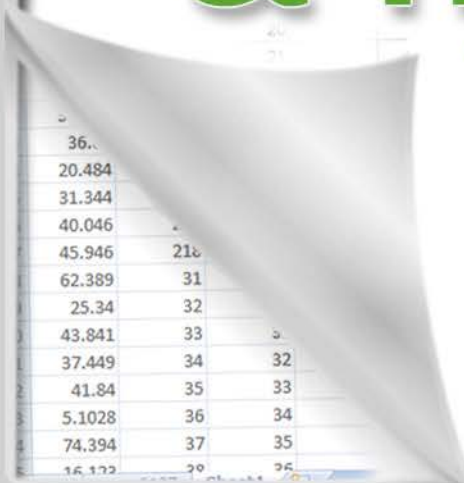


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50 Tips & Tricks Vol 6 2012



36.0		
20.484		
31.344		
40.046		
45.946	218	
62.389	31	
25.34	32	
43.841	33	
37.449	34	32
41.84	35	33
5.1028	36	34
74.394	37	35
16.122	38	36





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Tip 1: Format cells to show the day of the week

Question: How do I format cells to show dates as the day of the week?

Answer: By using the Custom number format command.

Why: To display dates as the day of the week. (The text function can also be used to show dates as the day of the week)

Applies To: MS Excel 2003, 2007, and 2010

1. To show the day of the week for the dates in column E

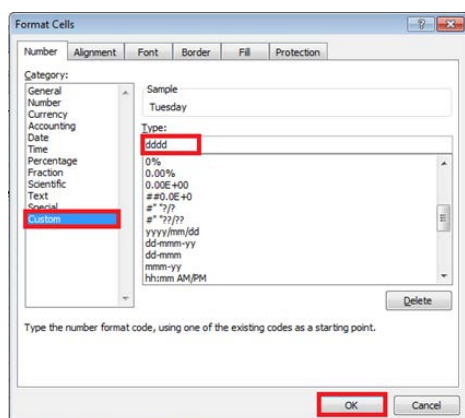
	A	B	C	D	E
1	Sales Person	Category Name	Product Name	Date	Day
2	Anderson. P	Confections	Maxilaku	2011/04/05	2011/04/05
3	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	2011/08/03	2011/08/03
4	Peters. K	Grains/Cereals	Tunnbröd	2011/02/04	2011/02/04
5	Bonders. P	Confections	Pavlova	2011/04/09	2011/04/09
6	Newson. L	Grains/Cereals	Singaporean Hokkien Fried Mee	2011/03/02	2011/03/02
7	Lavin. T	Seafood	Boston Crab Meat	2011/05/04	2011/05/04
8	Perks. M	Seafood	Inlagd Sill	2011/09/08	2011/09/08
9	Anderson. P	Beverages	Chai	2011/08/07	2011/08/07
10	Johnson. A	Dairy Products	Gudbrandsdalsost	2011/08/02	2011/08/02
11	Peters. K	Dairy Products	Queso Cabrales	2011/09/02	2011/09/02
12	Bonders. P	Beverages	Chai	2011/05/03	2011/05/03
13	Newson. L	Confections	Teatime Chocolate Biscuits	2011/08/09	2011/08/09
14	Lavin. T	Condiments	Original Frankfurter grüne Soße	2011/04/02	2011/04/02
15	Perks. M	Beverages	Côte de Blaye	2011/08/04	2011/08/04
16	Anderson. P	Confections	Teatime Chocolate Biscuits	2011/06/04	2011/06/04
17	Johnson. A	Seafood	Röd Kaviar	2011/08/06	2011/08/06
18	Peters. K	Confections	Gumbär Gummibärchen	2011/03/02	2011/03/02
19	Bonders. P	Dairy Products	Gorgonzola Telino	2011/08/04	2011/08/04

2. Select the data range **E2:E19**

3. Right click on the selected area

4. Select **Format Cells**

5. Select /Enter as below



The result will be as displayed as per the following screen shots

	A	B	C	D	E
1	Sales Person	Category Name	Product Name	Date	Day
2	Anderson. P	Confections	Maxilaku	2011/04/05	Tuesday
3	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	2011/08/03	Wednesday
4	Peters. K	Grains/Cereals	Tunnbröd	2011/02/04	Friday
5	Bonders. P	Confections	Pavlova	2011/04/09	Saturday
6	Newson. L	Grains/Cereals	Singaporean Hokkien Fried Mee	2011/03/02	Wednesday
7	Lavin. T	Seafood	Boston Crab Meat	2011/05/04	Wednesday
8	Perks. M	Seafood	Inlagd Sill	2011/09/08	Thursday
9	Anderson. P	Beverages	Chai	2011/08/07	Sunday
10	Johnson. A	Dairy Products	Gudbrandsdalsost	2011/08/02	Tuesday
11	Peters. K	Dairy Products	Queso Cabrales	2011/09/02	Friday
12	Bonders. P	Beverages	Chai	2011/05/03	Tuesday
13	Newson. L	Confections	Teatime Chocolate Biscuits	2011/08/09	Tuesday
14	Lavin. T	Condiments	Original Frankfurter grüne Soße	2011/04/02	Saturday
15	Perks. M	Beverages	Côte de Blaye	2011/08/04	Thursday
16	Anderson. P	Confections	Teatime Chocolate Biscuits	2011/06/04	Saturday
17	Johnson. A	Seafood	Röd Kaviar	2011/08/06	Saturday
18	Peters. K	Confections	Gumbär Gummibärchen	2011/03/02	Wednesday
19	Bonders. P	Dairy Products	Gorgonzola Telino	2011/08/04	Thursday

Control Keys

- A** Selects the entire worksheet
- C** Copy the selection
- D** Fill down
- F** Find dialog box
- V** Paste
- W** Repeat last action
- X** Cut the selection
- Z** Undo the last command

Function Keys

- F1** Display Help in the Office Assistant
- F2** Create an undoable chain of the data in the current range
- F3** Insert a new worksheet
- F4** Repeat the last action
- F5** Add or subtract
- F6** Paste as text into a formula

- H** Hide columns
- I** Displays the Format Cells dialog box
- J** Applies or removes bold formatting
- K** Displays the Find dialog box
- L** Italic formatting
- M** Merge cells
- N** Displays the Name Manager dialog box
- O** Italic formatting
- P** Paste
- Q** Displays the Quick and Easy dialog box
- R** Repeat last action
- S** Save the workbook
- T** Displays the Task Pane
- U** Undo the last action
- V** Paste
- W** Repeat last action
- X** Cut the selection
- Y** Paste
- Z** Undo the last action

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Tip 2: IRR Calculation

Question: How do I calculate the interest rate received for an investment consisting of payments (negative values) and income (positive values) that occur at regular periods?

Answer: By using the internal rate of return (**IRR**).

Why: Returns the internal rate of return for a series of cash flows represented by the numbers in values. These cash flows do not have to be even, as they would be for an annuity. However, the cash flows must occur at regular intervals, such as monthly or annually.

Applies To: MS Excel 2003, 2007 and 2010

1. Reference is made to the example in the following screen shot

	A	B
1		
2	Internal Rate Of Return(IRR)	
3		
4	Years	Yield on Investement
5	0	-35000
6	1	10000
7	2	10000
8	3	15000
9	4	20000
10	IRR	

2. To calculate the IRR select cell **B10** and type; **=IRR (B5:B9)**. The answer will be **18%**. That is the interest rate received for the investment

	A	B
1		
2	Internal Rate Of Return(IRR)	
3		
4	Years	Yield on Investement
5	0	-35000
6	1	10000
7	2	10000
8	3	15000
9	4	20000
10	IRR	

Syntax

IRR (Values, [guess])

Values Required. An array or a reference to cells that contain numbers for which you want to calculate the internal rate of return.

Values must contain at least one positive value and one negative value to calculate the internal rate of return.

Guess Optional. A number that you guess is close to the result of IRR.

Tip 3: NPV Calculation

Question: I have cash flow projections for two projects, how do I select the most viable project between the two?

Answer: By using The Net Present value (NPV), function and selecting the project with the highest NPV.

Why: Calculates the net present value of an investment by using a discount rate and a series of future payments (negative values) and income (positive values).

Applies To: MS Excel 2003, 2007 and 2010

1. The initial investment for both projects is \$25 000.00 as displayed in the following screen shot

	A	B	C	D	E
1					
2	Net Present Value Calculation(Discount Factor-20%)				
3					
4	Project A			Project B	
5	Years	Project Cash Flow		Years	Project Cash Flow
6	0	\$ 25 000.00		0	\$ 25 000.00
7	1	\$ 20 000.00		1	\$ 10 000.00
8	2	\$ 10 000.00		2	\$ 15 000.00
9	3	\$ 15 000.00		3	\$ 15 000.00
10	4	\$ 10 000.00		4	\$ 20 000.00
11	Total NPV			Total NPV	

2. To calculate the NPV for machine A, select cell **B11** and type: **=NPV (20/100, B7:B10)-B6**.
The answer will be **\$12 114.20**

3. To calculate the NPV for machine B, select cell **E11** and type: **=NPV (20/100, E7:E10)-E6**.
The answer will be **\$ 9 664.35**

	A	B	C	D	E
1					
2	Net Present Value Calculation(Discount Factor-20%)				
3					
4	Project A			Project B	
5	Years	Project Cash Flow		Years	Project Cash Flow
6	0	\$ 25 000.00		0	\$ 25 000.00
7	1	\$ 20 000.00		1	\$ 10 000.00
8	2	\$ 10 000.00		2	\$ 15 000.00
9	3	\$ 15 000.00		3	\$ 15 000.00
10	4	\$ 10 000.00		4	\$ 15 000.00
11	Total NPV	\$ 12 114.20		Total NPV	\$ 9 664.35

Project A will therefore merit further consideration because it has a higher NPV of **\$ 12 114.20** than project's B value of **\$ 9 664.35**

Syntax:

NPV (rate, Value1, [value2],....)

The NPV function syntax has the following arguments (argument: A value that provides information to an action, an event, a method, a property, a function, or a procedure).

Rate Required. The rate of discount over the length of one period.

Value1, value2, ... Value1 is required, subsequent values are optional. 1 to 254 arguments representing the payments and income.



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Tip 4: Selling Price – Data Table

Question: How do I create a table showing the selling prices of various quantities and cost prices?

Answer: By using the data table option.

Why: Data tables provide a shortcut for calculating multiple results in one operation and a way to view and compare the results of all the different variations together on your worksheet.

Applies To: MS Excel 2003, 2007 and 2010

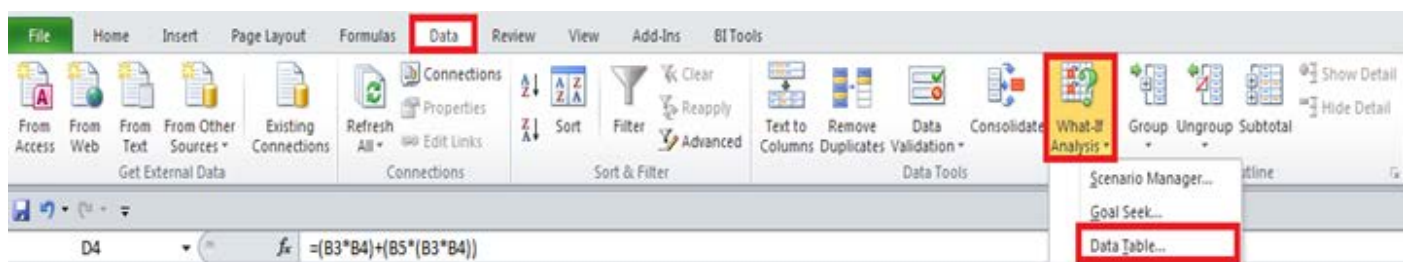
1. The data in the screen shot below will be used as an example for this tip

	A	B	C	D	E	F	G	H	I	J
1	Selling Price Data Table									
2										
3	Cost Price	\$ 40								
4	Qty	10			\$ 20.00	\$ 40.00	\$ 60.00	\$ 80.00	\$ 100.00	\$ 120.00
5	Sales Tax(VAT)	14%	Q u a n t i t y	1						
6				2						
7				3						
8				4						
9				5						
10				6						
11				7						
12				8						
13				9						
14				10						
15										

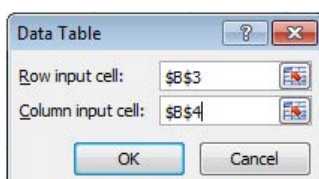
2. Select cell **D4** and type **= (B3*B4)+(B5*(B3*B4))**

3. Select the data range **D4:J14**

4. Select as below



5. Then select as per the following screen shot



6. Select **OK**

7. The following data table will be displayed

	A	B	C	D	E	F	G	H	I	J
1	Selling Price Data Table									
2										
3	Cost Price	\$ 40					Cost Price			
4	Qty	10		\$ 456.00	\$ 20.00	\$ 40.00	\$ 60.00	\$ 80.00	\$ 100.00	\$ 120.00
5	Sales Tax(VAT)	14%	Q u a n t i t y	1	\$ 22.80	\$ 45.60	\$ 68.40	\$ 91.20	\$ 114.00	\$ 136.80
6				2	\$ 45.60	\$ 91.20	\$ 136.80	\$ 182.40	\$ 228.00	\$ 273.60
7				3	\$ 68.40	\$ 136.80	\$ 205.20	\$ 273.60	\$ 342.00	\$ 410.40
8				4	\$ 91.20	\$ 182.40	\$ 273.60	\$ 364.80	\$ 456.00	\$ 547.20
9				5	\$ 114.00	\$ 228.00	\$ 342.00	\$ 456.00	\$ 570.00	\$ 684.00
10				6	\$ 136.80	\$ 273.60	\$ 410.40	\$ 547.20	\$ 684.00	\$ 820.80
11				7	\$ 159.60	\$ 319.20	\$ 478.80	\$ 638.40	\$ 798.00	\$ 957.60
12				8	\$ 182.40	\$ 364.80	\$ 547.20	\$ 729.60	\$ 912.00	\$ 1 094.40
13				9	\$ 205.20	\$ 410.40	\$ 615.60	\$ 820.80	\$ 1 026.00	\$ 1 231.20
14				10	\$ 228.00	\$ 456.00	\$ 684.00	\$ 912.00	\$ 1 140.00	\$ 1 368.00
15										



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Tip 5: Conditional Formatting – formula function

Question: When doing a conditional formatting command, I frequently wish I could extract/highlight the rows in which my data appears. Is there a way to do this?

Answer: Yes, by using the conditional formatting formula function.

Why: To highlight/extract the rows in which the Product Category item **"Bath"** appears by formatting the background color to yellow.

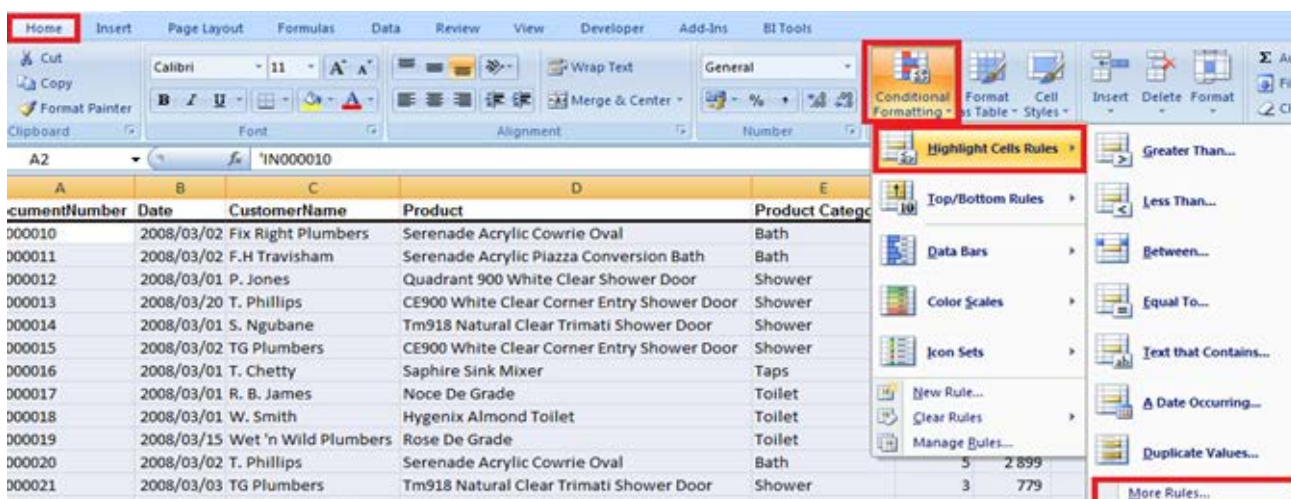
Applies To: MS Excel 2003, 2007 and 2010

1. For this example the screen shot given below will be used

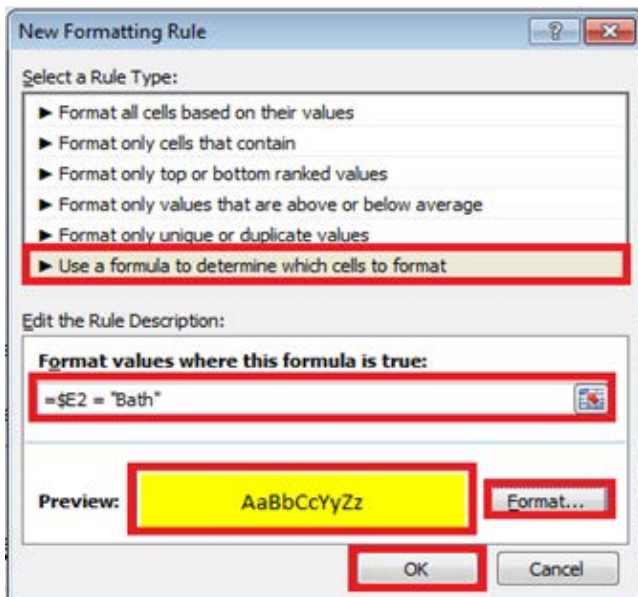
	A	B	C	D	E	F	G	H
1	DocumentNumber	Date	CustomerName	Product	Product Category	Quantity	UnitPrice	InclusivePrice
2	IN000010	2008/03/02	Fix Right Plumbers	Serenade Acrylic Cowrie Oval	Bath	8	2 899	26 439
3	IN000011	2008/03/02	F.H Travisham	Serenade Acrylic Piazza Conversion Bath	Bath	3	2 899	9 915
4	IN000012	2008/03/01	P. Jones	Quadrant 900 White Clear Shower Door	Shower	4	2 599	11 851
5	IN000013	2008/03/20	T. Phillips	CE900 White Clear Corner Entry Shower Door	Shower	2	1 699	3 874
6	IN000014	2008/03/01	S. Ngubane	Tm918 Natural Clear Trimati Shower Door	Shower	1	779	888
7	IN000015	2008/03/02	TG Plumbers	CE900 White Clear Corner Entry Shower Door	Shower	7	1 699	13 558
8	IN000016	2008/03/01	T. Chetty	Saphire Sink Mixer	Taps	6	199	1 361
9	IN000017	2008/03/01	R. B. James	Noce De Grade	Toilet	8	1 299	11 847
10	IN000018	2008/03/01	W. Smith	Hygenix Almond Toilet	Toilet	5	759	4 326
11	IN000019	2008/03/15	Wet 'n Wild Plumbers	Rose De Grade	Toilet	1	1 299	1 481
12	IN000020	2008/03/02	T. Phillips	Serenade Acrylic Cowrie Oval	Bath	5	2 899	16 524
13	IN000021	2008/03/03	TG Plumbers	Tm918 Natural Clear Trimati Shower Door	Shower	3	779	2 664
14	IN000022	2008/03/01	Action Plumbers	Serenade Acrylic Piazza Conversion Bath	Bath	3	2 899	9 915
15	IN000023	2008/03/01	Plumbwave	Serenade Acrylic Cowrie Oval	Bath	2	2 899	6 610
16	IN000024	2008/03/20	Best Plumbers	Serenade Acrylic Cowrie Oval	Bath	4	2 899	13 219
17	IN000025	2008/03/04	Berea Plumbers	CE900 White Clear Corner Entry Shower Door	Shower	5	1 699	9 684
18	IN000026	2008/03/01	Plumbwave	Tm918 Natural Clear Trimati Shower Door	Shower	5	779	4 440
19	IN000027	2008/03/01	Surefix	Quadrant 900 White Clear Shower Door	Shower	9	2 599	26 666
20	IN000028	2008/03/04	Parkin Plumbers	CE900 White Clear Corner Entry Shower Door	Shower	7	1 699	13 558

