down **ALT** on the keyboard
 - c. Using the **numeric** keys on your **NUMLOCK** pad, enter in the desired code e.g. 0128
 - d. If using a **laptop**, be sure to turn on your **NUMLOCK** pad

You can change the font of the column to see what characters are supplied by various fonts. Fonts with lots of useful symbols include Symbol, WebDings, the 3 WingDings fonts, Ref Specialty, ENCICON, Marlett, MonoType Sorts, and MS Reference. Note that you may not have all these fonts on your computer.

Alternatively, the codes of each special (and even normal) characters can be found using the **Character Map** utility which can generally be found in the **Accessories - System Tools** menu path in most Windows operating systems.

ADDING CRITERIA/CONDITIONS TO YOUR SUM FUNCTION

Using the DSUM function, you can specify criteria and conditions regarding which cells should be added together. An alternative to using DSUM is using SUMIF. But SUMIF can't do complex criteria.

Example

The table contains a list of totals sales per day, showing how many hours were worked that day, the week number and the month. In cell H4 we have prepared a running total using the DSUM function, which takes into account a number of criteria that has been set up in the range A1:F2 (such as a specific day for a specific month as long as the hours in the work day were greater than 12 but less than 17).

H4		fx		=DSUM(A5:E1121,5,A1:F2)				
	A	B	C	D	E	F	G	H
1	Month	Week	Weekday	Hour	Sales	Hour		
2	February		Tue	>12		<17		
3								
4							Total Tue Sales from 1pm to 4pm in Feb	\$ 4,964.00
5	Month	Week	Weekday	Hour	Sales			
6	January	1	Mon	9	147			
7	January	1	Tue	9	161			
8	January	1	Wed	9	182			
9	January	1	Thu	9	201			
10	January	1	Fri	9	158			
11	January	1	Sat	9	190			
12	January	1	Sun	9	243			
13	January	2	Mon	9	147			
14	January	2	Tue	9	161			
15	January	2	Wed	9	182			
16	January	2	Thu	9	201			

DSUM	DSUM(database,field,criteria)
-------------	-------------------------------

Database :

Is the range of cells that makes up the list or database. A database is a list of related data in which rows of related information are records, and columns of data are fields. The first row of the list contains labels for each column.

Field :

Indicates which column is used in the function. Field can be given as text with the column label enclosed between double quotation marks, such as "Age" or "Yield," or as a number that represents the position of the column within the list: 1 for the first column, 2 for the second column, and so on.

Criteria :

Is the range of cells that contains the conditions you specify. You can use any range for the criteria argument, as long as it includes at least one column label and at least one cell below the column label for specifying a condition for the column.

Microsoft Excel 2003/2007 process:

1. Select the **desired** cell (H4)
2. Enter in the below **formula**:

=DSUM(A5:E1121,5,A1:F2)

3. Press **Enter**

VLOOKUP VERSUS HLOOKUP

Depending on how your data has been setup up, you may need to either use a VLOOKUP or an HLOOKUP.

VLOOKUP	VLOOKUP(lookup_value,table_array,col_index_num,range_lookup) Lookup_value : The value to search in the first column of the table. Lookup_value can be a value or a reference. If lookup_value is smaller than the smallest value in the first column of table_array, VLOOKUP returns the #N/A error value. Table_array : Two or more columns of data. Use a reference to a range or a range name. The values in the first column of table_array are the values searched by lookup_value. These values can be text, numbers, or logical values. Uppercase and lowercase text are equivalent. Col_index_num : The column number in table_array from which the matching value must be returned. A col_index_num of 1 returns the value in the first column in table_array; a col_index_num of 2 returns the value in the second column in table_array, and so on. If col_index_num is: Range_lookup : A logical value that specifies whether you want VLOOKUP to find an exact match or an approximate match: If TRUE or omitted, an exact or approximate match is returned. If an exact match is not found, the next largest value that is less than lookup_value is returned. If FALSE, VLOOKUP will only find an exact match. Searches for a value in the first column of a table array and returns a value in the same row from another column in the table array. The V in VLOOKUP stands for vertical. Use VLOOKUP instead of HLOOKUP when your comparison values are located in a column to the left of the data that you want to find.
----------------	---

	A	B	C
1	Density	Viscosity	Temperature
2	0.457	3.55	500
3	0.525	3.25	400
4	0.616	2.93	300
5	0.675	2.75	250
6	0.746	2.57	200
7	0.835	2.38	150
8	0.946	2.17	100
9	1.09	1.95	50
10	1.29	1.71	0
11			
12	=VLOOKUP(1,A2:C10,3,TRUE)		
13			
14	Using an approximate match, searches		
15	for the value 1 in column A, finds		
16	the largest value less than or equal		
17	to 1 in column A, which is 0.946,		
18	and then returns the value from		
19	column C in the same row. (100)		

HLOOKUP

HLOOKUP(lookup_value,table_array,row_index_num,range_lookup)

Lookup_value :

Is the value to be found in the first row of the table. Lookup_value can be a value, a reference, or a text string.

Table_array :

Is a table of information in which data is looked up. Use a reference to a range or a range name.

Row_index_num :

Is the row number in table_array from which the matching value will be returned. A row_index_num of 1 returns the first row value in table_array, a row_index_num of 2 returns the second row value in table_array, and so on. If row_index_num is less than 1, HLOOKUP returns the #VALUE! error value; if row_index_num is greater than the number of rows on table_array, HLOOKUP returns the #REF! error value.

Range_lookup :

Is a logical value that specifies whether you want HLOOKUP to find an exact match or an approximate match. If TRUE or omitted, an approximate match is returned. In other words, if an exact match is not found, the next largest value that is less than lookup_value is returned. If FALSE, HLOOKUP will find an exact match. If one is not found, the error value #N/A is returned.

Searches for a **value** in the **top row** of a **table** or an **array** (array: Used to build single formulas that produce multiple results or that operate on a group of arguments that are arranged in rows and columns. An array range shares a common formula; an array constant is a group of constants used as an argument.) of values, and then returns a value in the same column from a row you specify in the table or array. Use HLOOKUP when your comparison values are located in a row across the top of a table of data, and you want to look down a specified number of rows. The H in HLOOKUP stands for "Horizontal."

