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Tips and Tricks Volume 3 2009

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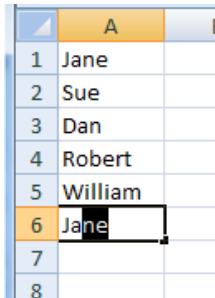


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HOW TO SPEED UP DATA ENTRY DUPPLICATES BY USING THE AUTOCOMPLETE FEATURE.

When you start to type something in a cell, Excel can try and “guess” what you are typing and shows a highlighted “match” that you can accept simply by pressing Enter or Tab.

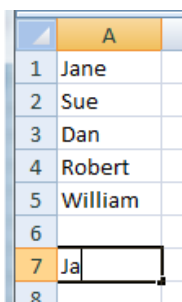


A screenshot of an Excel spreadsheet. Column A contains the following names: Jane (A1), Sue (A2), Dan (A3), Robert (A4), William (A5), and Jane (A6). Cell A6 is selected, and a small dropdown menu is visible next to the text 'Jane', showing a list of suggestions: Jane, Sue, Dan, Robert, and William. The suggestion 'Jane' is highlighted at the top of the list.

Example: the letters “Ja” have been typed into A6, and a “guess” is returned.

The “matches” that Excel uses in its “guess” are the contents of the cells in the column. For instance, if you have information in cells A1 through A6 and you are entering a value in cell A7, Excel looks at what you are typing. If the first few characters uniquely match something in any of the six cells previously entered in the column, then Excel offers to AutoComplete A7 with the contents of the cell that matched.

AutoComplete will only offer matches from cells that are directly positioned above or below the active cell - in the above example, if there is a blank cell in A6 and you type something in A7 that is already listed in A1:A5, no “guess” will be made due to the blank A6 cell.



A screenshot of an Excel spreadsheet. Column A contains the following names: Jane (A1), Sue (A2), Dan (A3), Robert (A4), William (A5), and a blank cell (A6). Cell A7 is selected, and the letters 'Ja' have been typed. No dropdown menu is visible, indicating that no autocomplete suggestions are being offered because the cell immediately above (A6) is blank.

Example: the letters “Ja” have been typed into A7, but A6 prevents an AutoComplete “guess”.

In addition, Excel does not try to match with cells that contain only numbers, dates, or times. The cells must contain either text or a combination of text and numbers.

For some people, AutoComplete can be annoying rather than time-saving. If you want to turn off the AutoComplete feature, follow these steps:

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Excel 2003 Process:

- 1) On the **Tools** menu, click **Options**.
- 2) On the **Edit** tab, select or clear the **Enable AutoComplete** for cell values check box to turn automatic completion of cell entries on or off.

Excel 2007 Process:

- 3) Click the **Office** button and then click **Excel Options**. Excel displays the Excel Options dialog box.
- 4) At the left side of the dialog box click **Advanced**.
- 5) Clear the check box named **Enable AutoComplete for cell values**.
- 6) Click on **OK**.

To turn AutoComplete on, reverse the above steps.

USING CTRL AS A FUNCTION KEY

(effectively you will be pressing Ctrl+Shift+9 for example)

- CTRL+(** Unhide any hidden rows within the selection.
- CTRL+)** Unhide any hidden columns within the selection
- CTRL+&** Applies the outline border to the selected cells
- CTRL+_** Removes the outline border from the selected cells
- CTRL+~** Applies the General number format
- CTRL+\$** Applies the Currency format with two decimal places (negative numbers in parentheses)
- CTRL+%** Applies the Percentage format with no decimal places
- CTRL+^** Applies the Exponential number format with two decimal places
- CTRL+#** Applies the Date format with the day, month, and year
- CTRL+@** Applies the Time format with the hour and minute, and AM or PM
- CTRL+!** Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values
- CTRL+-** Displays the **Delete** dialog box to delete the selected cells
- CTRL+*** Selects the current region around the active cell (the data area enclosed by blank rows and blank columns)
- CTRL+:** Enters the current time

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CTRL+;	Enters the current date
CTRL+`	Alternates between displaying cell values and displaying formulas in the worksheet
CTRL+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar
CTRL+"	Copies the value from the cell above the active cell into the cell or the Formula Bar
CTRL++	Displays the Insert dialog box to insert blank cells
CTRL+1	Displays the Format Cells dialog box
CTRL+2	Applies or removes bold formatting
CTRL+3	Applies or removes italic formatting
CTRL+4	Applies or removes underlining
CTRL+5	Applies or removes strikethrough
CTRL+6	Alternates between hiding objects, displaying objects, and displaying placeholders for objects
CTRL+7	Displays or hides the Standard toolbar
CTRL+8	Displays or hides the outline symbols
CTRL+9	Hides the selected rows
CTRL+0	Hides the selected columns

FUNCTIONS KEYS

F1 Displays the Help Task Pane

CTRL+F1 closes and reopens the current task pane.

ALT+F1 creates a chart of the data in the current range.

ALT+SHIFT+F1 inserts a new worksheet.

F2 Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.

SHIFT+F2 edits a cell comment.

F3 Pastes a defined name into a formula.

SHIFT+F3 displays the **Insert Function** dialog box.

F4 Repeats the last command or action, if possible.

CTRL+F4 closes the selected workbook window.

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- F5** Displays the **Go To** dialog box.
CTRL+F5 restores the window size of the selected workbook window.
- F6** Switches to the next pane in a worksheet that has been split (**Window** menu, **Split** command).
SHIFT+F6 switches to the previous pane in a worksheet that has been split.
CTRL+F6 switches to the next workbook window when more than one workbook window is open.
- F7** Displays the **Spelling** dialog box to check spelling in the active worksheet or selected range.
CTRL+F7 performs the **Move** command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ESC.
- F8** Turns extend mode on or off. In extend mode, **EXT** appears in the status line, and the arrow keys extend the selection.
CTRL+F8 performs the **Size** command (on the **Control** menu for the workbook window) when a workbook is not maximized
CTRL+F8 performs the **Size** command (on the **Control** menu for the workbook window) when a workbook is not maximized.
ALT+F8 displays the **Macro** dialog box to run, edit, or delete a macro.
- F9** Calculates all worksheets in all open workbooks.
F9 followed by **ENTER** (or followed by **CTRL+SHIFT+ENTER** for array formulas) calculates the selected a portion of a formula and replaces the selected portion with the calculated value.
SHIFT+F9 calculates the active worksheet.
CTRL+ALT+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
CTRL+ALT+SHIFT+F9 rechecks dependent formulas, and then
calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
CTRL+F9 minimises a workbook window to an icon.
- F10** Selects the menu bar or closes an open menu and submenu at the same time.

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SHIFT+F10 displays the shortcut menu for a selected item

ALT+SHIFT+F10 displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.

CTRL+F10 maximises or restores the selected workbook window.

F11 Creates a chart of the data in the current range.

SHIFT+F11 inserts a new worksheet.

ALT+F11 opens the Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA).

ALT+SHIFT+F11 opens the Microsoft Script Editor, where you can add text, edit HTML tags, and modify any script code.

F12 Displays the **Save As** dialog box.

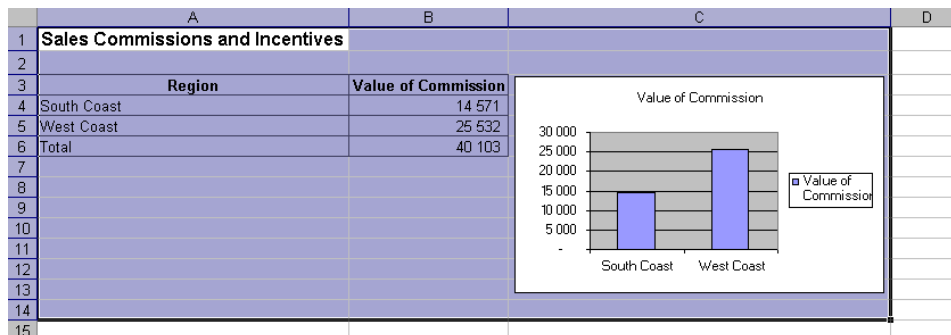
HOW TO COPY SEVERAL INDIVIDUAL, DISTINCT AREAS ONTO ONE WORKSHEET AND HAVE THEM LINKED TO THE SOURCE, BY USING PASTE PICTURE LINK.

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.

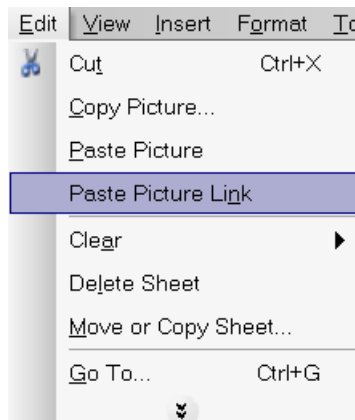
This tool is helpful when needing to print multiple areas of a workbook onto one worksheet or creating a dashboard summarizing parts of the workbook.

Microsoft Excel 2003 process:

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



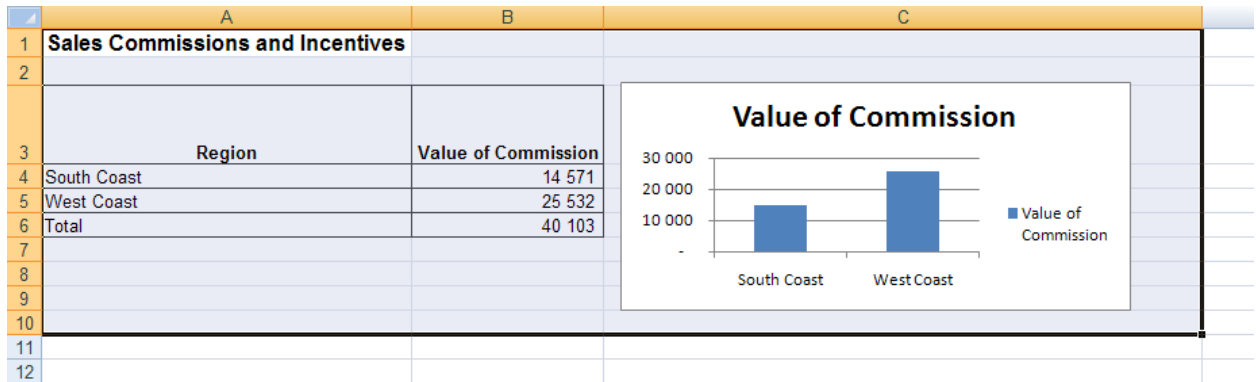
2. Right click the **selected** range, select **Copy**
3. Navigate to the **destination** worksheet
4. Hold down **Shift** on the **keyboard**
5. From the **Menu** bar, select **Edit, Paste Picture Link**



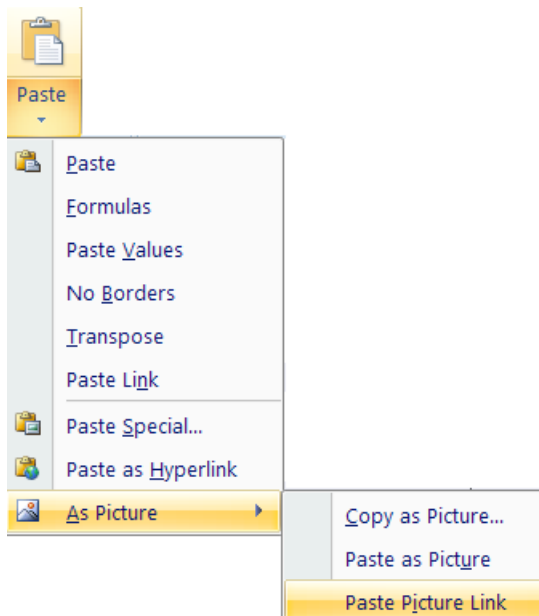
6. Your **object** (picture) will now be **pasted** and can be **resized** as desired
7. Repeat the above steps for additional objects

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

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THE QUICK WAY TO SELECT A RANGE OF CELLS BY USING CTRL + SHIFT + *

It can be time consuming to use your mouse to select a range of cells. To speed up this process, you can use Ctrl + Shift + *

Microsoft Excel 2003/2007 process:

1. Select any cell in the range of cells

	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

2. On the keyboard, press Ctrl + Shift + * (note: on the keyboard..not keypad)

3. The entire list will be selected

	A	B	C	D	E	F	G	H	I
1	Branch	Sales Person	Category Name	Product Name	Date	Quantity	Unit Price	Product Sales	
2	East Coast	Anderson. P	Confections	Maxilaku	01/01/2006	30	16	480	
3	East Coast	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	01/01/2006	70	30	2128	
4	East Coast	Peters. K	Grains/Cereals	Tunnbröd	02/01/2006	60	7	432	
5	East Coast	Bonders. P	Confections	Pavlova	03/01/2006	21	14	292	
6	East Coast	Newson. L	Grains/Cereals	Singaporean Hokkien Fried Mee	03/01/2006	40	11	448	
7	East Coast	Lavin. T	Seafood	Boston Crab Meat	07/01/2006	2	15	29	
8	East Coast	Perks. M	Seafood	Inlagd Sill	07/01/2006	5	15	75	
9	East Coast	Anderson. P	Beverages	Chai	07/01/2006	10	14	144	
10	East Coast	Johnson. A	Dairy Products	Gudbrandsdalsost	07/01/2006	15	29	432	
11	East Coast	Peters. K	Dairy Products	Queso Cabrales	07/01/2006	30	17	504	
12	East Coast	Bonders. P	Beverages	Chai	14/01/2006	24	14	346	
13	East Coast	Newson. L	Confections	Teatime Chocolate Biscuits	16/01/2006	20	7	146	
14	East Coast	Lavin. T	Condiments	Original Frankfurter grüne Soße	16/01/2006	35	10	364	
15	East Coast	Perks. M	Beverages	Côte de Blaye	16/01/2006	50	211	10540	
16	East Coast	Anderson. P	Confections	Teatime Chocolate Biscuits	21/01/2006	4	7	29	
17	East Coast	Johnson. A	Seafood	Röd Kaviar	21/01/2006	20	12	240	
18	East Coast	Peters. K	Confections	Gumbär Gummibärchen	22/01/2006	2	25	50	
19	East Coast	Bonders. P	Dairy Products	Gorgonzola Telino	23/01/2006	14	10	140	
20	East Coast	Newson. L	Meat/Poultry	Pâté chinois	24/01/2006	10	19	192	
21	East Coast	Lavin. T	Grains/Cereals	Gnocchi di nonna Alice	30/01/2006	30	30	912	
22	East Coast	Perks. M	Meat/Poultry	Tourtière	31/01/2006	40	6	236	
23	East Coast	Anderson. P	Grains/Cereals	Gustaf's Knäckebröd	04/02/2006	12	17	202	
24	East Coast	Johnson. A	Meat/Poultry	Perth Pasties	05/02/2006	15	26	393	
25	East Coast	Peters. K	Beverages	Sasquatch Ale	06/02/2006	20	11	224	
26	East Coast	Bonders. P	Grains/Cereals	Wimmers gute Semmelknödel	07/02/2006	6	27	160	
27	East Coast	Newson. L	Beverages	Chang	10/02/2006	45	15	684	
28	East Coast	Lavin. T	Confections	Pavlova	10/02/2006	49	14	686	
29	East Coast	Perks. M	Condiments	Sirop d'érable	10/02/2006	90	23	2052	
30									



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MICROSOFT OFFICE EXCEL 2007 TOP 10 BENEFITS

Microsoft Office Excel 2007 is a powerful and widely used tool that helps people analyze information to make more informed decisions. Using Office Excel 2007 and Excel Services, you can share and manage your analysis and insight with co-workers, customers, and partners with greater confidence.

Here are the top 10 ways in which Office Excel 2007 can help you create spreadsheets and analyze, share, and manage information more effectively.

1

Office Excel 2007 features the Microsoft Office Fluent user interface to help you find powerful tools when you need them.

Find the tools you want when you need them using the results-oriented Office Fluent user interface in Office Excel 2007. Based on the job you need to accomplish, whether it's creating a table or writing a formula, Office Excel 2007 presents the appropriate commands when you need them.

2

Import, organize, and explore massive data sets within significantly expanded spreadsheets.

Work with massive amounts of data in Office Excel 2007, which supports spreadsheets that can be up to 1 million rows by 16,000 columns. In addition to the bigger grid, Office Excel 2007 supports multicore processor platforms for faster calculation of formula-intense spreadsheets.

3

Use the completely redesigned charting engine in Office Excel 2007 to communicate your analysis in professional-looking charts.

Build professional-looking charts faster with fewer clicks using charting tools in the Office Fluent user interface. Apply rich visual enhancements to your charts such as 3-D effects, soft shadowing, and transparency. Create and interact with charts the same way, regardless of the application you are using, because the charting engine in Office Excel 2007 is consistent in Microsoft Office Word 2007 and Microsoft Office PowerPoint 2007.

4

Enjoy improved and powerful support for working with tables.

Create, format, expand, filter, and refer to tables within formulas because Office Excel 2007 has greatly improved support for tables. When you're viewing data contained in a large table, Office Excel 2007 keeps table headings in view while you scroll.

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5**Create and work with interactive PivotTable views with ease.**

PivotTable views enable you to quickly reorient your data to help you answer multiple questions. Find the answers you need faster and create and use PivotTable views more easily by dragging fields where you want them to be displayed.

6**“See” important trends and find exceptions in your data.**

Apply conditional formatting to your information more easily to discover patterns and highlight trends in your data. New schemes include color gradients, heat maps, data bars, and performance indicator icons.

7**Use Office Excel 2007 and Excel Services to help share spreadsheets more securely with others.**

Excel Services, a feature of Microsoft Office SharePoint Server 2007, dynamically renders a spreadsheet as HTML so others can access the information using a Web browser. Because of the high degree of fidelity with the Office Excel 2007 client, Excel Services users can navigate, sort, filter, input parameters, and interact with the information, all within their Web browser.

8**Help ensure you and your organization work with the most current business information.**

Prevent the spread of multiple or outdated copies of a spreadsheet throughout your organization by using Office Excel 2007 and Office SharePoint Server 2007. Control which users can view and modify spreadsheets on the server using permission-based access.

9**Reduce the size of spreadsheets and improve damaged file recovery at the same time.**

The new, compressed Microsoft Office Excel XML Format offers a dramatic reduction in file size, while its architecture offers an improvement in data recovery for damaged files. This new format provides a tremendous savings to storage and bandwidth requirements, and reduces the burden on IT personnel.

10**Extend your business intelligence investments because Office Excel 2007 provides full support for Microsoft SQL Server 2005 Analysis Services.**

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Take advantage of the flexibility and the new cube functions in Office Excel 2007 to build a custom report from an OLAP database. You can also connect to external sources of data more easily using the Data Connection Library.

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enhanced business reporting and decision making.*

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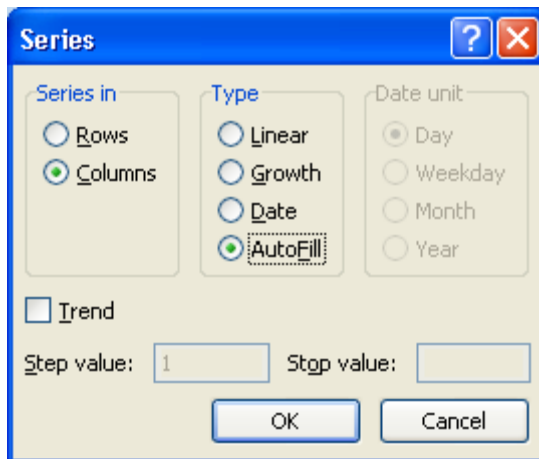
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HOW TO USE THE KEYBOARD AND NOT THE MOUSE WHEN USING AUTOFIL

The fill handle is very helpful for filling cells with various values. Select some cells, click the fill handle, and drag it to fill cells in a variety of ways. If you hate to use the mouse there is a way of using the keyboard instead.

Process: (2003 and 2007)

1. Use the keyboard to select the cells on which you want the fill based.
2. Hold down the **Alt** key and select **E, I, S** that will display the Series dialog box.



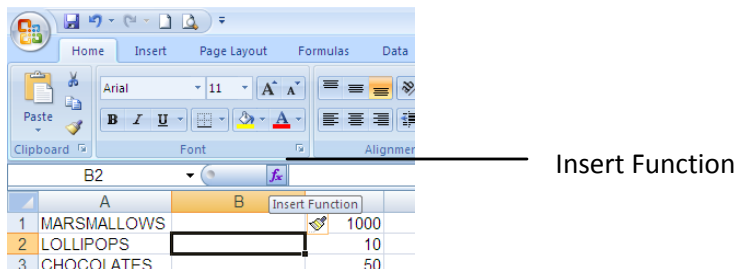
3. Use the **Tab** key and **Arrows** to move from option to option within the dialog box.
4. When you've chosen the option you want, press **Enter** to select it.



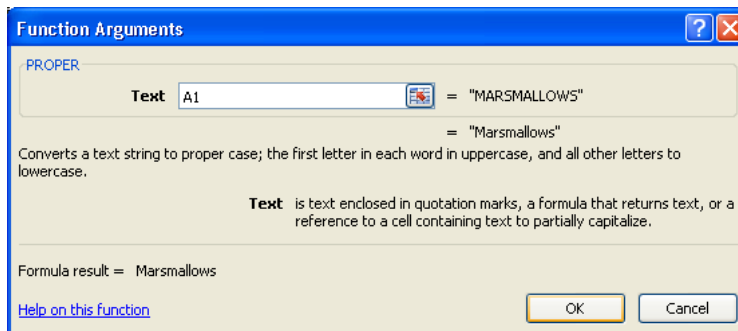
HOW TO CONVERT DATA FROM CAPS TO PROPER STYLE USING THE PROPER FUNCTION

Process: 2007 and 2003

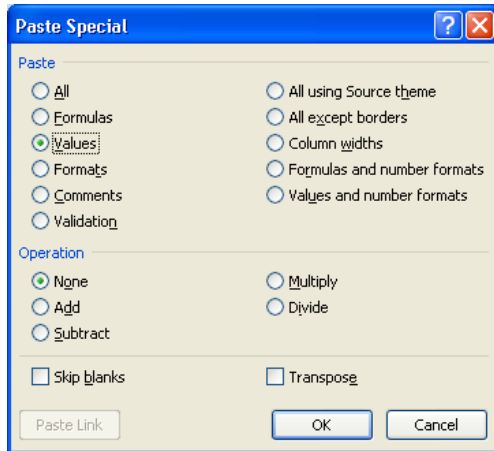
1. Insert a new column
2. While on the first cell of the new column, select **Insert Function**



3. Under **Category**, select **Text**
4. Select **Proper** under Select a Function
5. Select **OK**
6. Under **Text** select the original data cell



7. Select **OK**
8. Autofill the data down by left clicking on the bottom right corner when the mouse forms a black cross
9. If you want to delete the original column, **Copy** the new proper column, select **Paste Special**, select **Values**



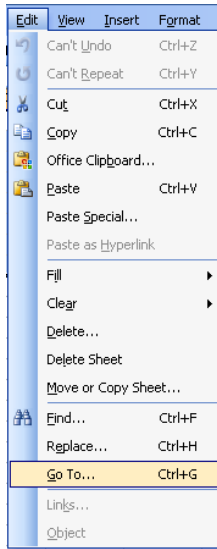
10. Now the column no longer references the original column and the Caps column can be deleted

HOW TO SELECT THE RANGE AS A WHOLE, AND STILL EXCLUDE THE HIDDEN CELLS WHEN COPYING AND PASTING DATA IN EXCEL.