2. Select the range **A2:H20** (Do not highlight the headings)

3. Select as follows



4. Then select as below



To select a formatting color

Select the format button as given above

Under the list of background colours select **Yellow** and then **OK**

5. The result will be that all the rows where the product category item **"Bath"** appears will be highlighted in yellow

	A	B	C	D	E	F	G	H
1	DocumentNumber	Date	CustomerName	Product	Product Category	Quantity	UnitPrice	InclusivePrice
2	IN000010	2008/03/02	Fix Right Plumbers	Serenade Acrylic Cowrie Oval	Bath	8	2 899	26 439
3	IN000011	2008/03/02	F.H Travisham	Serenade Acrylic Piazza Conversion Bath	Bath	3	2 899	9 915
4	IN000012	2008/03/01	P. Jones	Quadrant 900 White Clear Shower Door	Shower	4	2 599	11 851
5	IN000013	2008/03/20	T. Phillips	CE900 White Clear Corner Entry Shower Door	Shower	2	1 699	3 874
6	IN000014	2008/03/01	S. Ngubane	Tm918 Natural Clear Trimati Shower Door	Shower	1	779	888
7	IN000015	2008/03/02	TG Plumbers	CE900 White Clear Corner Entry Shower Door	Shower	7	1 699	13 558
8	IN000016	2008/03/01	T. Chetty	Saphire Sink Mixer	Taps	6	199	1 361
9	IN000017	2008/03/01	R. B. James	Noce De Grade	Toilet	8	1 299	11 847
10	IN000018	2008/03/01	W. Smith	Hygenix Almond Toilet	Toilet	5	759	4 326
11	IN000019	2008/03/15	Wet 'n Wild Plumbers	Rose De Grade	Toilet	1	1 299	1 481
12	IN000020	2008/03/02	T. Phillips	Serenade Acrylic Cowrie Oval	Bath	5	2 899	16 524
13	IN000021	2008/03/03	TG Plumbers	Serenade Acrylic Piazza Conversion Bath	Bath	3	2 899	9 915
14	IN000022	2008/03/01	Action Plumbers	Serenade Acrylic Cowrie Oval	Bath	2	2 899	6 610
15	IN000023	2008/03/01	Plumbwave	Serenade Acrylic Cowrie Oval	Bath	4	2 899	13 219
16	IN000024	2008/03/20	Best Plumbers	CE900 White Clear Corner Entry Shower Door	Shower	5	1 699	9 684
17	IN000025	2008/03/04	Berea Plumbers	Tm918 Natural Clear Trimati Shower Door	Shower	5	779	4 440
18	IN000026	2008/03/01	Plumbwave	Quadrant 900 White Clear Shower Door	Shower	9	2 599	26 666
19	IN000027	2008/03/01	Surefix	CE900 White Clear Corner Entry Shower Door	Shower	7	1 699	13 558
20	IN000028	2008/03/04	Parkin Plumbers					

Tip 6: Depreciation-Straight Line Method

Question: How do I calculate the depreciation for an asset using the straight line method?

Answer: By using the SLN function.

Why: To return the straight-line depreciation of an asset for one period.

Applies To: MS Excel 2003, 2007 and 2010

1. Reference is made to the example in the following screen shot

	A	B
1	Staright Line Depreciation Method	
2	Cost(Motor Vehicle)	\$ 40 000.00
3	Salvage Value	\$ 10 000.00
4	Years of Useful Life	10
5		
6	Depreciation	

2. Select **B6** and type **=SLN(B2,B3,B4)**

3. The depreciation allowance for each year is **\$3,000.00**

	A	B
1	Staright Line Depreciation Method	
2	Cost(Motor Vehicle)	\$ 40 000.00
3	Salvage Value	\$ 10 000.00
4	Years of Useful Life	10
5		
6	Depreciation	\$ 3 000.00

Syntax

SLN(cost,salvage,life).

Cost is the initial cost of the asset.

Salvage is the value at the end of the depreciation (sometimes called the salvage value of the asset).

Life is the number of periods over which the asset is depreciated (sometimes called the useful life of the asset).

Tip 7: Sharing an Excel Workbook

Question: How can I create a shared workbook so that several people can edit the contents simultaneously?

Answer: By using a shared workbook to collaborate.

Why: Can be used to track the progress of the user's work and update information.

Applies To: MS Excel 2003, 2007 and 2010

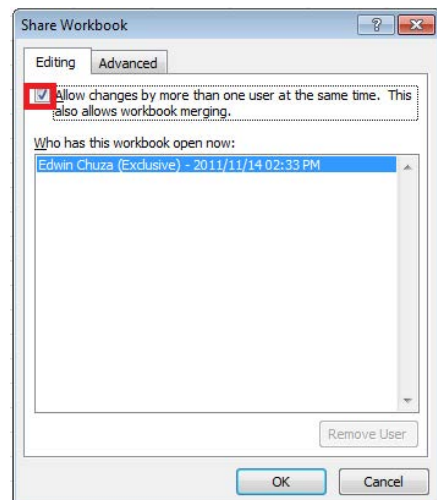
1. The following screen shot will be used to illustrate this example

	A	B	C	D	E
1	Category Name	Product Name	Quantity	Unit Price	Product Sales
2	Confections	Maxilaku	30	\$ 16.00	\$ 480.00
3	Grains/Cereals	Gnocchi di nonna Alice	70	\$ 30.40	\$ 2 128.00
4	Grains/Cereals	Tunnbröd	60	\$ 7.20	\$ 432.00
5	Confections	Pavlova	21	\$ 13.90	\$ 291.90
6	Grains/Cereals	Singaporean Hokkien Fried Mee	40	\$ 11.20	\$ 448.00
7	Seafood	Boston Crab Meat	2	\$ 14.70	\$ 29.40
8	Seafood	Inlagd Sill	5	\$ 15.20	\$ 76.00
9	Beverages	Chai	10	\$ 14.40	\$ 144.00
10	Dairy Products	Gudbrandsdalsost	15	\$ 28.80	\$ 432.00
11	Dairy Products	Queso Cabrales	30	\$ 16.80	\$ 504.00
12	Beverages	Chai	24	\$ 14.40	\$ 345.60
13	Confections	Teatime Chocolate Biscuits	20	\$ 7.30	\$ 146.00
14	Condiments	Original Frankfurter grüne Soße	35	\$ 10.40	\$ 364.00
15	Beverages	Côte de Blaye	50	\$ 210.80	\$ 10 540.00
16	Confections	Teatime Chocolate Biscuits	4	\$ 7.30	\$ 29.20
17	Total		416	\$ 418.80	\$ 16 390.10

2. Select as below



3. Select as follows



4. On the **Advanced tab**, select the options that you want to use for tracking and updating changes, and then click **OK**
5. Save the workbook to a shared network folder

NOTE: Not all features are fully supported in a shared workbook. If you want to include any of the following features, you should add them before you save the workbook as a shared workbook. You cannot make changes to these features after you share the workbook.

In a shared workbook, you cannot:

- Create an Excel table
- Insert or delete blocks of cells
- Delete worksheets
- Merge cells or split merged cells
- Sort or filter by formatting
- Add or change conditional formats
- Add or change data validation
- Create or change charts or PivotChart reports
- Insert or change pictures or other objects
- Insert or change hyperlinks
- Use drawing tools
- Assign, change, or remove passwords
- Protect or unprotect worksheets or the workbook
- Create, change, or view scenarios
- Group or outline data
- Insert automatic subtotals
- Create data tables (data table: A range of cells that shows the results of substituting different values in one or more formulas. There are two types of data tables: one-input tables and two-input tables.)
- Create or change PivotTable reports
- Create or apply slicers
- Create or modify sparklines
- Write, record, change, view, or assign macros
- Add or change Microsoft Excel

The following functionality is available:

- You can insert entire rows and columns
- You can sort or filter by number, text, or date, apply built-in filters, and filter by using the Search box
- You can use existing conditional formats as cell values change
- You can use data validation when you type new values
- You can view existing charts and reports
- You can view existing pictures and objects
- You can use existing hyperlinks
- You can view existing drawings and graphics
- You can use existing passwords
- You can use existing protection
- You can use existing outlines
- You can view existing subtotals
- You can view existing data tables
- You can view existing reports

- Existing slicers in a workbook are visible after the workbook is shared, but they cannot be changed for standalone slicers or be reapplied to PivotTable data or Cube functions. Any filtering that was applied for the slicer remains intact, whether the slicer is standalone or is used by PivotTable data or Cube functions in the shared workbook.
- Existing sparklines in a workbook are displayed after the workbook is shared, and will change to reflect updated data. However, you cannot create new sparklines, change their data source, or modify their properties.
- You can run existing macros that don't access unavailable features. You can also record shared workbook operations into a macro stored in another nonshared workbook.



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Tip 8: Merge Copies of a shared workbook

Question: How can you compare and merge copies of a shared workbook?

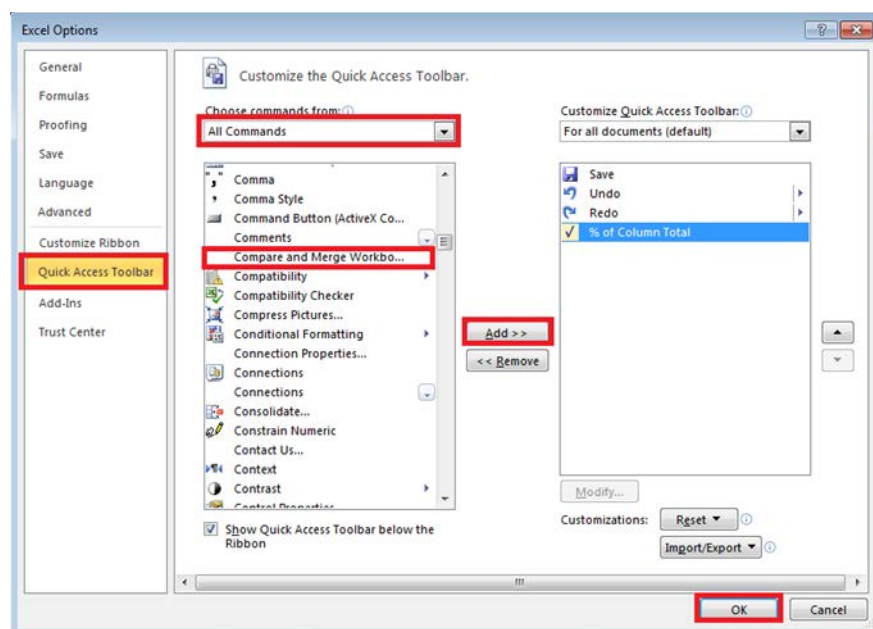
Answer: By using the **Compare and Merge Workbooks** command. (This command will have to be added to the quick access toolbar, since it is not available on the Review tab).

Why: When you want to verify the updates made by other users and need to compile the final version of the document.

All users of the shared workbook must save a copy of the shared workbook that contains their changes, and use a unique file name that differs from the original workbook. All copies of a shared workbook should be located in the same folder as the shared workbook.

Applies To: MS Excel 2003, 2007 and 2010

- Steps for adding the **Compare and Merge Workbooks** command to the Quick Access Toolbar:
 - Click the **File** tab, and then select **Options**
 - Select as below



- Open the copy of the shared workbook into which you want to merge the changes

- On the Quick Access toolbar, select as below



- If prompted, save the workbook
- In the **Select Files to Merge into Current Workbook** dialog box, select a copy/copies of the workbook that contains the changes that you want to merge, and then click **OK**

Tip 9: Multiplication without formula

Question: I would like to multiply a list of values by 1.1 without inserting a formula. Can this be done in MS Excel?

Answer: Yes, by using the Paste special function.

Why: To quickly increase values by 10% without inserting a formula.

Applies To: MS Excel 2003, 2007 and 2010

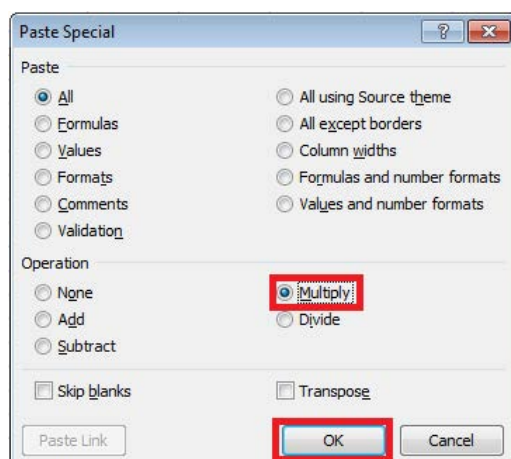
1. For this example the screen shot below will be used

	A	B	C	D	E
1					
2	Category Name	Sales Person	Product Name	Selling Price	Multiplier
3	Confections	Anderson. P	Maxilaku	\$ 480.00	1.1
4	Grains/Cereals	Johnson. A	Gnocchi di nonna Alice	\$ 2 128.00	
5	Grains/Cereals	Peters. K	Tunnbröd	\$ 432.00	
6	Confections	Bonders. P	Pavlova	\$ 291.90	
7	Grains/Cereals	Newson. L	Singaporean Hokkien Fried Mee	\$ 448.00	
8	Seafood	Lavin. T	Boston Crab Meat	\$ 29.40	
9	Seafood	Perks. M	Inlagd Sill	\$ 76.00	
10	Beverages	Anderson. P	Chai	\$ 144.00	
11	Dairy Products	Johnson. A	Gudbrandsdalsost	\$ 432.00	
12	Dairy Products	Peters. K	Queso Cabrales	\$ 504.00	
13	Beverages	Bonders. P	Chai	\$ 345.60	
14	Confections	Newson. L	Teatime Chocolate Biscuits	\$ 146.00	
15	Condiments	Lavin. T	Original Frankfurter grüne Soße	\$ 364.00	
16	Beverages	Perks. M	Côte de Blaye	\$ 10 540.00	
17	Confections	Anderson. P	Teatime Chocolate Biscuits	\$ 29.20	
18	Seafood	Johnson. A	Röd Kaviar	\$ 240.00	
19	Confections	Peters. K	Gumbär Gummibärchen	\$ 49.80	

2. To increase the selling price by 10% without inserting a formula; select E3 and copy the contents of the cell

3. Select **D3:D19** and right click over the selected data area

4. Select **Paste Special**. Then select as below



The result will be as displayed below. The Selling price values have been increased by 10% without inserting formulas

	A	B	C	D	E
1					
2	Category Name	Sales Person	Product Name	Selling Price	Multiplier
3	Confections	Anderson. P	Maxilaku	\$ 528.00	1.1
4	Grains/Cereals	Johnson. A	Gnocchi di nonna Alice	\$ 2 340.80	
5	Grains/Cereals	Peters. K	Tunnbröd	\$ 475.20	
6	Confections	Bonders. P	Pavlova	\$ 321.09	
7	Grains/Cereals	Newson. L	Singaporean Hokkien Fried Mee	\$ 492.80	
8	Seafood	Lavin. T	Boston Crab Meat	\$ 32.34	
9	Seafood	Perks. M	Inlagd Sill	\$ 83.60	
10	Beverages	Anderson. P	Chai	\$ 158.40	
11	Dairy Products	Johnson. A	Gudbrandsdalsost	\$ 475.20	
12	Dairy Products	Peters. K	Queso Cabrales	\$ 554.40	
13	Beverages	Bonders. P	Chai	\$ 380.16	
14	Confections	Newson. L	Teatime Chocolate Biscuits	\$ 160.60	
15	Condiments	Lavin. T	Original Frankfurter grüne Soße	\$ 400.40	
16	Beverages	Perks. M	Côte de Blaye	\$ 11 594.00	
17	Confections	Anderson. P	Teatime Chocolate Biscuits	\$ 32.12	
18	Seafood	Johnson. A	Röd Kaviar	\$ 264.00	
19	Confections	Peters. K	Gumbär Gummibärchen	\$ 54.78	

Tip 10: Transpose Option

Question: Can I return a horizontal range of cells as a vertical range, or vice versa?

Answer: Yes, using the transpose option.

Why: To change the positional alignment of the data.