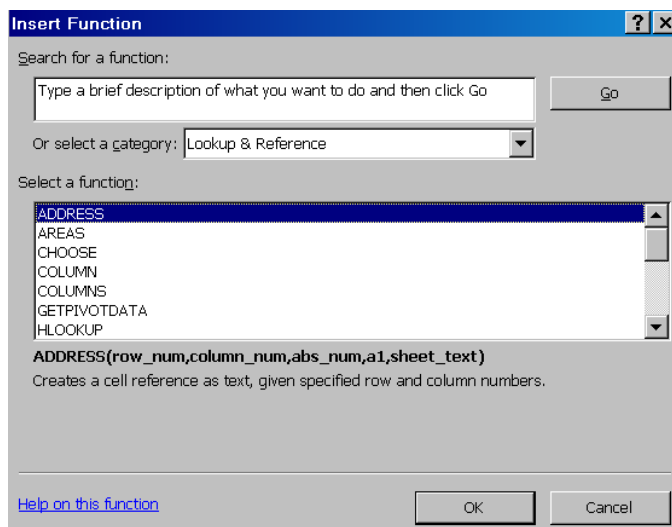
	A	B	C
1	Axles	Bearings	Bolts
2	4	4	9
3	5	7	10
4	6	8	11
5			
6	=HLOOKUP("Bearings",A1:C4,3,FALSE)		
7			
8	Looks up Bearings in row 1, and		
9	returns the value from row 3		
10	that's in the same column. (7)		

Microsoft Excel 2003/2007 process:

1. Select the desired **cell**
2. Select the **FX** button on the **Formula** bar



3. Select the **Lookup & Reference** category



4. Select the desired **Function** (Vlookup/Hlookup)
5. Enter in the desired **Criteria**



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6. Select **OK**



SUMIF BETWEEN WORKBOOKS

When using the **SUMIF** function **between** workbooks, you may get a **VALUE** error if the source workbook is not open. To work around this, use a combination of the **SUM** and **IF** functions together in an **array** formula.

Example

The source workbook, filename Data.

	A	B	C
1			
2	Branch	Value	
3	South	567	
4	East	468	
5	East	469	
6	West	765	
7	West	490	
8	East	345	
9	South	659	
10	West	289	
11	West	879	
12	East	639	
13			

The workbook with the formula.

B2											
	A	B	C	D	E	F	G	H	I	J	K
1											
2	Total Value for East	1921									
3											

This behavior occurs when the formula that contains the SUMIF, COUNTIF, or COUNTBLANK function refers to cells in a closed workbook.

If you open the referenced workbook, the formula works correctly.

- Instead of using a formula that is similar to the following
=SUMIF([Source]Sheet1!\$A\$1:\$A\$8,"a",[Source]Sheet1!\$B\$1:\$B\$8)
- use the following formula:
=SUM(IF([Source]Sheet1!\$A\$1:\$A\$8="a",[Source]Sheet1!\$B\$1:\$B\$8,0))

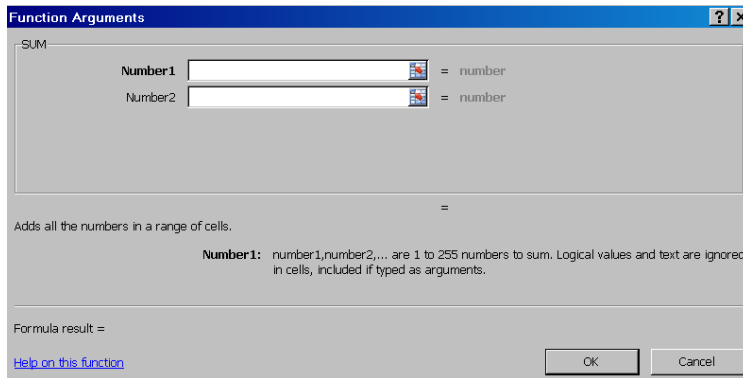
An array formula is a formula that can perform multiple calculations on one or more of the items in an array. Array formulas act on two or more sets of values known as array arguments.

- Each argument within an array **must** have the same amount of **rows** and **columns**
- You **must** enter an array by pushing **Ctrl + Shift + Enter**
- You **cannot** add the {} (braces) that surround an array yourself, pushing **Ctrl + Shift + Enter** will do this for you

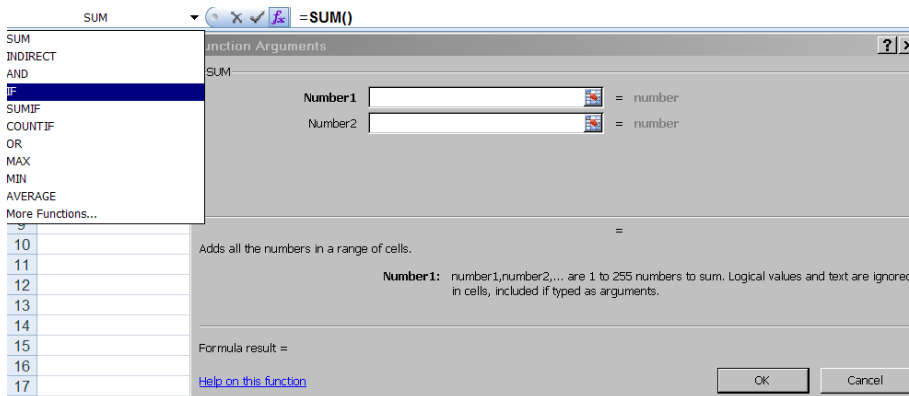
SUMIF	SUMIF(range,criteria,sum_range) Range : Is the range of cells that you want evaluated by criteria. Cells in each range must be numbers or names, arrays, or references that contain numbers. Blank and text values are ignored. Criteria : Is the criteria in the form of a number, expression, or text that defines which cells will be added. For example, criteria can be expressed as 32, "32", ">32", or "apples". Sum_range : Are the actual cells to add if their corresponding cells in range match criteria. If sum_range is omitted, the cells in range are both evaluated by criteria and added if they match criteria.
--------------	---

Microsoft Excel 2003/2007 process:

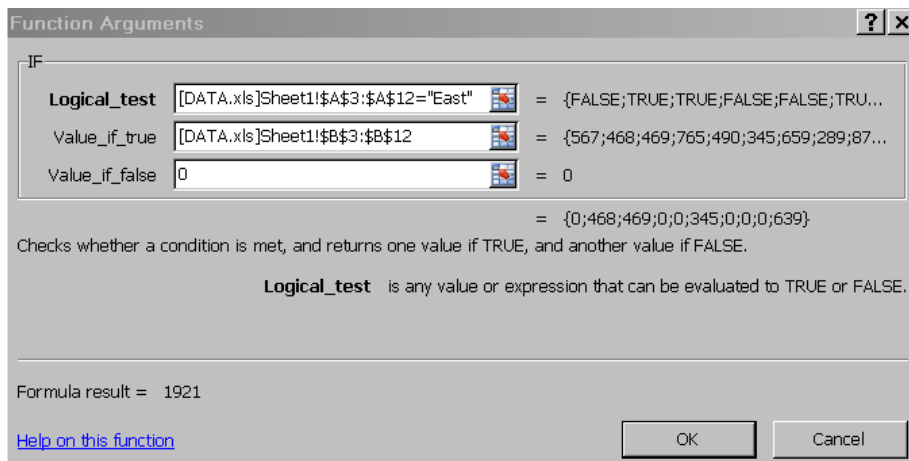
1. Open the **workbook** that contains the **source** (Data)
2. Open the **workbook** that will contain the **formulae**
3. Select the desired **cell** in the **workbook** that will contain the **formulae** (B2)
4. Using the **FX** button on the **Formula Bar**, locate the **Sum Function**



- To nest in the **IF** Function, from the **Formula** bar, in the **Name Box**, from the **drop down** arrow, select **IF**. If the IF function does not appear, select More Functions and locate the IF Function.