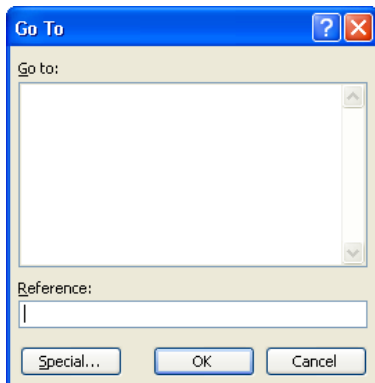
Process: 2003

Longer way:

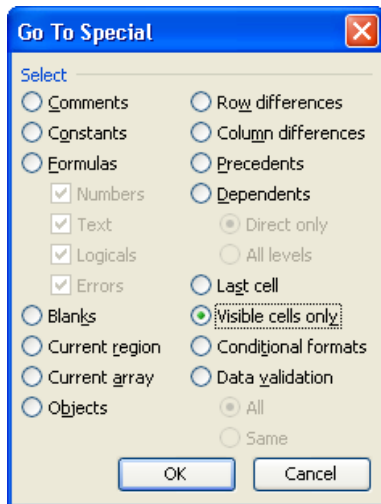
1. Select the range to copy
2. Select Edit
3. Select Go To



4. Select Special



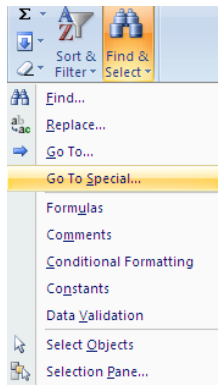
5. Then select Visible cells only



6. Select OK
7. Then Copy and Paste the cells as normal while highlighted

Process 2007

1. Select the range
2. On the Home tab, in the Editing group, select Find & Select
3. Select Go To Special



4. Select Visible cells only
5. Copy and paste as normal while highlighted
6. Ensure that you do not paste in an area that contains hidden rows

Short cut method (for both Excel 2003 and 2007):

1. For the keyboard equivalent, select the range, then select [Alt] and ; (hold down Alt while selecting the semi colon)
2. Then copy and paste as normal

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YOU CAN USE THE FIND AND REPLACE FUNCTION TO ALSO CHECK THE HEADER AND FOOTER AREAS OF A WORKBOOK BY USING A MACRO

The **Find And Replace** (keyboard shortcut **CTRL + H**) is a handy tool in every version of Excel and allows you to easily find certain text or values throughout your worksheet or workbook and automatically replace it with new text or values. However, the **Find And Replace** tool doesn't check the Header or Footer areas of your worksheet. The following macro will allow you to search the header and footer areas and make the changes you need to.

Process (Excel 2003 and 2007):

1. Record a new macro, giving it a valid, recognisable name
2. In the macro, paste the following:

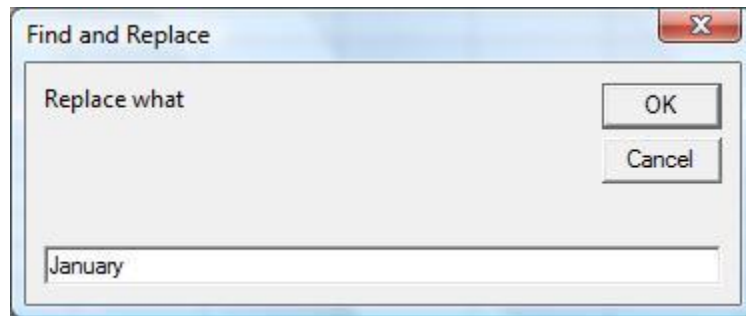
```
Dim sWhat As String, sReplacment As String
Const csTITLE As String = "Find and Replace"

sWhat = InputBox("Replace what", csTITLE)
If Len(sWhat) = 0 Then Exit Sub
sReplacment = InputBox("With what", csTITLE)

With ActiveSheet.PageSetup
    ' Substitute Header/Footer values
    .LeftHeader = Application.WorksheetFunction.Substitute( _
        .LeftHeader, sWhat, sReplacment)
    .CenterHeader = Application.WorksheetFunction.Substitute( _
        .CenterHeader, sWhat, sReplacment)
    .RightHeader = Application.WorksheetFunction.Substitute( _
        .RightHeader, sWhat, sReplacment)
    .LeftFooter = Application.WorksheetFunction.Substitute( _
        .LeftFooter, sWhat, sReplacment)
    .CenterFooter = Application.WorksheetFunction.Substitute( _
        .CenterFooter, sWhat, sReplacment)
    .RightFooter = Application.WorksheetFunction.Substitute( _
        .RightFooter, sWhat, sReplacment)

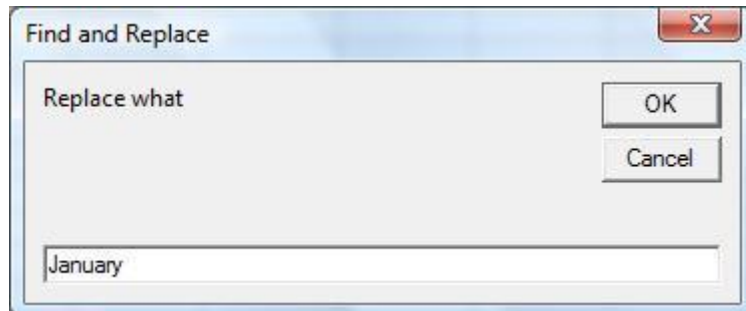
End With
End Sub
```

3. When you run the macro, you will then be presented with two screens. The first will ask for the required search criteria:



Enter the text you're searching (in this example 'January') for and click *OK*.

4. A second screen will then be presented asking for the required replacement value:

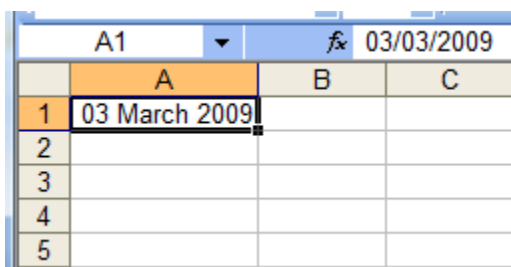


Enter the replacement text (in this example 'February') for and click *OK*. The macro will now take those two values and search the header and footer areas on this worksheet and make the appropriate replacements.

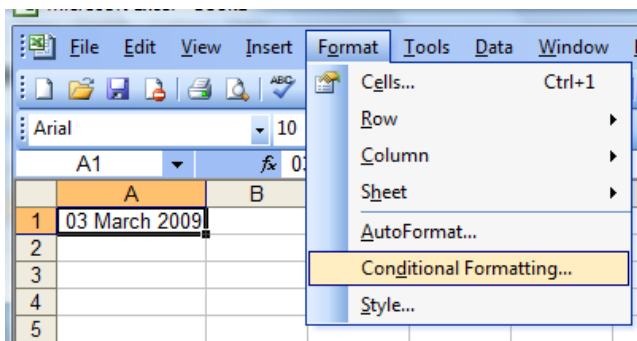
WITH CONDITIONAL FORMATTING YOU CAN HAVE CELLS CHANGE COLOUR BASED ON HOW CLOSE THE DATE IN THE CELL IS TO TODAY'S DATE

Process: Excel 2003

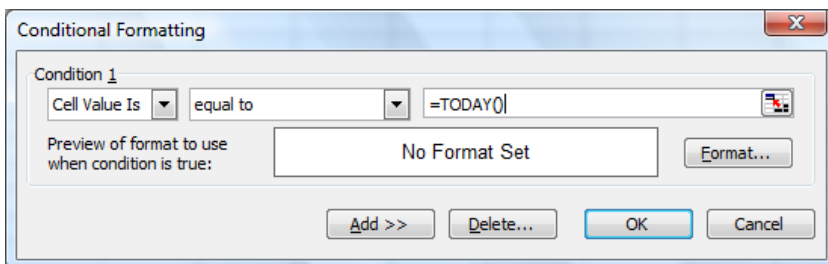
1. Select cell containing the date. NB: for this example, today's date is 19th February, 2009.



2. Choose Conditional Formatting from the Format menu. Excel displays the Conditional Formatting dialog box.



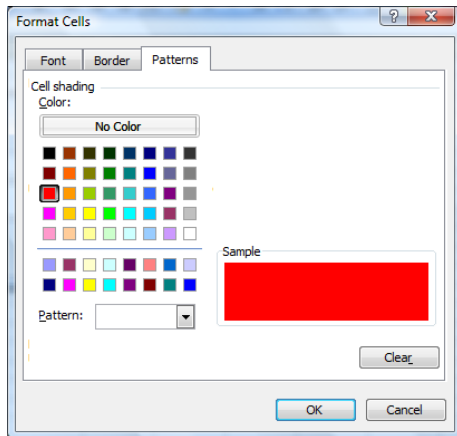
3. Set Condition 1 so that Cell Value Is Equal To =TODAY(). Note that you must, in the right-most box, enter an equal sign followed by the TODAY() function.



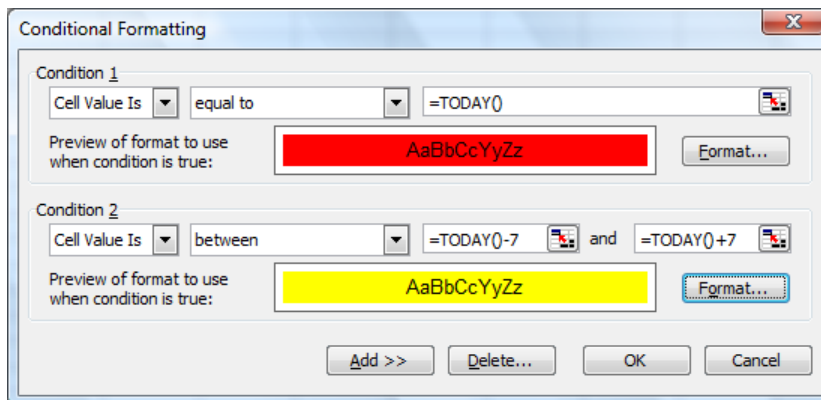
4. Click on the Format button. Excel displays the Format Cells dialog box. Make sure the Patterns tab is selected. Choose the red colour you want to use and click OK to close the Format Cells dialog box.

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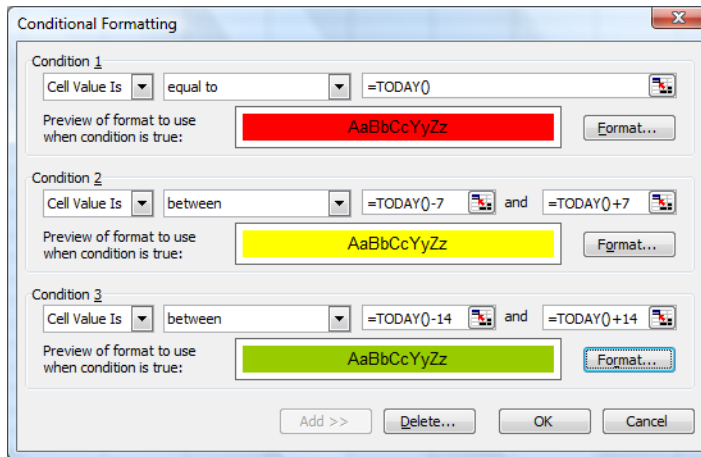
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5. Click on the Add button.
6. Set Condition 2 so that Cell Value Is Between =TODAY()-7 And =TODAY()+7. Note that you must use equal signs in the two right-most boxes otherwise Excel won't recognise it as a formula.
7. Click on the Format button. Excel displays the Format Cells dialog box. Make sure the Patterns tab is selected and choose a yellow colour. Click OK to return to the Conditional Formatting window.



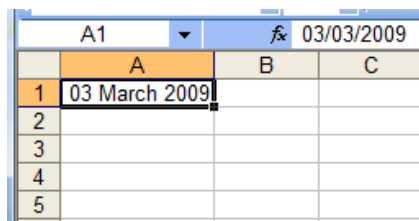
8. Click on the Add button.
9. Set Condition 3 so that Cell Value Is Between =TODAY()-14 And =TODAY()+14. Again, you must include the equal signs to indicate you are entering formulas.
10. Click on the Format button. Excel displays the Format Cells dialog box. Make sure the Patterns tab is selected and choose the green colour you want to use. Click OK to close the Format Cells dialog box.



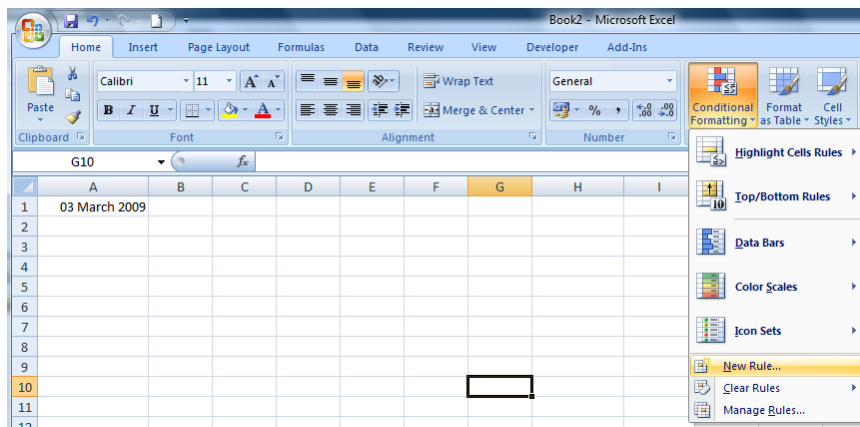
11. Click on OK. If the date is within 14 days either side of today's date, the cell will be given the appropriate colour.

Process: Excel 2007

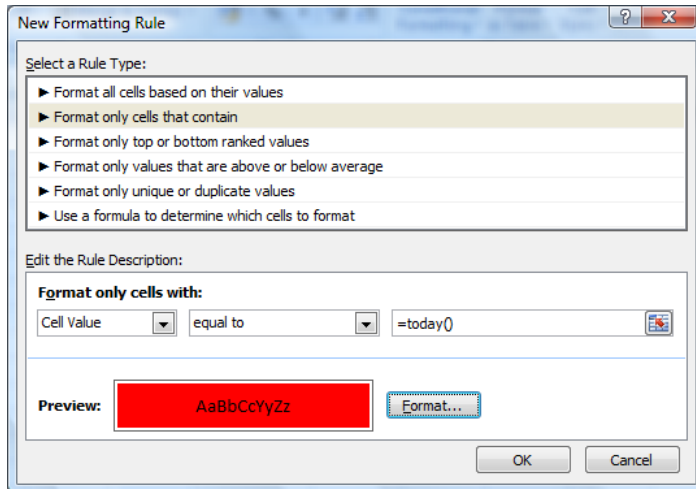
1. Select cell containing the date. NB: for this example, today's date is 19th February, 2009.



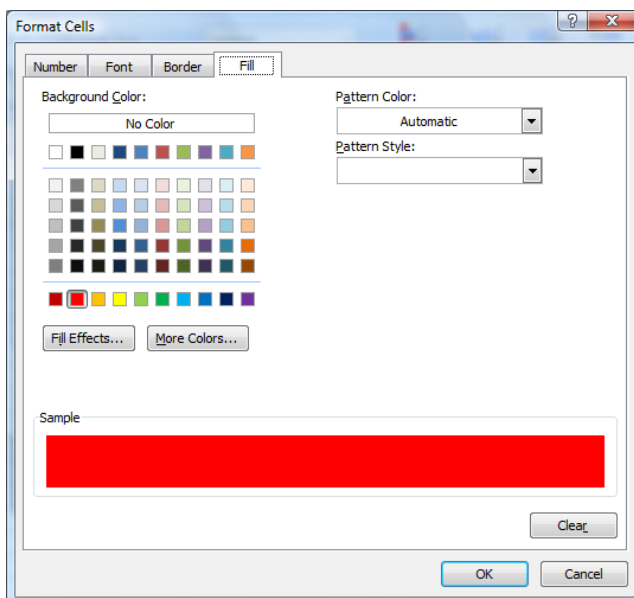
2. On the Home tab, under the Styles group, select Conditional Formatting, select New Rule. Excel displays the Conditional Formatting dialog box.



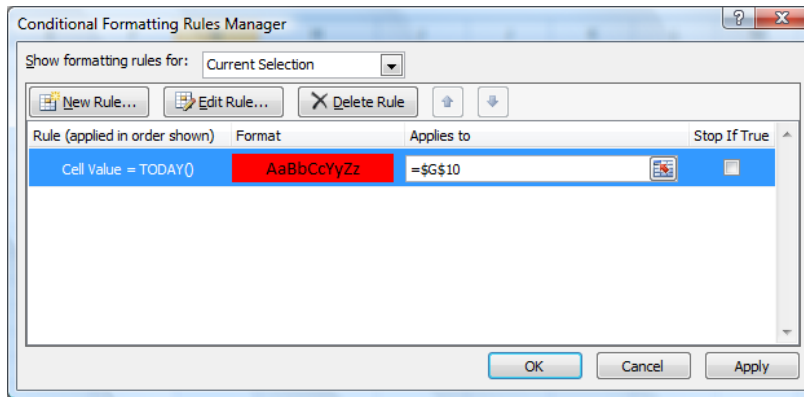
- Set the condition so that Cell Value Is Equal To =TODAY(). Note that you must, in the right-most box, enter an equal sign followed by the TODAY() function.



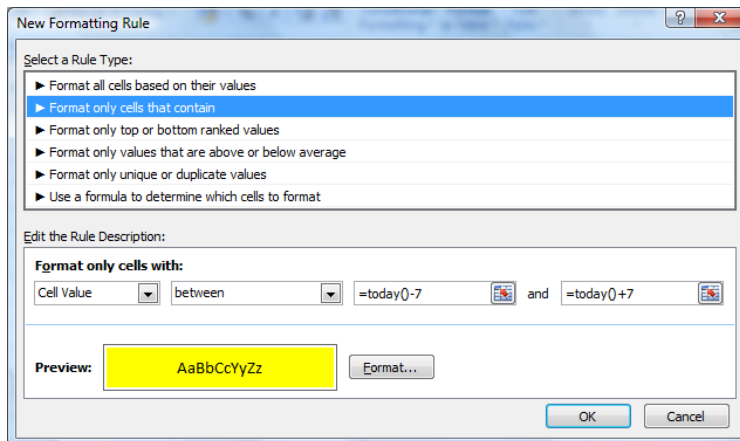
- Select the Format button. Excel displays the Format Cells dialog box. Make sure the Fill tab is selected. Choose the red colour you want to use and click OK to close the Format Cells dialog box.



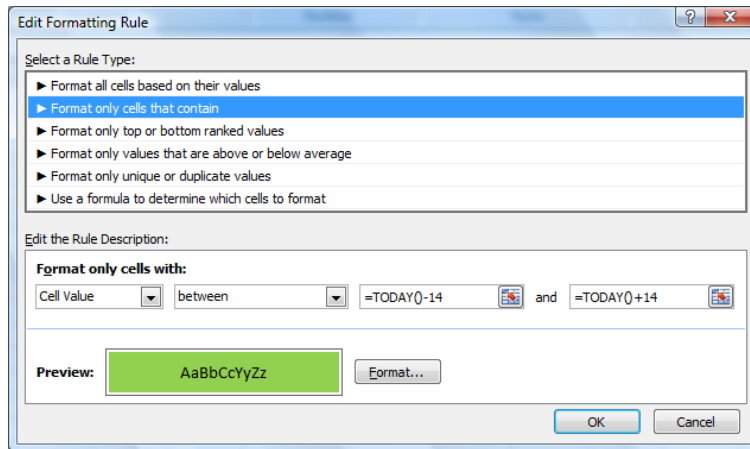
- The Conditional Formatting Rules Manager will then appear, which lists all conditional format rules. Click on New Rule in the top left hand corner.



6. Set Condition 2 so that Cell Value Is Between =TODAY()-7 And =TODAY()+7. Note that you must use equal signs in the two right-most boxes otherwise Excel won't recognise it as a formula.
7. Click on the Format button. Excel displays the Format Cells dialog box. Make sure the Patterns tab is selected and choose a yellow colour.
8. Click **OK** to return to the New Formatting Rule window.
9. Click **OK** to return to the Conditional Formatting Rules Manager window.



10. Click on New Rule in the top left hand corner. Set Condition 3 so that Cell Value Is Between =TODAY()-14 And =TODAY()+14. Again, you must include the equal signs to indicate you are entering formulas.
11. Click on the Format button. Excel displays the Format Cells dialog box. Make sure the Fill tab is selected and choose the green colour you want to use. Click **OK** to close the Format Cells dialog box.



12. Click **OK** to confirm the new conditional formatting rule.
13. Click **OK** to confirm these rules in the Conditional Formatting Rules Manager window.

NB: Excel 2003 can only have three conditional formatting rules per cell, whereas Excel 2007 can have an unlimited number of conditional formatting rules (up to available system memory) per cell, providing more options for date ranges etc.

EXCEL CAN GRAPHICALLY SHOW DATA WITHOUT USING CHARTS. IN EXCEL 2007 YOU CAN USE CONDITIONAL FORMATTING, AND IN EXCEL 2003 YOU CAN USE THE REPT FUNCTION TO ACHIEVE SIMILAR RESULTS.