Applies To: MS Excel 2003, 2007 and 2010

1. For this example we shall make use of the screen shot given below

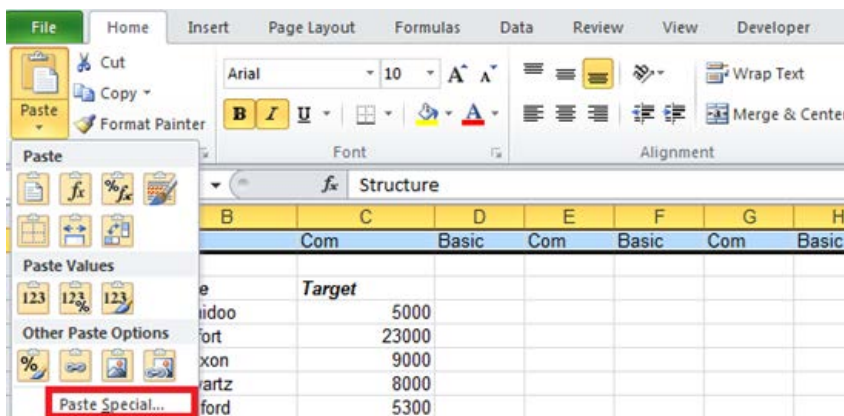
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Structure	Com	Com	Basic	Com	Basic	Com	Basic	Com	Basic	Com	Basic	Basic	Incentive	Basic
2															
3	Staff Code	Name	Target												
4	P1	M Naidoo	5000												
5	P2	M Effort	23000												
6	P3	B Nixon	9000												
7	P4	K Swartz	8000												
8	P5	L Belford	5300												
9	P6	Kelvin Moxford	5000												
10	P7	Jenny Brown	7500												
11	P8	Helen Marks	19500												
12	P9	Gene Fraser	25000												
13	P10	F Jackson	18500												
14	P11	Evan Peterson	21000												
15	P12	Devan Oxford	87000												
16	P13	K Sweet	38000												
17	P14	P Cox	76000												
18															

2. Select cells **A1:O1**

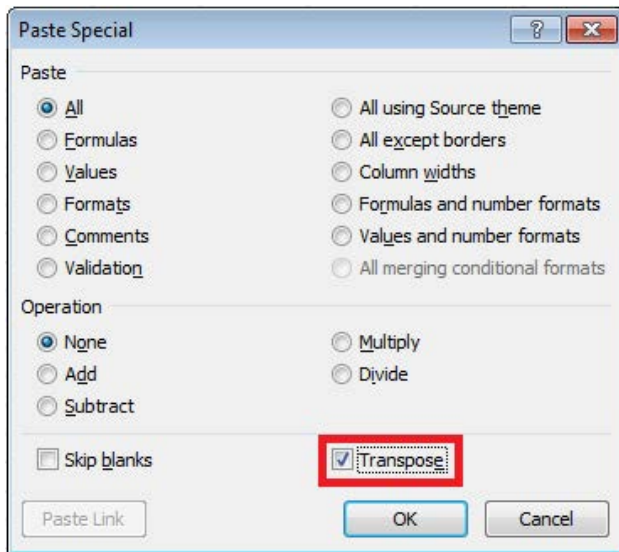
3. Press **Ctrl + C**

4. Select cell **D4**

5. Select as below



6. Select **Transpose** then **OK**



7. Select cells **A1:O1** then press the **delete** key
8. The result will be as follows

	A	B	C	D
1				
2				
3	Staff Code	Name	Target	Structure
4	P1	M Naidoo	5000	Com
5	P2	M Effort	23000	Com
6	P3	B Nixon	9000	Basic
7	P4	K Swartz	8000	Com
8	P5	L Belford	5300	Basic
9	P6	Kelvin Moxford	5000	Com
10	P7	Jenny Brown	7500	Basic
11	P8	Helen Marks	19500	Com
12	P9	Gene Fraser	25000	Basic
13	P10	F Jackson	18500	Com
14	P11	Evan Peterson	21000	Basic
15	P12	Devan Oxford	87000	Basic
16	P13	K Sweet	38000	Incentive
17	P14	P Cox	76000	Basic

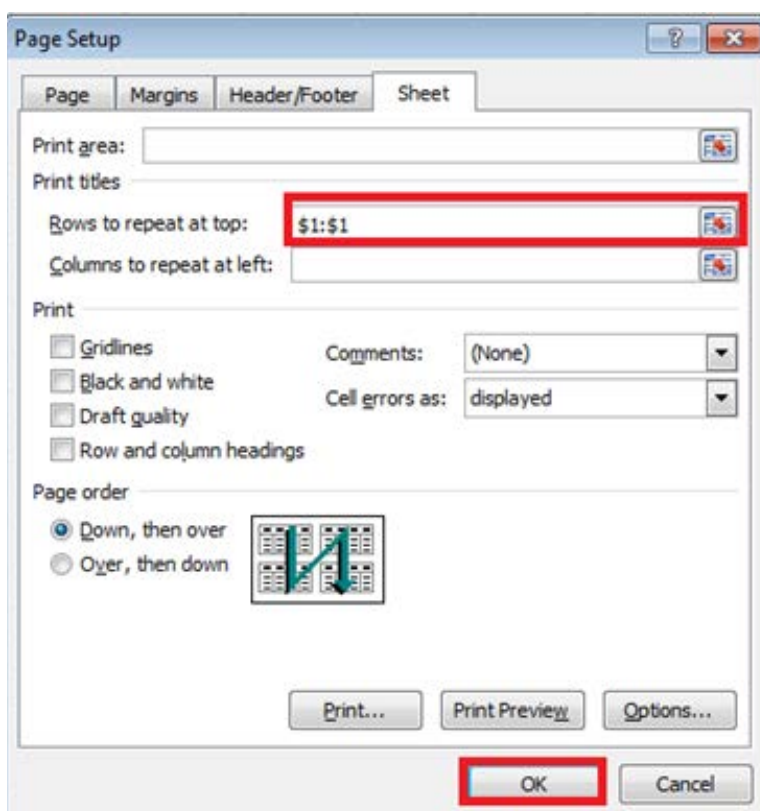
Initially the data in row 1 was aligned horizontally but has been changed to vertical alignment and placed in column **D** by using the **transpose** option.

Tip 11: Repeat Rows when Printing a Worksheet

Have you ever printed a multi-page excel spreadsheet only to realize that the row headings only appear on the first page? Well, by using the rows to repeat at top print option you are able to repeat the row headings on every page. Follow the steps below on how that can be done.

Applies To: MS Excel 2003, 2007 and 2010

1. Determine which **row** to be **repeated**
2. From the **Page Layout** tab, in the **Page Setup** group, select **Print Titles**
3. Select the **Collapse Dialogue** button in the **Rows to Repeat at Top**
4. Select the desired **row**



5. Press Enter
6. Select OK

Tip 12: Combining text from multiple cells into one

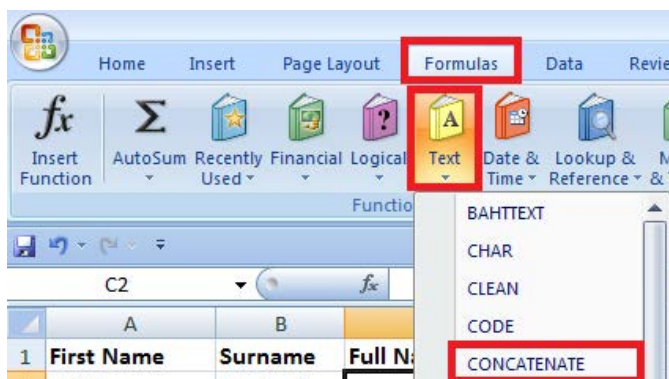
Given that you imported data into excel with the First Name and Surnames in separate cells - The Concatenate function can be used to join the cells and have the First Name first, then the Surname. This will obviously automate the process of data entry meaning you can work smarter and effectively.

Applies To: MS Excel 2003, 2007 and 2010

1. The screen shot below will be used for this example

	A	B	C
1	First Name	Surname	Full Name
2	Kelvin	Moxford	
3	Jenny	Brown	
4	Helen	Marks	
5	Gene	Fraser	
6	Evan	Peterson	
7	Devan	Oxford	
8	Kelly	Swart	
9	Cathy	Perges	
10	Anthia	Storm	
11	Frank	Smithers	
12			

2. Select cell C2 and as below



3. Enter as below

Function Arguments

CONCATENATE

Text1: A2 = "Kelvin"

Text2: "-" = "-"

Text3: B2 = "Moxford"

Text4: = text

= "Kelvin-Moxford"

Joins several text strings into one text string.

Text1: text1,text2,... are 1 to 255 text strings to be joined into a single text string and can be text strings, numbers, or single-cell references.

Formula result = Kelvin-Moxford

[Help on this function](#)

OK Cancel

The result will be as displayed below. The first Names and Surnames have been joined into one cell

	A	B	C
1	First Name	Surname	Full Name
2	Kelvin	Moxford	Kelvin-Moxford
3	Jenny	Brown	Jenny-Brown
4	Helen	Marks	Helen-Marks
5	Gene	Fraser	Gene-Fraser
6	Evan	Peterson	Evan-Peterson
7	Devan	Oxford	Devan-Oxford
8	Kelly	Swart	Kelly-Swart
9	Cathy	Perges	Cathy-Perges
10	Anthia	Storm	Anthia-Storm
11	Frank	Smithers	Frank-Smithers

Tip 13: Finding a cell with the highest value

By using the **MAX** function, the maximum value in a range can be calculated. However to find the cell with the highest value in a range three functions (**Address, Match & Max**) will have to be nested. The steps below explain how that can be done.

Applies To: MS Excel 2003, 2007, and 2010

1. The screen shot below will be used for this example

	A	B	C	D	E	F
1						
2	Staff Code	Region	Actual		Max Cell Ref:	
3	P1	East Coast	2567			
4	P2	East Coast	16524			
5	P3	East Coast	869			
6	P4	East Coast	5501			
7	P5	East Coast	3700			
8	P6	East Coast	11248			
9	P7	East Coast	2500			
10	P8	East Coast	25667			
11	P9	East Coast	4801			
12	P10	East Coast	26439			
13	P11	East Coast	4689			
14	P12	East Coast	38679			
15	P13	East Coast	37022			
16	P14	East Coast	568			
17						

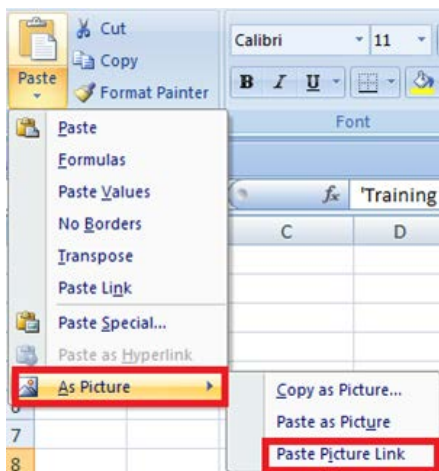
2. Select cell **E3** and type: **=ADDRESS(MATCH(MAX(C:C),C:C,0),3,3)**
3. The cell with the highest value in the range **C3:C16** is thus **C14**

Tip 14: Viewing Parts of Several Worksheets on One Worksheet

If you want to view parts of several worksheets on one worksheet – Try using the **Paste Picture Link Option**. This will enable you to print multiple areas of a workbook onto one worksheet. Dashboards summarizing parts of the workbook can also be easily created as explained below.

Applies To: MS Excel 2003, 2007, and 2010

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

Tip 15: Running balances for inventory

Ever wanted to create inventory running balances and could not do so? Well by using simple Excel sum function you can actually see the running balances as you enter new inventory over time. As the stores controller, knowing the correct stock in hand is vital. Follow the simple steps below as we explain how that can be done.

Applies To: MS Excel 2003, 2007 and 2010

1. The screen shot below will be used for this example

	A	B	C	D
1	Inventory Report			
2				
3	Date	Received	Issued	Quantity In Hand-Running Balance
4	01/03/2012	100	60	
5	03/03/2012	120	40	
6	05/03/2012	150	50	
7	07/03/2012	140	70	
8	08/03/2012	170	56	
9	09/03/2012	180	34	
10	10/03/2012	140	90	
11	12/03/2012	130	45	

2. Select cell D4 and enter the formula : **=Sum(B4,-C4)**
3. Select cell D5 and enter the formula : **=Sum(D4,B5,-C5)**
4. Copy the formula in cell D5 to the remaining rows
5. The running balances for the inventory will be displayed as in the screen shot below

	A	B	C	D
1	Inventory Report			
2				
3	Date	Received	Issued	Quantity In Hand-Running Balance
4	01/03/2012	100	60	40
5	03/03/2012	120	40	120
6	05/03/2012	150	50	220
7	07/03/2012	140	70	290
8	08/03/2012	170	56	404
9	09/03/2012	180	34	550
10	10/03/2012	140	90	600
11	12/03/2012	130	45	685

Tip 16: Show Pivot Report Filter Page Edited

You have taken time to create a product sales PivotTable and placed the branch field in the report filter area, product name in the row area and product sales in the values areas. However you want to analyse sales per branch by quickly generating PivotTables for each branch to be placed on separate worksheets. You are wondering whether this can be done in easy steps. Well nothing to worry about – just follow the steps below as we show you how this process can be easily automated.

Applies To: MS Excel 2007 and 2010

1. We shall use the product sales list to illustrate our example

	A	B	C
1	Branch	Product Name	Product Sales
2	East Coast	Maxilaku	432
3	East Coast	Gnocchi di nonna Alice	248
4	East Coast	Tunnbröd	426
5	South Coast	Pavlova	26
6	South Coast	Singaporean Hokkien Fried Mee	68
7	South Coast	Boston Crab Meat	144
8	East Coast	Inlagd Sill	432
9	East Coast	Chai	504
10	North Coast	Gudbrandsdalsost	346
11	East Coast	Queso Cabrales	146
12	East Coast	Chai	364
13	West Coast	Teatime Chocolate Biscuits	10540
14	East Coast	Original Frankfurter grüne Soße	25
15	East Coast	Côte de Blaye	216
16	East Coast	Teatime Chocolate Biscuits	50
17	West Coast	Röd Kaviar	140
18	East Coast	Gumbär Gummibärchen	144
19	East Coast	Gorgonzola Telino	912
20	East Coast	Pâté chinois	236
21	North Coast	Gnocchi di nonna Alice	202
22	East Coast	Tourtière	393
23	East Coast	Gustafs Knäckebröd	179
24	East Coast	Perth Pasties	160
25	North Coast	Sasquatch Ale	581
26	East Coast	Wimmers gute Semmelknödel	579
27	East Coast	Chang	1744
28	East Coast	Pavlova	816

2. Select any cell within the data list
3. Select **Insert-PivotTable**
4. Select OK
5. An empty PivotTable will open on a new worksheet. Refer to the PivotTable field list and place the fields as follows
 - a. Branch Report Filter Area
 - b. Product Name Row Labels Area
 - c. Product Sales Values Area

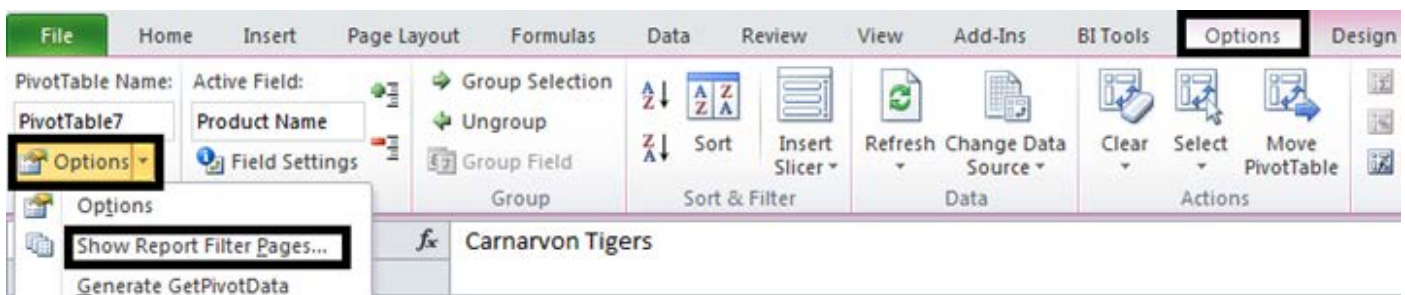
6. Your PivotTable will now appear as follow

	A	B
1	Branch	(All)
2		
3	Row Labels	Sum of Product Sales
4	Boston Crab Meat	144
5	Chai	868
6	Chang	1744.2
7	Côte de Blaye	216
8	Gnocchi di nonna Alice	449.71
9	Gorgonzola Telino	912
10	Gudbrandsdalsost	345.6
11	Gumbär Gummibärchen	144
12	Gustafs Knäckebröd	179.2
13	Inlagd Sill	432
14	Maxilaku	432
15	Original Frankfurter grüne Soße	24.82
16	Pâté chinois	236
17	Pavlova	842.46
18	Perth Pasties	159.6
19	Queso Cabrales	146
20	Röd Kaviar	140
21	Sasquatch Ale	581.4
22	Singaporean Hokkien Fried Mee	68.4
23	Teatime Chocolate Biscuits	10589.8
24	Tourtière	393
25	Tunnbröd	425.6
26	Wimmers gute Semmelknödel	578.93
27	Grand Total	20052.72

- Note: Branch in the Report Filter

7. You now want to display the Branch details on individual worksheets

8. Go to the PivotTools Options Tab, select Show Report Filter Pages. Select OK



The individual Branch details will be displayed on separate worksheets

1	Branch	East Coast	
2			
3	Product Sales	Sum of Product Sales	
4	Chai	868	
5	Chang	1744.2	
6	Côte de Blaye	216	
7	Gnocchi di nonna Alice	248.11	
8	Gorgonzola Telino	912	
9	Gumbär Gummibärchen	144	
10	Gustaf's Knäckebröd	179.2	
11	Inlagd Sill	432	
12	Maxilaku	432	
13	Original Frankfurter grüne Soße	24.82	
14	Pâté chinois	236	
15	Pavlova	816	
16	Perth Pasties	159.6	
17	Queso Cabrales	146	
18	Teatime Chocolate Biscuits	49.8	
19	Tourtière	393	
20	Tunnbröd	425.6	
21	Wimmers gute Semmelknödel	578.93	
22	Grand Total	8005.26	
23			
24			
25			
26			
27			
28			
29			
30			
31			

East Coast North Coast South Coast West Coast

Tip 17: Data Consolidations

You have created budgets for various branches on different worksheets in your excel spreadsheet. However you are wondering how you can automatically generate a consolidated budget for all the branches. Well, no need to worry because by using the consolidate option the task of summarizing data from various worksheets is simplified. Below we explain how that can be achieved.

Applies To: MS Excel 2003, 2007 and 2010

1. Insert a new worksheet
2. Rename Sheet1, Sheet2 and Sheet3 to **Branch A**, **Branch B** and **Summary** respectively
3. Enter the data given in the example below on the **Branch A** worksheet. The same order and location of the data must be maintained on all the worksheets

	A	B	C	D	E	F
1	JOE BLOGGS PTY					
2	BUDGET REPORT					
3			Transport	Salaries	Advertising	Total
4	January	\$ 400 000.00	\$ 600 000.00	\$ 950 000.00	\$ 1 950 000.00	
5	February	\$ 200 000.00	\$ 300 000.00	\$ 120 000.00	\$ 620 000.00	
6	March	\$ 300 000.00	\$ 250 000.00	\$ 300 000.00	\$ 850 000.00	
7	April	\$ 100 000.00	\$ 300 000.00	\$ 650 000.00	\$ 1 050 000.00	
8	May	\$ 750 000.00	\$ 200 000.00	\$ 540 000.00	\$ 1 490 000.00	
9	June	\$ 850 000.00	\$ 300 000.00	\$ 600 000.00	\$ 1 750 000.00	
10	Total	\$ 2 600 000.00	\$ 1 950 000.00	\$ 3 160 000.00	\$ 7 710 000.00	

4. Enter the data given below on the **Branch B** worksheet.

	A	B	C	D	E	F
1	JOE BLOGGS PTY					
2	BUDGET REPORT					
3			Transport	Salaries	Advertising	Total
4	January	\$ 200 000.00	\$ 160 000.00	\$ 800 000.00	\$ 1 160 000.00	
5	February	\$ 140 000.00	\$ 200 000.00	\$ 750 000.00	\$ 1 090 000.00	
6	March	\$ 120 000.00	\$ 340 000.00	\$ 400 000.00	\$ 860 000.00	
7	April	\$ 300 000.00	\$ 150 000.00	\$ 550 000.00	\$ 1 000 000.00	
8	May	\$ 400 000.00	\$ 890 000.00	\$ 450 000.00	\$ 1 740 000.00	
9	June	\$ 500 000.00	\$ 340 000.00	\$ 750 000.00	\$ 1 590 000.00	
10	Total	\$ 1 660 000.00	\$ 2 080 000.00	\$ 3 700 000.00	\$ 7 440 000.00	

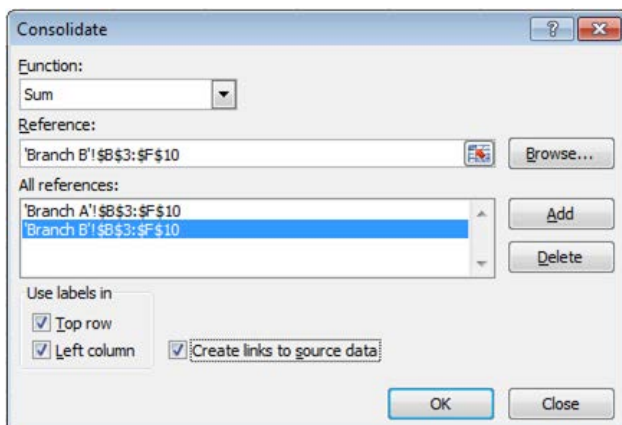
5. Select the summary worksheet, click cell B3
6. Select on Data, consolidate(under data tools)



7. The screen shot given below will be displayed



8. Select the Edit Ref icon and highlight the data range B3:F10 on the **Branch A** worksheet
9. Press Enter & select the Add button
10. Repeat steps 8 and 9 on the **Branch B** worksheet
11. The screen shot below will be displayed



12. Select all the check boxes and then press enter or click OK

1	2	A	B	C	D	E	F
	1	JOE BLOGGS PTY					
	2	BUDGET REPORT					
	3			Transport	Salaries	Advertising	Total
+	6	January	\$ 600 000.00	\$ 760 000.00	\$ 1 750 000.00	\$ 3 110 000.00	
+	9	February	\$ 340 000.00	\$ 500 000.00	\$ 870 000.00	\$ 1 710 000.00	
+	12	March	\$ 420 000.00	\$ 590 000.00	\$ 700 000.00	\$ 1 710 000.00	
+	15	April	\$ 400 000.00	\$ 450 000.00	\$ 1 200 000.00	\$ 2 050 000.00	
+	18	May	\$ 1 150 000.00	\$ 1 090 000.00	\$ 990 000.00	\$ 3 230 000.00	
+	21	June	\$ 1 350 000.00	\$ 640 000.00	\$ 1 350 000.00	\$ 3 340 000.00	
+	24	Total	\$ 4 260 000.00	\$ 4 030 000.00	\$ 6 860 000.00	\$ 15 150 000.00	

The data will then be consolidated on the summary worksheet. The details can be displayed by clicking on 2 or the expand button as given above.