- Enter in the arguments in the **Logical Test**



Logical_test – If cells A3:A12 in the Data workbook on Sheet 1 = East
 Value_if_true – If the above is true, sum the range B3:B12

Value_if_false – IF the above is not true, place 0

7. Press **Ctrl + Shift + Enter**



POSITIVE AND NEGATIVE NUMBERS

Have you ever had a column with positive and negative numbers, but would like to sum the positive and negative numbers separately? This can be done by using the **SUMIF** function.

Example

	A	B
1	Stock In/Out	
2	89	
3	47	
4	-16	
5	140	
6	-37	
7	113	
8	-58	
9	-79	
10	59	
11		
12	Total In	448
13	Total Out	-190

SUMIF

SUMIF(range,criteria,sum_range)

Range :

Is the range of cells that you want evaluated by criteria. Cells in each range must be numbers or names, arrays, or references that contain numbers. Blank and text values are ignored.

Criteria :

Is the criteria in the form of a number, expression, or text that defines which cells will be added. For example, criteria can be expressed as 32, "32", ">32", or "apples".

Sum_range :

Are the actual cells to add if their corresponding cells in range match criteria. If sum_range is omitted, the cells in range are both evaluated by criteria and added if they match criteria.

Microsoft Excel 2003/2007 process:

1. To add the **positive** numbers as per the example:



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- a. Select the **desired** cell (B12)
- b. Enter in the below formula:

=SUMIF(A2:A10,">0")

- c. Press **Enter**
2. To add the **negative** numbers:
 - a. Select the **desired** cell (B13)
 - b. Enter in the below formula:

=SUMIF(A2:A10,"<0")

- c. Press **Enter**

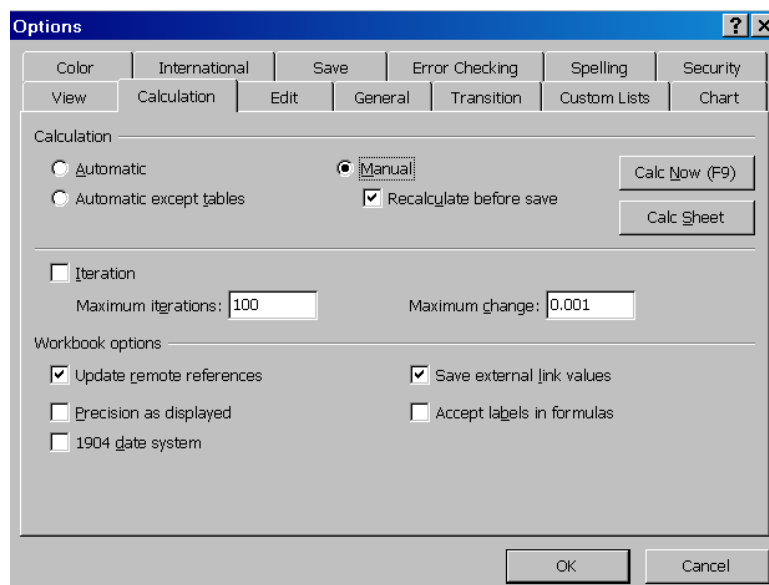
MICROSOFT EXCEL OPTIONS/TOOLS

UPDATE FORMULAE MANUALLY

When there are a number of formulas on a worksheet, especially if there is a lot of data to be referenced, changing one formula can slow the application down substantially. You have to wait a few seconds before you can proceed with your work while the other formulae recalculate. By using the option to manually recalculate, you can bypass this recalculation and avoid the delay. You can then choose to manually update your formulae.

Microsoft Excel 2003 process:

1. From the **Menu** bar, select **Tools, Options**
2. Select the heading tab **Calculation**



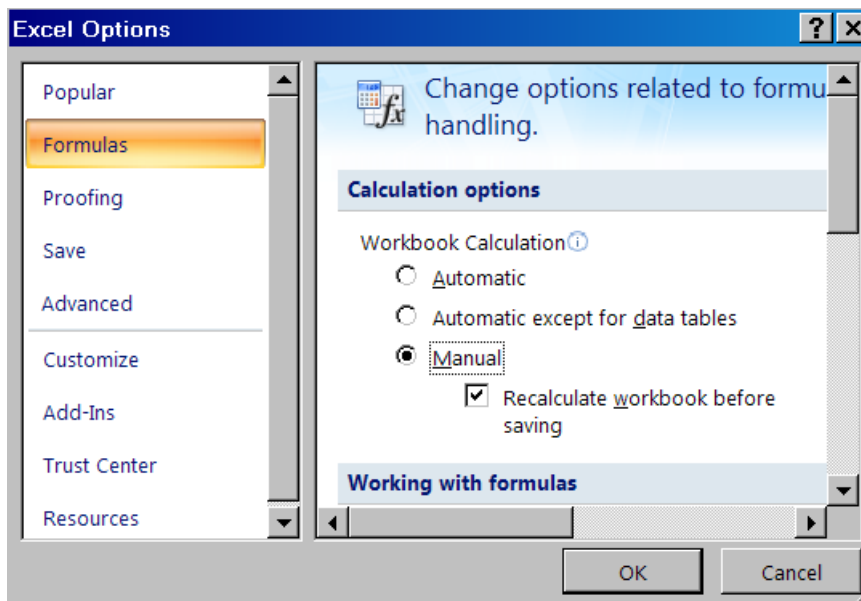
3. Select **Manual**
4. Select **OK**

Microsoft Excel 2007 process:

1. Select the **Microsoft Office** button



2. From the bottom right, select **Excel Options**
3. Select **Manual**



4. Select **OK**

CUSTOM AUTOFill SERIES USING WORKING DAYS OF THE WEEK ONLY

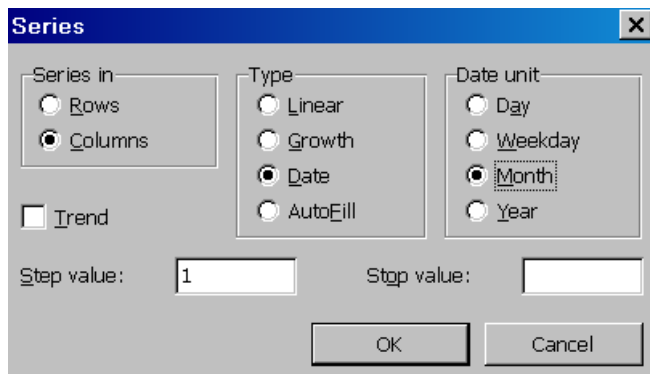
Every Microsoft Excel user, and every workplace, has their own specific needs and these can even extend to AutoFill options. With the following tip, you can customise your own 'series' that best meets your needs.