Process: 2003

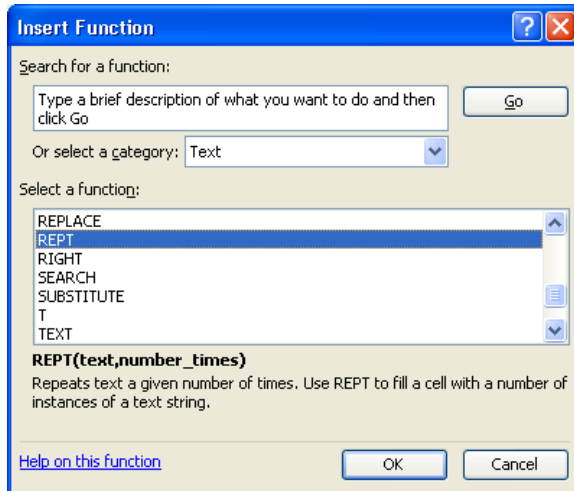
1. While in the cell next to data you want to graphically display, select Insert Function:

	C3		
	A	R	C
1	March monthly motor vehicle sales		
2			
3	J. Parker	5	
4	M. Jones	3	
5	J. Peters	6	
6	G. Le Roux	8	
7	L. Smith	2	
8			

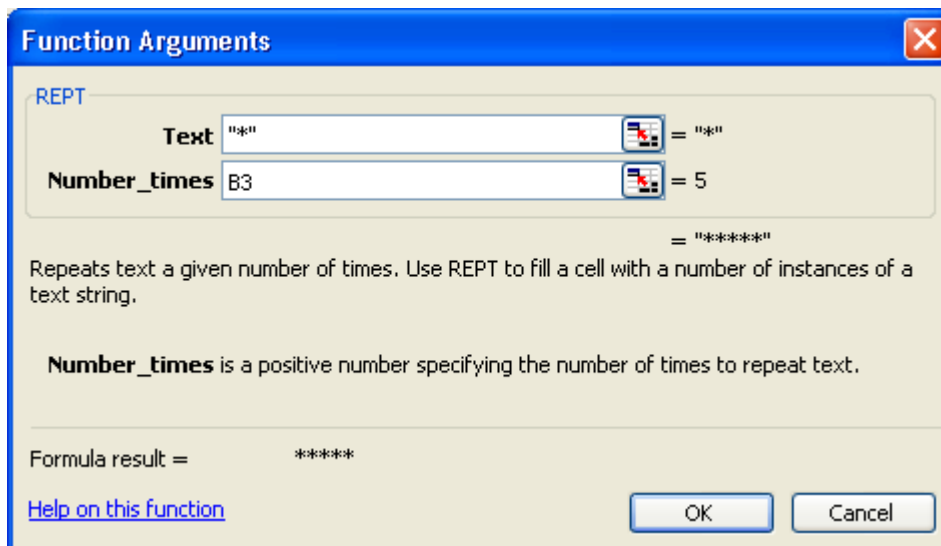
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2. Under Category, select Text and then select the function REPT



3. Enter data as below:



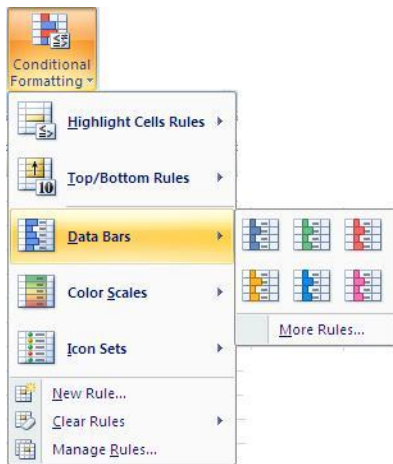
4. Text is the character that will be repeated
5. Number_Times refers to the number of times the character will be repeated. In this case we are referring to data in another cell
6. Select OK
7. Result will be similar to below..depending on what text was selected:

D15			
	A	B	C
1	March monthly motorvehicle sales		
2			
3	J. Parker	5	*****
4	M. Jones	3	***
5	J. Peters	6	*****
6	G. Le Roux	8	*****
7	L. Smith	2	**
8			

8. Much easier to see who is the star salesman!

Process: 2007

1. The above process can be repeated similarly in 2007, or you can make use of Conditional formatting
On the Home tab, select Conditional Formatting, Data bars while on the cell you want to graphically display



This will leave you with the following result:

	A	B	C
1	March monthly motorvehicle sales		
2			
3	J. Parker	5	
4	M. Jones	3	
5	J. Peters	6	
6	G. Le Roux	8	
7	L. Smith	2	
8			

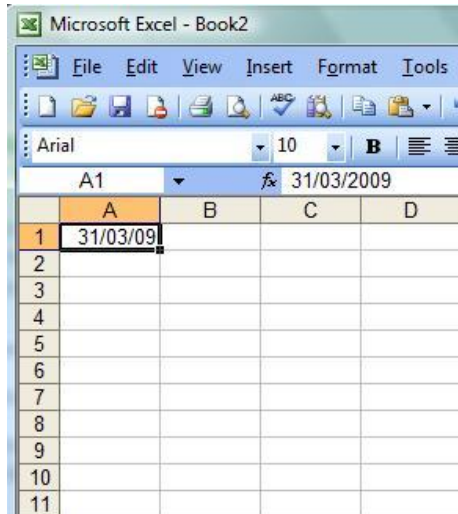
2. When using the REPT function, you are not restricted to only keyboard characters, but can also insert characters from the character map:

J. Parker	5	☺☺☺☺☺
M. Jones	3	☺☺☺
J. Peters	6	☺☺☺☺☺☺
G. Le Roux	8	☺☺☺☺☺☺☺☺
L. Smith	2	☺☺
J. Parker	5	☺☺☺☺☺
M. Jones	3	☺☺☺
J. Peters	6	☺☺☺☺☺☺
G. Le Roux	8	☺☺☺☺☺☺☺☺
L. Smith	2	☺☺
J. Parker	5	◀◀◀◀◀
M. Jones	3	◀◀◀
J. Peters	6	◀◀◀◀◀◀
G. Le Roux	8	◀◀◀◀◀◀◀◀
L. Smith	2	◀◀

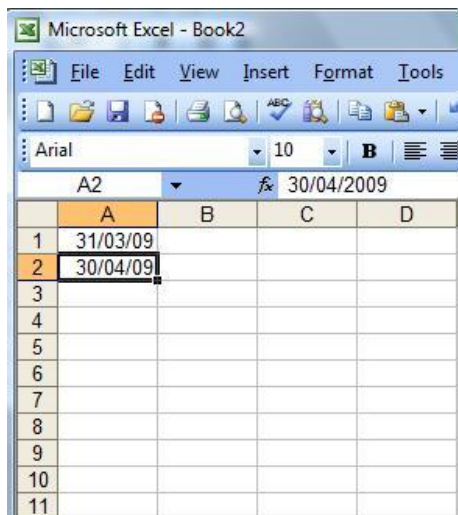
BY USING THE AUTOFILL FEATURE THERE IS A WAY TO CALCULATE THE LAST DATE OF A MONTH FOR A RANGE OF MONTHS AUTOMATICALLY WITHOUT USING A FUNCTION

Process (MS Excel 2003 and 2007):

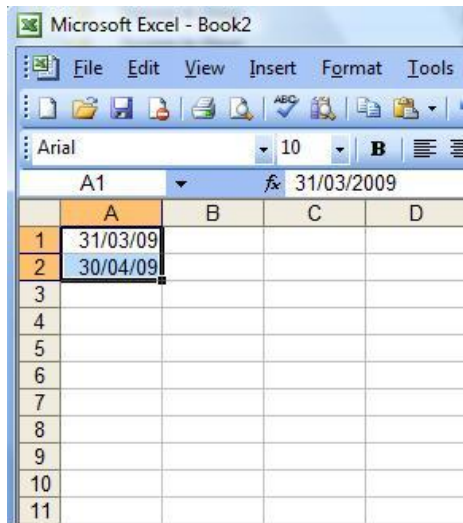
1. Select cell A1 and type in the last day of the month (in this example, 31st March, 2009).



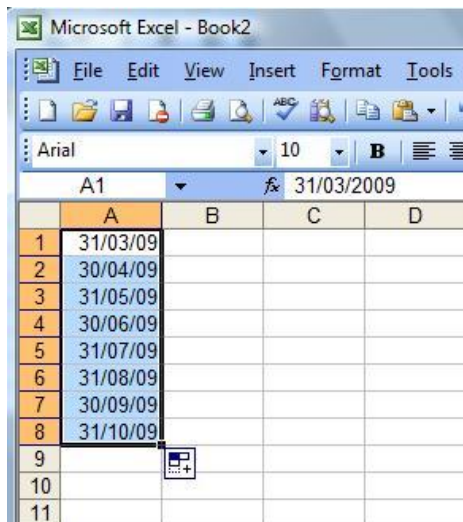
2. Select cell A2 and type in the last day of the next month (in this example, 30th April, 2009).



3. Highlight both cells to show Excel the trend you want.



4. Use the AUTOFILL handle and drag down the required number of months (in this example, another six months to October, 2009).



BY USING THE EOMONTH FUNCTION IT WILL CALCULATE THE LAST DATE OF A MONTH AUTOMATICALLY

Process (MS Excel 2003 and 2007):

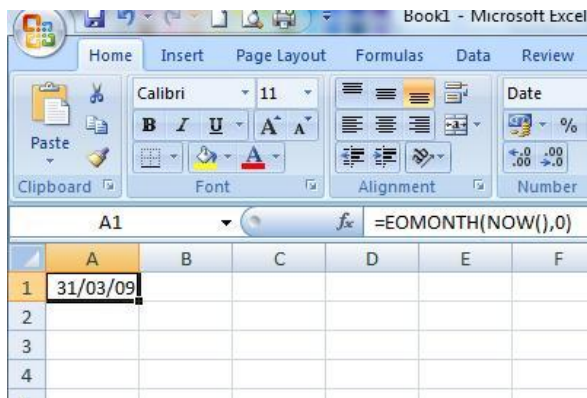
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The EOMONTH function is used to return the *serial* number value of the last day of any month, past, present or future. Once the value is returned, you can change the format of the cell to “DATE” and it will then give you the end of the month in date format.

1. Select cell A1 and type in =EOMONTH(NOW(),0).



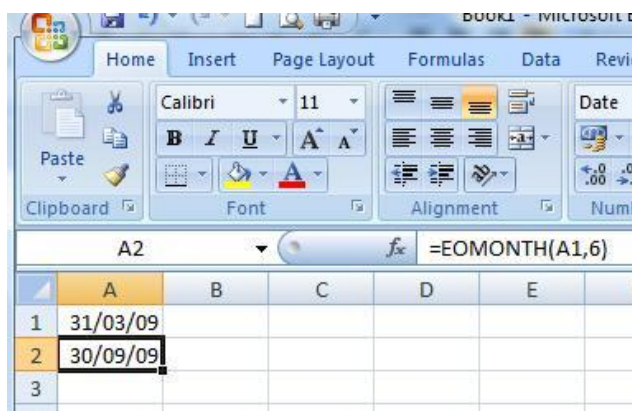
The function follows the following format:

=EOMONTH(base,offset)

The base value in the formula is a date to be used to identify the month in question. You could even use the NOW() function to return today's date.

The offset value can be used to move the month in question in the *base* value. For example:

2. Select cell A2 and type in =EOMONTH(A1,6).



The 6 value in the *base* criteria moves the function six months forward, hence the final date of September, which is six months ahead of March (which was worked out by using the NOW() function). This operation could be done with one formula, nested in the following way:

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=EOMONTH(NOW(),6)

You could also use a negative number to get to months prior to the one being used in the *base* criteria.

NB: In versions of MS Excel prior to MS Excel 2007, the EOMONTH function can only be used by installing the Analysis Toolpak, an add-on utility that you can select when you install MS Excel. If the formula returns an error in Excel 2003 when you use it, you will need to use the MS Office installation disk to install the Toolpak.

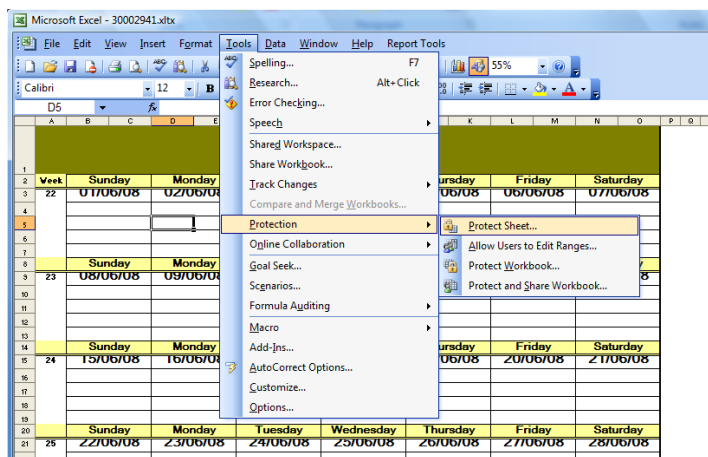
THE 'MERGE AND CENTRE' FORMATTING OPTION IS NOT AVAILABLE IN EXCEL DURING NORMAL USE. TO MAKE IT AVAILABLE THE SHARING' AND 'PROTECTION' SETTINGS NEEDS TO BE CHECKED ON.

The 'Merge and Centre' function is a great formatting tool used by almost every Excel, but occasionally it can be greyed out and be unavailable to use. If this happens, the two options to check are whether the workbook is shared and whether it is protected.

Worksheet Protection: if a worksheet is protected, a number of formatting features are disabled (depending on the level of protection) which could make 'Merge and Centre' unavailable.

Excel 2003:

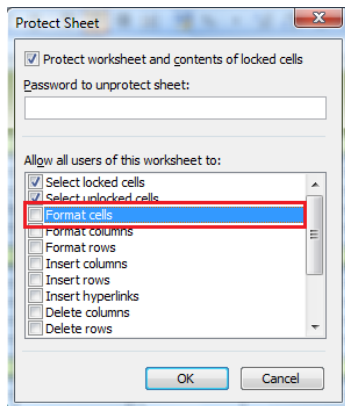
1. Select Tools ... Protection ... Protect Sheet



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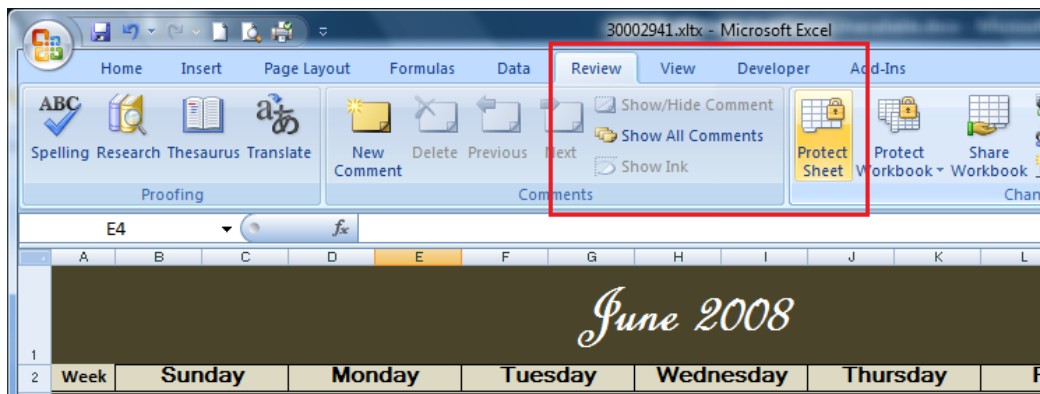
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2. Check that the 'Format Cells' option is not ticked. If it is, click once in the tick box to remove the tick.

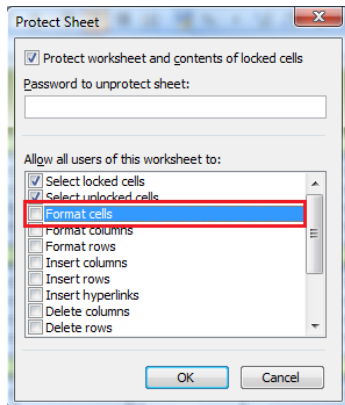


Excel 2007:

1. On the **Review** tab, under the **Changes** group, select **Protect Sheet**



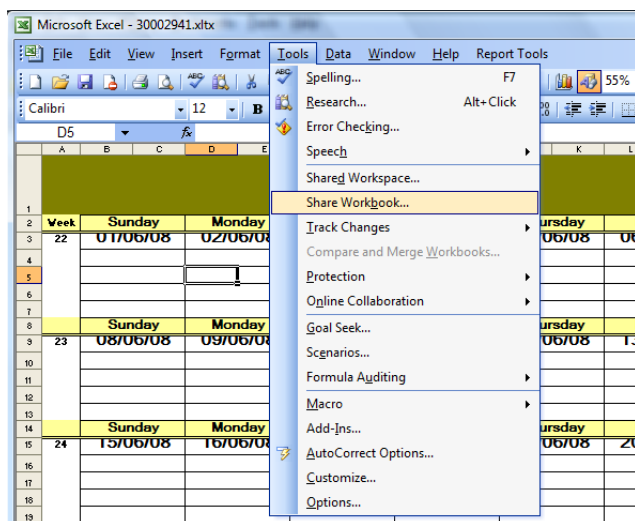
2. Check that the 'Format Cells' option is not ticked. If it is, click once in the tick box to remove the tick.



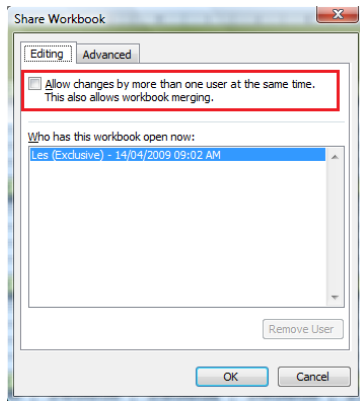
Workbook Sharing: if a workbook is shared, it can also have the effect of making 'Merge and Centre' unavailable. To remove sharing, follow these steps.

Excel 2003:

1. Select Tools ... Share Workbook

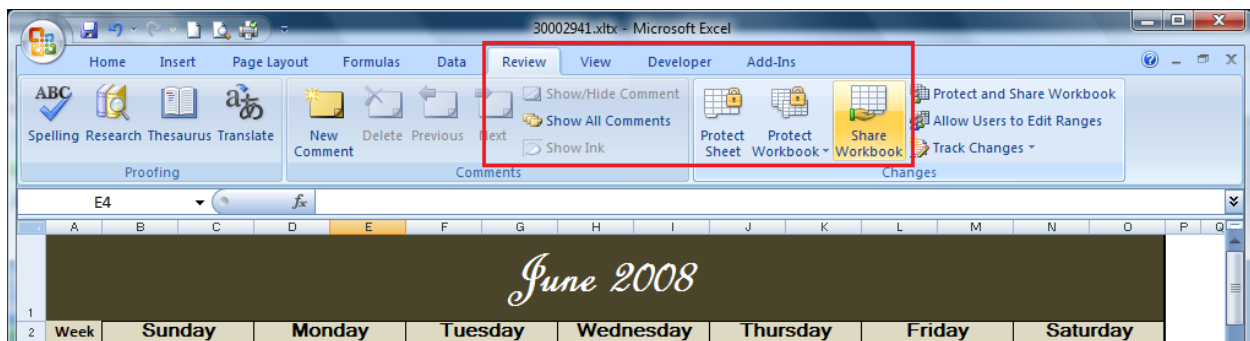


2. Remove the tick next to the 'Allow Changes' option.

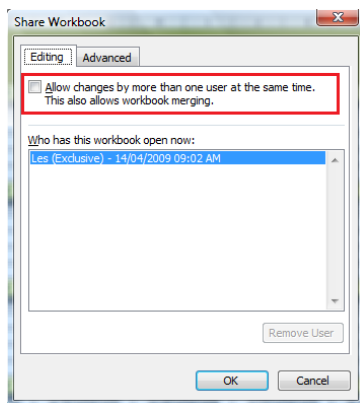


Excel 2007:

1. On the **Review** tab, on the **Changes** group, select **Share Workbook**



2. Remove the tick next to the 'Allow Changes' option.





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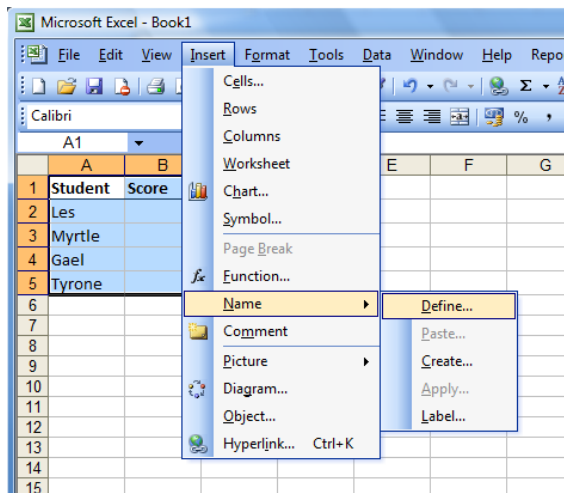
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BY ALTERING THE FULL NAME OF THE NAMED RANGE YOU CAN USE THE SAME NAMED RANGE ON DIFFERENT SHEETS OF THE SAME WORKBOOK

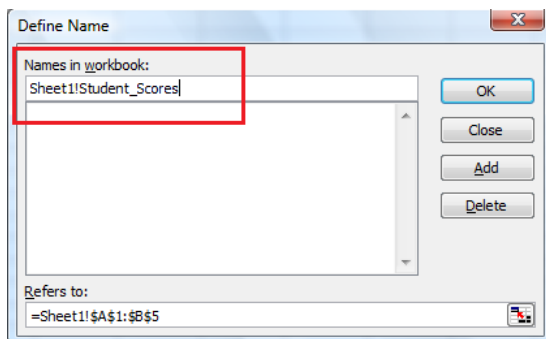
Process (Excel 2003 and 2007):

Excel 2003

1. Select the cells that you would like to create a Named Range for, then select **Insert ... Name ... Define**



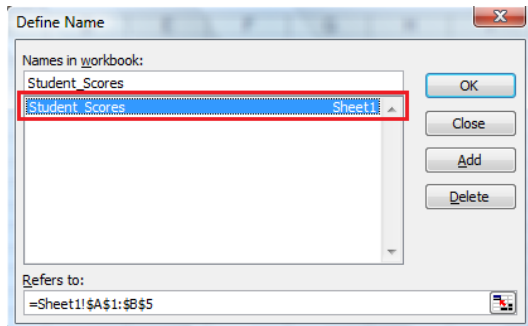
2. In the 'Names in workbook' box, type in the name for your range and add the sheet name with an exclamation mark at the end (e.g. Sheet1!MyRange).



3. Select **Insert ... Name ... Define**. You will now see that the range now has a reference to the particular sheet that was referenced in step 2.

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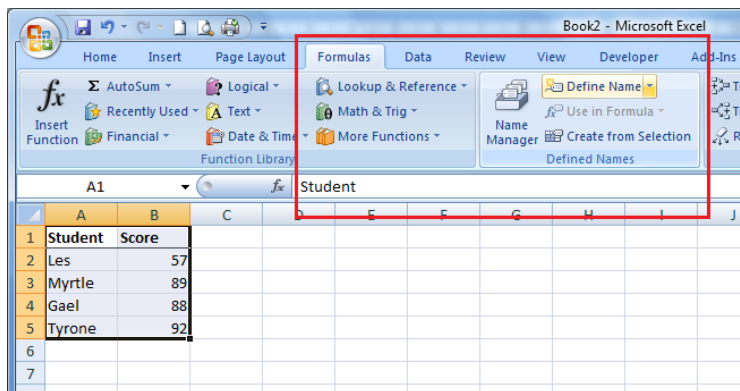
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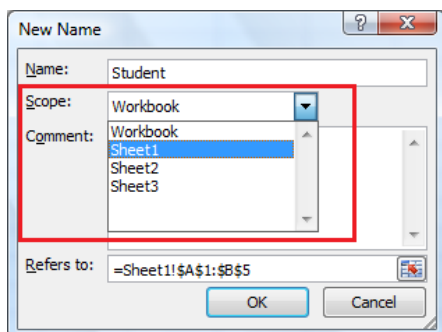
This process can be done on each sheet, allowing you to use the same name for named ranges on multiple sheets.

Excel 2007

1. Select the cells that you would like to create a Named Range for, on the **Formulas** tab, in the **Defined Names** group, select **Define Name**.



2. In the 'New Name' box, click the drop down option for **Scope** and select the desired sheet. This will limit the Named Range to the selected sheet, allowing it to be used on other sheets as well.



BY USING A COMBINATION OF THE MOD FUNCTION AND CONDITIONAL FORMATTING YOU CAN SHADE CELLS BASED ON ODD OR EVEN VALUES

Process (Excel 2003 and 2007):

The MOD function is used to find the remainder of a number after it has been divided by another number.

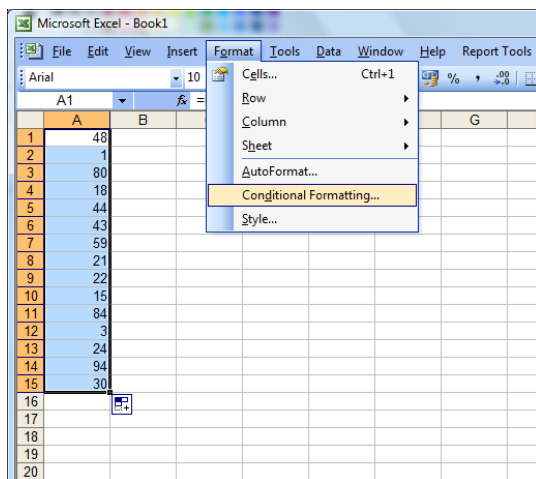
Format: **MOD(number,divisor)**

E.g. **MOD(10,2) = 0**

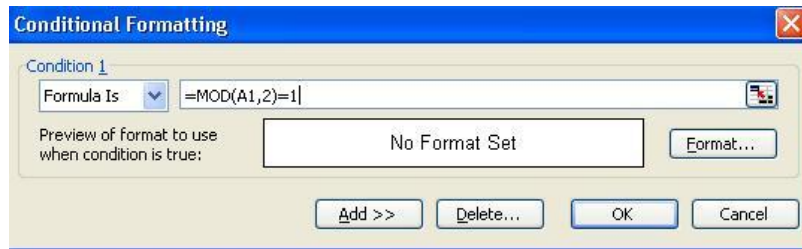
We can use this remainder function to determine whether the number in a cell is odd or even.