To consolidate more Branches or worksheets simply repeat steps 8 & 9 but on the appropriate worksheet.

Tip 18: Left Function

Given that you have a list of names & surnames in a data range and your task is to extract the first letter of the names as the initial. By using the **LEFT** text function this supposedly complex task can be executed in one simple step and in no time at all. The steps below explain how that can be done.

Applies To: MS Excel 2003, 2007 and 2010

1. Refer to the data given below

	A	B	C	D
1	Name & Surname	Initial	Product Name	Product Sales
2	Kelvin Moxford		Maxilaku	\$ 4 320.00
3	Jenny Brown		Gnocchi di nonna Alice	\$ 24 800.11
4	Helen Marks		Tunnbröd	\$ 4 250.60
5	Gene Fraser		Pavlova	\$ 2 604.46
6	Evan Peterson		Singaporean Hokkien Fried Mee	\$ 6 805.40
7	Devan Oxford		Boston Crab Meat	\$ 1 443.00
8	Kelly Swart		Inlagd Sill	\$ 4 320.00
9	Peter Minster		Chai	\$ 5 044.00
10	Cathy Johnson		Gudbrandsdalsost	\$ 3 454.60
11	Sherril Dory		Queso Cabrales	\$ 1 466.00
12	Jen Myers		Chai	\$ 3 645.00
13	Anthia Storm		Teatime Chocolate Biscuits	\$ 10 540.00
14	Frank Smithers		Original Frankfurter grüne Soße	\$ 2 455.82
15	Jackie Hart		Côte de Blaye	\$ 2 165.00
16	Nadja Davids		Teatime Chocolate Biscuits	\$ 4 994.80

2. Select cell B2 and enter the following formula: **=LEFT(A2,1)**
3. Press enter and copy the formula down

	A	B	C	D
1	Name & Surname	Initial	Product Name	Product Sales
2	Kelvin Moxford	K	Maxilaku	\$ 4 320.00
3	Jenny Brown	J	Gnocchi di nonna Alice	\$ 24 800.11
4	Helen Marks	H	Tunnbröd	\$ 4 250.60
5	Gene Fraser	G	Pavlova	\$ 2 604.46
6	Evan Peterson	E	Singaporean Hokkien Fried Mee	\$ 6 805.40
7	Devan Oxford	D	Boston Crab Meat	\$ 1 443.00
8	Kelly Swart	K	Inlagd Sill	\$ 4 320.00
9	Peter Minster	P	Chai	\$ 5 044.00
10	Cathy Johnson	C	Gudbrandsdalsost	\$ 3 454.60
11	Sherril Dory	S	Queso Cabrales	\$ 1 466.00
12	Jen Myers	J	Chai	\$ 3 645.00
13	Anthia Storm	A	Teatime Chocolate Biscuits	\$ 10 540.00
14	Frank Smithers	F	Original Frankfurter grüne Soße	\$ 2 455.82
15	Jackie Hart	J	Côte de Blaye	\$ 2 165.00
16	Nadja Davids	N	Teatime Chocolate Biscuits	\$ 4 994.80

The first letter of the names will be extracted as the initial. In this way one can avoid the wasteful and inefficient method of retyping the initials.

Tip 19: SUMIFS

If you are looking for an easy and yet useful function that can **Sum** data based on multiple conditions, then look no further than the **Sumifs** function. Assuming that you want to calculate the total sales figure for a given month and region the **Sumifs** function can be used to produce the desired results. In the example below we explain how that can exactly be done. (Calculating Total January Sales For The East Coast.)

Applies To: MS Excel 2007 and 2010

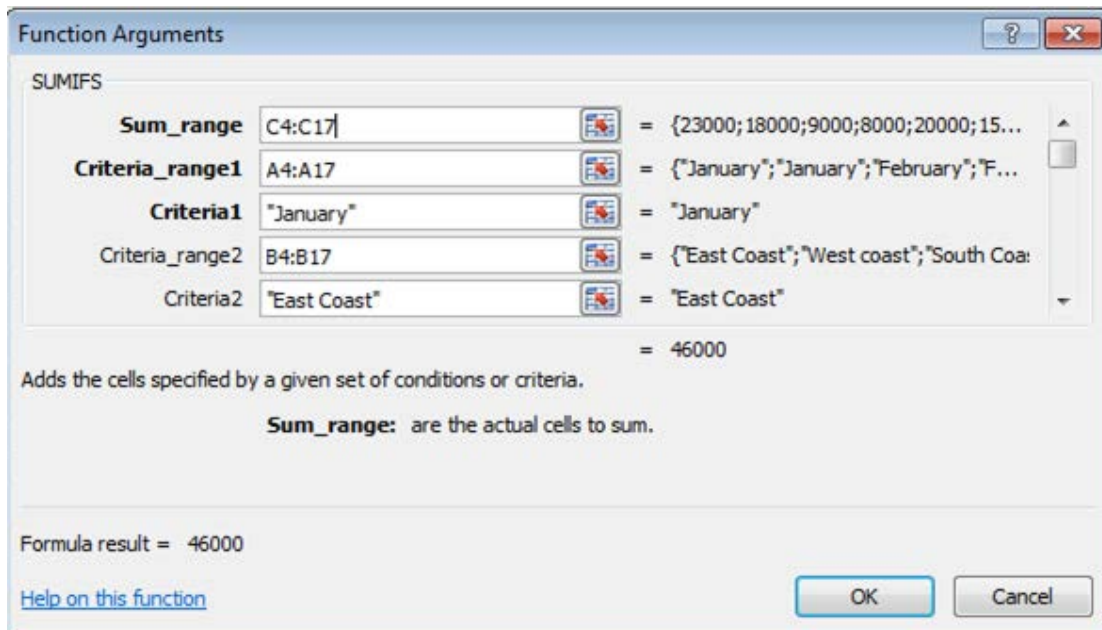
1. For this tip-the screen shot below will be used as an example

	A	B	C
1	Sales Report		
2			
3	Month	Region	Sales
4	January	East Coast	\$ 23 000.00
5	January	West coast	\$ 18 000.00
6	February	South Coast	\$ 9 000.00
7	February	South Coast	\$ 8 000.00
8	March	South Coast	\$ 20 000.00
9	March	South Coast	\$ 15 000.00
10	April	West coast	\$ 17 000.00
11	April	West coast	\$ 8 000.00
12	May	North Coast	\$ 5 000.00
13	May	North Coast	\$ 4 000.00
14	January	West coast	\$ 8 000.00
15	January	East Coast	\$ 9 000.00
16	March	North Coast	\$ 12 000.00
17	January	East Coast	\$ 14 000.00
18			
19	Total January Sales For The East Coast		

2. Select cell **C19** then as below

The screenshot shows the Microsoft Excel 2010 interface. The 'Formulas' tab is selected in the ribbon. In the 'Function Library' group, the 'Math & Trig' icon is highlighted. A dropdown menu is open, showing a list of functions including ROUNDOWN, ROUNDUP, SERIESSUM, SIGN, SIN, SINH, SQRT, SQRTPI, SUBTOTAL, SUM, SUMIF, and SUMIFS. The SUMIFS function is highlighted with a red box.

3. Enter as per screen shot below and select OK



The image shows the 'Function Arguments' dialog box for the SUMIFS function in Microsoft Excel. The dialog box has a title bar with a question mark and a close button. Inside, the function name 'SUMIFS' is displayed. Below it, there are five argument fields: 'Sum_range' (C4:C17), 'Criteria_range1' (A4:A17), 'Criteria1' ('January'), 'Criteria_range2' (B4:B17), and 'Criteria2' ('East Coast'). Each field has a small icon to its right. To the right of each field, the values are listed in a set notation: {23000;18000;9000;8000;20000;15...}, {"January";"January";"February";"F..."}, "January", {"East Coast";"West coast";"South Coa:"}, and "East Coast". Below these fields, the result of the formula is shown as '= 46000'. A description at the bottom states: 'Adds the cells specified by a given set of conditions or criteria. Sum_range: are the actual cells to sum.' At the very bottom, it says 'Formula result = 46000' and provides a link 'Help on this function'. There are 'OK' and 'Cancel' buttons at the bottom right.

Argument	Value	Result
Sum_range	C4:C17	{23000;18000;9000;8000;20000;15...}
Criteria_range1	A4:A17	{"January";"January";"February";"F..."}
Criteria1	"January"	"January"
Criteria_range2	B4:B17	{"East Coast";"West coast";"South Coa:"}
Criteria2	"East Coast"	"East Coast"

Formula result = 46000

The total January Sales for the East Coast is **\$46,000.00**. The result has been achieved with relative ease and up to 127 range/criteria pairs are allowed.

Tip 20: Trim Function

Are you frustrated at the prospect of manually removing leading and trailing spaces from data? There is absolutely no need to worry, because by using the Trim function the wasteful and inefficient method of painstakingly removing leading and trailing spaces from data can be eliminated. Assuming you have imported data with leading and trailing spaces into Excel, in this tip we show you how your data can easily be cleaned.

Applies To: MS Excel 2003, 2007 and 2010

1. For this tip, the screen shot below will be used as an example

	A	B	C
1	Employee Number	Name(Before)	Name(After)
2	P01	B Citty	
3	P02	P Cox	
4	P03	A Axford	
5	P04	J Alexander	
6	P05	Peter Minster	
7	P06	T Strydom	
8	P07	Cathy Johnson	
9	P08	A. Wilson	
10	P09	B. Alison	
11	P10	Cathy Perges	
12	P11	Perri Oliver	
13	P12	D. Corb	
14	P13	Sherril Dory	
15	P14	C. Vilders	
16	P15	Jen Myers	
17	P16	Anthia Storm	
18	P17	Frank Smithers	
19	P18	G. Pitt	
20	P19	G. Boddington	

2. Select cell **C2** and type: **=Trim(B2)**
3. Press enter and copy the formula down

	A	B	C
1	Employee Number	Name(Before)	Name(After)
2	P01	B Citty	B Citty
3	P02	P Cox	P Cox
4	P03	A Axford	A Axford
5	P04	J Alexander	J Alexander
6	P05	Peter Minster	Peter Minster
7	P06	T Strydom	T Strydom
8	P07	Cathy Johnson	Cathy Johnson
9	P08	A. Wilson	A. Wilson
10	P09	B. Alison	B. Alison
11	P10	Cathy Perges	Cathy Perges
12	P11	Perri Oliver	Perri Oliver
13	P12	D. Corb	D. Corb
14	P13	Sherril Dory	Sherril Dory
15	P14	C. Vilders	C. Vilders
16	P15	Jen Myers	Jen Myers
17	P16	Anthia Storm	Anthia Storm
18	P17	Frank Smithers	Frank Smithers
19	P18	G. Pitt	G. Pitt
20	P19	G. Boddington	G. Boddington

The leading spaces have been removed from the data after using a simple **Trim** function. No need to waste time by manually removing leading spaces.

Tip 21: Unique Records Only Option

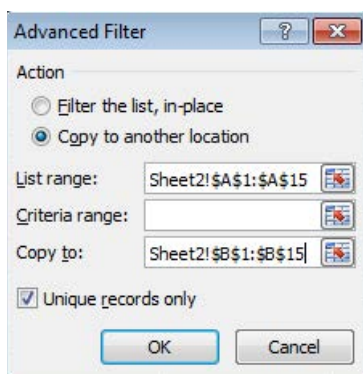
Have you ever found yourself in a situation where you have thousands of duplicate values in a column? Perhaps you were importing client data into MS Excel from an accounting system or simply combining data in MS Excel. But alas, you end up having duplicate values in a given column. If you are faced with such a dilemma we certainly have a solution for you. By using the **Advanced Filter –Unique Records Only** option you can generate a list of unique records in a given column. Follow the steps below on how you can remove duplicates by generating a unique list of values in a column.

Applies To: MS Excel 2003, 2007 and 2010

1. The screen shot below will be used as an example for this tip

	A	B
1	Client No	
2	C001	
3	C002	
4	C003	
5	C004	
6	C001	
7	C006	
8	C007	
9	C008	
10	C009	
11	C011	
12	C012	
13	C007	
14	C014	
15	C015	

2. Select the **Data Tab**, then **Advanced** under the **Sort & Filter** group
3. Select as per screen shot below
N.B. When selecting the list range, ensure that the cell with the list heading is also selected



4. Select **OK**
5. Only unique records will be extracted as displayed below in Column B

	A	B
1	<i>Client No</i>	<i>Client No</i>
2	C001	C001
3	C002	C002
4	C003	C003
5	C004	C004
6	C001	C006
7	C006	C007
8	C007	C008
9	C008	C009
10	C009	C011
11	C011	C012
12	C012	C014
13	C007	C015
14	C014	
15	C015	



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Tip 22: Data Validation-End date Greater than Start date

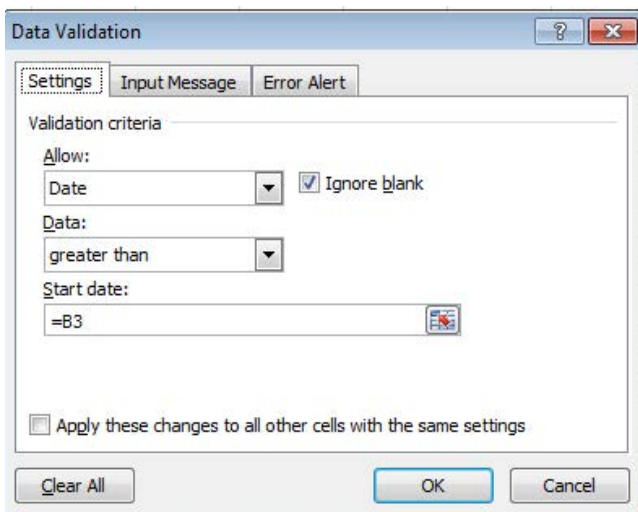
Common sense dictates that the End Date of an employment contract should be greater than the Start Date. But alas, one can easily enter the End Date wrongly in an Ms Excel data range. To ensure that the End Dates are entered correctly the **Data Validation** option should be used. Below we explain how by using the **Data Validation** option the End Date is set to be greater than the Start Date in a cell.

Applies To: MS Excel 2003, 2007 and 2010

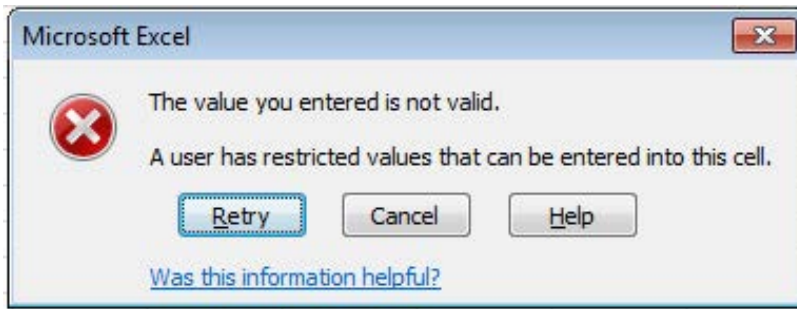
1. The screen shot below will be used for this example

	A	B	C
1			
2	EmpNo	Start Date	End Date
3	E001	2009/11/27	
4	E002	2009/01/03	
5	E003	2008/05/05	
6	E004	2008/03/05	
7	E005	2010/09/16	
8	E006	2011/09/21	
9	E007	2009/03/05	
10	E008	2009/08/05	

2. Select the data range **C3:C10**
3. From the **Data Tab**, in the **Data Tools** group, select **Data Validation**
4. Select as per screen shot below



5. Select OK
6. Select Cell C3 and enter **2009/10/20**: Since the date entry is less than the Start Date the following error message will be displayed



7. Select **Retry** and enter **2009/12/23**

You will notice that the date entry has been accepted because it is greater than the Start Date. In that manner only End Dates greater than the Start Dates will be accepted in the specified data range.

N.B. When entering dates ensure that you adhere to the correct date formats used by Excel in that spreadsheet.

Tip 23: Advanced Filter

Have you ever tried to filter data based on multiple and complex criteria yet without any success? Thus you are frustrated that the **Excel Autofilter Option** is not yielding the desired results. Well, the **Advanced Filter Option** is the solution to your problem.

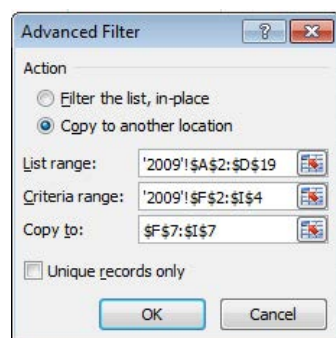
The **Advanced Filter Option** can extract data based on user defined criteria across multiple columns of data. Follow our step by step instructions as we explain how that can be achieved.