Microsoft Excel 2003 process:

1. Enter in the **date** in the **first** cell of the range (A1)
2. Select all **cells** in the required **range** including the first cell (A1:A5)

	A
1	23/03/2008
2	
3	
4	
5	

3. From the **Menu** bar, select **Edit, Fill**
4. Select **Series**
5. In the **Series** dialog box, check the **Date** and **Weekday** option buttons



Series

Series in:
☐ Rows
☒ Columns

Type:
☐ Linear
☐ Growth
☒ Date
☐ AutoFill

Date unit:
☐ Day
☐ Weekday
☒ Month
☐ Year

☐ Trend

Step value: 1 Stop value:

OK Cancel

6. Select **OK**

	A
1	23/03/2008
2	23/04/2008
3	23/05/2008
4	23/06/2008
5	23/07/2008

Microsoft Excel 2007 process:

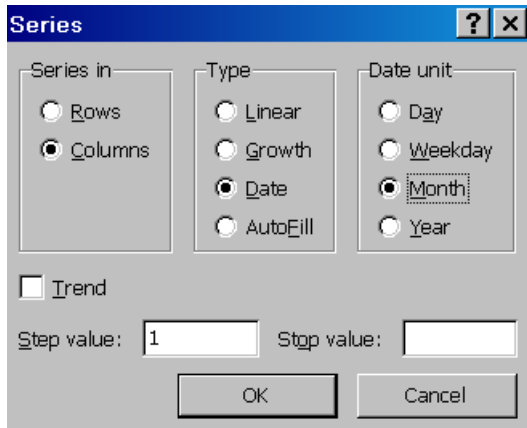
1. Enter the date in the **first** cell in the range (A1)
2. Select all **cells** in the required **range** including the **first** cell (A1:A5)

	A
1	23/03/2008
2	
3	
4	
5	

3. From the **Home** tab, in the **Editing** group, select the **Fill** button



4. Select **Series**
5. In the **Series** dialog box, check the **Date** and **Weekday** option buttons



The Series dialog box is shown with the following settings:

- Series in:** Columns (selected)
- Type:** Date (selected)
- Date unit:** Month (selected)
- Trend:** unchecked
- Step value:** 1
- Stop value:** (empty)
- Buttons:** OK, Cancel

6. Select **OK**

	A
1	23/03/2008
2	23/04/2008
3	23/05/2008
4	23/06/2008
5	23/07/2008

ENSURING DATA CONFORMS TO YOUR RULES

Making sure that the data users enter into a worksheet conforms to certain standards is difficult if you have no way of enforcing the rule. With Data Validation, you can:

- Provide users with a drop down list of choices (so they can't input data incorrectly)
- Restrict entries to a specific type or size
- Create custom settings

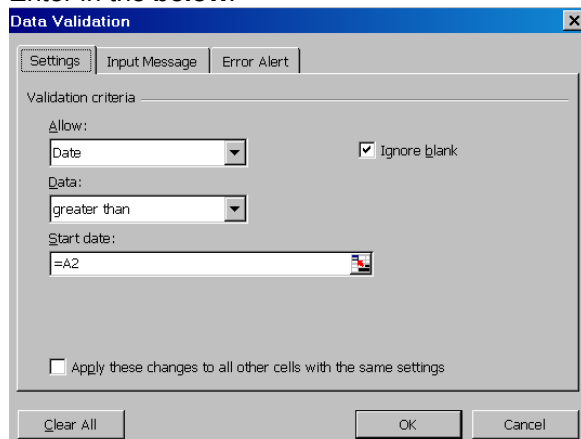
Example

In the below example, you would like to ensure that the **End Date** is always **greater** than the **Start Date**. To ensure this, you are going to apply Data Validation to ensure that the Date in cell B2 must be greater than the Date in cell A2.

	A	B
1	Start Date	End Date
2	14/01/2007	
3	01/03/2007	
4	23/04/2007	
5	15/06/2007	
6	07/08/2007	
7	29/09/2007	
8	21/11/2007	

Microsoft Excel 2003 process:

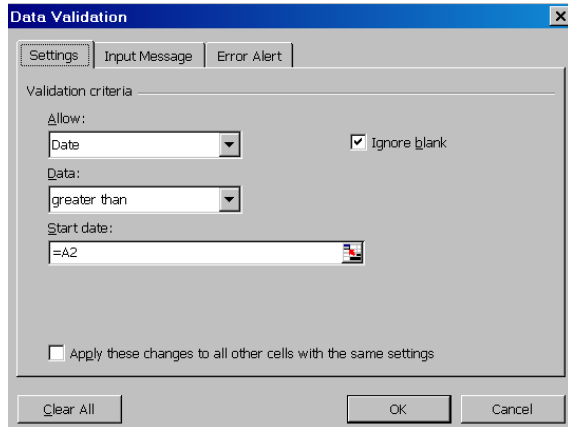
1. Select the **range** of cells you would like to apply **Data Validation** (B2:B8)
2. From the **Menu** bar, select **Data, Validation**
3. Enter in the **below**:



4. Select **OK**
5. You can now enter in the dates and if you happen to enter in a date less than the start date, you will get an error

Microsoft Excel 2007 process:

1. Select the **range** of cells you would like to apply **Data Validation** (B2:B8)
2. From the **Data** tab, in the **Data Tools** group, select **Data Validation**
3. Enter in the **below**:



The image shows the 'Data Validation' dialog box in Microsoft Excel 2007. The 'Settings' tab is selected. Under 'Validation criteria', the 'Allow' dropdown is set to 'Date'. The 'Data' dropdown is set to 'greater than'. The 'Start date' field contains the formula '=A2'. The 'Ignore blank' checkbox is checked. At the bottom, there is an unchecked checkbox for 'Apply these changes to all other cells with the same settings'. Buttons for 'Clear All', 'OK', and 'Cancel' are at the bottom.