Excel 2003

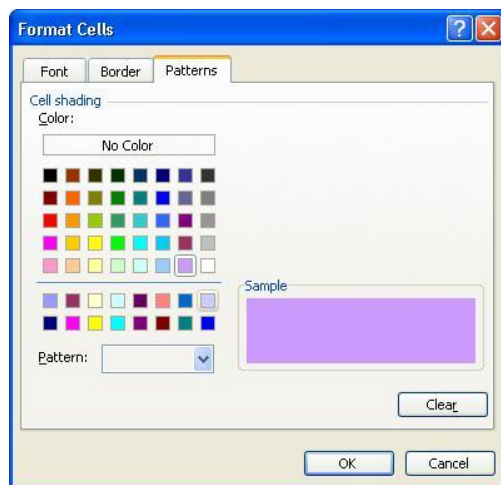
1. Highlight the range of cells you would like to apply conditional formatting to, then click on **Format ... Conditional Formatting**



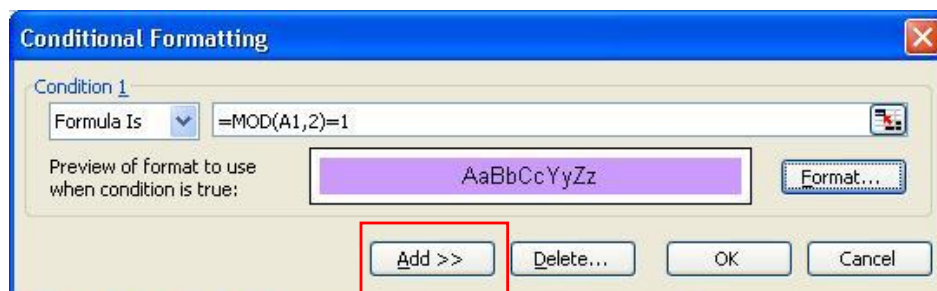
2. Change condition 1 to “Formula Is” and in the formula field type **=MOD(A1,2)=1**. This will return a TRUE if there is a odd number in the cell



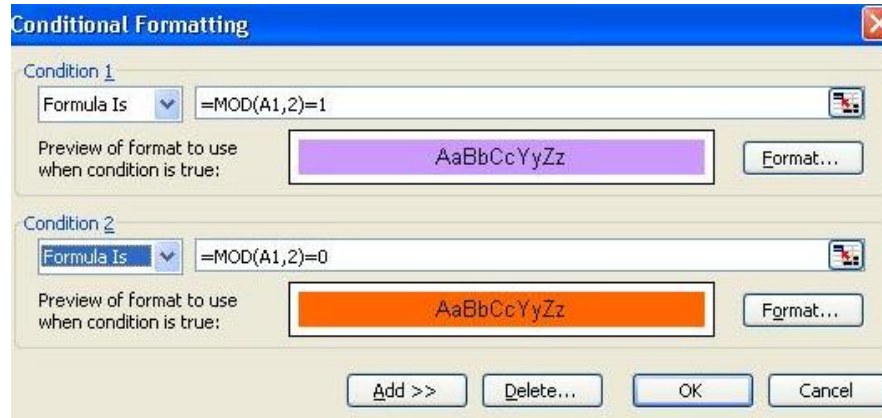
3. Click on the **FORMAT** button, and then select the **Patterns** tab. Choose a colour and click **OK**



4. The range of cells should still be highlighted at this stage.
5. Click on the **ADD** button



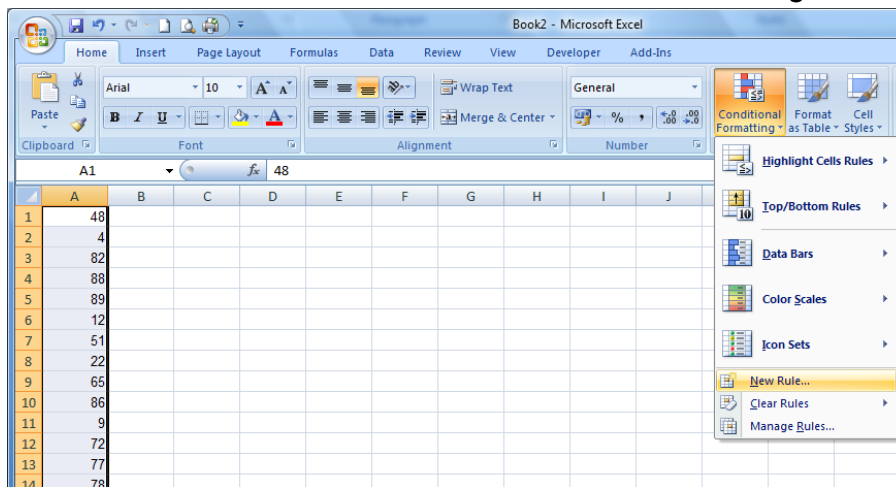
6. For Condition 2, set the drop down to **Formula Is** and in the text box enter **=MOD(A1,2)=0**. This will highlight any even cells



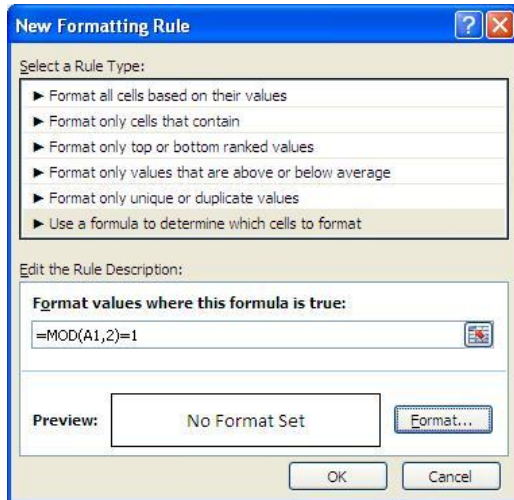
- Click on the **FORMAT** button for Condition 2, and then select the **Patterns** tab. Choose a different colour and click **OK**

Excel 2007

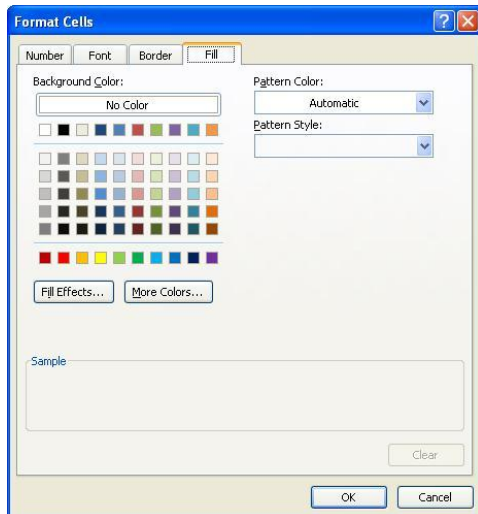
- Highlight the range of cells you would like to apply conditional formatting to, then click on the **Home** tab of the Office Ribbon and select **Conditional Formatting** and select **New Rule**



- In the 'Select a Rule Type:' area, select **Use a formula to determine which cells to format**. In the 'Format values where this formula is true:' area, type in `=MOD(A1,2)=1`. This will highlight all odd cells

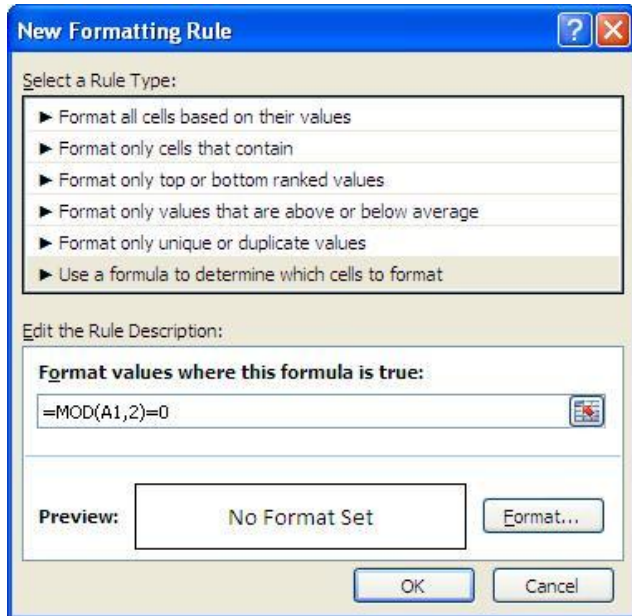


3. Select the **Format** button. Select the **Fill** tab and choose a colour. Click **OK**, and **OK** again



4. The range of cells should still be highlighted at this stage. Click on **Conditional Formatting ... New Rule** as per step 1

5. In the 'Select Rule Type:' area, select **Use a formula to determine which cells to format**. In the 'Format values where this formula is true:' area, type in `=MOD(A1,2)=0`. This will highlight all even cells



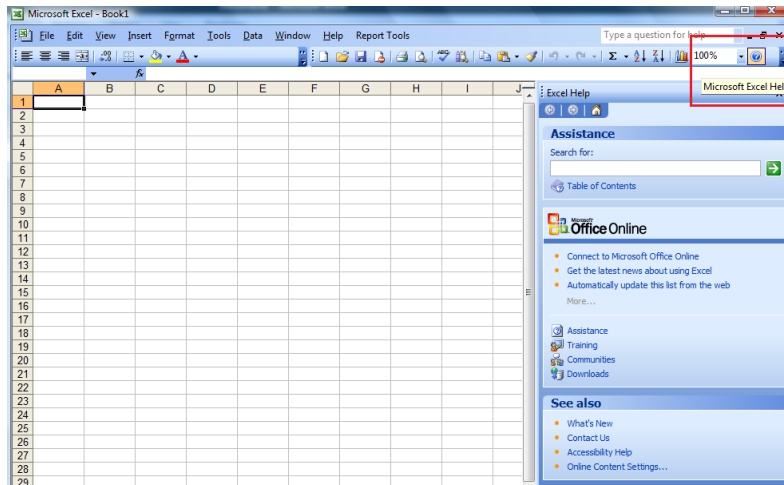
6. Select the **Format** button. Select the **Fill** tab and choose a different colour. Click **OK**, and **OK** again

BY CHANGING THE HELP SETTINGS YOU CAN STOP EXCEL HELP FROM USING ONLINE RESOURCES

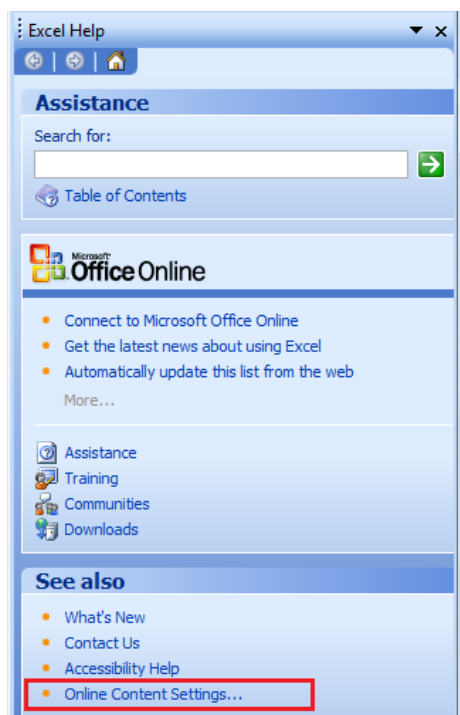
Process (Excel 2003 and 2007):

Excel 2003

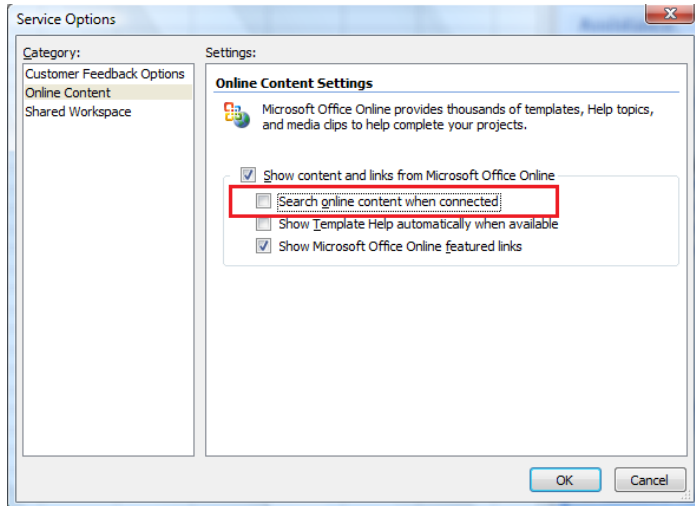
1. Press F1 or click on the Help icon to bring up the Help window



2. In the Help window, select the last option **Online Content Settings**

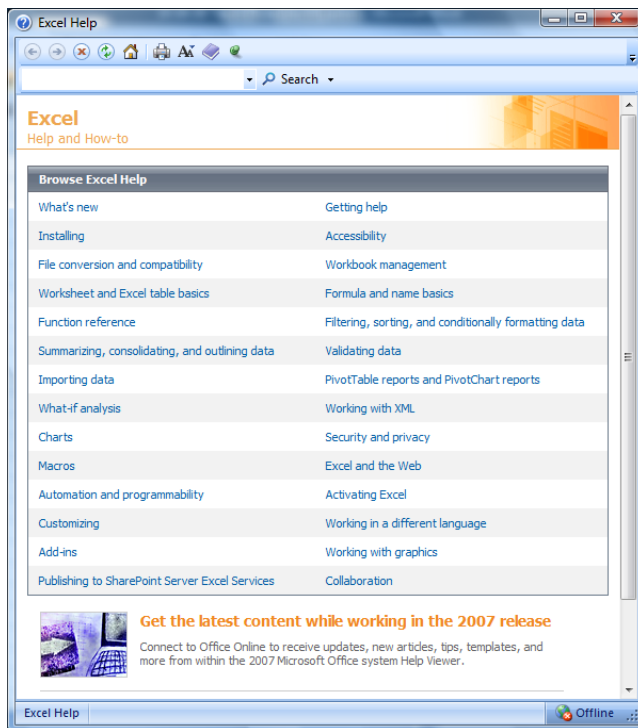


3. Remove the tick from the **Search online content when connected** option and click **OK**

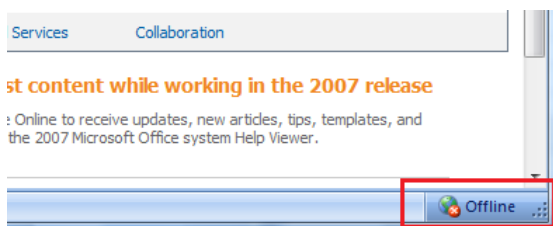


Excel 2007

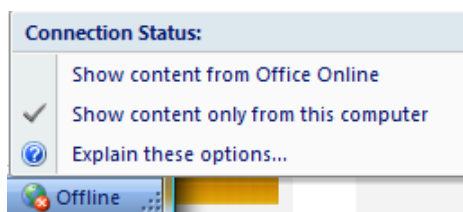
1. Press F1 or click on the Help icon to bring up the Help window



2. In the bottom right hand corner of the Help window, click the **Online Content Settings** button



3. In the **Connection Status** window, select **Show content only from this computer**



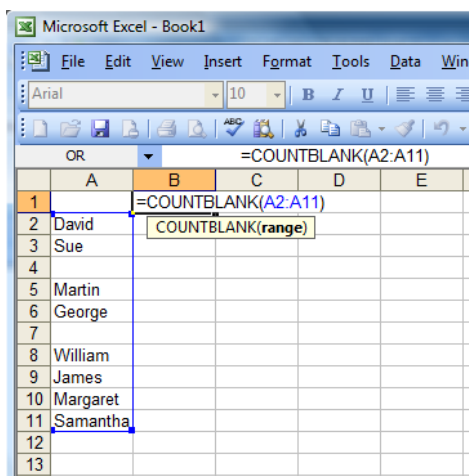
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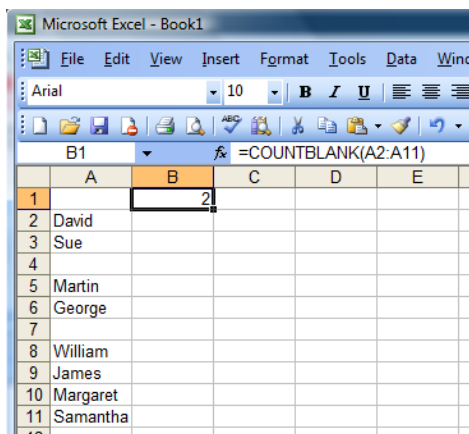
USING THE COUNTBLANK FUNCTION YOU CAN COUNT THE NUMBER OF BLANK CELLS IN A RANGE

Process (Excel 2003 and 2007):

1. Select target cell and enter **=COUNTBLANK(range)**. The range refers to the range of cells that you would like to check for blank cells. In this example, the range of cells is from A2 to A11.



2. The result of the function will be given as an integer.



NB: The COUNTBLANK function will only count the number of completely empty cells. If there are cells in the range that have a value suppressed (e.g. a zero value hidden as blank), this will not be included in the number returned by the function.

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BY USING A COMBINATION OF THE OFFSET AND COUNTA FUNCTIONS YOU CAN RETURN THE VALUE IN THE LAST CELL OF A RANGE, WITHOUT KNOWING THE ACTUAL CELL REFERENCE

Process (Excel 2003 and 2007):

In this example, we would like to use a formula to return the last value in a column without knowing the cell reference of the last cell. This is a useful function combination when the data in a range is constantly changing: one command will work, regardless of how many times the number of cells in the range changes.

SYNTAX: =OFFSET(reference,rows,cols,[height],[width])

Reference: is the starting point of the range. In this example, it is cell A2.

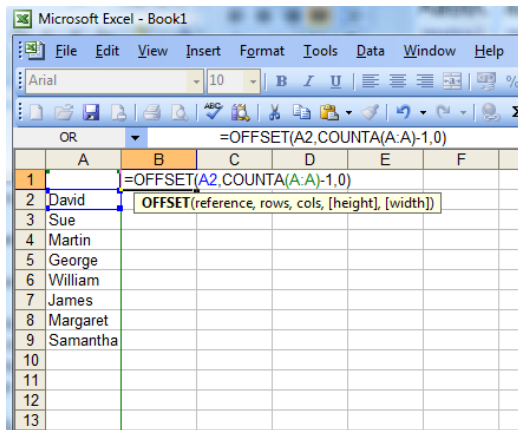
rows: refers to the number of rows you would like the function to look through. In this example, we will use the COUNTA function to determine the number of rows as this is an unknown value.

cols: this refers to the column to the left or right of the reference (i.e. the first parameter of this function). If it is to the left of the function, then it would be represented by a negative number (as in this example)

[height](optional): is the height, in number of rows, that you want the returned reference to be. Height must be a positive number, and is an optional parameter.

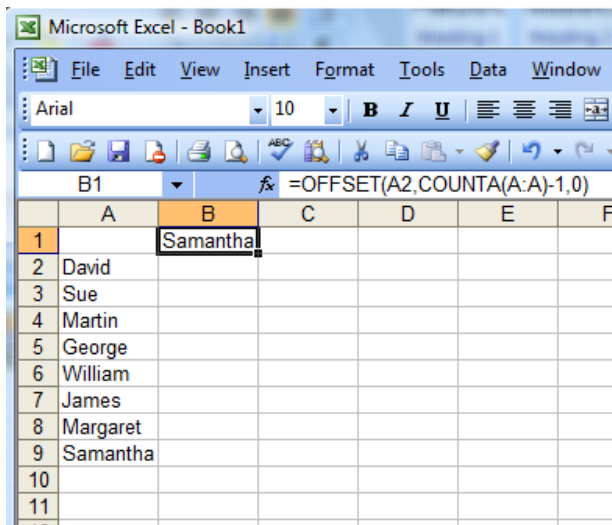
[width](optional): is the height, in number of rows, that you want the returned reference to be. Height must be a positive number, and is an optional parameter.

1. In cell B1, type =OFFSET(A2,COUNTA(A:A)-1,0).



2. The COUNTA function counts the number non-blank cells in a range, so will count the number of rows that are being used. By adding -1 to the parameter (COUNTA(A:A)-1), it reduces this total number to reference the last cell in the range. The COUNTA(A:A)-1 parameter will therefore tell the OFFSET function the correct number of rows to go through.

NB: If there are blank cells in the range, the COUNTA function will not work - the overall number of rows will be higher than the actual number of non-blank cells.





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WITH A KEYBOARD SHORTCUT YOU CAN QUICKLY ENTER THE CURRENT DATE OR TIME INTO A CELL

Process (Excel 2003 and 2007):

1. If you would like to enter the current date into a cell, press **CTRL + ;** (semicolon)
2. If you would like to enter the current time into a cell, press **CTRL + :** (colon). This may mean having to hold down the SHIFT key in order to get the colon symbol.



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YOU CAN VIEW THE RESULT OF PART OF A MATHEMATICAL FORMULA IN THE FORMULA BAR WHILE YOU'RE STILL WORKING ON THE FORMULA BY USING THE F9 BUTTON

Process (Excel 2003 and 2007):

When you are developing complex formulas, or when you are examining the formulas developed by others, it can often be beneficial to look at the results of a particular portion of a formula. For instance, consider the following:

Clipboard		Font		Alignment			
		A1		fx		=(C1+C2)*E1/E2	
	A	B	C	D	E	F	G
1	150		10		20		
2			20		4		
3							
4							
5							
6							
7							
8							

The formula in cell A1 is **=(C1+C2)*E1/E2**. If we wanted to work out just the **E1/E2** portion, we could use the F9 key to help calculate just this part of the formula.

3. Select cell A1
4. Press F2. This turns on Edit mode in the cell.

Clipboard		Font		Alignment			
		SUMIF		X ✓ fx		=(C1+C2)*E1/E2	
	A	B	C	D	E	F	
1	=(C1+C2)*E1/E2		10		20		
2			20		4		
3							
4							
5							

5. Click and drag across the **E1/E2** portion of the formula in the formula bar to highlight that portion.

	A	B	C	D	E	F	G
1	= (C1+C2)*E1/E2		10		20		
2			20		4		
3							
4							

6. Press F9

	A	B	C	D	E	F
1	=(C1+C2)*5		10		20	
2			20		4	
3						
4						

This will calculate that portion of the formula so that you can see which value is being generated.

TO PASTE MULTIPLE PARAGRAPHS OF TEXT INTO ONE EXCEL CELL YOU MUST USE THE CORRECT CELL EDIT METHOD

Process (Excel 2003 and 2007):

When using the standard copy and paste of text with multiple paragraphs into a cell, Excel by default views the paragraph marks as an instruction to move the next paragraph of text into the next cell i.e. copied text that contains three paragraphs that is pasted into cell A1 will have the first paragraph paste itself into A1, the second paragraph into A2 and the third into A3.

In order to have all the paragraphs enter into the cell A1, you need to paste *into* the cell, rather than selecting the cell and pasting. The example below will show you how this is done, using the following two paragraphs of text:

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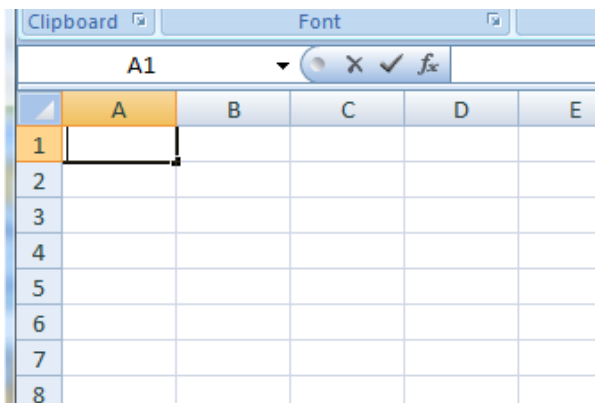
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On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document.

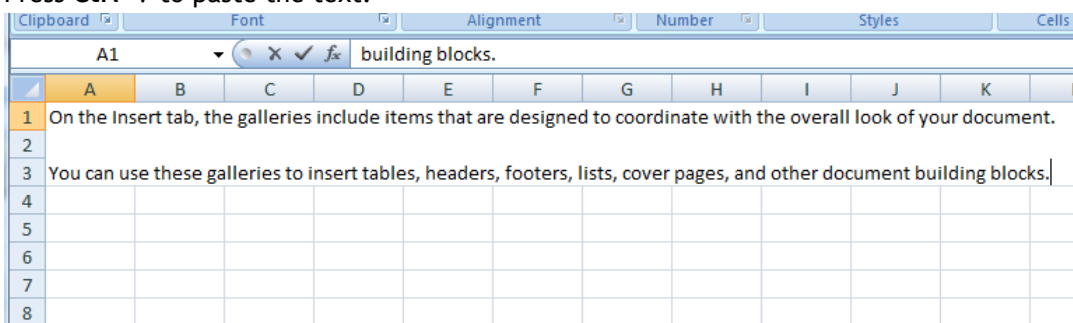
You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks.