Applies To: MS Excel 2003, 2007 and 2010

1. Based on the screen shot below we explain how data that meets the given criteria can be filtered

	A	B	C	D	E	F	G	H	I
1	Data Set					Criteria			
2	Sales Person	Category Name	Product Name	Product Sales		Sales Person	Category Name	Product Name	Product Sales
3	Anderson. P	Confections	Maxilaku	\$ 480.00		Peters. K	Grains/Cereals		>400
4	Johnson. A	Seafood	Gnocchi di nonna Alice	\$ 2 128.00		Johnson. A	Seafood		>300
5	Peters. K	Grains/Cereals	Tunnbröd	\$ 432.00					
6	Bonders. P	Confections	Pavlova	\$ 291.90					
7	Newson. L	Grains/Cereals	Singaporean Hokkien Fried Mee	\$ 448.00					
8	Peters. K	Grains/Cereals	Boston Crab Meat	\$ 350.00					
9	Perks. M	Seafood	Inlagd Sill	\$ 76.00					
10	Anderson. P	Beverages	Chai	\$ 144.00					
11	Johnson. A	Seafood	Gudbrandsdalsost	\$ 432.00					
12	Peters. K	Grains/Cereals	Queso Cabrales	\$ 504.00					
13	Bonders. P	Beverages	Chai	\$ 345.60					
14	Newson. L	Confections	Teatime Chocolate Biscuits	\$ 146.00					
15	Lavin. T	Condiments	Original Frankfurter grüne Soße	\$ 364.00					
16	Perks. M	Beverages	Côte de Blaye	\$ 10 540.00					
17	Anderson. P	Confections	Teatime Chocolate Biscuits	\$ 29.20					
18	Johnson. A	Seafood	Röd Kaviar	\$ 240.00					
19	Peters. K	Grains/Cereals	Gumbär Gummibärchen	\$ 49.80					

2. Select **Data** then **Advanced** under the **Sort & Filter** group
3. Select as below



4. Select **OK**
5. The data will be filtered based on complex user defined criteria as displayed by the screen shot below

	A	B	C	D	E	F	G	H	I
1	Data Set					Criteria			
2	Sales Person	Category Name	Product Name	Product Sales		Sales Person	Category Name	Product Name	Product Sales
3	Anderson. P	Confections	Maxilaku	\$ 480.00		Peters. K	Grains/Cereals		>400
4	Johnson. A	Seafood	Gnocchi di nonna Alice	\$ 2 128.00		Johnson. A	Seafood		>300
5	Peters. K	Grains/Cereals	Tunnbröd	\$ 432.00					
6	Bonders. P	Confections	Pavlova	\$ 291.90					
7	Newson. L	Grains/Cereals	Singaporean Hokkien Fried Mee	\$ 448.00					
8	Peters. K	Grains/Cereals	Boston Crab Meat	\$ 350.00					
9	Perks. M	Seafood	Inlagd Sill	\$ 76.00					
10	Anderson. P	Beverages	Chai	\$ 144.00					
11	Johnson. A	Seafood	Gudbrandsdalsost	\$ 432.00					
12	Peters. K	Grains/Cereals	Queso Cabrales	\$ 504.00					
13	Bonders. P	Beverages	Chai	\$ 345.60					
14	Newson. L	Confections	Teatime Chocolate Biscuits	\$ 146.00					
15	Lavin. T	Condiments	Original Frankfurter grüne Soße	\$ 364.00					
16	Perks. M	Beverages	Côte de Blaye	\$ 10 540.00					
17	Anderson. P	Confections	Teatime Chocolate Biscuits	\$ 29.20					
18	Johnson. A	Seafood	Röd Kaviar	\$ 240.00					
19	Peters. K	Grains/Cereals	Gumbär Gummibärchen	\$ 49.80					

Sales Person	Category Name	Product Name	Product Sales
Johnson. A	Seafood	Gnocchi di nonna	\$ 2 128.00
Peters. K	Grains/Cereals	Tunnbröd	\$ 432.00
Johnson. A	Seafood	Gudbrandsdalsost	\$ 432.00
Peters. K	Grains/Cereals	Queso Cabrales	\$ 504.00

N.B. Ensure that the data in the criteria set is of the same format as in the data set.

Tip 24: Icon sets – Conditional formatting

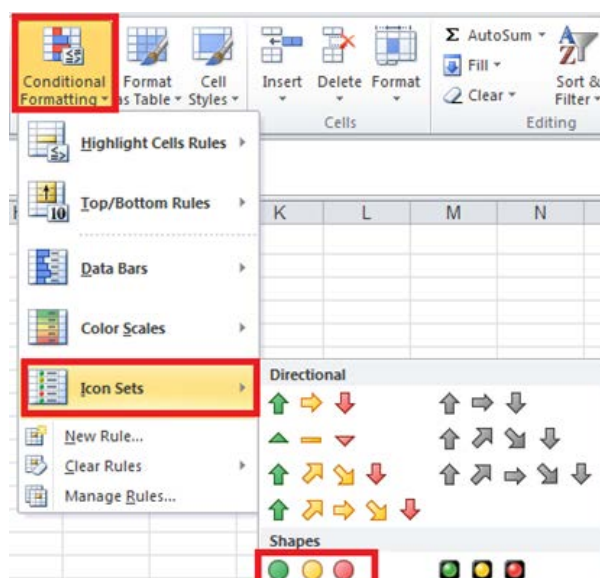
As an accountant, do you struggle to easily categorize debtors based on how much they owe your company? If you do, your struggles are over as we have a solution for you. The **Conditional formatting –Icon Sets** option creates visual effect in your data and helps to see how the value of a cell compares to other cells. In the example below we categorize the debtor balances as follows: Red for $\geq \$50,000$, Yellow for $\geq \$25,000$, Green for $< \$25,000$.

Applies To: MS Excel 2007 and 2010

1. The screen shot below will be used for this example

	A	B	C
1	Debtor's Name	Product Name	Balance
2	Anderson. P	Maxilaku	\$ 70 000.00
3	Johnson. A	Gnocchi di nonna Alice	\$ 60 000.00
4	Peters. K	Tunnbröd	\$ 40 000.00
5	Bonders. P	Pavlova	\$ 22 000.00
6	Newson. L	Singaporean Hokkien Fried Mee	\$ 35 000.00
7	Lavin. T	Boston Crab Meat	\$ 43 000.00
8	Perks. M	Inlagd Sill	\$ 99 000.00
9	Anderson. P	Chai	\$ 34 000.00
10	Johnson. A	Gudbrandsdalsost	\$ 20 000.00
11	Peters. K	Queso Cabrales	\$ 19 000.00
12	Bonders. P	Chai	\$ 15 000.00
13	Newson. L	Teatime Chocolate Biscuits	\$ 34 000.00
14	Lavin. T	Original Frankfurter grüne Soße	\$ 17 000.00
15	Perks. M	Côte de Blaye	\$ 52 000.00
16	Anderson. P	Teatime Chocolate Biscuits	\$ 55 000.00
17	Johnson. A	Röd Kaviar	\$ 80 000.00
18	Peters. K	Gumbär Gummibärchen	\$ 20 000.00
19	Bonders. P	Gorgonzola Telino	\$ 10 000.00
20	Newson. L	Pâté chinois	\$ 7 000.00
21	Lavin. T	Gnocchi di nonna Alice	\$ 29 000.00
22	Perks. M	Tourtière	\$ 28 000.00
23	Anderson. P	Gustaf's Knäckebröd	\$ 59 000.00
24	Johnson. A	Perth Pasties	\$ 13 000.00

2. Highlight the data range **C2:C24**
3. Select the Home Tab and as per screen shot below



4. Select Conditional Formatting under the Home Tab then Manage Rules
5. Select Edit Rule, then as per screen shot below

Edit Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format all cells based on their values:

Format Style: **Icon Sets**

Icon Style: **Custom** ☐ Show Icon Only

Display each icon according to these rules:

Icon	Condition	Value	Type
	when value is >=	50000	Number
	when < 50000 and >=	25000	Number
	when < 25000		

6. Select OK twice. The final result will be as displayed below

	A	B	C
1	Debtor's Name	Product Name	Balance
2	Anderson. P	Maxilaku	\$ 70 000.00
3	Johnson. A	Gnocchi di nonna Alice	\$ 60 000.00
4	Peters. K	Tunnbröd	\$ 40 000.00
5	Bonders. P	Pavlova	\$ 22 000.00
6	Newson. L	Singaporean Hokkien Fried Mee	\$ 35 000.00
7	Lavin. T	Boston Crab Meat	\$ 43 000.00
8	Perks. M	Inlagd Sill	\$ 99 000.00
9	Anderson. P	Chai	\$ 34 000.00
10	Johnson. A	Gudbrandsdalsost	\$ 20 000.00
11	Peters. K	Queso Cabrales	\$ 19 000.00
12	Bonders. P	Chai	\$ 15 000.00
13	Newson. L	Teatime Chocolate Biscuits	\$ 34 000.00
14	Lavin. T	Original Frankfurter grüne Soße	\$ 17 000.00
15	Perks. M	Côte de Blaye	\$ 52 000.00
16	Anderson. P	Teatime Chocolate Biscuits	\$ 55 000.00
17	Johnson. A	Röd Kaviar	\$ 80 000.00
18	Peters. K	Gumbär Gummibärchen	\$ 20 000.00
19	Bonders. P	Gorgonzola Telino	\$ 10 000.00
20	Newson. L	Pâté chinois	\$ 7 000.00
21	Lavin. T	Gnocchi di nonna Alice	\$ 29 000.00
22	Perks. M	Tourtière	\$ 28 000.00
23	Anderson. P	Gustafs Knäckebröd	\$ 59 000.00
24	Johnson. A	Perth Pasties	\$ 13 000.00

Tip 25: Subtotal Command

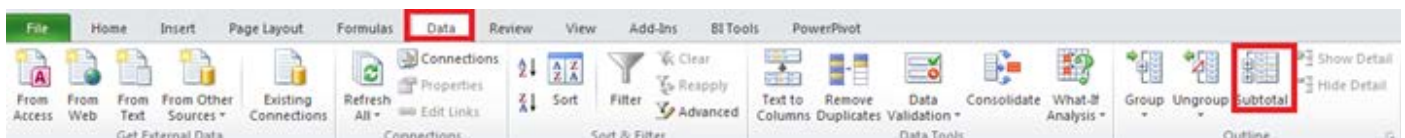
Do you struggle to compile a report of Total Sales Per Product? If your answer is yes, then the **Subtotal Command** can be the solution to your problem. The **Subtotal Command** automatically applies grouping and subtotals into a data list, using the specified summary function. Follow the steps below as we explain how that can be done.

Applies To: MS Excel 2003, 2007 and 2010

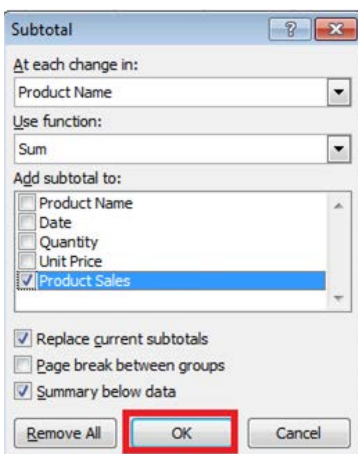
1. Using the screen shot below we are going to create a Total Sales Per Product Report

	A	B	C	D	E
1					
2	<i>Product Name</i>	<i>Date</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Product Sales</i>
3	Alice Mutton	May 28, 2009	\$ 80.00	\$ 60.00	\$ 4 800.00
4	Alice Mutton	April 30, 2009	\$ 95.00	\$ 60.00	\$ 5 700.00
5	Alice Mutton	April 12, 2009	\$ 100.00	\$ 60.00	\$ 6 000.00
6	Aniseed Syrup	March 25, 2009	\$ 90.00	\$ 28.00	\$ 2 520.00
7	Aniseed Syrup	March 06, 2009	\$ 300.00	\$ 28.00	\$ 8 400.00
8	Blue Cheese	March 07, 2009	\$ 40.00	\$ 34.80	\$ 1 392.00
9	Blue Cheese	April 11, 2009	\$ 40.00	\$ 34.80	\$ 1 392.00
10	Blue Cheese	May 12, 2009	\$ 40.00	\$ 34.80	\$ 1 392.00
11	Blue Cheese	May 23, 2009	\$ 40.00	\$ 34.80	\$ 1 392.00
12	Camembert Pierrot	March 04, 2009	\$ 40.00	\$ 50.00	\$ 2 000.00
13	Camembert Pierrot	March 20, 2009	\$ 40.00	\$ 50.00	\$ 2 000.00
14	Camembert Pierrot	May 14, 2009	\$ 45.00	\$ 50.00	\$ 2 250.00
15	Chai	April 15, 2009	\$ 250.00	\$ 60.00	\$ 15 000.00
16	Chai	May 01, 2009	\$ 250.00	\$ 60.00	\$ 15 000.00
17	Chai	May 08, 2009	\$ 400.00	\$ 60.00	\$ 24 000.00
18	Chai	May 19, 2009	\$ 60.00	\$ 28.00	\$ 1 680.00

2. Sort the list in ascending order by Product Name column
3. Select as below



4. Then as below



5. The Total Sales Per Product report will be generated as below

1	2	3	A	B	C	D	E
1							
2			<i>Product Name</i>	<i>Date</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Product Sales</i>
3	•		Alice Mutton	May 28, 2009	\$ 80.00	\$ 60.00	\$ 4 800.00
4	•		Alice Mutton	April 30, 2009	\$ 95.00	\$ 60.00	\$ 5 700.00
5	•		Alice Mutton	April 12, 2009	\$ 100.00	\$ 60.00	\$ 6 000.00
6	-		Alice Mutton Total				\$ 16 500.00
7	•		Aniseed Syrup	March 25, 2009	\$ 90.00	\$ 28.00	\$ 2 520.00
8	•		Aniseed Syrup	March 06, 2009	\$ 300.00	\$ 28.00	\$ 8 400.00
9	-		Aniseed Syrup Total				\$ 10 920.00
10	•		Blue Cheese	March 07, 2009	\$ 40.00	\$ 34.80	\$ 1 392.00
11	•		Blue Cheese	April 11, 2009	\$ 40.00	\$ 34.80	\$ 1 392.00
12	•		Blue Cheese	May 12, 2009	\$ 40.00	\$ 34.80	\$ 1 392.00
13	•		Blue Cheese	May 23, 2009	\$ 40.00	\$ 34.80	\$ 1 392.00
14	-		Blue Cheese Total				\$ 5 568.00
15	•		Camembert Pierrot	March 04, 2009	\$ 40.00	\$ 50.00	\$ 2 000.00
16	•		Camembert Pierrot	March 20, 2009	\$ 40.00	\$ 50.00	\$ 2 000.00
17	•		Camembert Pierrot	May 14, 2009	\$ 45.00	\$ 50.00	\$ 2 250.00
18	-		Camembert Pierrot Total				\$ 6 250.00
19	•		Chai	April 15, 2009	\$ 250.00	\$ 60.00	\$ 15 000.00
20	•		Chai	May 01, 2009	\$ 250.00	\$ 60.00	\$ 15 000.00
21	•		Chai	May 08, 2009	\$ 400.00	\$ 60.00	\$ 24 000.00
22	•		Chai	May 19, 2009	\$ 60.00	\$ 28.00	\$ 1 680.00
23	-		Chai Total				\$ 55 680.00
24	-		Grand Total				\$ 94 918.00

N.B. The list should be sorted by the Product Name column. Click 1 to display the Grand Total, 2 to display the Product Totals, 3 to display the entire report.

Tip 26: Opening a workbook on a specific worksheet

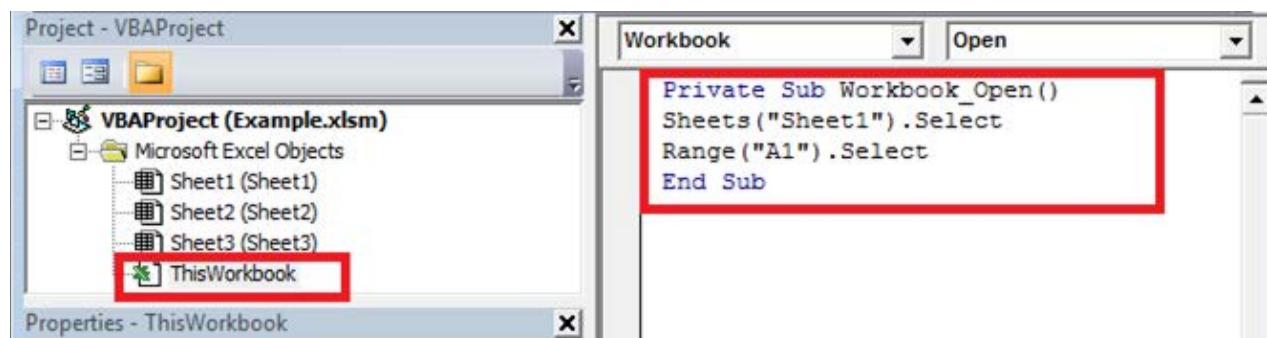
Assuming you have one frequently used worksheet in a big workbook, wouldn't you prefer to land on that specific worksheet when opening the workbook? By creating the simple macro given below, one can land on a specific worksheet and even a specific cell when opening a workbook. Follow the steps below as we explain how this can be done.

Visual Basic Coding:

```
Private Sub Workbook_Open()  
  Sheets("Sheet1").Select  
  Range("A1").Select  
End Sub
```

Applies To: MS Excel 2003, 2007 and 2010

1. Open **Microsoft Excel**
2. Press **Alt + F11**
3. This will open the **VISUAL BASIC Editor**
4. On the far **left**, under **Microsoft Excel Object**, select **ThisWorkbook**
5. On the **right** hand side, **paste** the above coding
6. In the **second** line of the coding, change **Sheet1**, to the sheet name (tab) you wish to land on



7. In the **third** line of the coding, change **A1**, to the cell you wish to land on
8. From the **Menu** bar, select **File, Close and Return to Microsoft Excel**
9. **Save** and **close** the **Microsoft Excel** workbook
10. Ensure you save the workbook as an **Excel Macro-Enabled Workbook (*.xlsm)**
11. The next time you open the workbook, it will open on the specific worksheet and cell

N.B. Ensure that your **Macro Settings** are not disabled under the **Macro Settings Option**. To set your **Macro** security level, follow the steps below.

-
- On the **Office/File** tab, select **Options**
 - On the **left** side of the dialogue box,select **Trust Centre**
 - Select the **Trust Centre Settings** button
 - On the left side, select **Macro Settings**
 - Select **Disable** all macros with notification



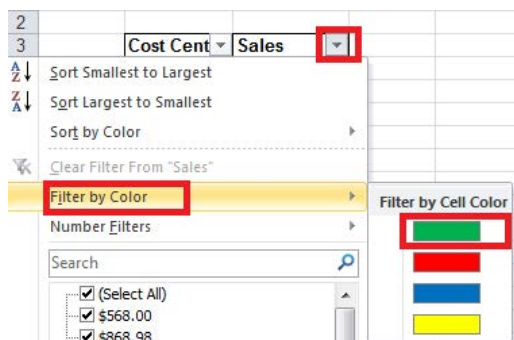
Tip 27: Sum Values Based on Cell Colour

Have you ever tried to Sum data values based on cell color, but without any success? Perhaps you have allocated colors to values representing cost centers and would like to sum based on the cost centers. Well, by using the Subtotal function and the Data Filter option one can sum data values based on cell color. Follow the steps below as explain how that can be done.

	A	B	C	D
1		Total Sales Per Cost Centre		
2				
3		Cost Centre	Sales	
4		A	\$ 2 566.77	
5		A	\$ 16 524.30	
6		A	\$ 868.98	
7		B	\$ 5 500.69	
8		B	\$ 3 700.00	
9		B	\$ 11 248.38	
10		C	\$ 2 500.00	
11		C	\$ 26 438.88	
12		A	\$ 4 688.99	
13		A	\$ 38 678.77	
14		A	\$ 37 021.50	
15		D	\$ 568.00	
16		D	\$ 6 500.00	
17		D	\$ 13 558.02	
18		B	\$ 40 674.06	
19		C	\$ 39 000.87	
20		A	\$ 58 999.99	
21		A	\$ 42 944.94	
22		B	\$ 8 900.78	
23		Total		

Applies To: MS Excel 2003, 2007, and 2010

1. With reference to the screen shot above select cell **C23**
2. Enter the formula as; **=SUBTOTAL (9, C4:C22)**
 - a. 9 = Sum, 1 =Average, 4 =Max, 5 = Min, 2=Count
 - b. **C4:C22** represents the data range
3. Select any cell within the data list
4. Select the **Data** tab, and then **Filter** under the **Sort & Filter** group
5. Select as per screen shot below



6. The result will be that the sum for the cost centre-A (Green) will be displayed

3		Cost Cent ▾	Sales	↕
4		A	\$ 2 566.77	
5		A	\$ 16 524.30	
6		A	\$ 868.98	
12		A	\$ 4 688.99	
13		A	\$ 38 678.77	
14		A	\$ 37 021.50	
20		A	\$ 58 999.99	
21		A	\$ 42 944.94	
23		Total	\$ 202 294.24	

7. To display the sum for other cost centres, repeat step 5 and select other colors

Tip 28: Nesting the IF Statement And Function

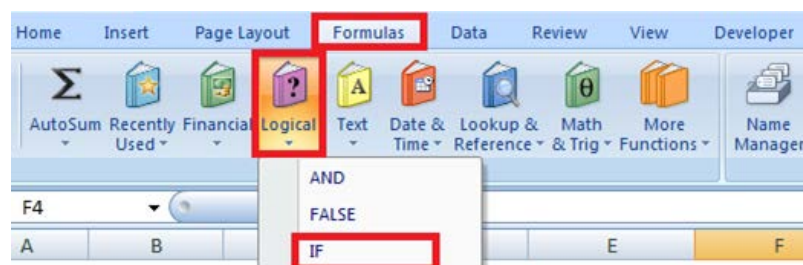
Are you planning on calculating commission for the sales staff, but the thought of creating a spreadsheet with complex formulae scares you. We have a solution for you, by nesting the **IF** and the **AND** functions one can ensure that the set conditions are met before commission is paid out. Below we explain how commission can only be paid out once the following conditions are satisfied.