4. Select **OK**
5. You can now enter in the dates and if you happen to enter in a date less than the start date, you will get an error

TEXT TO COLUMNS

There may be times when you need split one column worth of information into two or more columns. Using the **Text To Columns** tool means that this split doesn't have to be a manual process.

Before:

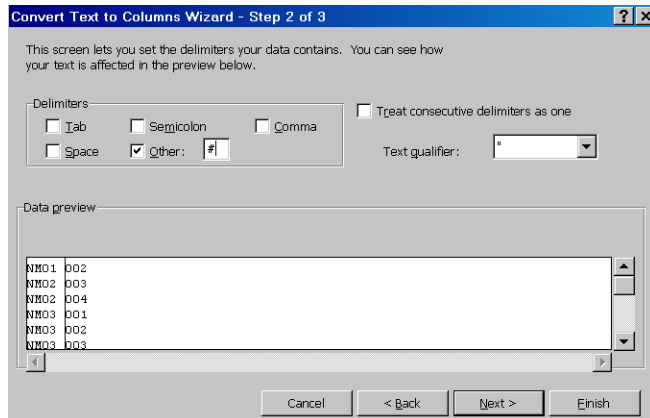
	A	B
1	Main Account Number	Sub Account Number
2	NM01#002	
3	NM02#003	
4	NM02#004	
5	NM03#001	
6	NM03#002	
7	NM03#003	
8	NM03#004	
9	NM04#001	
10	NM04#002	
11	NM04#003	
12	NM04#004	

After:

	A	B
1	Main Account Number	Sub Account Number
2	NM01	2
3	NM02	3
4	NM02	4
5	NM03	1
6	NM03	2
7	NM03	3
8	NM03	4
9	NM04	1
10	NM04	2
11	NM04	3
12	NM04	4

Microsoft Excel 2003 process:

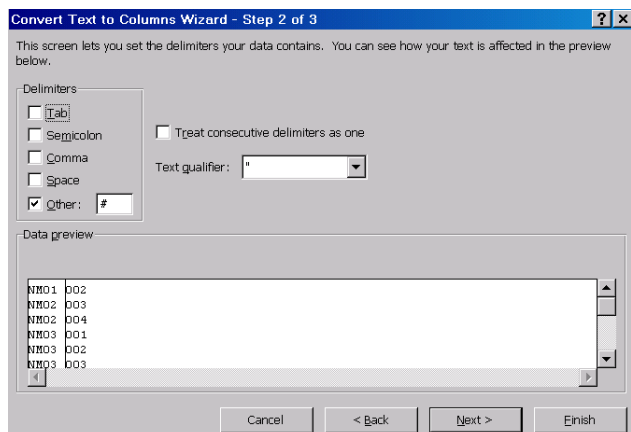
1. Identify the item that **separates** the columns (#)
2. **Highlight** the **range** of cells you would like to **split** (A2:A12)
3. From the **Menu** bar, select **Data, Text to Columns**
4. Select **Next**



5. Enter in the **separator** symbol (#)
6. Select **Next**
7. Select **Finish**

Microsoft Excel 2007 process:

1. Identify the item that **separates** the columns (#)
2. **Highlight** the **range** of cells you would like to **split** (A2:A12)
3. From the **Data** tab, in the **Data Tools** group, select **Text to Columns**
4. Select **Next**



5. Enter in the **separator** symbol (#)
6. Select **Next**
7. Select **Finish**

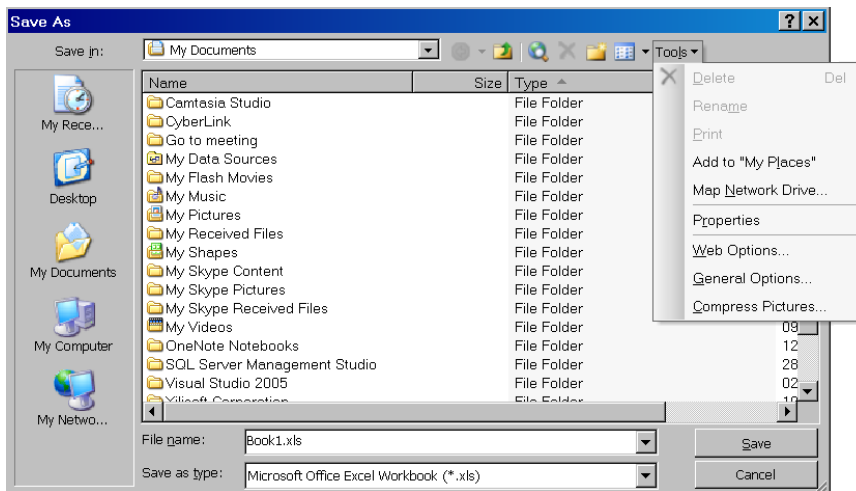
PASSWORD PROTECTION AND READ ONLY ACCESS

You would like to **password protect** a workbook, but still allow people to open it as **read only**. Using the **Password To Modify** option makes this happen.

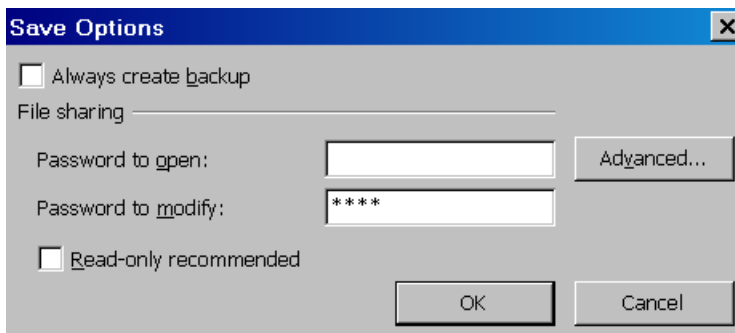
In Microsoft Excel, you can use passwords to help prevent other people from modifying Microsoft Excel workbooks. By using the option Password to Modify, users can open the workbook without the password, but may not be able to save any changes they have made. However, if they do have the password, then can save their changes.