The above text is highlighted and then copied, then Excel is opened, ready to receive the text.

1. Select cell A1



2. Press F2. This turns on Edit mode in the cell, and you will now see a cursor blinking in the cell.
3. Press Ctrl+V to paste the text.



4. The text, including the paragraph breaks, has been pasted into the one cell.

NB: a) Because the text is being pasted *into* a cell, it loses all of its original formatting and uses the formatting styles that have been applied to the cell itself.

b) Excel 2003 and Excel 2007 has a limit of 32 767 characters in a cell. If the amount of text to be pasted into the cell exceeds those limits, the remaining text will be truncated.

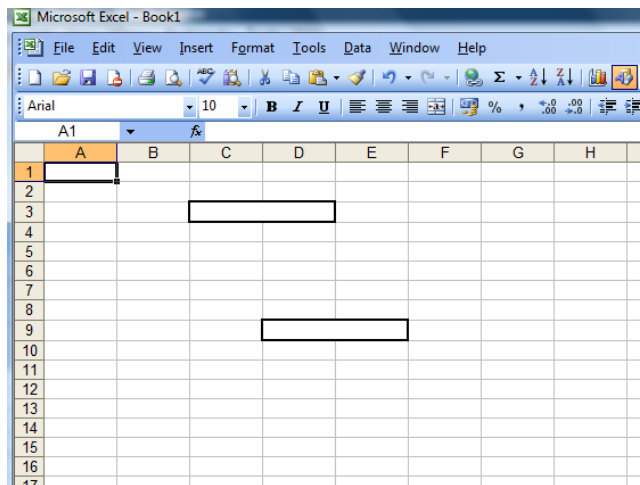
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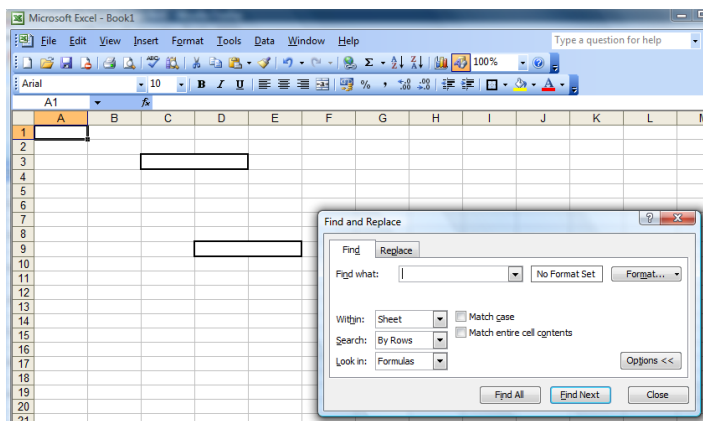
BY USING THE FIND OPTION YOU CAN QUICKLY IDENTIFY MERGED CELLS IN AN EXCEL SPREADSHEET

Process (Excel 2003 and 2007):

For this example, cells C3 and D3 have been merged, as have D9 and E9. Both merged cells have been given a border to help identify them and cell A1 is selected.



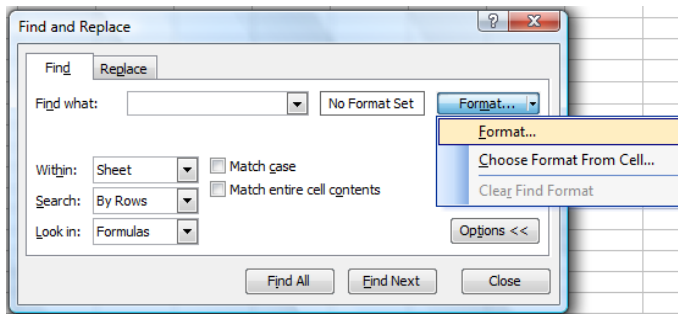
1. Press **CTRL + F** to bring up the “Find” option. If all options are not showing, select the **Options <<** button to view them



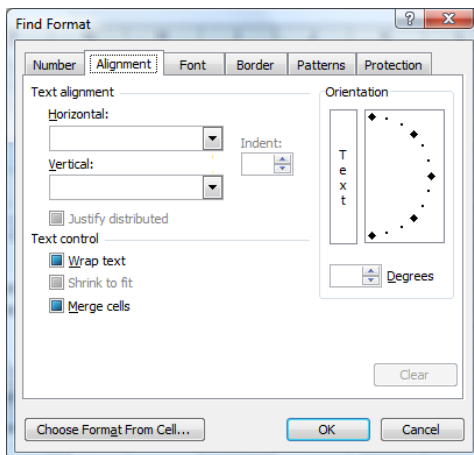
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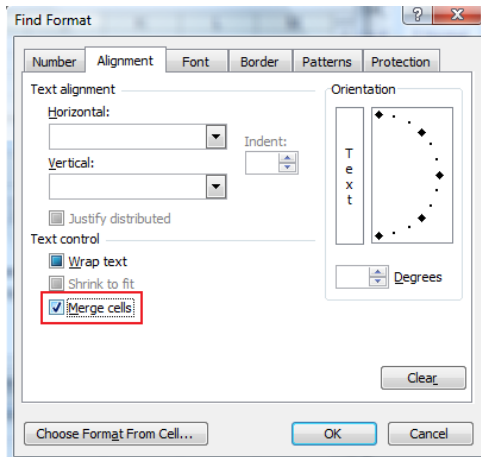
2. Select the **Format** drop down option, and choose **Format...**



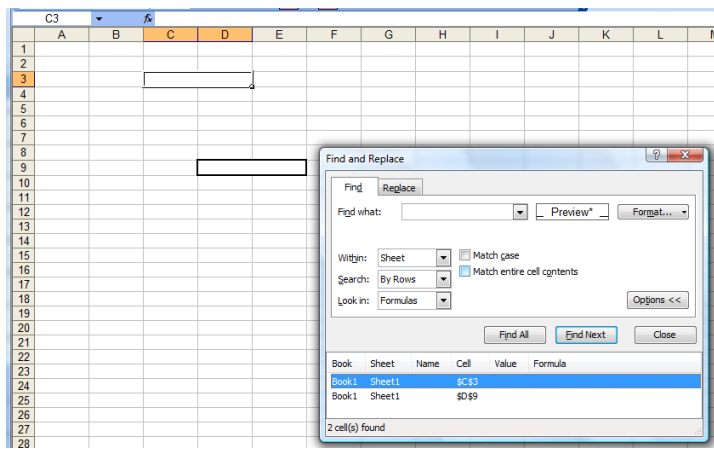
3. Select the **Alignment** tab



4. Place a tick in the **Merge Cells** tick box and click **OK**



5. Click Find All button.



A window will appear listing all cells on the sheet that match the **Merged Cells** option.

BY USING THE ROW FUNCTION JUST THE ROW NUMBER ON THE EXCEL SPREADSHEET CAN BE PRINTED

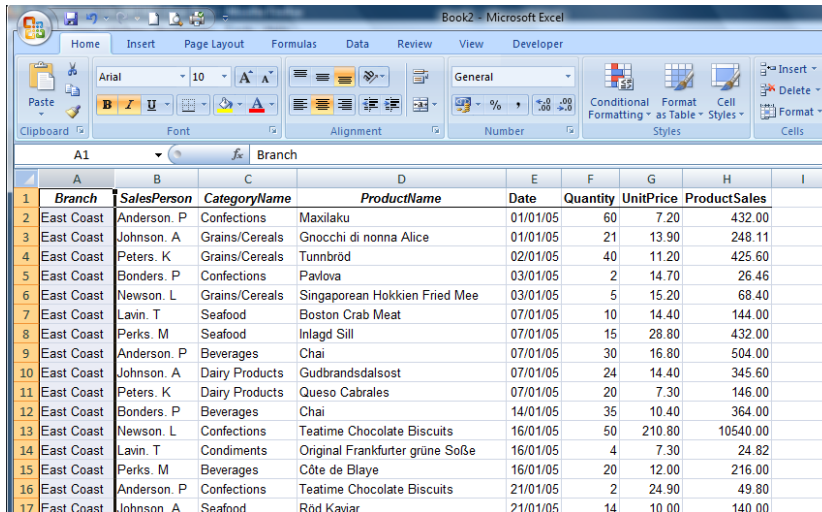
Process (Excel 2003 and 2007):

In MS Excel, you have the option of printing both the Row numbers and the Column Headings. To turn this option on, you would use the **Row and heading columns** option in Page Setup. However, if you only want to see the row numbers, you will have to use a work around with the ROW function:

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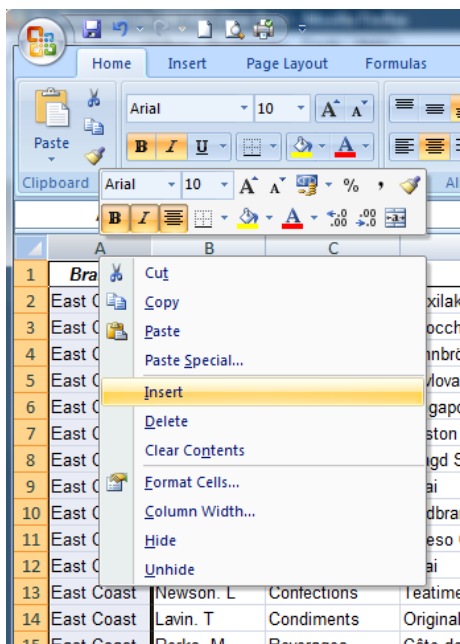
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1. Select Column A by clicking on the column heading



	A	B	C	D	E	F	G	H	I
1	Branch	SalesPerson	CategoryName	ProductName	Date	Quantity	UnitPrice	ProductSales	
2	East Coast	Anderson. P	Confections	Maxilaku	01/01/05	60	7.20	432.00	
3	East Coast	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	01/01/05	21	13.90	248.11	
4	East Coast	Peters. K	Grains/Cereals	Tunnbröd	02/01/05	40	11.20	425.60	
5	East Coast	Bonders. P	Confections	Pavlova	03/01/05	2	14.70	26.46	
6	East Coast	Newton. L	Grains/Cereals	Singaporean Hokkien Fried Mee	03/01/05	5	15.20	68.40	
7	East Coast	Lavin. T	Seafood	Boston Crab Meat	07/01/05	10	14.40	144.00	
8	East Coast	Perks. M	Seafood	Inlagd Sill	07/01/05	15	28.80	432.00	
9	East Coast	Anderson. P	Beverages	Chai	07/01/05	30	16.80	504.00	
10	East Coast	Johnson. A	Dairy Products	Gudbrandsdalsost	07/01/05	24	14.40	345.60	
11	East Coast	Peters. K	Dairy Products	Queso Cabrales	07/01/05	20	7.30	146.00	
12	East Coast	Bonders. P	Beverages	Chai	14/01/05	35	10.40	364.00	
13	East Coast	Newton. L	Confections	Teatime Chocolate Biscuits	16/01/05	50	210.80	10540.00	
14	East Coast	Lavin. T	Condiments	Original Frankfurter grüne Soße	16/01/05	4	7.30	24.82	
15	East Coast	Perks. M	Beverages	Côte de Blaye	16/01/05	20	12.00	216.00	
16	East Coast	Anderson. P	Confections	Teatime Chocolate Biscuits	21/01/05	2	24.90	49.80	
17	East Coast	Johnson. A	Seafood	Röd Kaviar	21/01/05	14	10.00	140.00	

2. Right click on the Column A heading and select Insert.



3. Select cell A1 and type in the formula `=row()`, then press the Enter key.

Clipboard		Font		Alignment	
SUMIF		X ✓ f _x		=row()	
	A	B	C	D	
1	=row()	Branch	SalesPerson	CategoryName	
2		East Coast	Anderson. P	Confections	Maxil
3		East Coast	Johnson. A	Grains/Cereals	Gnoc
4		East Coast	Peters. K	Grains/Cereals	Tunnl
5		East Coast	Bonders. P	Confections	Pavlo
6		East Coast	Newson. L	Grains/Cereals	Singa
7		East Coast	Lavin. T	Seafood	Bostc
8		East Coast	Perks. M	Seafood	Inlage
9		East Coast	Anderson. P	Beverages	Chai
10		East Coast	Johnson. A	Dairy Products	Gudb
11		East Coast	Peters. K	Dairy Products	Ques

This function returns the row number of the currently selected cell.

Clipboard		Font		Alignment	
A2		f _x			
	A	B	C	D	
1	1	Branch	SalesPerson	Cat	
2		East Coast	Anderson. P	Conf	
3		East Coast	Johnson. A	Grai	
4		East Coast	Peters. K	Grai	
5		East Coast	Bonders. P	Conf	
6		East Coast	Newson. L	Grai	

4. Select cell A1 and use the **AutoFill** handle (square block on the bottom right corner of the selected cell) to extend this formula down for as many rows as needed.

	A1		fx	=ROW()
	A	B	C	D
1	1	Branch	SalesPerson	CategoryName
2	2	East Coast	Anderson. P	Confections
3	3	East Coast	Johnson. A	Grains/Cereal
4	4	East Coast	Peters. K	Grains/Cereal
5	5	East Coast	Bonders. P	Confections
6	6	East Coast	Newson. L	Grains/Cereal
7	7	East Coast	Lavin. T	Seafood
8	8	East Coast	Perks. M	Seafood
9	9	East Coast	Anderson. P	Beverages
10	10	East Coast	Johnson. A	Dairy Product
11	11	East Coast	Peters. K	Dairy Product
12	12	East Coast	Bonders. P	Beverages
13	13	East Coast	Newson. L	Confections
14		East Coast	Lavin. T	Condiments
15		East Coast	Perks. M	Beverages
16		East Coast	Anderson. P	Confections
17		East Coast	Johnson. A	Seafood

NB: you may wish to skip some rows and have the numbering begin with number 1 at, say, row 2. In this instance, you can adjust the formula as follows:

=row()-1

The number 1 in this formula will reduce the number returned by the ROW function, so in this instance the **=row()-1** command in cell A2 will return 1.

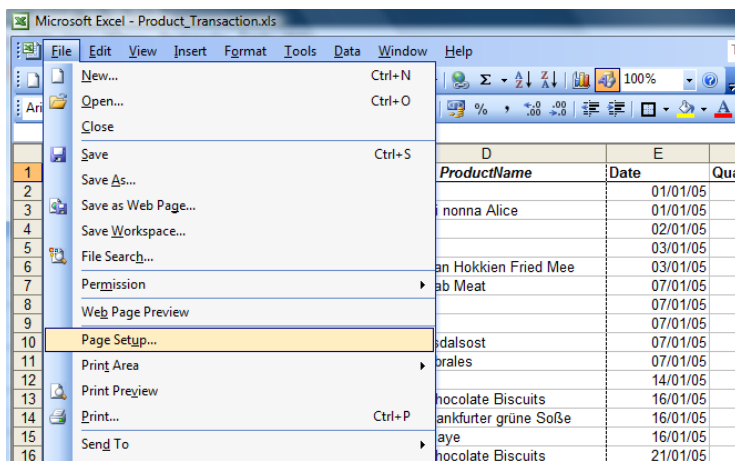
BY USING THE PAGE SETUP OPTIONS THE ROW AND COLUMN HEADINGS ON MY EXCEL SPREADSHEET CAN BE PRINTED

Process:

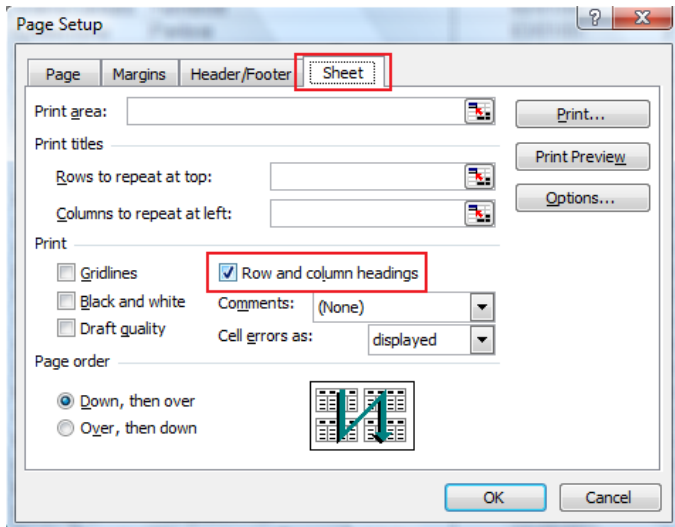
In MS Excel, you have the option of printing both the Row numbers and the Column Headings. To turn this option on, you would use the following steps:

Excel 2003

1. Select **File**, then **Page Setup...**

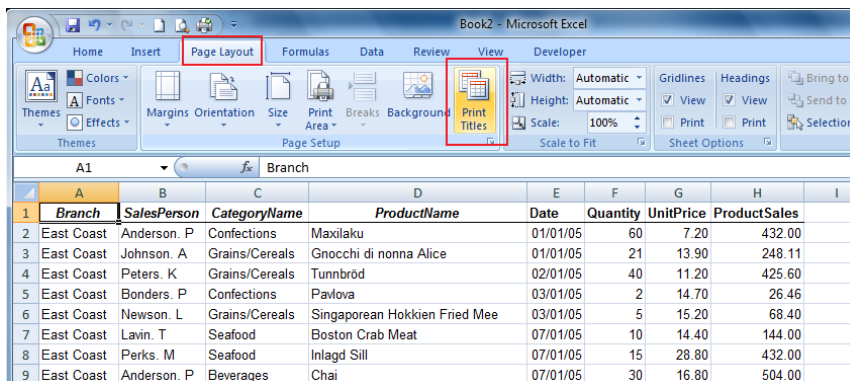


2. Select the **Sheet** tab, select **Row And column headings** then click OK

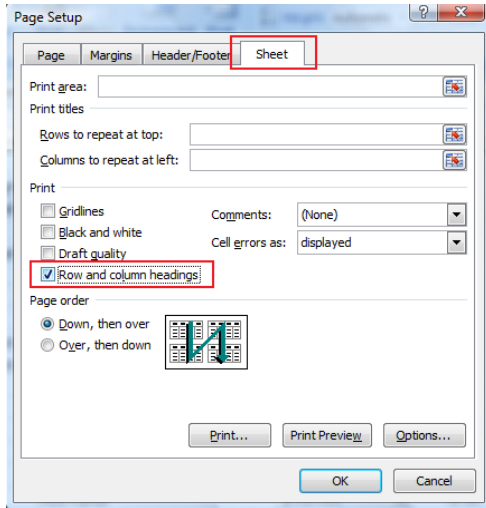


Excel 2007

1. On the **Page Layout** tab, on the **Page Setup** group, select **Print Titles**



2. Select the **Sheet** tab, under **Print**, select **Row and column headings** then click **OK**



The Column and Row labels will now print along with the rest of your spreadsheet

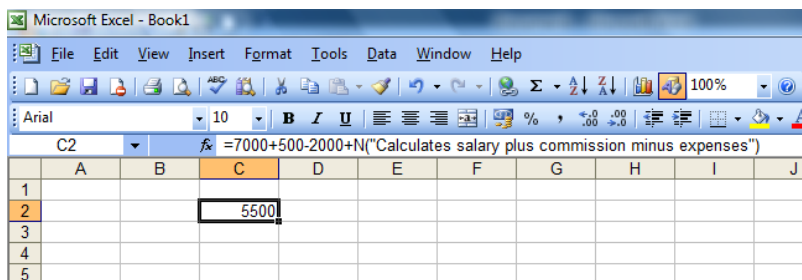
YOU CAN ADD NOTES TO A FORMULA WITH THE N FUNCTION

Process (Excel 2003 and 2007):

There are times when you create a complex formula and after coming back to it some time later, you are not sure how it actually calculates or what it is supposed to do. While you could add a comment to the cell, or a note in an adjacent cell, you can use the N function.

The N function was originally designed to return the numerical value of a parameter argument, however we can adjust this to include a note by using text inside double quotation marks:

Example: =7000+500-2000+N("Any text here")





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As long as any text inside the N() function is kept inside double quotation marks, the text will be calculated as zero (0). This value can then be added or subtracted to any other formula or function, won't impact the formula value at all and doesn't require any additional fields to be managed.

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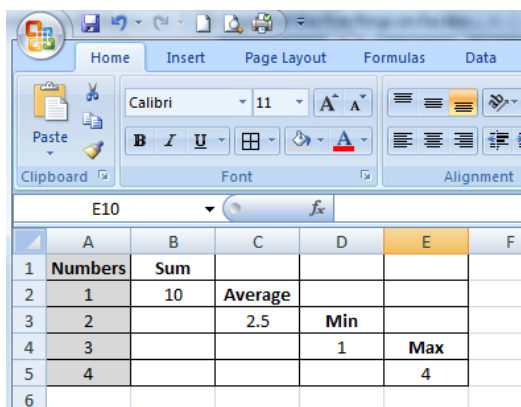
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USING THE 'GO TO' OPTION YOU CAN QUICKLY SELECT ALL CELLS ON A SHEET THAT CONTAIN A FORMULA

Process (Excel 2003 and 2007):

Without selecting a cell itself and viewing the contents of the cell in the Formula Bar, there is no way for you to see if a cell contains a formula. This example will demonstrate how to select all cells that contain formula at one time.

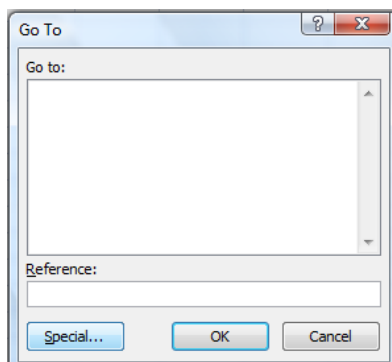
I have set up a worksheet that contains formulas in cells, B2 (SUM function), C3 (AVERAGE function), D4 (MIN function) and E5 (MAX function):



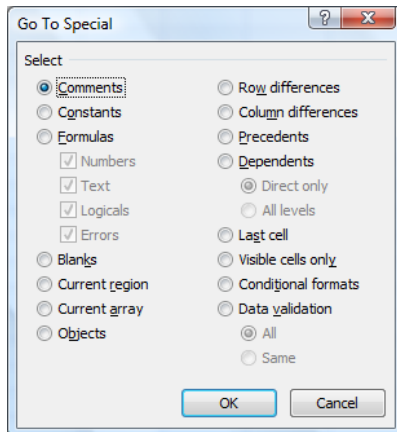
The screenshot shows the Microsoft Excel 2007 ribbon with the 'Formulas' tab selected. Below the ribbon, a worksheet is visible with the following data:

	A	B	C	D	E	F
1	Numbers	Sum				
2	1	10	Average			
3	2		2.5	Min		
4	3			1	Max	
5	4				4	
6						

1. Press **F5** or use the keyboard shortcut **Ctrl + G**. This will bring up the **Go To** dialog box



2. Click **Special**



3. Select the **Formulas** radio button and click **OK**

B2		fx =SUM(A2:A6)			
	A	B	C	D	E
1	Numbers	Sum			
2	1	10	Average		
3	2		2.5	Min	
4	3			1	Max
5	4				4
6					

Every cell on the sheet that contains a formula is now selected. You are free to use any of the Formatting functions to further highlight the cells.

BY HIGHLIGHTING CELLS BEFORE USING AUTOFILL YOU CAN INCREMENT NUMBERS BUT LEAVE A CELL BLANK BETWEEN THEM

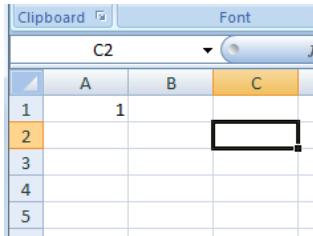
Process (Excel 2003 and 2007):

AutoFill is a very handy feature, and will try to fill other cells based on a possible pattern that it sees in the cell (or cells) that you select. You can therefore help AutoFill work out the pattern that you want by selecting a range of cells first before doing the fill.