- Actual Sales is greater than or equal to Target Sales
- Employee falls under the Comm structure

	A	B	C	D	E	F
1	Commission Report					
2						
3	Initial	Surname	Structure	Actual Sales	Target	Commission
4	M	Naidoo	Comm	\$ 70 000.00	\$ 60 000.00	
5	M	Effort	Comm	\$ 60 000.00	\$ 55 000.00	
6	K	B Nixon	Basic	\$ 65 000.00	\$ 80 000.00	
7	L	Swartz	Basic	\$ 80 000.00	\$ 70 000.00	
8	K	Belford	Comm	\$ 90 000.00	\$ 65 000.00	
9	J	Moxford	Basic	\$ 67 000.00	\$ 77 000.00	
10	H	Brown	Comm	\$ 65 000.00	\$ 60 000.00	
11	G	Marks	Comm	\$ 80 000.00	\$ 85 000.00	
12	F	Fraser	Comm	\$ 88 000.00	\$ 80 000.00	
13	E	Jackson	Comm	\$ 69 000.00	\$ 72 000.00	
14	D	Peterson	Basic	\$ 82 000.00	\$ 78 000.00	
15	K	Oxford	Comm	\$ 84 000.00	\$ 85 000.00	
16					Total	

Applies To: MS Excel 2003, 2007 and 2010

1. The screen shot above will be used for this example
2. Select cell **F4**
3. Select as per screen shot below



- Enter formulae as given below

Function Arguments

IF

Logical_test: AND(D4>=E4,C4="Comm") = TRUE

Value_if_true: 10%*D4 = 7000

Value_if_false: 0 = 0

= 7000

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

Value_if_false is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.

Formula result = \$ 7 000.00

[Help on this function](#) OK Cancel

- Select **OK**
- Copy the formula in cell **F4** down to cells **F5:F15**
- Select cell F16 and type **=Sum (F4:F15)**. The final answer will be as per screen below

	A	B	C	D	E	F
1	Commission Report					
2						
3	Initial	Surname	Structure	Actual Sales	Target	Commission
4	M	Naidoo	Comm	\$ 70 000.00	\$ 60 000.00	\$ 7 000.00
5	M	Effort	Comm	\$ 60 000.00	\$ 55 000.00	\$ 6 000.00
6	K	B Nixon	Basic	\$ 65 000.00	\$ 80 000.00	\$ -
7	L	Swartz	Basic	\$ 80 000.00	\$ 70 000.00	\$ -
8	K	Belford	Comm	\$ 90 000.00	\$ 65 000.00	\$ 9 000.00
9	J	Moxford	Basic	\$ 67 000.00	\$ 77 000.00	\$ -
10	H	Brown	Comm	\$ 65 000.00	\$ 60 000.00	\$ 6 500.00
11	G	Marks	Comm	\$ 80 000.00	\$ 85 000.00	\$ -
12	F	Fraser	Comm	\$ 88 000.00	\$ 80 000.00	\$ 8 800.00
13	E	Jackson	Comm	\$ 69 000.00	\$ 72 000.00	\$ -
14	D	Peterson	Basic	\$ 82 000.00	\$ 78 000.00	\$ -
15	K	Oxford	Comm	\$ 84 000.00	\$ 85 000.00	\$ -
16				Total		\$ 37 300.00

Tip 29: Summing Up Positives-Negatives Per GL Account

Ever tried to sum up all the positives/negatives in a column per GL account and per month? If the task is done manually it will certainly turn out to be boring and repetitive. However by using the Sumif function this seemingly boring and complex task can be simplified. Follow our example below as we show you how. The screen shot below will be used to illustrate this example.

	A	B	C	D	E
1					
2	GL Account	January	February	March	April
3	100020	\$ -60 000.00	\$ 100 000.00	\$ 97 000.00	\$ -87 000.00
4	100021	\$ 75 000.00	\$ 96 000.00	\$ 89 000.00	\$ -75 000.00
5	100022	\$ -85 000.00	\$ -88 000.00	\$ 77 000.00	\$ 79 000.00
6	100023	\$ 93 000.00	\$ -77 000.00	\$ -45 000.00	\$ -44 000.00
7	100024	\$ 76 000.00	\$ 69 000.00	\$ 67 000.00	\$ -44 000.00
8	100025	\$ 50 000.00	\$ -54 000.00	\$ -57 000.00	\$ 84 000.00
9	Total Positives				
10	Total Negatives				

Applies To: MS Excel 2003, 2007, and 2010

1. Select cell **B9** and enter the following formula: **=SUMIF(B3:B8,">0")**
2. Copy the formula across to cell **E9**
3. This will give you the total positives for all the months as per screen shot below
4. Select cell B10 and enter the following formula: **=SUMIF(B3:B8,"<0")**
5. Copy the formula across to cell **E10**
6. This will give you the total negatives for all the months as per screen shot below

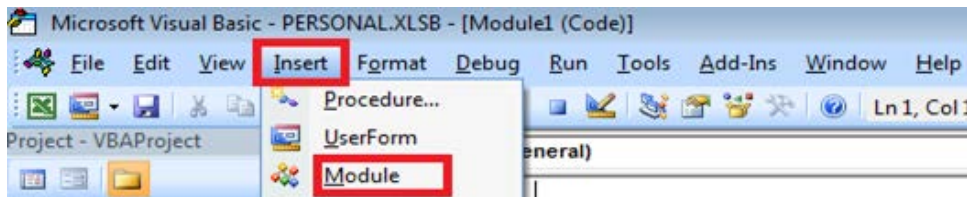
	A	B	C	D	E
1					
2	GL Account	January	February	March	April
3	100020	\$ -60 000.00	\$ 100 000.00	\$ 97 000.00	\$ -87 000.00
4	100021	\$ 75 000.00	\$ 96 000.00	\$ 89 000.00	\$ -75 000.00
5	100022	\$ -85 000.00	\$ -88 000.00	\$ 77 000.00	\$ 79 000.00
6	100023	\$ 93 000.00	\$ -77 000.00	\$ -45 000.00	\$ -44 000.00
7	100024	\$ 76 000.00	\$ 69 000.00	\$ 67 000.00	\$ -44 000.00
8	100025	\$ 50 000.00	\$ -54 000.00	\$ -57 000.00	\$ 84 000.00
9	Total Positives	\$ 294 000.00	\$ 265 000.00	\$ 330 000.00	\$ 163 000.00
10	Total Negatives	\$ -145 000.00	\$ -219 000.00	\$ -102 000.00	\$ -250 000.00

Tip 30: Sorting Worksheets In Alphabetical Order

Are you looking for one click to quickly sort your worksheets in alphabetical order? Instead of dragging and manually arranging the worksheets, by using **VB for Ms Excel** worksheets can quickly be rearranged in alphabetical order. Bear in mind that Excel has no in built function to sort worksheets. Therefore if you have a workbook with many worksheets the task of rearranging your worksheets has been simplified. Follow our step by step instructions on how that can be done.

Applies To: MS Excel 2003, 2007, and 2010

1. Press **ALT + F11** to open **VB for Excel**
2. From the **Menu bar**, Select **Insert –Module**



3. On the **right hand side copy & paste** the **Visual Basic** coding below

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

4. From the **Menu bar**, select **File, Close and Return to MS Excel**
5. Press **ALT + F8** to get a list of macros
6. Select **Sortsheets**
7. Select **Run**

N.B

- When saving the workbook **Save As Macro Enabled Workbook**
- Ensure that you set the appropriate macro security level
 - o Select the **Office Button**
 - o Select the **Excel Options** button
 - o On the left side of the dialogue box, select **Trust Centre**
 - o On the **right** side, select the **Trust Center Settings** button
 - o On the left side ,select **Macro settings**
 - o Select **Disable all macros with notification**
 - o Select **OK,OK**

Tip 31: Tracking Sales Agents Performance Using Conditional Formatting

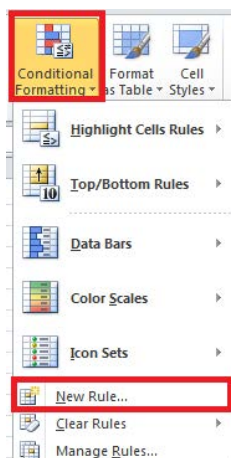
Are you looking for a smarter way of monitoring the performance of Sales Staff? By using **Conditional Formatting** one can apply formulae to a range of data. Only the data where the result of the formula is positive will be formatted. In that way it will be easy to monitor the performance of Sales Staff. In the example below we use Conditional Formatting to format cells with green if the target has been met and red if the target has not being met.

Applies To MS Excel: 2003, 2007 and 2010

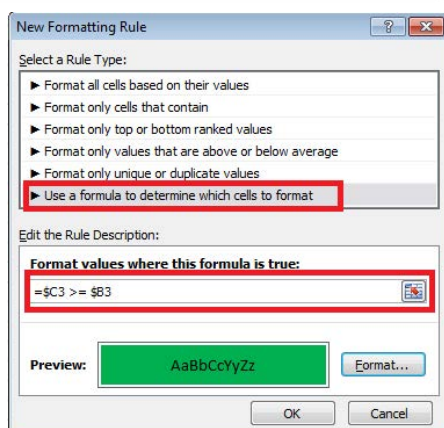
1. For this example reference will be made to the screen shot below

	A	B	C
1	Sales Report		
2	Sales Person	Target	Actual Sales
3	Anderson. P	\$ 1 000.00	\$ 1 200.00
4	Johnson. A	\$ 900.00	\$ 700.00
5	Peters. K	\$ 1 000.00	\$ 1 300.00
6	Bonders. P	\$ 1 000.00	\$ 1 100.00
7	Newson. L	\$ 1 100.00	\$ 1 300.00
8	Lavin. T	\$ 1 000.00	\$ 900.00
9	Perks. M	\$ 1 000.00	\$ 800.00
10	Allan.L	\$ 1 000.00	\$ 1 500.00
11	Edwin.C	\$ 1 000.00	\$ 2 000.00
12	Nancy.J	\$ 800.00	\$ 700.00
13	Purity.I	\$ 700.00	\$ 700.00
14	Charles.C	\$ 1 000.00	\$ 930.00
15	Steve.A	\$ 1 000.00	\$ 1 000.00
16	Mike.B	\$ 1 000.00	\$ 700.00
17	Debra.H	\$ 1 000.00	\$ 1 050.00
18	Ian.M	\$ 1 100.00	\$ 1 250.00
19	Brian.J	\$ 1 200.00	\$ 1 350.00
20	Alice.B	\$ 500.00	\$ 945.00
21	Joshua.T	\$ 840.00	\$ 700.00
22	Charlene.A	\$ 780.00	\$ 990.00
23	Daniel.P	\$ 1 000.00	\$ 1 400.00
24	Chris.M	\$ 1 000.00	\$ 790.00
25	Sean.I	\$ 1 000.00	\$ 800.00

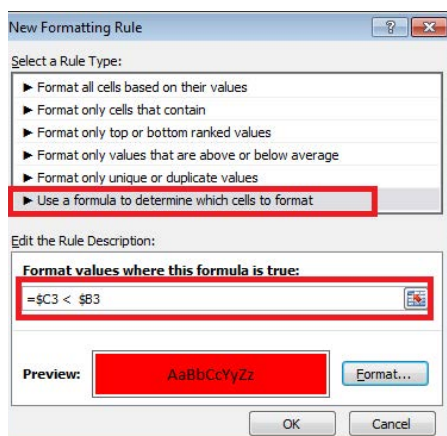
2. Select the data range **A3:C25**
3. Select the **Home Tab** and as per screen shot below



4. To identify employees who have met or exceeded the target refer to the screen shot below



5. Select **OK**
6. To identify employees who have not met the target
 - a. Repeat steps **2 & 3** above
7. Then select as below



8. Select **OK**
9. The result will be as below

	A	B	C
1	Sales Report		
2	Sales Person	Target	Actual Sales
3	Anderson, P.	\$ 1,000.00	\$ 1,200.00
4	Johnson, A.	\$ 900.00	\$ 700.00
5	Peters, K.	\$ 1,000.00	\$ 1,300.00
6	Bonders, P.	\$ 1,000.00	\$ 1,100.00
7	Newson, L.	\$ 1,100.00	\$ 1,300.00
8	Lavin, T.	\$ 1,000.00	\$ 900.00
9	Perks, M.	\$ 1,000.00	\$ 800.00
10	Allan, L.	\$ 1,000.00	\$ 1,500.00
11	Edwin, C.	\$ 1,000.00	\$ 2,000.00
12	Nancy, J.	\$ 800.00	\$ 700.00
13	Purty, L.	\$ 700.00	\$ 700.00
14	Charles, C.	\$ 1,000.00	\$ 330.00
15	Steve, A.	\$ 1,000.00	\$ 1,000.00
16	Mike, B.	\$ 1,000.00	\$ 700.00
17	Debra, H.	\$ 1,000.00	\$ 1,050.00
18	Ian, M.	\$ 1,100.00	\$ 1,250.00
19	Brian, J.	\$ 1,200.00	\$ 1,350.00
20	Alice, B.	\$ 500.00	\$ 945.00
21	Joshua, T.	\$ 840.00	\$ 700.00
22	Charlene, A.	\$ 780.00	\$ 990.00
23	Daniel, P.	\$ 1,000.00	\$ 1,400.00
24	Chris, M.	\$ 1,000.00	\$ 790.00
25	Sean, I.	\$ 1,000.00	\$ 800.00

Tip 32: Highlighting Duplicates

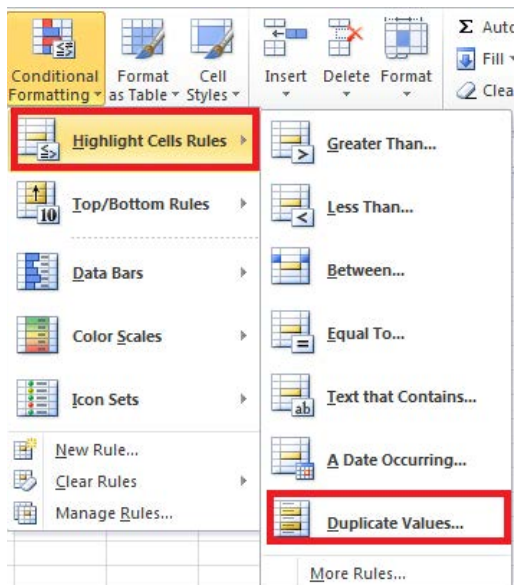
Looking for a quicker way of highlighting duplicates in a data range? Then look no further than the **Highlight Duplicates** conditional formatting option. Having duplicates in a data range can lead to disorganization and confusion in your data list. Follow the steps below as we explain how your data can be cleaned up by removing duplicates.

Applies To: MS Excel 2003, 2007, and 2010

1. For this example; reference will be made to the screen shot below

	A
1	Staff Code
2	P01
3	P02
4	P03
5	P04
6	P05
7	P04
8	P07
9	P08
10	P09
11	P10
12	P11
13	P12
14	P13
15	P14
16	P15
17	P16
18	P07
19	P18
20	P19

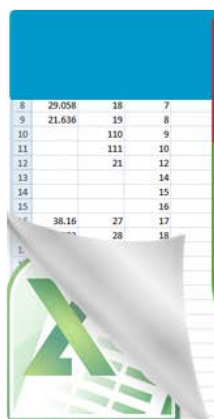
2. Select the data range **A2:A20**
3. Select the **Home Tab** and as per screen shot below



4. Select OK
5. All the duplicates in the data range will be highlighted as given below

	A
1	Staff Code
2	P01
3	P02
4	P03
5	P04
6	P05
7	P04
8	P07
9	P08
10	P09
11	P10
12	P11
13	P12
14	P13
15	P14
16	P15
17	P16
18	P07
19	P18
20	P19

6. The duplicate values can then be deleted



Check out the other
Excel courses we offer

Tip 33: Index Match

Vertical Lookup is one of the commonly used MS Excel functions. But it has limitations in that the main search criterion needs to be in the first column. However by using a combination of **MATCH** and **INDEX**, you can return values from an array regardless of what information is in the first column of the array. Follow our example below as we explain how you can use **MATCH** and **INDEX** as an alternative to the **Vertical Lookup**.

MATCH: Returns the relative position of an item in an array that matches a specified value in a specified order.

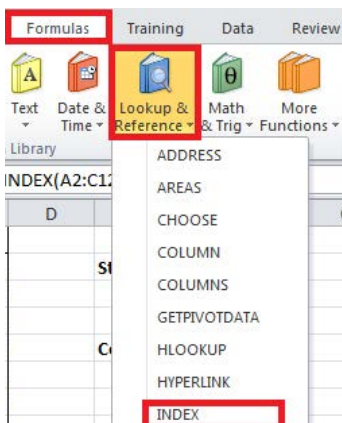
INDEX: Returns a value or reference of the cell at the intersection of a particular row and column, in a given range.

Applies To: MS Excel 2003, 2007, and 2010

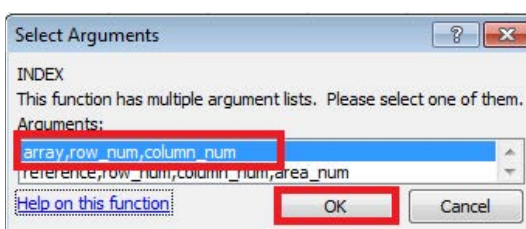
1. Reference will be made to the screen shot below. We are going to retrieve the **Commission Rate** for **P9**

	A	B	C	D	E	F
1	Name	Staff Code	Commission			
2	Kerry	P1	25%		Staff Code	P9
3	John	P2	15%			
4	Peter	P3	8%			
5	Lionel	P4	14%		Commission	
6	Sandy	P5	26%			
7	Alex	P6	19%			
8	Darien	P7	22%			
9	Mary	P8	16%			
10	Anne	P9	27%			
11	Candice	P10	5%			
12	Mark	P11	14%			

2. Select cell **F5**
3. Select as below



4. Select as below



- In the first option the data array is only based on one data range
- In the second option the data array is based on multiple data ranges

5. Enter as below

The dialog box shows the following arguments for the INDEX function:

- Array:** A2:C12 (with a formula bar showing: {"Kerry","P1",0.25;"John","P2",0.15;...})
- Row_num:** MATCH(F2,B2:B12) (with a formula bar showing: = 9)
- Column_num:** 3 (with a formula bar showing: = 3)

The result of the formula is displayed as: = 0.27

Description: Returns a value or reference of the cell at the intersection of a particular row and column, in a given range.