Microsoft Excel 2003 process:

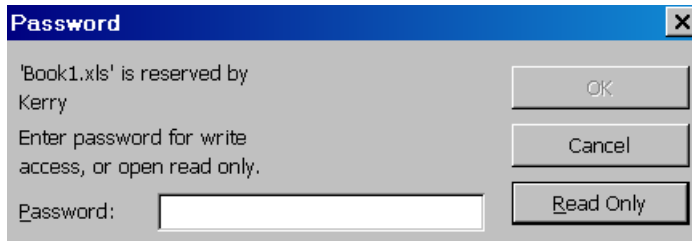
1. Ensure the **workbook** that is being password protected is **open**
2. From the **Menu** bar, select **File, Save As**
3. From **top right** of the **Save As** dialog box select **Tools, General Options**



4. From the **Save Options** dialog box, in the **Password to modify** box, enter in the desired **password**
5. The password will appear as stars (****)
6. You will be asked to enter in the password **twice** to **verify** the password



7. Select **OK**
8. Select **Save**
9. The next time the file is **opened**, you will be asked for a **password**



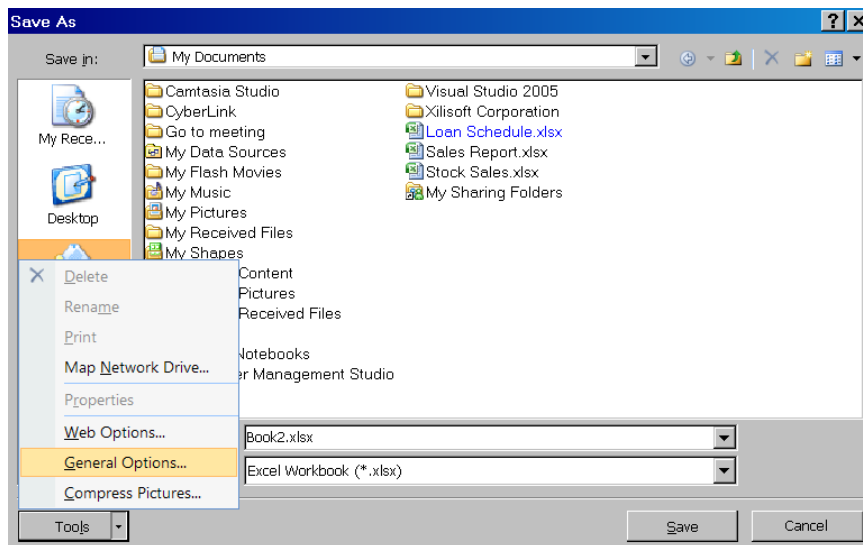
10. If the user does **not** have the **password**, they can select **Read Only**

Microsoft Excel 2007 process:

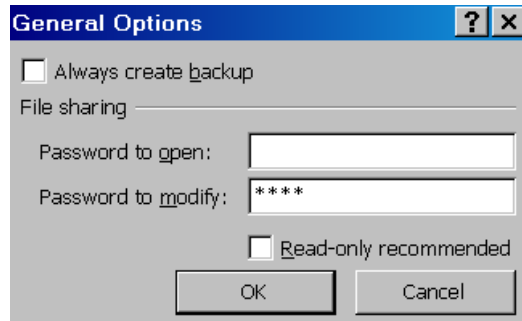
1. Ensure the **workbook** that is being password protected is **open**
2. Select the **Office Button**



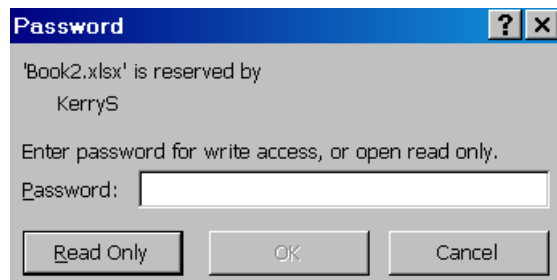
3. Select **Save As**
4. From the bottom left of the **Save As** dialog box select **Tools, General Options**



5. From the **Save Options** dialog box, in the **Password to modify** box, enter in the desired **password**
6. The password will appear as stars (****)
7. You will be asked to enter in the password **twice** to **verify** the password



8. Select **OK**
9. Select **Save**
10. The next time the file is **opened**, you will be asked for a **password**

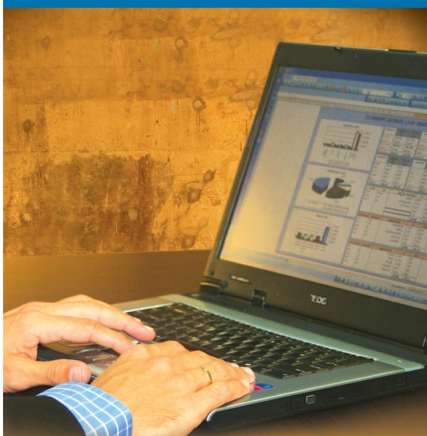


11. If the user does **not** have the **password**, they can select **Read Only**



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Double click. Single vision.

True business alchemy is turning vast amounts of raw data into easily accessible, customised displays for dynamic decision-making.

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SOLUTION SETS FOR



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OLE – OBJECT LINKING AND EMBEDDING

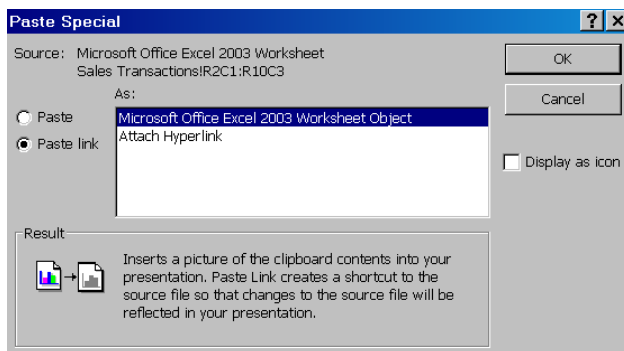
POWERPOINT TO MICROSOFT EXCEL

A **Microsoft PowerPoint** presentation can be linked to a **Microsoft Excel** worksheet by using the **Paste Link** option.

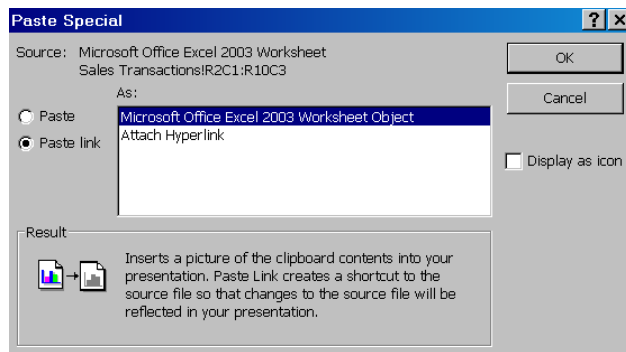
You don't need to have both Microsoft PowerPoint and Microsoft Excel open for it to update. If you make changes to the Microsoft Excel workbook, when you open PowerPoint, you will be asked to Update Links.