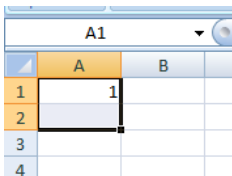
In this example, I have entered the number 1 in cell A1:

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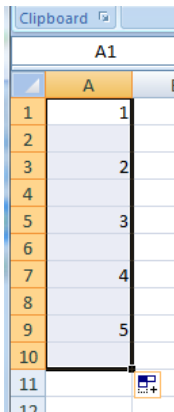
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- 1 Click and drag across cells **A1** and **A2** to select them



- 2 Click and hold on the **AutoFill** handle in the bottom right hand corner of the selected cells and drag it down to row 10.

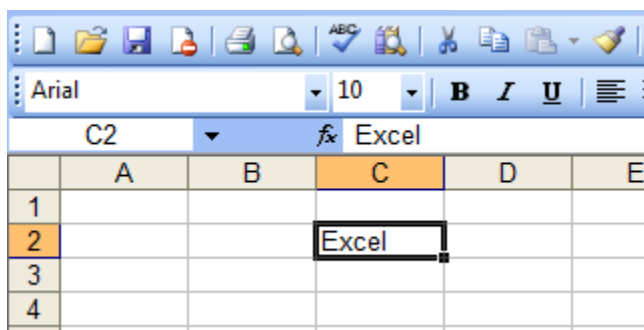


AutoFill keeps the pattern of INCREMENT/NO INCREMENT in the first two cells, and fills it down over the rows selected.

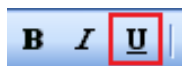
BY USING A KEYBOARD SHORTCUT THERE IS AN EASY WAY TO ADD A DOUBLE, RATHER THAN SINGLE, UNDERLINE TO TEXT

Process (Excel 2003):

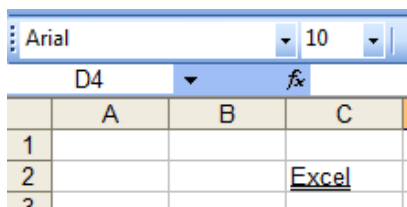
- 1 Select the cell with the text you wish to underline (in this example, cell C2)



- 2 Hold down the **SHIFT** key and click the **Underline** button



The text in that cell will now have a double underline.



NB: this keyboard shortcut does not work in combination with the standard keyboard shortcut for underline (CTRL+U).

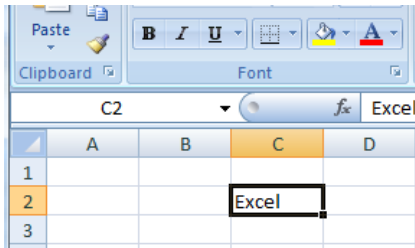
Process (Excel 2007):

The above process unfortunately does not work with Excel 2007, and you can only apply a double underline using the **Font** menu. However, there is a keyboard shortcut that you can use to quickly access this menu:

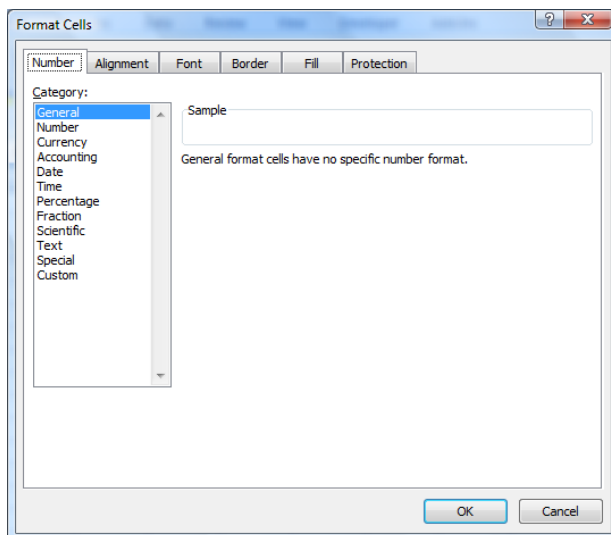
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- 1 Select the cell with the text you wish to underline (in this example, cell C2)



- 2 Press CTRL+1. This will bring up the Format Cells menu



- 3 Select the **Font** tab, select the type of underline desired from the **Underline** option, then click **OK**

USING THE GO TO FUNCTION THERE IS A QUICK WAY TO CORRECT ALL ERRORS ON A SHEET WITH ONE VALUE, REGARDLESS OF TYPE OF ERROR

Process (Excel 2003 and 2007):

If you happen to have a number of errors on your spreadsheet, such as **#N/A**, **#DIV/0** or **#REF**, the best way would be to nest your formula inside of an **ISERROR** function or an **IF** statement.

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But if time is a factor and you need to fix everything in a hurry, here is a quick method that will solve your problem

Scenario: the spreadsheet below takes each person's salary (cells B2:B5) and works out the tax amount they have to pay based on the tax rate (cell F1) by dividing the two totals.

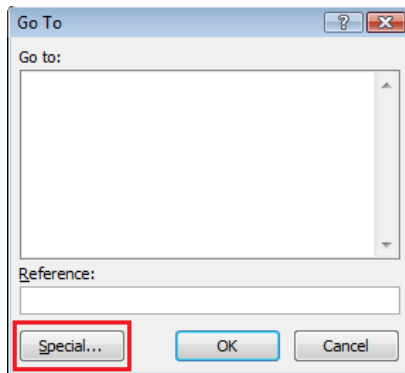
C2			fx =B2/\$F\$1			
	A	B	C	D	E	F
1	Staff Name	Salary	Tax		Tax Rate (%)	10
2	Judy	5,000	500			
3	James	1,000	100			
4	Joyce	12,000	1200			
5	Jillian	15,000	1500			
6	Jeremy	14,000	1400			
7	Jack	15,000	1500			
8						
9						
10						

If, for some reason (which would be great), the tax rate is changed to 0, then the following errors would show:

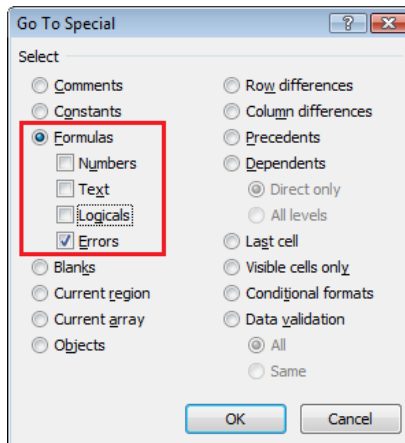
	C2			=B2/\$F\$1		
	A	B	C	D	E	F
1	Staff Name	Salary	Tax		Tax Rate (%)	0
2	Judy	5,000	#DIV/0!			
3	James	1,000	#DIV/0!			
4	Joyce	12,000	#DIV/0!			
5	Jillian	15,000	#DIV/0!			
6	Jeremy	14,000	#DIV/0!			
7	Jack	15,000	#DIV/0!			
8						
9						

To quickly address all of the errors on the page, the following process could be used:

- 1 Press **F5**. This will bring up the **Go To** window.



2 Click on the **Special...** button. The **Go To Special** window will then appear.



3 Select the **Formulas** button, and make sure that the **Errors** tick box is selected.

fx =B2/\$F\$1			
B	C	D	E
Salary	Tax		Tax Rate
5,000	#DIV/0!		
1,000	#DIV/0!		
12,000	#DIV/0!		
15,000	#DIV/0!		
14,000	#DIV/0!		
15,000	#DIV/0!		

All cells on the sheet that contain an error will now be selected.

4 Type the number **0** and press **CTRL + ENTER**

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	A	B	C	D
1	Year	Month	Day	Day Of The Week
2	2000	10	1	
3				

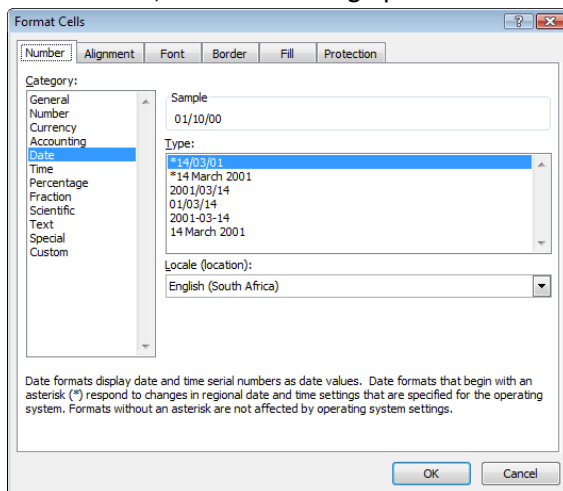
- 8 In cell D2, type in =DATE(A2,B2,C2)

	A	B	C	D
1	Year	Month	Day	Day Of The Week
2	2000	10	1	=DATE(A2,B2,C2)
3				
4				

- 9 Press Enter. You will now have a date in cell D2

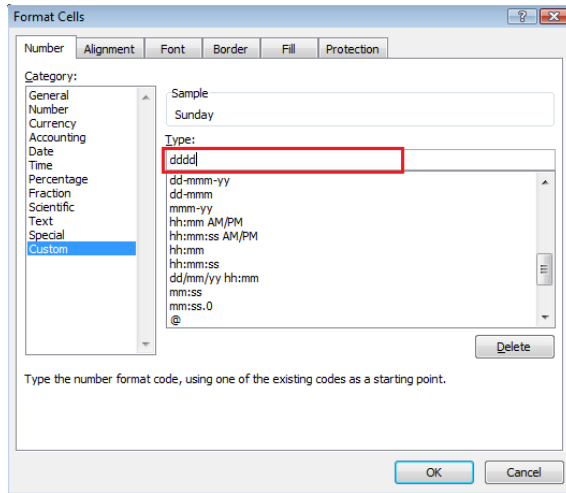
	A	B	C	D
1	Year	Month	Day	Day Of The Week
2	2000	10	1	01/10/00
3				
4				

- 10 Press Ctrl+1, which will bring up the Format window.



The Format Cells dialog box is shown with the 'Number' tab selected. In the 'Category' list on the left, 'Date' is selected. The 'Sample' field displays '01/10/00'. In the 'Type' list, '*14/03/01' is selected. The 'Locale (location)' dropdown is set to 'English (South Africa)'. At the bottom, there are 'OK' and 'Cancel' buttons.

- 11 Select the **Number** tab, then **Custom** in the **Category** list. In the **Type** field, enter **dddd** and click **OK**



This will change the format of the cell to represent the date as a day of the week.

	A	B	C	D
1	Year	Month	Day	Day Of The Week
2	2000	10	1	Sunday
3				

USING THE HYPERLINK FUNCTION INFORMATION CAN BE SENT FROM SOME CELLS IN AN EXCEL SPREADSHEET DIRECTLY TO AN EMAIL

Process (Excel 2003 and 2007):

In a particular worksheet, there's a list of email addresses of students, and in the next column the score they received on their latest test. We'd like to set up a link that automatically creates an email to the student, using a standard subject line for the email, and then put their test score in the text of the email.

	A	B	C
1	Email Address	Student Score	Link
2	sam@address.co.za	75	
3	jill@address.co.za	92	
4	david@address.co.za	65	
5	simon@address.co.za	96	
6			

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The HYPERTEXT function would work with the above example:

- 1 Select cell C2
- 2 Enter the following:
`=HYPERLINK("mailto:"&A2&"?subject="&"Your Exam Score"&"&body="&B2,"Email Student")`

HYPERLINK		=HYPERLINK("mailto:"&A2&"?subject="&"Your Exam Score"&"&body="&B2,"Email Student")					
	A	B	C	D	E	F	G
1	Email Address	Student Score	Link				
2	sam@address.co.za	75	=HYPERLINK("mailto:"&A2&"?subject="&"Your Exam Score"&"&body="&B2,"Email Student")				
3	jill@address.co.za	92					
4	david@address.co.za	65					
5	simon@address.co.za	96					
6							

The function uses concatenation to combine cell A2 to the *mailto* command, the words *Your Exam Score* to the *subject* line of the email, cell B2 to the *body* of the email, then the text after the comma will serve as the description text of the link.

- 3 Press Enter. You will now have a formatted link that will create the email

C3		fx	
	A	B	C
1	Email Address	Student Score	Link
2	sam@address.co.za	75	Email Student
3	jill@address.co.za	92	
4	david@address.co.za	65	
5	simon@address.co.za	96	
6			

NB: the HYPERTEXT function will only allow 255 characters, which includes the *mailto*, *subject* and *body* commands. This means that you may only end up with enough text similar to an SMS to fit in the body of your email.

USING A COMBINATION OF FUNCTIONS, INCLUDING THE ADDRESS FUNCTION YOU CAN FIND THE CELL ADDRESS, RATHER THAN THE VALUE, OF THE LOWEST NUMBER IN A RANGE OF NUMBERS

Process (Excel 2003 and 2007):

While it's good to know the minimum number in a range of numbers, sometimes you may need to find the actual reference for that cell, rather than the value itself. This example will use a combination of the following functions

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ADDRESS: Creates a cell address as text, given specified row and column numbers.

Syntax: (row_num,column_num,abs_num,a1, sheet_text)

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. Options here are

- 1 or omitted - Absolute
- 2 - Absolute row; relative column
- 3 - Relative row; absolute column
- 4 - Relative

MIN: returns the smallest number in a range of cells

MATCH: returns the row number of a given value

In this example, there are a range of scores and we would like to find the cell reference of the lowest score.

	A	B	C
1	Scores		Cell Address Of Lowest Number
2	86		
3	56		
4	85		
5	64		
6	52		
7	56		
8	56		
9	79		
10	51		
11	75		

- 1 Select your desired cell for the formula (in the above example, it is cell C2).
- 2 Type in the following formula: =ADDRESS(MATCH(MIN(A2:A11),A:A,0),COLUMN(A:A),4)

Following the syntax of the ADDRESS function outlined above, the formula works in the following way:

Row_num - the MIN function will search for the lowest number in the range A2:A11, and then pass this to the MATCH function, which will then return the actual row number of this value

Column_num - this is the column that you would like to search (in this instance, A:A)

Abs_num - this is listed as 4, which sets how the cell reference will be presented

- 3 Press ENTER.

C2		=ADDRESS(MATCH(MIN(A2:A11),A:A,0),COLUMN(A:A),4)					
	A	B	C	D	E	F	G
1	Scores		Cell Address Of Lowest Number				
2	86		A10				
3	56						
4	85						
5	64						
6	52						
7	56						
8	56						
9	79						
10	51						
11	75						

If you changed the 4 value in the ADDRESS syntax to 1, you will see that the cell reference is changed to represent the absolute value.

fx		=ADDRESS(MATCH(MIN(A2:A11),A:A,0),COLUMN(A:A),1)				
	C	D	E	F	G	
Cell Address Of Lowest Number						
	\$A\$10					

USING THE AND FUNCTION AS AN ARRAY FORMULA YOU CAN QUICKLY CHECK WHETHER THE CONTENTS OF ONE COLUMN MATCH THE CONTENTS OF ANOTHER COLUMN

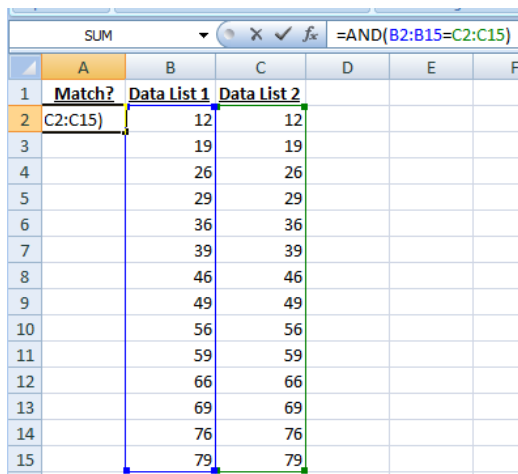
Process (Excel 2003 and 2007):

In this example, we have two columns of information and we'd like to confirm, with one function, whether the information across the two matches.

A2		fx		
	A	B	C	D
1	Match?	Data List 1	Data List 2	
2		12	12	
3		19	19	
4		26	26	
5		29	29	
6		36	36	
7		39	39	
8		46	46	
9		49	49	
10		56	56	
11		59	59	
12		66	66	
13		69	69	
14		76	76	
15		79	79	

We can use an AND function as an array function to do this. An array formula is a formula that can perform multiple calculations on one or more of the items in a range, and can return either multiple results or a single result. Using the example above, the method would be:

- 1 Select cell A2
- 2 Type in the formula =AND(B2:B15=C2:C15)
- 3 Press **CTRL+SHIFT+ENTER**. This will make the formula an array formula, and put curly braces at the start and end of the formula.



	A	B	C	D	E	F
1	Match?	Data List 1	Data List 2			
2	C2:C15	12	12			
3		19	19			
4		26	26			
5		29	29			
6		36	36			
7		39	39			
8		46	46			
9		49	49			
10		56	56			
11		59	59			
12		66	66			
13		69	69			
14		76	76			
15		79	79			

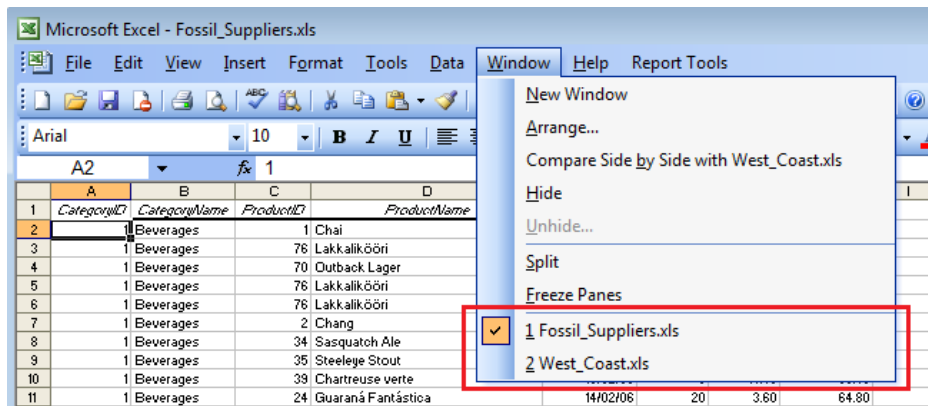
- 4 The array formula will now confirm that all cells in B2:B15 match the cells in C2:C15. If they do, the function will return TRUE, however if they don't, it will return a FALSE.



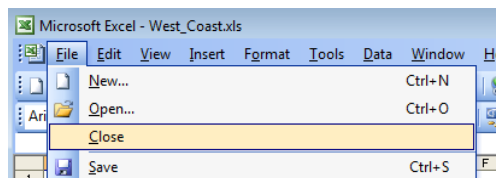
USING A KEYBOARD SHORTCUT YOU CAN QUICKLY CLOSE ALL OPEN WORKBOOKS WITHOUT CLOSING EXCEL

Process (Excel 2003):

Sometimes you need to shut down Excel quickly, but you have multiple work books open that will all ask to close individually. A simple keyboard shortcut will help. In this example, there are two workbooks open:

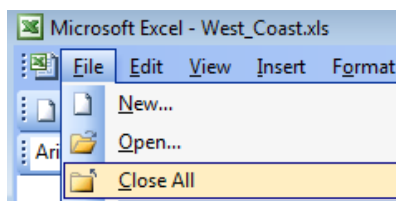


If I select the **File** menu, you'll see that I have the **Close** option.



The following keyboard shortcut can change that.

- 1 Press and hold down the SHIFT key on the keyboard
- 2 Click the **File** menu button on the **Menu** toolbar



You'll see that the **Close** button has changed to **Close All**



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NB: any open workbook that has changes made to it will still require an answer as to whether you would like to save the file, however one answered, all files will be closed while MS Excel will stay open.

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HOW TO COUNT THE NUMBER OF CELLS BASED ON WHETHER CELLS ARE UPPER OR LOWER CASE USING A COMBINATION OF FUNCTIONS, INCLUDING THE EXACT FUNCTION

Process (Excel 2003 and 2007):

In this Tip & Trick, we will use a combination of UPPER, LOWER, EXACT, IF and COUNTIF functions to count the number of upper case values in a range.

The UPPER function converts all text in a cell to upper case and the LOWER function converts all text to lower case. The EXACT function compares two pieces of text and if they are an exact match, returns TRUE, otherwise it returns FALSE.

	A1		WORD 1
	A	B	C
1	WORD 1	UPPER/LOWER	COUNT
2	horse		
3	Car		
4	RUGBY		
5	shoEs		
6	CRICKET		
7			

1 Select cell B2

2 Type in `=IF(EXACT(UPPER(A2),A2),"Upper",IF(EXACT(LOWER(A2),A2),"Lower","Mixed"))` and press Enter

	B2		=IF(EXACT(UPPER(A2),A2),"Upper",IF(EXACT(LOWER(A2),A2),"Lower","Mixed"))
	A	B	C
1	WORD 1	UPPER/LOWER	COUNT
2	horse	Lower	
3	Car		
4	RUGBY		
5	shoEs		
6	CRICKET		

The function works in the following way:

- The UPPER function converts cell A2 to all upper case (`UPPER(A2),A2)`)
- The EXACT function compares the upper case version of A2 with itself and returns either TRUE or FALSE, in this case it would be FALSE (`EXACT(UPPER(A2),A2)`)

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- The IF function takes the TRUE or FALSE from the EXACT function and if TRUE, returns "Upper" (IF(EXACT(UPPER(A2),A2),"Upper"))
- If the EXACT function returns FALSE, the IF statement then does the same check, but this time using the LOWER function to compare the cells (IF(EXACT(LOWER(A2),A2))
- If this second IF returns TRUE, the text "Lower" is returned. If it returns FALSE, "Mixed" is returned (IF(EXACT(LOWER(A2),A2),"Lower","Mixed"))

3 Copy the formula down to cell B6

B2		=IF(EXACT(UPPER(A2),A2),"Upper",IF(EXACT(LOWER(A2),A2),"Lower","Mixed"))								
	A	B	C	D	E	F	G	H	I	J
1	WORD 1	UPPER/LOWER	COUNT							
2	horse	Lower								
3	Car	Mixed								
4	RUGBY	Upper								
5	shoEs	Mixed								
6	CRICKET	Upper								

4 Select cell C2

5 Type in =COUNTIF(B2:B6,"Upper") and press Enter

C2		=COUNTIF(B2:B6,"Upper")			
	A	B	C	D	E
1	<u>WORD 1</u>	<u>UPPER/LOWER</u>	<u>COUNT</u>		
2	horse	Lower	2		
3	Car	Mixed			
4	RUGBY	Upper			
5	shoEs	Mixed			
6	CRICKET	Upper			

The COUNTIF function will then look through cells B2 to B6 and count the number of times the word **Upper** appears.

YOU CAN RETURN THE LOWEST VALUE OF A GROUP OF NUMBERS, BUT IGNORE ANY ZEROS BY USING A COMBINATION OF FUNCTIONS, INCLUDING THE SMALL FUNCTION

Process (Excel 2003 and 2007):

There may be a range of numbers, such as test scores, where you would like to find the lowest number in a range, but ignore any zeroes that might be in that range. What you will need to do is work out how many zeroes might be in the range, ignore them to get the next highest number and then select it.

This example will use an IF, a COUNTIF, a MIN and a SMALL function, and a range of scores from cells A2 to A10. It will also demonstrate each of the functions, using column D.

	A1		fx	Scores
	A	B	C	D
1	Scores			
2	17			
3	80		SMALL Function	
4	0		IF Function	
5	92			
6	96			
7	75			
8	63			
9	0			
10	93			
11				

1 Select cell D3

2 Type in `=SMALL(A2:A10,3)`. The second part of this function (in this instance, 3) gives the third smallest number in the range, starting from the lowest value. Because there are two zeroes in the range (A4 and A9), the next smallest number is 17, which is what the function returns.