Column_num selects the column in Array or Reference from which to return a value. If omitted, Row_num is required.

Formula result = 27%

Buttons: [Help on this function](#), OK, Cancel

6. Select **OK**

7. The answer will be **27%** as given below

	A	B	C	D	E	F
1	Name	Staff Code	Commission			
2	Kerry	P1	25%		Staff Code	P9
3	John	P2	15%			
4	Peter	P3	8%			
5	Lionel	P4	14%		Commission	27%
6	Sandy	P5	26%			
7	Alex	P6	19%			
8	Darien	P7	22%			
9	Mary	P8	16%			
10	Anne	P9	27%			
11	Candice	P10	5%			
12	Mark	P11	14%			

Tip 34: Using Data Validation to Ensure the end Date is Greater than the Start Date

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

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

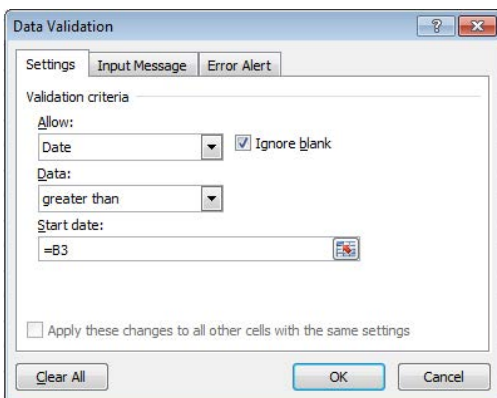
In the example below we are going to use **Data Validation** to ensure that the **End Date** is always greater than the **Start Date**.

Applies To: MS Excel 2003, 2007 and 2010

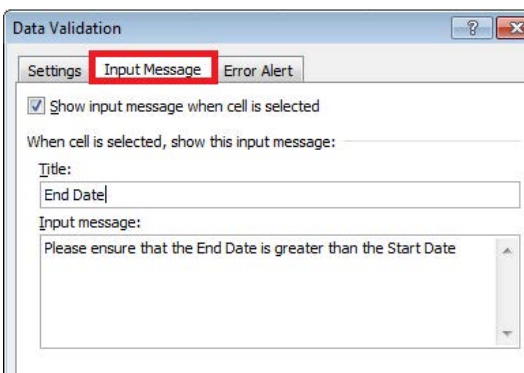
1. Reference will be made to the screen shot below

	A	B	C
1	Contract Workers		
2	EmpNO	Start Date	End Date
3	E001	2009/01/01	
4	E002	2008/05/03	
5	E003	2010/04/05	
6	E004	2010/03/01	
7	E005	2010/04/05	

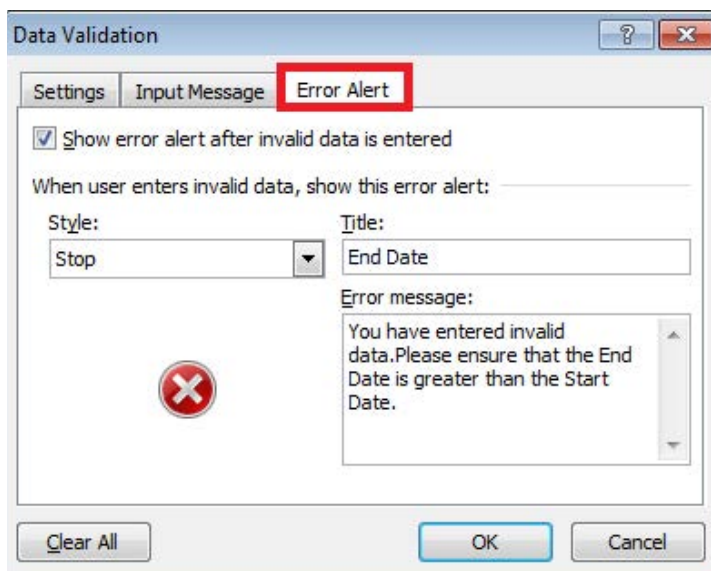
2. Select the data range C3:C7
3. From the **Data** tab, in the **Data Tools** group, select **Data Validation**
4. Select as below



5. To enter the input message so that users are aware about the Data Validation rules, enter as per screen shot below



6. To input an Error Alert message enter as below



7. Select **OK**

If the user enters a date value that is less than the **Start Date**, an error message will be displayed. Thus the user will be forced to enter correct date value.

Tip 35: Sharing Slicers Between PivotTables

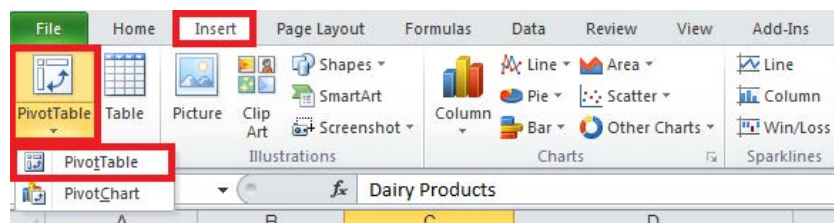
When you have many different PivotTables in one report, such as a Business Intelligence (BI) report that you are working with, it is likely that you will want to apply the same filter to some or all of those PivotTables. You can share a slicer that you created in one PivotTable with other PivotTables. No need to duplicate the filter for each PivotTable! For example, if you use a Region slicer in PivotTable2 to filter data for a specific Region, PivotTable1 that also uses that slicer will display data for the same Region.

Applies To: MS Excel 2010

1. This tip will be based on the screen shot below

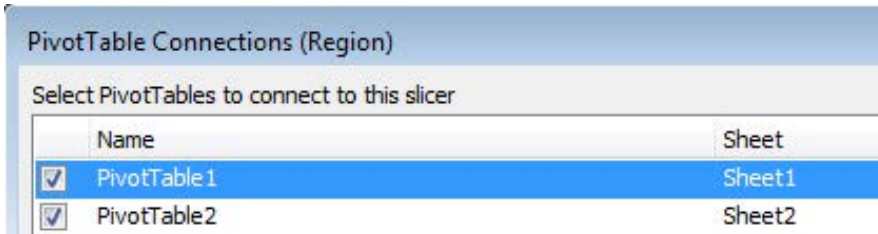
	A	B	C	D	E
1	Region	Sales Person	Category Name	Product Name	Product Sales
2	East Coast	Anderson. P	Confections	Maxilaku	\$ 432.00
3	North Coast	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	\$ 248.11
4	East Coast	Peters. K	Grains/Cereals	Tunnbröd	\$ 425.60
5	South Coast	Bonders. P	Confections	Pavlova	\$ 26.46
6	East Coast	Newson. L	Grains/Cereals	Singaporean Hokkien Fried Mee	\$ 68.40
7	East Coast	Lavin. T	Seafood	Boston Crab Meat	\$ 144.00
8	West Coast	Perks. M	Seafood	Inlagd Sill	\$ 432.00
9	East Coast	Anderson. P	Beverages	Chai	\$ 504.00
10	East Coast	Johnson. A	Dairy Products	Gudbrandsdalsost	\$ 345.60
11	North Coast	Peters. K	Dairy Products	Queso Cabrales	\$ 146.00
12	East Coast	Bonders. P	Beverages	Chai	\$ 364.00
13	South Coast	Newson. L	Confections	Teatime Chocolate Biscuits	\$ 10 540.00
14	West Coast	Lavin. T	Condiments	Original Frankfurter grüne Soße	\$ 24.82
15	East Coast	Perks. M	Beverages	Côte de Blaye	\$ 216.00
16	East Coast	Anderson. P	Confections	Teatime Chocolate Biscuits	\$ 49.80
17	South Coast	Johnson. A	Seafood	Röd Kaviar	\$ 140.00
18	East Coast	Peters. K	Confections	Gumbär Gummibärchen	\$ 144.00
19	North Coast	Bonders. P	Dairy Products	Gorgonzola Telino	\$ 912.00
20	East Coast	Newson. L	Meat/Poultry	Pâté chinois	\$ 236.00
21	North Coast	Lavin. T	Grains/Cereals	Gnocchi di nonna Alice	\$ 201.60
22	East Coast	Perks. M	Meat/Poultry	Tourtière	\$ 393.00
23	West Coast	Anderson. P	Grains/Cereals	Gustafs Knäckebröd	\$ 179.20
24	South Coast	Johnson. A	Meat/Poultry	Perth Pasties	\$ 159.60

2. To create the first PivotTable select as below

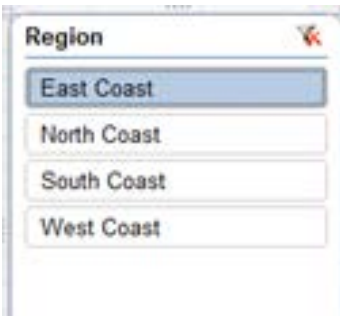


3. Select Ok
4. Drag and place the Sales Person and Product Sales fields under the Row Labels and Values areas respectively
5. Select the source worksheet and repeat steps 2 & 3
6. Drag and place the Product Name and Product Sales fields under the Row Labels and Values areas respectively
7. Select any cell within PivotTable2
8. Select Insert - Slicer under the Filter group
9. Select the Region field

10. Select Ok
11. Right Click on the Region Slicer and select **PivotTable Connections**
12. Ensure that both PivotTable1 & PivotTable2 are selected



13. Select OK
14. Select East Coast from the Region Slicer. Only data for the East Coast will be displayed on both PivotTables



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Tip 36: Creating Excel Graphs From Scratch

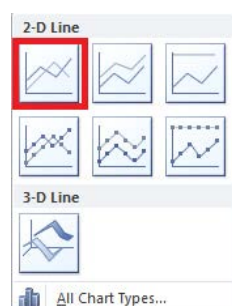
Ever tried to create an Excel graph from scratch? You can actually add your own **Legend Entries (Series)** and **Horizontal (Category)** Axis Labels. The location of the data should not hinder one from creating a graph. In the example below we explain how one can create a **Sales Vs Purchases** graph from scratch with the data located in different parts of the worksheet.

Applies To: MS Excel 2003, 2007 and 2010

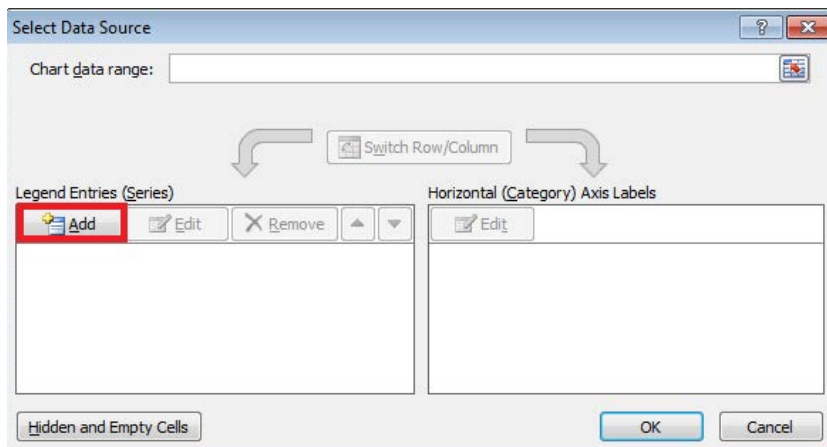
1. This tip will be based on the screen shot below

	A	B	C	D
1	Analysis of Monthly Sales & Purchases by Branch			
2				
3				
4	Sales	East	West	Total Sales
5	March	71973.28	55500.00	127473.28
6	April	41242.21	23340.00	64582.21
7	May	62072.53	11119.90	73191.93
8	June	53177.57	67070.11	120247.68
9	July	56476.58	12300.88	68777.46
10	August	56718.75	46660.35	103379.10
11	September	57806.72	59555.79	117362.51
12	October	65998.15	23330.00	89328.15
13	November	54007.50	32220.46	86227.96
14	December	52961.04	34230.00	87191.04
15	January	67310.62	36920.63	104231.25
16	February	38300.09	24601.75	62901.84
17		678045.04	426849.27	1104894.31
18				
19				
20				
21	Purchases	East	West	Total Purchases
22	March	22873.08	34005.77	56878.85
23	April	23389.60	24400.99	47790.59
24	May	28629.90	45000.77	73630.67
25	June	20738.00	48970.67	69708.67
26	July	19325.35	29760.00	49085.35
27	August	24444.44	26600.80	51045.24
28	September	16952.50	19450.59	36403.09
29	October	21469.55	31578.20	53047.75
30	November	22744.87	35890.00	58634.87
31	December	19014.56	23820.60	42835.16
32	January	33075.73	14300.40	47376.13
33	February	15913.55	23820.60	39734.15
34		269171.13	357599.39	626770.52

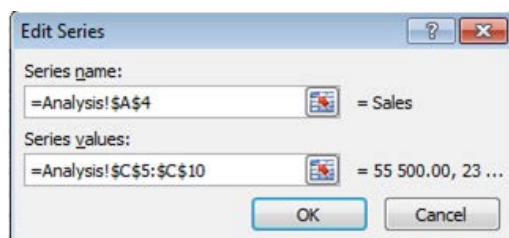
2. Select any **blank cell** on the worksheet
3. From the Insert tab, in the **Charts** group, select Line
4. Select **2-D Line** as below



5. A **blank** chart will be inserted
6. Select the **blank** chart
7. From the **Design** tab, in the **Data** group, select **Select Data**
8. Select the **Add** button in the **Legend Entries (Series)** box

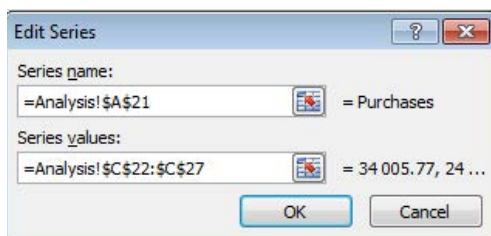


9. Select as below



10. Select OK

11. Select Add and as below



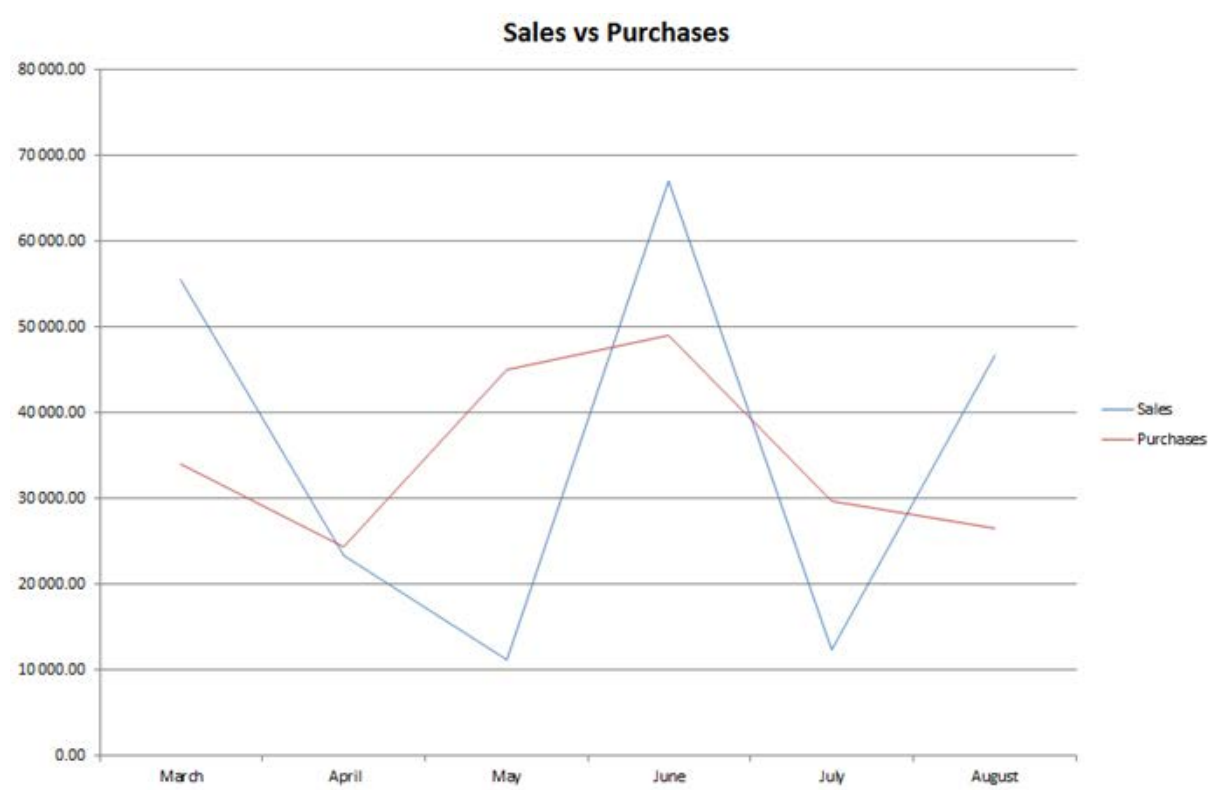
12. Select OK

13. Select the Edit button in the Horizontal (Category) Axis Labels

14. Select as below



15. Select Ok
16. Select OK
17. From the Layout tab, in the Labels group, select Chart Title
18. Select Above Chart
19. In the Chart Title box, enter Sales vs Purchases
20. Right click on the Chart and select Move Chart
21. Select New Sheet. A comparison Line graph as below will be displayed



Tip 37: Subtotal Function

Are you looking for an alternative to the Sum function that can also ignore hidden values? Then look no further than the Subtotal function. The Subtotal is a versatile function that:

- Can be used for a wide range of numerical functions
- Ignores other Subtotals within the specified data range

The SUBTOTAL function syntax has the following arguments:

Function_num Required. The number 1 to 11 (includes hidden values) or 101 to 111 (ignores hidden values) that specifies which function to use in calculating subtotals within a list.