Microsoft Excel 2003/2007 process:

1. In **Microsoft Excel**, select the desired **cell/cells**
2. **Right** click on the selected **cell/cells**
3. Select **Copy**
4. In **Microsoft PowerPoint**, create a **new** slide
5. **Microsoft PowerPoint 2003:**
 - a. From the **Menu** bar, select **Edit, Paste Special**
 - b. Select **Paste Link**
 - c. In the **As** box, select **Microsoft Office Excel 2003 Worksheet Object**



- d. Select **OK**
6. **Microsoft PowerPoint 2007:**
 - a. From the **Home** tab, in the **Clipboard** group, select the **down arrow** under **Paste**
 - b. Select **Paste Special**
 - c. Select **Paste Link**
 - d. In the **As** box, select **Microsoft Office Excel 2003 Worksheet Object**



- e. Select **OK**
- 7. You can **resize** the **object** as desired

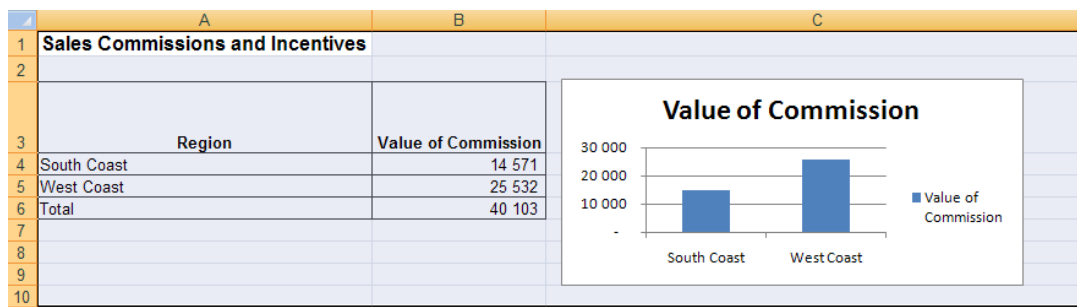


COPYING MICROSOFT EXCEL DATA TO MICROSOFT WORD

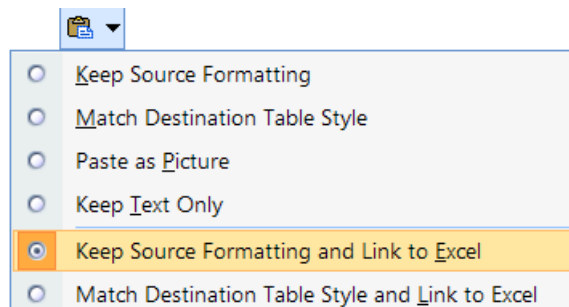
You may find at times when working in Microsoft Word you need to refer to a part of a worksheet in Microsoft Excel. It is possible to simply copy and paste between the two programs, but even more interesting, is that you can ensure there is a link back to the Microsoft Excel worksheet in the case of there being any changes.

Microsoft Excel 2003/2007 process:

1. From **Microsoft Excel**, select the **range** to be **copied** to **Microsoft Word**



2. **Right** click on the selected **range**, select **Copy**
3. **Open** the desired document in **Microsoft Word**
4. **Right** click on the desired **area**, select **Paste**
5. From the **bottom right** of the **Pasted object**, select the **Clipboard** icon
6. Select **Keep Source Formatting and Link to Excel**



7. If you now make **changes** to the **Microsoft Excel** worksheet, the **object** in **Microsoft Word** will **update**

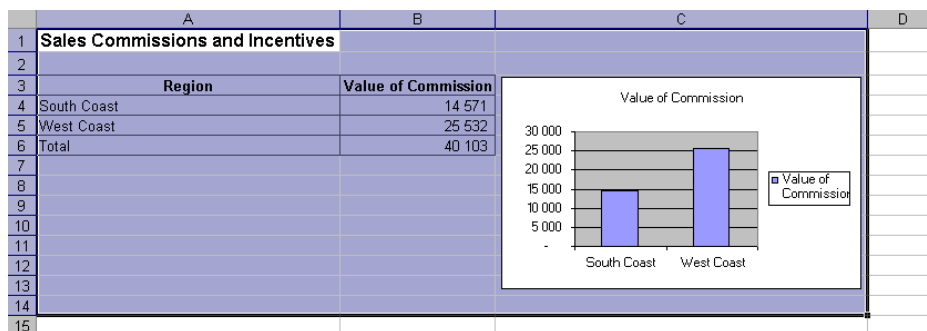
PASTE PICTURE LINK

One worksheet can be used to view several individually separate and distinct areas. This can be done using the **Paste Picture Link** option.

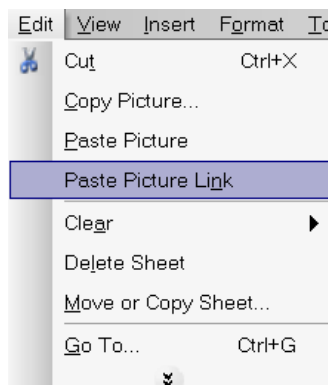
There are a few options when consolidating information from multiple worksheets. The option we are looking at in this tip will enable you to paste the copied cells as objects (pictures). Pasting them as objects is useful as you can resize the objects. This tool is helpful when needing to print multiple areas of a workbook onto one worksheet or creating a dashboard summarizing parts of the workbook.

Microsoft Excel 2003 process:

1. Select the desired **range** to be **copied**



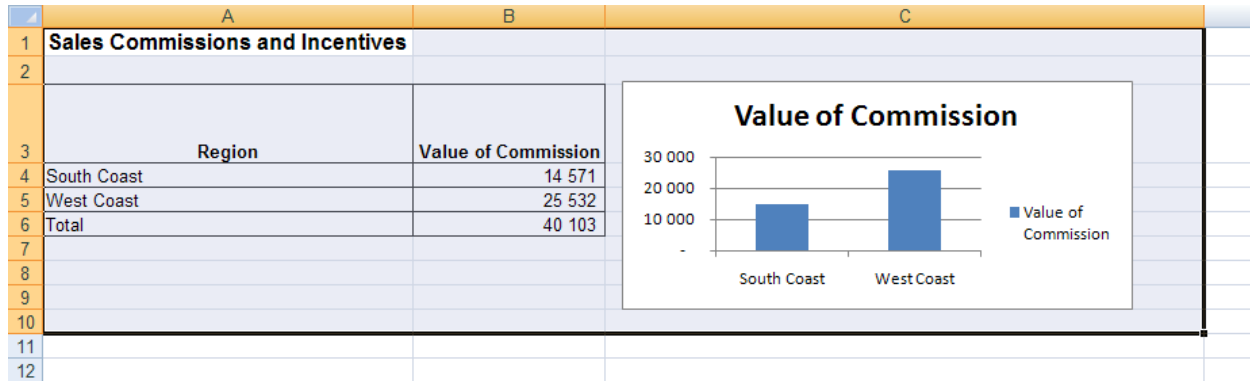
2. **Right** click the **selected** range, select **Copy**
3. Navigate to the **destination** worksheet
4. Hold down **Shift** on the **keyboard**
5. From the **Menu** bar, select **Edit, Paste Picture Link**