	D3		fx	=SMALL(A2:A10,3)	
	A	B	C	D	E
1	Scores				
2	17				
3	80		SMALL Function	17	
4	0		IF Function		
5	92				
6	96				
7	75				
8	63				
9	0				
10	93				

3 Select cell D4

4 Type in `=IF(MIN(A2:A10)=0,SMALL(A2:A10,COUNTIF(A2:A10,0)+1),MIN(A2:A10))` and press Enter.

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	A	B	C	D	E	F	G	H	I	J
1	Scores									
2	17									
3	80		SMALL Function	17						
4	0		IF Function	17						
5	92									
6	96									
7	75									
8	63									
9	0									
10	93									

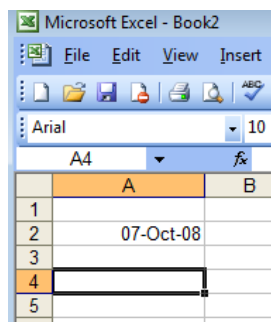
The IF function will do the following:

- Check to see if the lowest number is a zero (**IF(MIN(A2:A10)=0)**)
- If it is zero, the use COUNTIF to count the number of zeroes (**COUNTIF(A2:A10)**)
- Use the SMALL function to find the smallest value in the range - the number to be returned is based on the number of zeroes plus one (**SMALL(A2:A10,COUNTIF(A2:A10,0)+1)**)
- If there are no zeroes, the function will return the lowest number in the range (**MIN(A2:A10)**)

EXCEL KEEPS A DIFFERENT VALUE IN THE CELL FOR DATES, AND THE TEXT FUNCTION CAN ACCURATELY COMPARE IT TO TEXT OF A DATE

Process: Excel 2003 and 2007

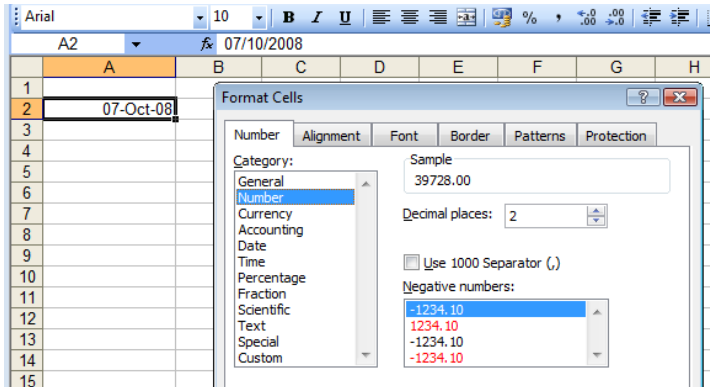
In this example, we have typed in the date **07-Oct-08** into cell A2.



Even though it has been typed into the cell as **07-Oct-08**, and is shown as 07/10/2008 in the Formula Bar, Excel stores dates as a number of days from 0-Jan-1900 - in this instance, 07/10/2008 is actually stored as 39728 (**Hint:** if you want to see the actual Excel serial number, right click on the cell and choose **Format Cells..** and on the **Number** tab, select **Number** as the category - in the **Sample** window on the right hand side, you'll see the serial number the date is stored as)

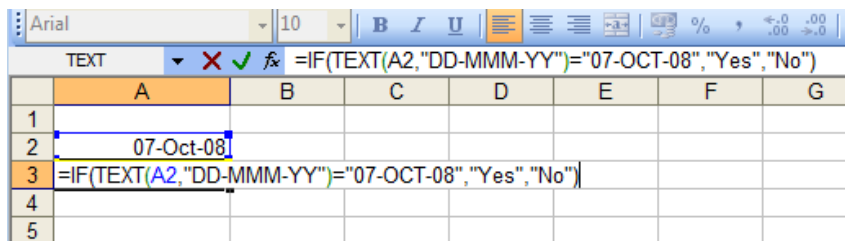
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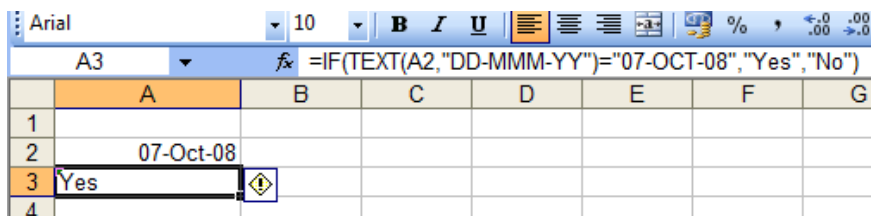


If I wanted to use an IF function to return “Yes” if cell A2 = 07/10/2008, it would actually return FALSE: while the cell shows the date, the actual contents of the cell is 39728. We can use the Text function, however, to make our IF statement more accurate.

- 1 Select cell A3
- 2 Enter the following formula, then press **Enter**:
`=IF(TEXT(A2,"DD-MMM-YY")="07-OCT-08","Yes","No")`



The TEXT function converts the contents of the cell (i.e. the serial date 39782) to the date format DD-MMM-YY. The IF function compares this output to 07-Oct-09 as a logical test, which will then return TRUE.

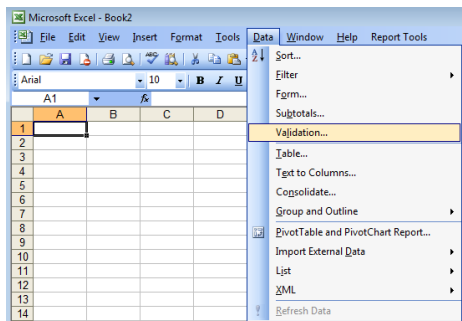


BY USING DATA VALIDATION AND SOME CUSTOM FORMULAS YOU CAN AVOID DUPLICATE ENTRIES IN A RANGE OF CELLS

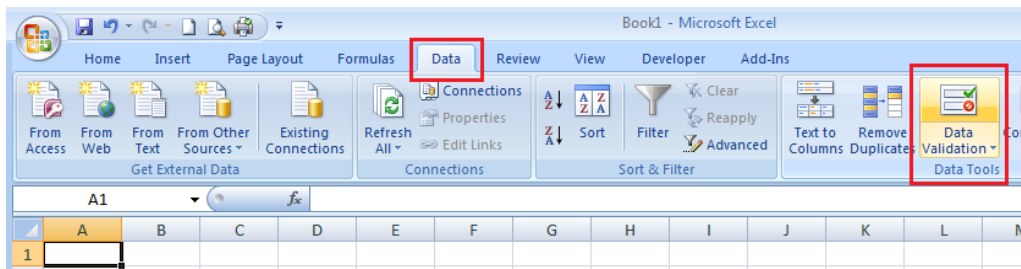
Process (Excel 2003 and 2007):

In this example, we will apply some data validation rules to check whether a value entered into a cell already exists in the range. The range that we will use is A1:A10, however you can extend the second value to cover any range.

- 1 Select the range of cells that will contain the values
- 2 **Excel 2003:** From the **Menu bar**, select **Data** then **Validation...**

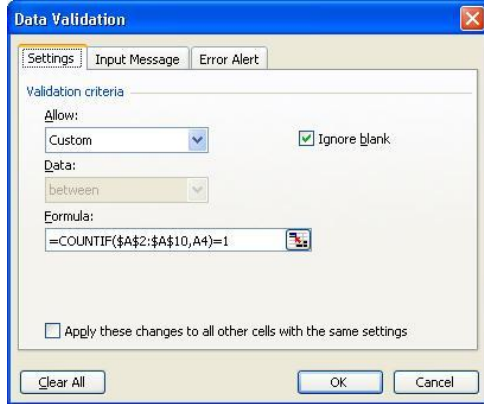


Excel 2007: Select the **Data** Tab on the Ribbon, and then select **Data Validation** on the group **Data Tools**



- 3 On the **Settings** tab, set the **Allow** option to **Custom**

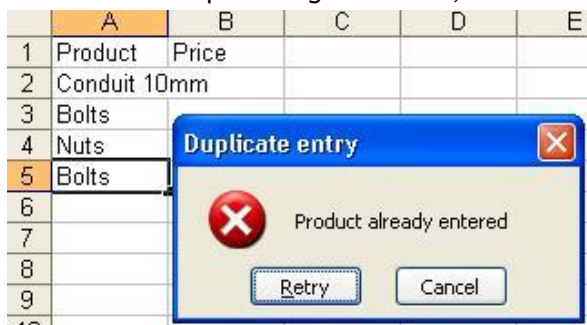
4 In the **Formula** field enter in the following formula: **=COUNTIF(\$A\$2:\$A\$10,A2)=1**



5 Select the **Error Alert** tab and set the **Style** option to **Stop**, enter a description under the Title and Error message tabs, then select **OK**



6 When duplicates get inserted, the following warning will be displayed:





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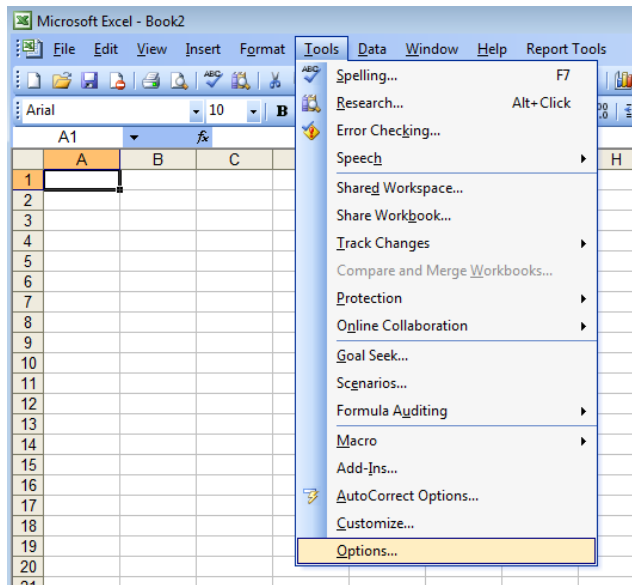
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BY CHANGING YOUR EXCEL SETTINGS YOU CAN HIDE THE TABS FOR ALL WORKSHEETS

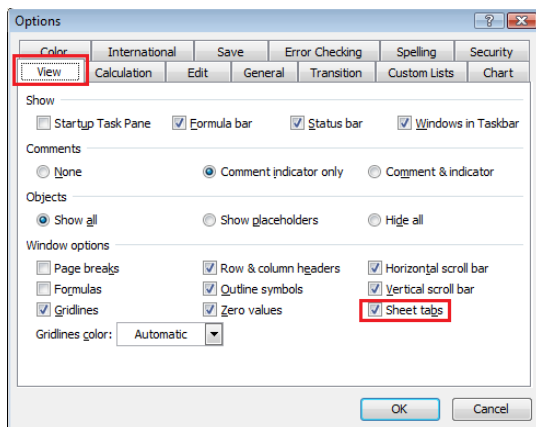
Process (Excel 2003 and 2007):

Excel 2003:

- 1 From the **Menu bar**, select **Tools** menu, then **Options ...**



- 2 Select the **View** tab. In the bottom right hand corner, there is a tick box marked **Sheet Tabs**



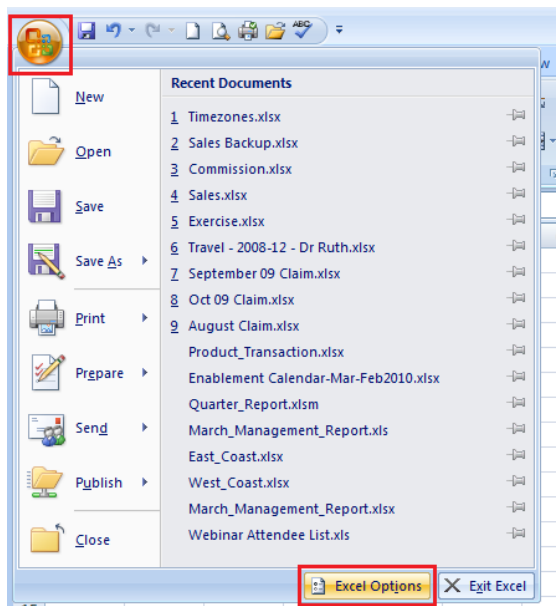
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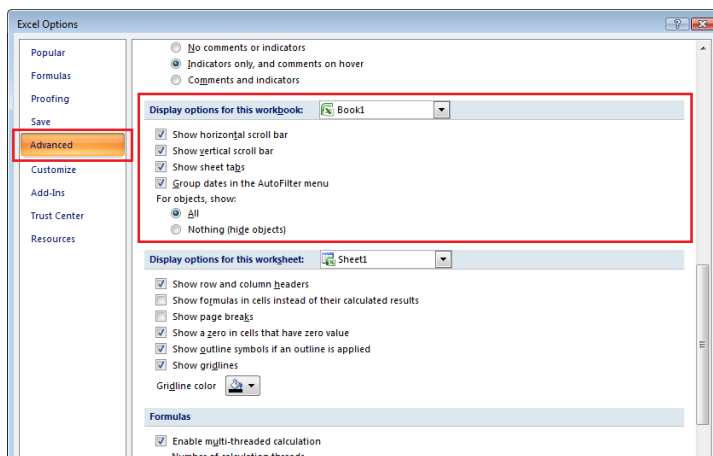
- 3 Remove the tick from the tick box and click **OK**.

Excel 2007:

- 1 Click on the Microsoft Office button in the top left hand corner, then select **Excel Options**



- 2 On the left hand menu bar, select **Advanced** option. Scroll down until you see the **Display options for this workbook** area



- 3 Remove the tick from the **Show Sheet Tabs** option and then click **OK**.

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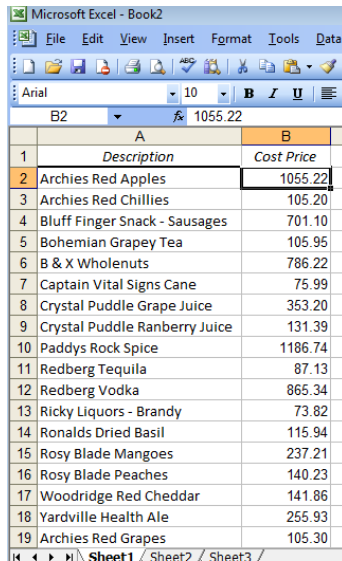
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NB: Even though the sheet tabs have been removed, any other sheets in the workbook will still be accessible via the Move Up/Down One Sheet keyboard shortcuts: **CTRL + Page Up** or **CTRL + Page Dn**

BY USING THE *PASTE SPECIAL* FUNCTION YOU CAN ADJUST A RANGE OF NUMBERS WITHOUT USING A FORMULA

Process (Excel 2003 and 2007):

There may be times when you want to quickly update a column of numbers; however you don't want to create a formula, Auto-Fill the result etc. Here's a quick, not often used, way using Paste Special. In this example, we'll be using some products and cost prices in columns A and B - the cost price needs to be updated by 5%



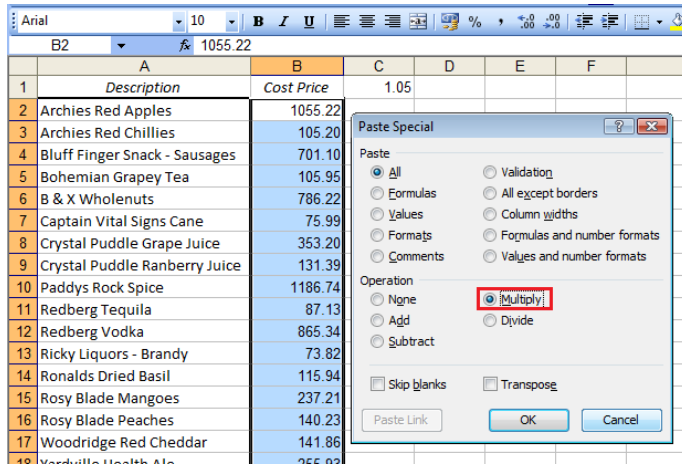
	A	B
	Description	Cost Price
2	Archies Red Apples	1055.22
3	Archies Red Chillies	105.20
4	Bluff Finger Snack - Sausages	701.10
5	Bohemian Grapey Tea	105.95
6	B & X Wholenuts	786.22
7	Captain Vital Signs Cane	75.99
8	Crystal Puddle Grape Juice	353.20
9	Crystal Puddle Ranberry Juice	131.39
10	Paddys Rock Spice	1186.74
11	Redberg Tequila	87.13
12	Redberg Vodka	865.34
13	Ricky Liquors - Brandy	73.82
14	Ronalds Dried Basil	115.94
15	Rosy Blade Mangoes	237.21
16	Rosy Blade Peaches	140.23
17	Woodridge Red Cheddar	141.86
18	Yardville Health Ale	255.93
19	Archies Red Grapes	105.30

With this information, the steps would be as follows:

1. Select cell C1. Type in 1.05 and then press **Enter**. This is the multiplier cell and will be used as our value to increase all cells by 5%

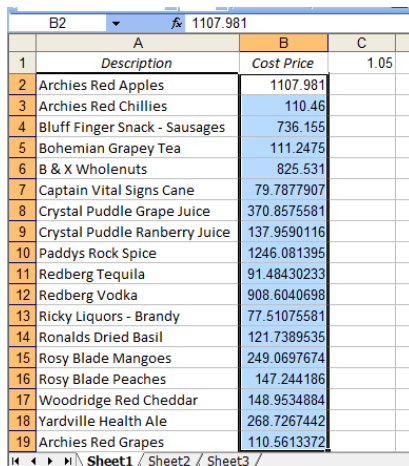
2. Select cell C1 and press **Ctrl+C** to copy the range
3. Select cells B2 to B19 (i.e. the cells that you would like to increase the values of)
4. Right click on the selected cells and select **Paste Special**

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5. Select the **Multiply** option and click **OK**.

The values in cells B2 to B19 will now be multiplied by the value in C1, meaning that these values now represent a 5% increase over their original value



	A	B	C
1	Description	Cost Price	1.05
2	Archies Red Apples	1107.981	
3	Archies Red Chillies	110.46	
4	Bluff Finger Snack - Sausages	736.155	
5	Bohemian Grapey Tea	111.2475	
6	B & X Wholenuts	825.531	
7	Captain Vital Signs Cane	79.7877907	
8	Crystal Puddle Grape Juice	370.8575581	
9	Crystal Puddle Ranberry Juice	137.9590116	
10	Paddys Rock Spice	1246.081395	
11	Redberg Tequila	91.48430233	
12	Redberg Vodka	908.6040698	
13	Ricky Liquors - Brandy	77.51075581	
14	Ronalds Dried Basil	121.7389535	
15	Rosy Blade Mangoes	249.0697674	
16	Rosy Blade Peaches	147.244186	
17	Woodridge Red Cheddar	148.9534884	
18	Yardville Health Ale	268.7267442	
19	Archies Red Grapes	110.5613372	



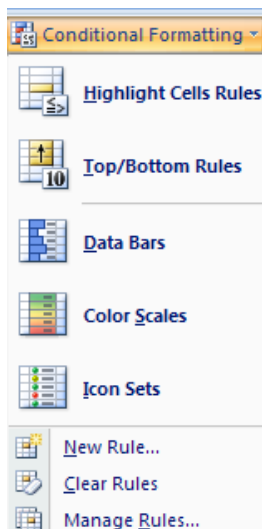
CONDITIONAL FORMATTING MAKES IT SIMPLE TO APPLY CELL SHADING (GREEN OR OTHERWISE) TO EVERY OTHER ROW IN A WORKSHEET RANGE. FOR A LENGTHY LIST, SHADING ALTERNATIVE ROWS CAN IMPROVE LEGIBILITY.

Process - Excel 2007 and Excel 2003:

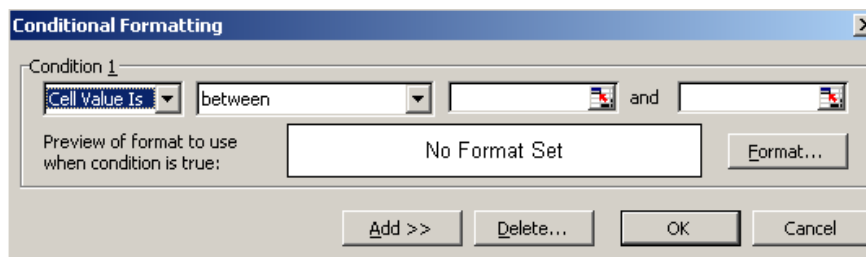
Here is how to do it:

1. Highlight the range of cells or rows or columns that you want to format.
2. Choose Home Tab, Styles Group, Conditional Formatting (Excel 2003 - Formats, Conditional Formatting) to display the Conditional Formatting dialog box.

2007 Conditional Formatting Dialog Box



2003 Conditional Formatting Dialog Box



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3. Select New Rule, Use a formula to determine which cells to format - (Only select Formula Is in 2003) from the first drop-down list box, and enter =MOD(ROW(),2)=0 in the second box.
4. Click the Format button to bring up the Format Cells dialog box.
5. Select the Fill tab, Pattern Colour (Patterns tab in 2003) and specify a colour for the shaded row. You'll probably want to choose a light colour, so that the default black text will still be legible. Or, you can go all out and change the text colour as well (do this in the Font tab of the Format Cells dialog box). For example, you might select a dark blue background, accompanied by a mellow yellow text colour.
6. Click OK twice to return to your worksheet.

	A	B	C	D	E	F
	Category Name	Product Name	Date	Quantity	Unit Price	Product
1	Condiments	Aniseed Syrup	2009/01/06	50	8.82	
2	Dairy Products	Camembert Pierrot	2009/01/20	60	29.99	1
3	Condiments	Chef Anton's Cajun Seasoning	2009/03/04	16	19.40	
4	Confections	Chocolade	2009/01/03	70	11.25	
5	Beverages	Ipoh Coffee	2009/02/26	20	40.57	
6	Beverages	Laughing Lumberjack Lager	2009/04/10	30	15.44	
7	Dairy Products	Mozzarella di Giovanni	2009/11/14	35	38.37	1
8	Beverages	Outback Lager	2009/05/15	7	16.54	
9	Confections	Teatime Chocolate Biscuits	2009/05/28	10	10.14	
10	Condiments	Vegie-spread	2009/01/02	65	38.70	2

The best part is that the row shading is dynamic: The alternative row shading persists even if you insert or delete rows within the original range. By the way, if you get tired of this new look and want to get things back to normal, just select the range, choose Format, Conditional Formatting, and click the Delete button in the Conditional Formatting, and click the Delete button in the Conditional Formatting dialog box.



USING GO-TO-SPECIAL

On spreadsheet you commonly enter your data in the input cells, and the formula cells kick into action and use those values to display some type of usefull result. At some point, you may want to clear the slate and delete all the values in the input cells. To do this you can take advantage of an often overlooked Excel feature that let's you select cells in a "Special" way.

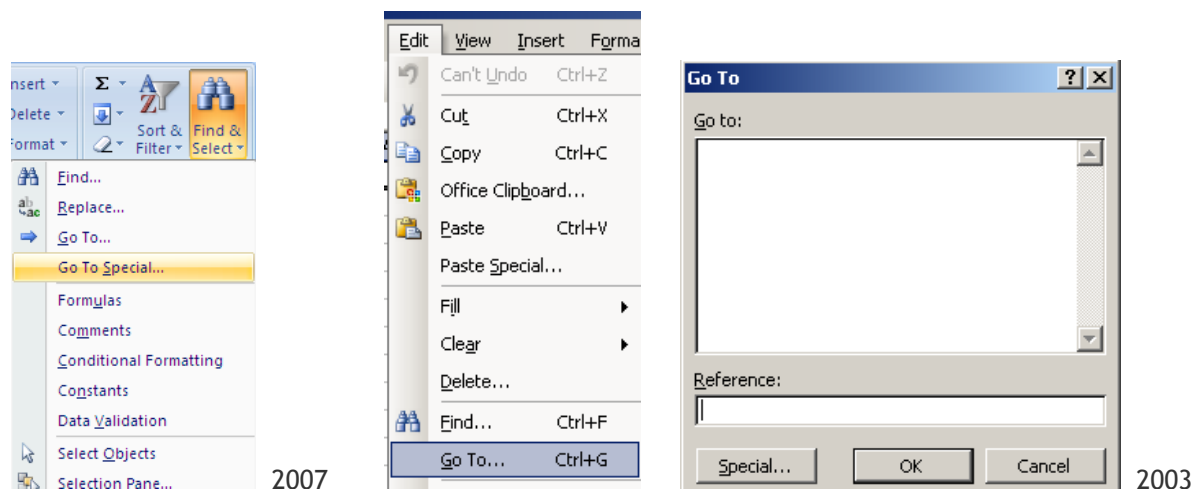
SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
BA-122	73280	12/12/2009	Drb		Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Units as per order SA123973	12 000	R 12 000

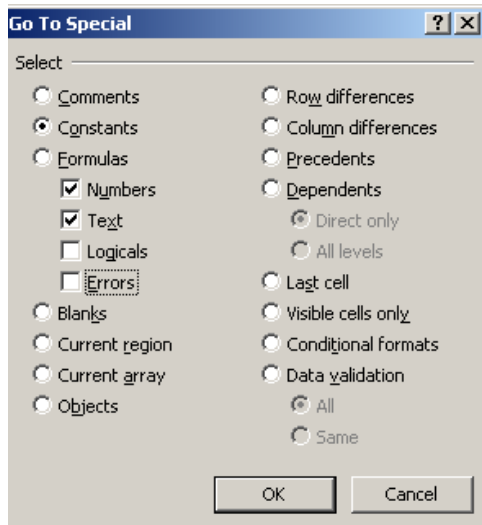
Here is how to do it:

Process - Excel 2007 and 2003

1. Select Home Tab, Editing Group, Find and Select Icon (2003-Edit, Go To, Special) or press *Ctrl-G* or *F5* to bring up the Go To dialog box.



2. Click the *Special* button to show the Go To Special dialog box.



3. Choose the *Constants* option, then clear all of the check boxes except Numbers (if some of the input cells in the spreadsheet accept text, leave the check mark next to Text).
4. Click *OK*, and Excel will select all of the non-formula cells that contain a Value/Text.
5. Press the *Delete* key, and those numbers are history--but the formulas remain intact.

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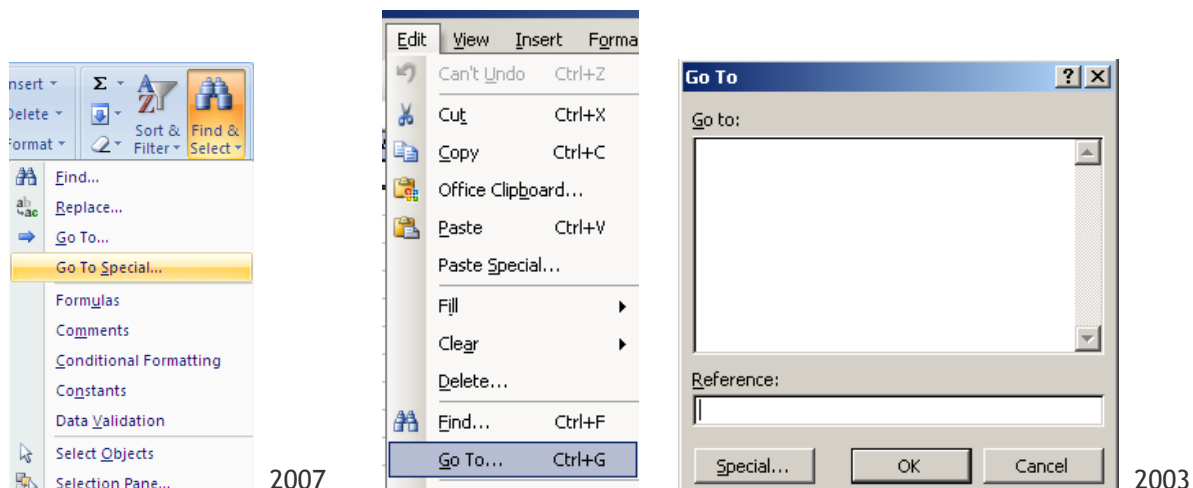
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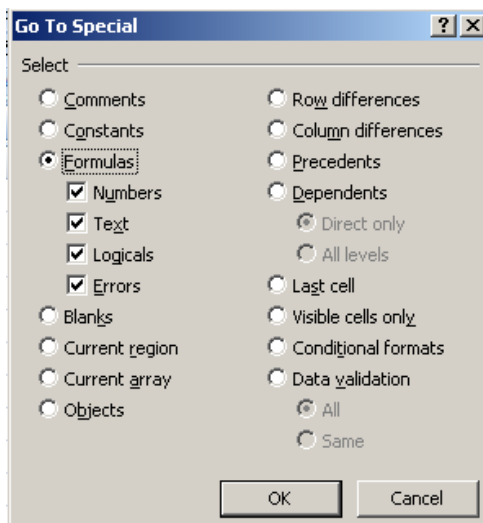
YOU CAN HIDE THE FORMULAS IN THE FORMULA BAR BY SETTING THE HIDE OPTION FOR THE FORMULA CELLS AND PROTECTING THE SHEET. BUT BEFORE YOU PROTECT THE SHEET, YOU NEED TO "UNLOCK" ALL NON-FORMULA CELLS (BY DEFAULT, ALL CELLS ARE LOCKED).

Process (Excel 2007 and Excel 2003):

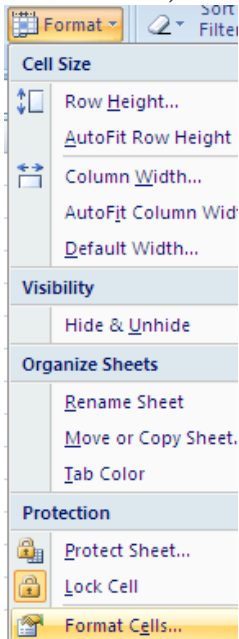
1. Select Home Tab, Editing Group, Find and Select Icon (2003-Edit, Go To, Special) or press *Ctrl-G* or *F5* to bring up the Go To dialog box.



2. Click the *Special* button to show the Go To Special dialog box.



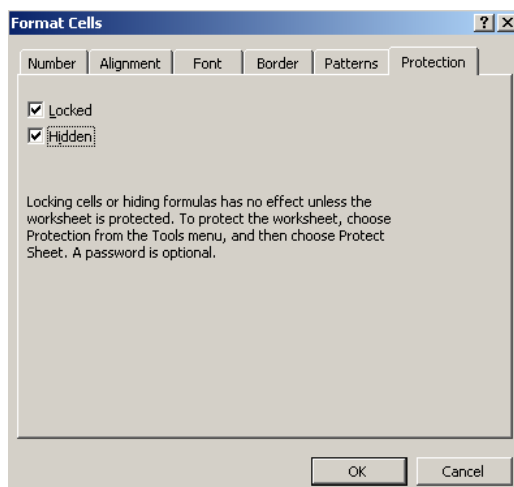
3. Choose the *Formulas* option, and make sure the four check boxes are all checked.
4. Click *OK*, and Excel selects all cells that contain a formula.



5. Choose Home Tab, Cell Group, Format Drop Down arrow, Format cells:

(2003- *Format, Cells*), and click the *Protection* tab.

6. Place a check mark next to the Hidden option, and make sure that there is a check mark next to the Locked option. Click *OK*.

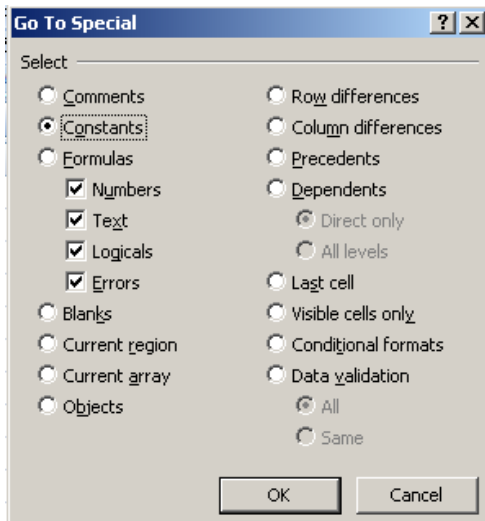


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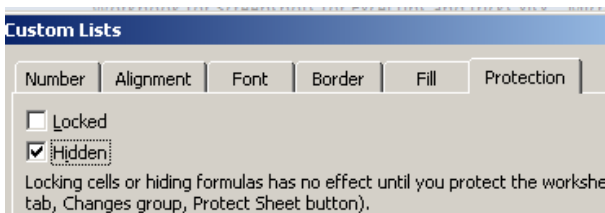
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Here's how to unlock the non-formula cells:

1. Repeat Steps 1 and 2 above to show the Go To Special dialog box.
2. Choose the *Constants* option, and make sure the four check boxes are all checked.



3. Click *OK*, and Excel selects all non-empty cells that don't contain a formula.
4. Select Format cell, Protection Tab - as in Step 5.
5. Remove the check mark next to the Locked option. Click *OK*.

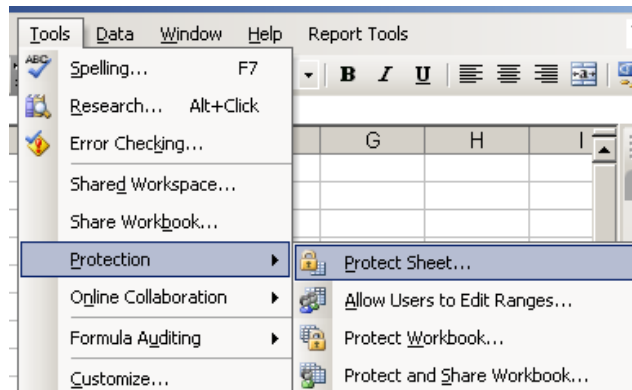


At this point, the formula cells are set to Hide, and the non-formula cells are set to Unlock. But these settings have no effect unless the sheet is protected.

Select the Review Tab, Changes Group, Protect Sheet Icon (2003 - *Tools, Protection, Protect Sheet*) to protect the worksheet. You can enter a password if you like.



2007



2003

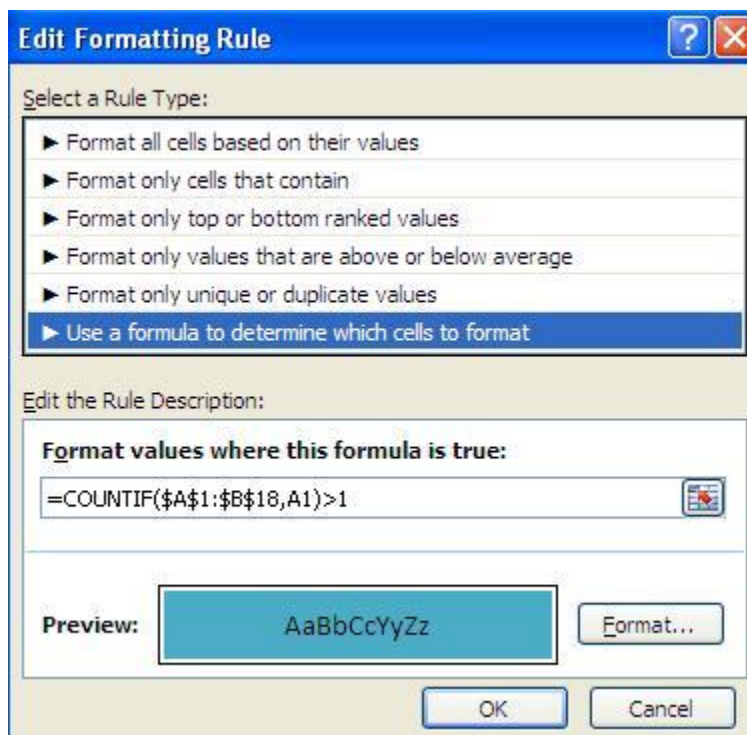
After performing these steps, you can select any formula cell, and the formula will not be displayed in the Formula bar. Furthermore, the formula cannot be changed. But the cells that contain other information can be changed.

	C	D	E	F	G	H	I
ne	Date	Quantity	Unit Price	Product Sales	12% add per unit	Sales Price	Margin
	2009/01/06	50	8.82	441.00	9.88	493.92	52.92
errot	2009/01/20	60	29.99	1799.28	33.59	2015.1936	215.91
ajun	2009/03/04	16	19.40	310.46	21.73	347.71968	37.26
	2009/01/02	70	11.25	787.50	12.58	801.6173	84.45

HOW TO USE THE CONDITIONAL FORMATTING FEATURE TO QUICKLY IDENTIFY DUPLICATES IN A RANGE.

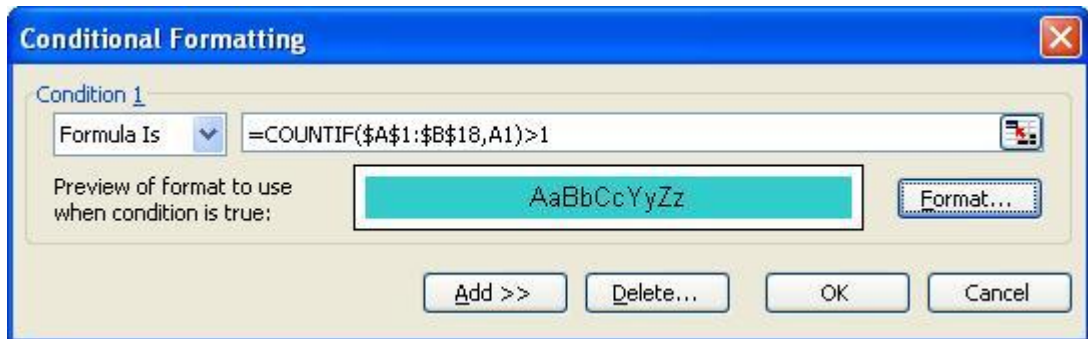
Process (Excel 2007 and Excel 2003):

1. Select the range (in this case, A1:B18).
2. Choose Home Tab, Styles Group, Conditional Formatting Drop Down, New Rule (2003 - *Format, Conditional Formatting*) to display the Conditional Formatting dialog box.



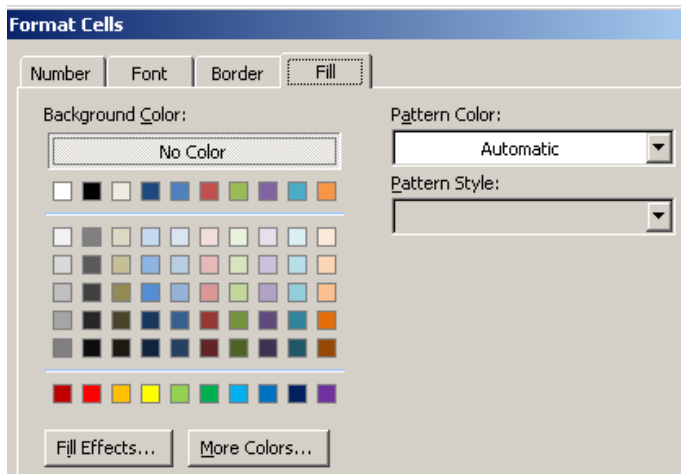
2007

3. Select Use a Formula to determine which cell to format (2003 -*Formula Is*) from the first drop-down list box, and enter `=COUNTIF($A$1:$B$18,A1)>1` in the second box.



2003

4. Click the *Format* button to bring up the Format Cells dialog box.
5. Select the *Patterns* tab, and specify a background colour.



6. Click *OK* twice to return to your worksheet.

7. If the range contains any duplicate entries, they will be flagged with the background colour you

	A	B
1	Table 1	Table 4
2	Ralph	Amy
3	Melissa	Glenn
4	Tony	Maria
5	Susan	Peter
6	John Z.	John R.
7	Table 2	Table 5
8	Richard	Russell
9	Pam	Hugh
10	Dennis	Sally
11	Amy	Donald
12	Troy	Anne
13	Table 3	Table 6
14	Scott	Lisa
15	Kate	Ron
16	Terry	Cliff
17	Geoff	John Z.
18	Jill	Nick
19		

chose in Step 5.

You can adapt this technique to any other worksheet by changing the ranges used in the COUNTIF function. The first argument should be the full address of the range you selected--and make sure that you use the dollar signs to signify an absolute reference. The second argument should be the address of the upper left cell of your range, expressed as a relative reference (no dollar signs).

YOU MAY HAVE A SPREADSHEET SET UP WITH A NUMBER OF DATA INPUT CELLS. TO BE ABLE TO PRESS THE TAB KEY TO JUMP TO THE NEXT INPUT CELL IS EASY TO SET UP. THE KEY IS TO UNLOCK THE INPUT CELLS, AND THEN PROTECT THE WORKSHEET.

Process (Excel 2007 and Excel 2003):

1. Select all of the input cells on your worksheet. (To select non-adjacent cells, hold down *Ctrl* while you select the cells.)

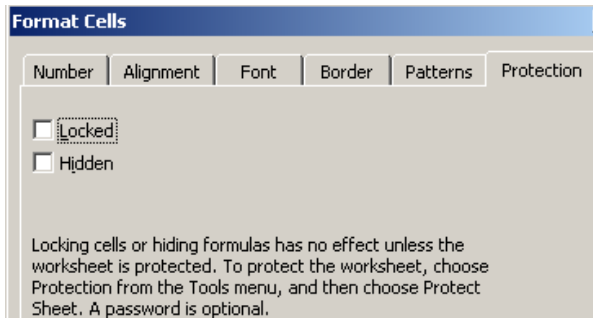
	A	B	C	D	E	F	G	H	
1	Category Name	Product Name	Date	Quantity	Unit Price	Product Sales	12% add per unit	Sales Price	Marg
2	Condiments	Aniseed Syrup				0.00	0.00	0	
3	Dairy Products	Camembert Pierrot	2009/01/20	60	29.99	1799.28	33.59	2015.1936	2.

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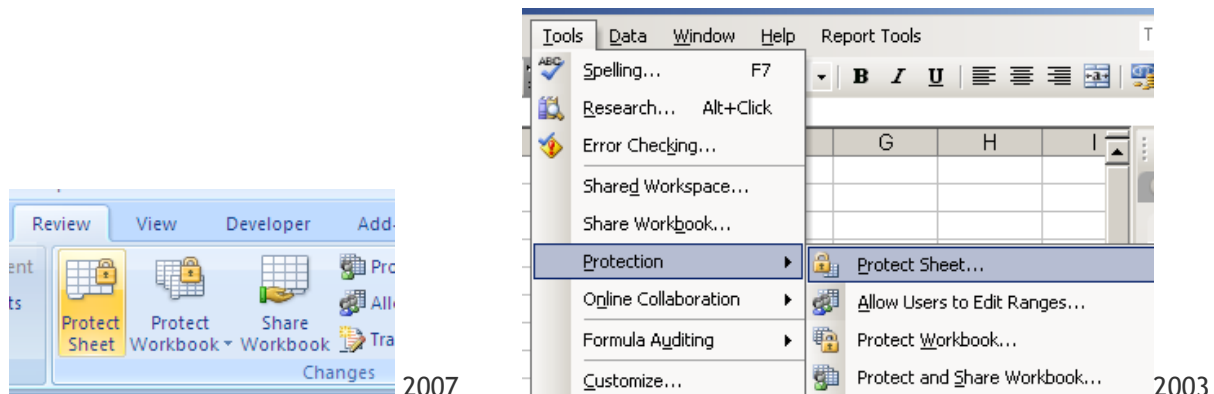
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2. Choose Home Tab, Cell Group, Format Drop Down arrow, Format cells (2003 - *Format, Cells*) to display the Format Cells dialog box.
3. Click the *Protection* tab and remove the check mark from the Locked check box.



4. Click *OK*.

Keep in mind that all cells are locked by default. But also remember that locking or unlocking cells has no effect unless the worksheet is protected. Select the Review Tab, Change Group, Protect Sheet Icon (2003 - *Tools, Protection, Protect Sheet*) to protect the worksheet. You can enter a password if you like.



When the sheet is protected, you'll find pressing *Tab* moves the heavy-bordered active cell indicator to the next unlocked cell. Be aware that this does not prevent the user from selecting unlocked cells using the cursor keys.

B	C	D	E	F	
Product Name	Date	Quantity	Unit Price	Product Sales	1
raisin Syrup				0.00	2
member Pierrot	2009/01/20	60	29.99	1799.28	3
ref Anton's Cajun	2009/03/01	16	19.40	310.46	4

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BY USING A SIMPLE (AND SOMETIMES NOT SO SIMPLE) FORMULA, EXCEL CAN SUPPLY YOU WITH EVERY KIND OF DATE YOU MIGHT NEED TO DISPLAY -HERE ARE TWO SUCH FUNCTIONS!

Process: Tried and Tested in 2003 and 2007.

Detect Leap Years

=MOD(YEAR(A1),4)=0

If A1 is a leap year, the above formula will return TRUE

The Gregorian calendar adds an extra day to February, making it 29 days long, in years divisible by 4, excepting years divisible by 100, but including years divisible by 400. So 1996, 2000, and 2400 are leap years but 1800, 1900 and 2100 are not. (The Gregorian calendar seems to be the one in use in most countries but you might want to check just in case)

Wow, I never knew that. Anyway, here is my "improved" formula as a workaround.

=OR(MOD(YEAR(A1),400)=0,AND(MOD(YEAR(A1),4)=0,MOD(YEAR(A1),100)<>0))

Here's a shorter one!

=MONTH(DATE(YEAR(A1),2,29))=2

Avoid Weekends

Let's say that you must deliver on a weekday but the date shown in A1 is on a Saturday or Sunday.

Use this formula to get the preceding Friday (if A1 is already a weekday, it will just show the date in A1)

=MIN(A1-(WEEKDAY(A1,2)-5),A1)

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Use this formula to get the following Monday (if A1 is already a weekday, it will just show the date in A1)

```
=IF(WEEKDAY(A1,2)>5,A1+(8-WEEKDAY(A1,2)),A1)
```

To just avoid Sundays, use this formula for the preceding Saturday.

```
=MIN(A1-(WEEKDAY(A1,2)-6),A1)
```

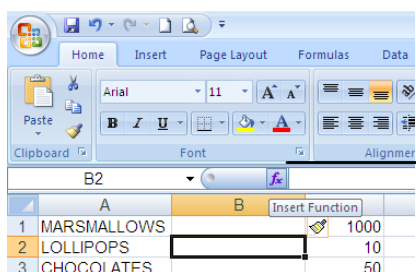
Or this formula to get the following Monday

```
=IF(WEEKDAY(A1,2)>6,A1+(8-WEEKDAY(A1,2)),A1)
```

HOW TO CONVERT DATA FROM CAPS TO PROPER STYLE USING THE PROPER FUNCTION

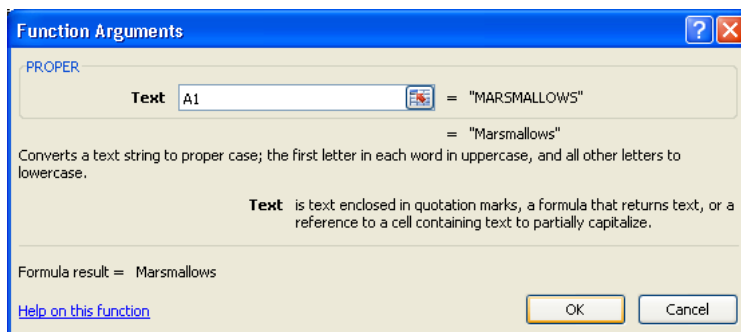
Process: 2007 and 2003

11. Insert a new column
12. While on the first cell of the new column, select **Insert Function**



Insert Function

13. Under **Category**, select **Text**
14. Select **Proper** under Select a Function
15. Select **OK**
16. Under **Text** select the original data cell



17. Select **OK**

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18. Autofill the data down by left clicking on the bottom right corner when the mouse forms a black cross
19. If you want to delete the original column, **Copy** the new proper column, select **Paste Special**, select **Values**



20. Now the column no longer references the original column and the Caps column can be deleted

UNKNOWN COLUMN NUMBER

I want to use an INDEX and MATCH formula but my column number will not always be known. How can I get around this problem?

Use the COLUMN() formula

You require the formula to return the value from the column “BUDGET11” on the worksheet “BudgetData”, but the column number is not known and can vary. By using the following formula, the correct column number will be allocated to the formula.

`INDEX(array, row_num, column_num)`

`INDEX(array, row_num, [column_num])`
`INDEX(reference, row_num, [column_num], [area_num])`

`INDEX(BudgetData!RawDataCols, MATCH(ACCOUNTNO, BudgetData!ACCOUNTNO, 0), COLUMN(BudgetData!BUDGET11))`



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