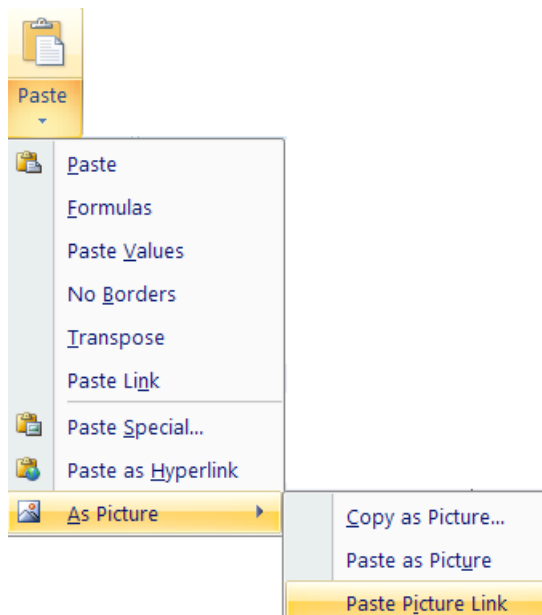
6. Your **object** (picture) will now be **pasted** and can be **resized** as desired
7. **Repeat** the above **steps** for **additional** objects

Microsoft Excel 2007 process:

1. Select the desired **range** to be **copied**



2. **Right** click the **selected** range, select **Copy**
3. Navigate to the **destination** worksheet
4. From the **Home** tab, in the **Clipboard** group, select the **down** arrow under **Paste**
5. Select **As Picture, Paste Picture Link**



6. Your **object** (picture) will now be **pasted** and can be **resized** as desired
7. **Repeat** the above **steps** for **additional** objects

WORKSHEETS AND NAVIGATION

HIDE FORMULA ON WORKSHEET

By selecting **Hidden** in the **Protection** dialogue box, you are able to hide any formula used when you protect the worksheet.

Before:

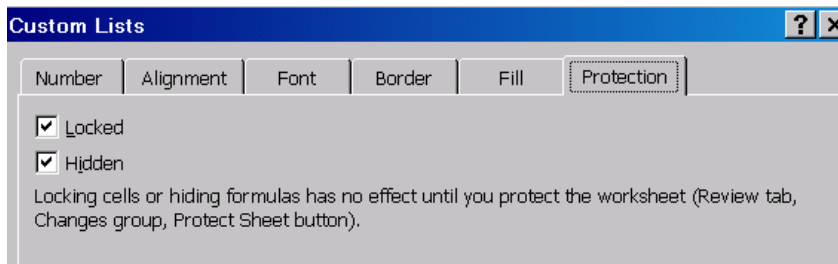
	A	B	C	D	E
1					
2	Invoice Number	IN000020			
3					
4	Date	02/03/2006			
5	Product	Serenade Acrylic Cowrie Oval			
6	Inclusive Price	16524			
7					

After:

	A	B	C	D	E
1					
2	Invoice Number	IN000020			
3					
4	Date	02/03/2006			
5	Product	Serenade Acrylic Cowrie Oval			
6	Inclusive Price	16524			
7					

Microsoft Excel 2003 process:

1. **Hide the formulae:**
 - a. Select the **cell/s** that need to have formula **hidden** (B4:B6)
 - b. From the **Menu** bar, select **Format, Cells**
 - c. Select the heading tab **Protection**
 - d. Select the check box **Hidden**



- e. Select **OK**
2. **Protect the worksheet:**
 - a. From the **Menu** bar, select **Tools, Protection, Protect Sheet**
 - b. Enter in a **password** if necessary
 - c. Select **OK**
3. Now when selecting the range **B4:B6**, the **formulae** do **not** show in the formula bar

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- ▶ Customise layouts for future auto-generation

SOLUTION SETS FOR

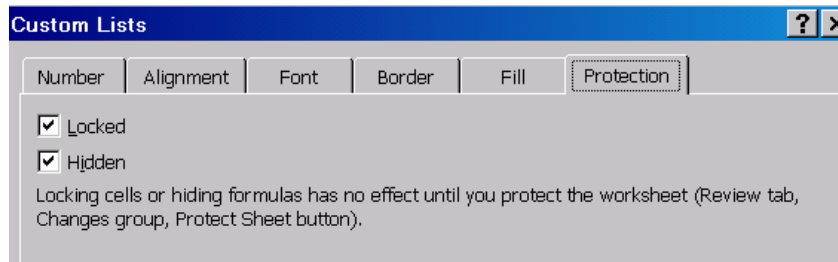


CONTACT US

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Microsoft Excel 2007 process:

1. **Hide the formulae:**
 - a. Select the **cell/s** that need to have formula **hidden** (B4:B6)
 - b. From the **Home** tab, in the **Cells** group, select **Format, Format Cells**
 - c. Select the heading tab **Protection**
 - d. Select the check box **Hidden**

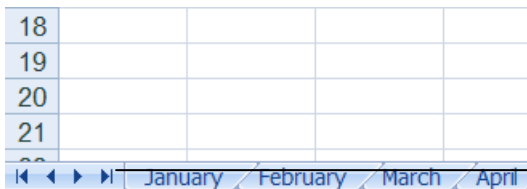


- e. Select **OK**
2. **Protect the worksheet:**
 - a. **Right** click on the desired worksheet tab
 - b. Select **Protect Sheet**
 - c. Enter in a **password** if necessary
 - d. Select **OK**
 - e. Now when selecting the range **B4:B6**, the **formulae** do **not** show in the formula bar

WORKSHEET NAVIGATION MADE EASY

Often, you may have multiple worksheets in a workbook and struggle to quickly navigate to a particular worksheet.

Microsoft Excel does provide navigation arrows on the bottom left of the screen. By simply clicking on these arrows, you can scroll to worksheets on the left or right.



Navigation Arrows

However, when you have quite a few worksheets, it can be time consuming to use these navigation arrows.

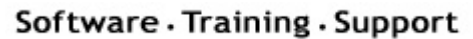
The 'right click method' can speed this up.

Microsoft Excel 2003/2007 process:

1. **Right click** on any of the **navigation arrows**



2. You will get a **list** of all the **worksheets** in the current **workbook**
3. **Select** the desired **worksheet**
4. You will be **navigated** to that worksheet

[illegible]



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