- **Ref1** Required. The first named range or reference for which you want the subtotal
- **Ref2**, Optional. Named ranges or references 2 to 254 for which you want the subtotal

Applies To: MS Excel 2003, 2007 and 2010

1. This tip will be based on the screen shot below where rows 7-9 are hidden

	A	B	C	D	E	F	G
1	Sales Report						
2							
3	Sales Person	Category Name	Product Name	Date	Quantity	Unit Price	Product Sales
4	Anderson. P	Confections	Maxilaku	2005/01/01	60	\$ 7.20	\$ 432.00
5	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	2005/01/01	21	\$ 13.90	\$ 248.11
6	Peters. K	Grains/Cereals	Tunnbröd	2005/01/02	40	\$ 11.20	\$ 425.60
10	Perks. M	Seafood	Inlagd Sill	2005/01/07	15	\$ 28.80	\$ 432.00
11	Anderson. P	Beverages	Chai	2005/01/07	30	\$ 16.80	\$ 504.00
12	Johnson. A	Dairy Products	Gudbrandsdalsost	2005/01/07	24	\$ 14.40	\$ 345.60
13	Peters. K	Dairy Products	Queso Cabrales	2005/01/07	20	\$ 7.30	\$ 146.00
14	Bonders. P	Beverages	Chai	2005/01/14	35	\$ 10.40	\$ 364.00
15	Newson. L	Confections	Teatime Chocolate Biscuits	2005/01/16	50	\$ 210.80	\$ 10 540.00
16	Lavin. T	Condiments	Original Frankfurter grüne Soße	2005/01/16	4	\$ 7.30	\$ 24.82
17	Perks. M	Beverages	Côte de Blaye	2005/01/16	20	\$ 12.00	\$ 216.00
18	Anderson. P	Confections	Teatime Chocolate Biscuits	2005/01/21	2	\$ 24.90	\$ 49.80
19	Johnson. A	Seafood	Röd Kaviar	2005/01/21	14	\$ 10.00	\$ 140.00
20	Total Product Sales Using Sum Function						
21	Total Product Sales Using Subtotal Function						

2. By using the Sum function the total product sales value will include hidden values

- Select cell **G20** and enter the following formula **=SUM(G4:G19)**
- The answer will be **\$14,106.79** –this value includes hidden values

3. To calculate the total product sales value that ignores hidden values

- Select cell **G21** and enter the following formula **=SUBTOTAL(109,G4:G19)**
- The answer will be **\$13,867.93**- this value ignores hidden values

	A	B	C	D	E	F	G
1	Sales Report						
2							
3	Sales Person	Category Name	Product Name	Date	Quantity	Unit Price	Product Sales
4	Anderson. P	Confections	Maxilaku	2005/01/01	60	\$ 7.20	\$ 432.00
5	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	2005/01/01	21	\$ 13.90	\$ 248.11
6	Peters. K	Grains/Cereals	Tunnbröd	2005/01/02	40	\$ 11.20	\$ 425.60
10	Perks. M	Seafood	Inlagd Sill	2005/01/07	15	\$ 28.80	\$ 432.00
11	Anderson. P	Beverages	Chai	2005/01/07	30	\$ 16.80	\$ 504.00
12	Johnson. A	Dairy Products	Gudbrandsdalsost	2005/01/07	24	\$ 14.40	\$ 345.60
13	Peters. K	Dairy Products	Queso Cabrales	2005/01/07	20	\$ 7.30	\$ 146.00
14	Bonders. P	Beverages	Chai	2005/01/14	35	\$ 10.40	\$ 364.00
15	Newson. L	Confections	Teatime Chocolate Biscuits	2005/01/16	50	\$ 210.80	\$ 10 540.00
16	Lavin. T	Condiments	Original Frankfurter grüne Soße	2005/01/16	4	\$ 7.30	\$ 24.82
17	Perks. M	Beverages	Côte de Blaye	2005/01/16	20	\$ 12.00	\$ 216.00
18	Anderson. P	Confections	Teatime Chocolate Biscuits	2005/01/21	2	\$ 24.90	\$ 49.80
19	Johnson. A	Seafood	Röd Kaviar	2005/01/21	14	\$ 10.00	\$ 140.00
20	Total Product Sales Using Sum Function						\$ 14 106.79
21	Total Product Sales Using Subtotal Function						\$ 13 867.93

- The table below provides more details on the function numbers and the respective functions

Function_num (includes hidden values)	Function_num (ignores hidden values)	Function
1	101	AVERAGE
2	102	COUNT
3	103	COUNTA
4	104	MAX
5	105	MIN
6	106	PRODUCT
7	107	STDEV
8	108	STDEVP
9	109	SUM
10	110	VAR
11	111	VARP

Tip 38: Using Sparklines to show Data Trends

Whilst this is not a PivotTable tool, it is a great tool to use with PivotTables.

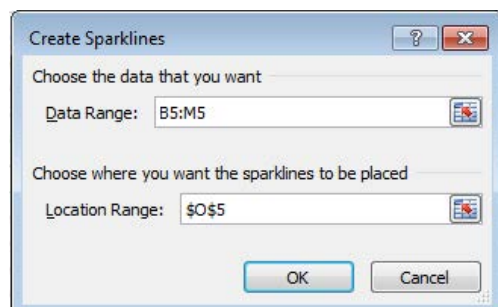
New in **MS Excel 2010**, a sparkline is a tiny cart in a worksheet cell that provides a visual representation of data. Use sparklines to show trends in a series of values, such as seasonal increases or decreases, economic cycles, or to highlight maximum and minimum values. Position a sparkline near its data for greatest impact.

Applies To: MS Excel 2010

1. This tip will be based on the screen shot below

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3	Sum of Product Sales	Column Labels													
4	Row Labels	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total	
5	West Coast	23003.1	8696.8	12939.6	30051.34	13445.15	11982.4	13461.28	13947.29	10149.85	25087.08	12669.01	18073.62	193506.52	
6	East Coast	18159.9	14570.8	8543	10638	12700.5	7654.45	17274.05	10516.7	19067.18	13822.05	7850.8	21182.15	161979.58	
7	North Coast	14980.3	8324.2	10588	6656.35	12886.1	9641.55	12394.6	8999.3	20443.94	13622.82	16073.15	21202.09	155812.4	
8	South Coast	10549.5	9615.4	7909.3	8353.7	17791.95	9809.6	12335	16518.4	10072.05	17796.55	9320.4	17018.4	147090.25	
9	Grand Total	66692.8	41207.2	39979.9	55699.39	56823.7	39088	55464.93	49981.69	59733.02	70328.5	45913.36	77476.26	658388.75	

2. Select Cell **O5**
3. Select the Insert Tab, and then select **Line** under the sparklines group
4. Select as below



5. Select OK
6. Use the auto fill handle in **O5** to copy the chart to cell **O8**
7. With the data range **O5:O8** still highlighted select as below



The result will be as below

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3	Sum of Product Sales	Column Labels													
4	Row Labels	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total	
5	West Coast	23003.1	8696.8	12939.6	30051.34	13445.15	11982.4	13461.28	13947.29	10149.85	25087.08	12669.01	18073.62	193506.52	
6	East Coast	18159.9	14570.8	8543	10638	12700.5	7654.45	17274.05	10516.7	19067.18	13822.05	7850.8	21182.15	161979.58	
7	North Coast	14980.3	8324.2	10588	6656.35	12886.1	9641.55	12394.6	8999.3	20443.94	13622.82	16073.15	21202.09	155812.4	
8	South Coast	10549.5	9615.4	7909.3	8353.7	17791.95	9809.6	12335	16518.4	10072.05	17796.55	9320.4	17018.4	147090.25	
9	Grand Total	66692.8	41207.2	39979.9	55699.39	56823.7	39088	55464.93	49981.69	59733.02	70328.5	45913.36	77476.26	658388.75	

Tip 39: Worksheet Protection

Are there parts of the worksheet that you want protected? For instance you may want to protect cells that contain formulae. If that is what you intend to do, then Worksheet Protection is the answer.

Worksheet Protection prevents a user from accidentally or deliberately changing, moving, or deleting important data from a worksheet or workbook. You can protect certain worksheet or workbook elements, with or without a password. You can then remove the protection from a worksheet as needed. In the example below we show you how to protect the entire worksheet except the data range **C5:C7**.

Applies To: MS Excel 2003, 2007 and 2010

1. This tip will be based on the screen shot below

	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				
9				

Sales Commissions and Incentives
Month: March

Region	Sales Staff per Region	Value of Commission
West Coast	20 \$	100 000.00
East Coast	35 \$	120 000.00
Total	55 \$	220 000.00

2. Unlock cells:
 - a. Select the range **C5:C7**
 - b. On the **Home** tab, in the **Cells** group, select **Format**
 - c. Select **Lock Cell**
3. Protect the worksheet:
 - a. On the **Home** tab, in the **Cells** group, select **Format**
 - b. Select **Protect Sheet**
 - c. De-Select the option-Select Locked Cells.
 - d. Add a password
 - e. Select **OK**
4. You will only be able to select the cells in the range **C5:C7**
 - a. The formulas cannot be edited or deleted (**C5:D7**)
5. To Un-protect the worksheet
 - a. On the **Home** tab, in the **Cells** group, select **Format**
 - b. Select **Unprotect Sheet**
 - c. Enter a password if required

Tip 40: Transpose Function

Are you thinking of changing the orientation of a range of cells whilst maintaining links to the source data? Then the answer is the TRANSPOSE function.

The TRANSPOSE function returns a vertical range of cells as a horizontal range, or vice versa. The TRANSPOSE function must be entered as an array formula (array formula: A formula that performs multiple calculations on one or more sets of values, and then returns either a single result or multiple results. Array formulas are enclosed between brackets { } and are entered by pressing (CTRL+SHIFT+ENTER) in a range that has the same number of rows and columns, respectively, as the source range. Use TRANSPOSE to shift the vertical and horizontal orientation of an array or range on a worksheet.

Applies To: MS Excel 2003, 2007 and 2010

1. This tip will be based on the screen shot below

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	Staff Code	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11
3	Name	M Naidoo	M Effort	B Nixon	K Swartz	L Belford	Kelvin Moxford	Jenny Brown	Helen Marks	Gene Fraser	F Jackson	Evan Peterson
4	Dept	Accounts	Sales	Support	Development	Marketing	Accounts	Support	Development	Marketing	Support	Support

2. Starting from cell A7- select the data range A7:C18
3. With the data range A7:C18 still selected, type the formula below

=TRANSPOSE(A2:L4) and press CTRL+SHIFT+ENTER

4. The result will be as below

7	Staff Code	Name	Dept
8	P1	M Naidoo	Accounts
9	P2	M Effort	Sales
10	P3	B Nixon	Support
11	P4	K Swartz	Development
12	P5	L Belford	Marketing
13	P6	Kelvin Moxford	Accounts
14	P7	Jenny Brown	Support
15	P8	Helen Marks	Development
16	P9	Gene Fraser	Marketing
17	P10	F Jackson	Support
18	P11	Evan Peterson	Support

N.B: You can also transpose data by using **COPY-PASTE SPECIAL-TRANSPOSE-OK**. However the transposed data will have no links to the source data.

Tip 41: Vlookup Approximate Value

Ever used the Vlookup with the approximate match? In this example we demonstrate how, by using the Vlookup with the approximate match, one can extract the correct trade discount percentage based on the quantity purchased.

If TRUE or 1 is specified in the **Range_lookup** argument text box, an exact or approximate match is returned. If an exact match is not found, the next largest value that is less than lookup_value is returned. (The **Range_lookup** argument text box can also be left blank)

The values in the first column of table_array must be placed in ascending sort order; otherwise, VLOOKUP may not give the correct value.

	A	B	C	D	E	F	G	H	I
1							Trade Discount Table For Spare Parts		
2	Quantity	Description	Unit Price	Trade Discount	Total Sales		Quantity	Trade Discount	Category
3	3	Item Description 1	\$ 100.00				0	0%	0 <= 20
4	10	Item Description 2	\$ 99.00				20	1%	20 <= 40
5	40	Item Description 3	\$ 77.00				40	3%	40 <= 60
6	45	Item Description 4	\$ 45.00				60	5%	60 <= 80
7	67	Item Description 5	\$ 89.00				80	7%	80 <= 100
8	89	Item Description 6	\$ 75.00				100	10%	>= 100
9	103	Item Description 7	\$ 83.00						
10	90	Item Description 8	\$ 45.00						
11	34	Item Description 9	\$ 99.00						
12	55	Item Description 10	\$ 77.00						
13	77	Item Description 11	\$ 95.00						
14	23	Item Description 12	\$ 98.00						

Applies To: MS Excel 2010

1. This tip will be based on the screen shot above
2. Select cell D3
3. Select the **Formulas** tab-**Lookup** and **Reference-Vlookup**
4. Select as below

Function Arguments

VLOOKUP

Lookup_value: A3 = 3

Table_array: \$G\$2:\$H\$8 = {"Quantity","Trade Discount";0,0;20,...}

Col_index_num: 2 = 2

Range_lookup: 1 = TRUE

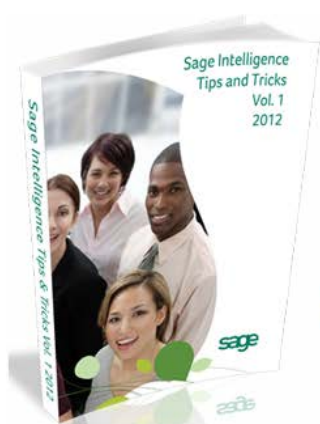
Formula result = 0%

Help on this function

OK Cancel

5. The original Table_array is **G2:H8**. Dollar signs have been added to the data range to make it absolute-hence we have **\$G\$2:\$H\$8**
6. Select OK and copy the formula down
7. To calculate the Total Sales:
 - a. Select cell E3 and enter the formula: **=(A3*C3)-(D3*(A3*C3))**
 - b. Copy the formula down
8. The final result will be as below

	A	B	C	D	E	F	G	H	I
1							Trade Discount Table For Spare Parts		
2	Quantity	Description	Unit Price	Trade Discount	Total Sales		Quantity	Trade Discount	Category
3	3	Item Description 1	\$ 100.00	0%	\$ 300.00		0	0%	0 <= 20
4	10	Item Description 2	\$ 99.00	0%	\$ 990.00		20	1%	20 <= 40
5	40	Item Description 3	\$ 77.00	3%	\$ 2 987.60		40	3%	40 <= 60
6	45	Item Description 4	\$ 45.00	3%	\$ 1 964.25		60	5%	60 <= 80
7	67	Item Description 5	\$ 89.00	5%	\$ 5 664.85		80	7%	80 <= 100
8	89	Item Description 6	\$ 75.00	7%	\$ 6 207.75		100	10%	>= 100
9	103	Item Description 7	\$ 83.00	10%	\$ 7 694.10				
10	90	Item Description 8	\$ 45.00	7%	\$ 3 766.50				
11	34	Item Description 9	\$ 99.00	1%	\$ 3 332.34				
12	55	Item Description 10	\$ 77.00	3%	\$ 4 107.95				
13	77	Item Description 11	\$ 95.00	5%	\$ 6 949.25				
14	23	Item Description 12	\$ 98.00	1%	\$ 2 231.46				



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Tip 42: Running Totals

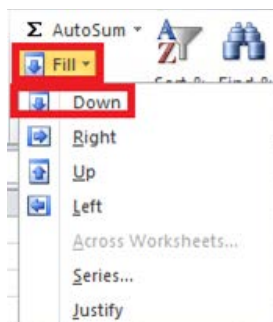
Do you want to see an up to date Product Sales list as you transact every day. Then using a **running total** is the solution to your problem. A **running total** is the summation of a sequence of numbers which is updated each time a new number is added to the sequence, simply by adding the value of the new number to the running total.

Below we demonstrate how to add a Product Sales Running Total.

	A	B	C	D	E
1	Product Name	Quantity	Unit Price	Product Sales	Product Sales Running Total
2	Maxilaku	30	\$ 16.00	\$ 480.00	
3	Gnocchi di nonna Alice	70	\$ 30.40	\$ 2 128.00	
4	Tunnbröd	60	\$ 7.20	\$ 432.00	
5	Pavlova	21	\$ 13.90	\$ 291.90	
6	Singaporean Hokkien Fried Mee	40	\$ 11.20	\$ 448.00	
7	Boston Crab Meat	2	\$ 14.70	\$ 29.40	
8	Inlagd Sill	5	\$ 15.20	\$ 76.00	
9	Chai	10	\$ 14.40	\$ 144.00	
10	Gudbrandsdalsost	15	\$ 28.80	\$ 432.00	
11	Queso Cabrales	30	\$ 16.80	\$ 504.00	
12	Chai	24	\$ 14.40	\$ 345.60	
13	Teatime Chocolate Biscuits	20	\$ 7.30	\$ 146.00	
14	Original Frankfurter grüne Soße	35	\$ 10.40	\$ 364.00	
15	Côte de Blaye	50	\$ 210.80	\$ 10 540.00	
16	Teatime Chocolate Biscuits	4	\$ 7.30	\$ 29.20	
17	Röd Kaviar	20	\$ 12.00	\$ 240.00	
18	Gumbär Gummibärchen	2	\$ 24.90	\$ 49.80	
19	Gorgonzola Telino	14	\$ 10.00	\$ 140.00	
20	Pâté chinois	10	\$ 19.20	\$ 192.00	
21	Gnocchi di nonna Alice	30	\$ 30.40	\$ 912.00	
22	Tourtière	40	\$ 5.90	\$ 236.00	
23	Gustaf's Knäckebröd	12	\$ 16.80	\$ 201.60	
24	Perth Pasties	15	\$ 26.20	\$ 393.00	

Applies To: MS Excel 2010

1. Select cell **E2** as per screen shot above
2. Enter the following formula: **=SUM(\$D\$2:D2)**
3. Select the data range **E2:E24**
4. Select the **Home Tab-Editing group**
5. Then select as per screen shot below



6. The Product Sales Running Total will be as below

	A	B	C	D	E
1	Product Name	Quantity	Unit Price	Product Sales	Product Sales Running Total
2	Maxilaku	30	\$ 16.00	\$ 480.00	\$ 480.00
3	Gnocchi di nonna Alice	70	\$ 30.40	\$ 2 128.00	\$ 2 608.00
4	Tunnbröd	60	\$ 7.20	\$ 432.00	\$ 3 040.00
5	Pavlova	21	\$ 13.90	\$ 291.90	\$ 3 331.90
6	Singaporean Hokkien Fried Mee	40	\$ 11.20	\$ 448.00	\$ 3 779.90
7	Boston Crab Meat	2	\$ 14.70	\$ 29.40	\$ 3 809.30
8	Inlagd Sill	5	\$ 15.20	\$ 76.00	\$ 3 885.30
9	Chai	10	\$ 14.40	\$ 144.00	\$ 4 029.30
10	Gudbrandsdalsost	15	\$ 28.80	\$ 432.00	\$ 4 461.30
11	Queso Cabrales	30	\$ 16.80	\$ 504.00	\$ 4 965.30
12	Chai	24	\$ 14.40	\$ 345.60	\$ 5 310.90
13	Teatime Chocolate Biscuits	20	\$ 7.30	\$ 146.00	\$ 5 456.90
14	Original Frankfurter grüne Soße	35	\$ 10.40	\$ 364.00	\$ 5 820.90
15	Côte de Blaye	50	\$ 210.80	\$ 10 540.00	\$ 16 360.90
16	Teatime Chocolate Biscuits	4	\$ 7.30	\$ 29.20	\$ 16 390.10
17	Röd Kaviar	20	\$ 12.00	\$ 240.00	\$ 16 630.10
18	Gumbär Gummibärchen	2	\$ 24.90	\$ 49.80	\$ 16 679.90
19	Gorgonzola Telino	14	\$ 10.00	\$ 140.00	\$ 16 819.90
20	Pâté chinois	10	\$ 19.20	\$ 192.00	\$ 17 011.90
21	Gnocchi di nonna Alice	30	\$ 30.40	\$ 912.00	\$ 17 923.90
22	Tourtière	40	\$ 5.90	\$ 236.00	\$ 18 159.90
23	Gustafs Knäckebröd	12	\$ 16.80	\$ 201.60	\$ 18 361.50
24	Perth Pasties	15	\$ 26.20	\$ 393.00	\$ 18 754.50

Tip 43: Custom View

Do you intend setting up different views on how you would like your worksheet to appear?

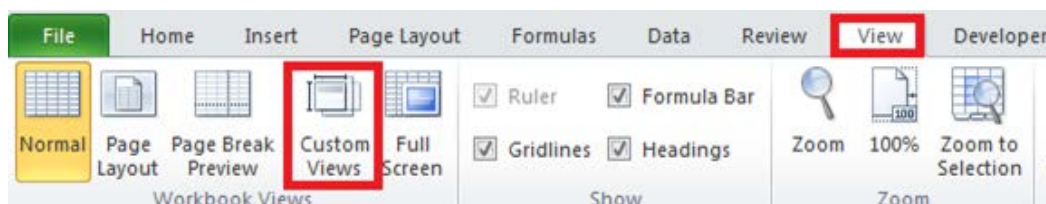
Then the custom view is the solution to your problem. You can use a custom view to save specific display settings (such as column widths, row heights, hidden rows and columns, cell selections, filter settings, and window settings) and print settings (such as page settings, margins, headers and footers, and sheet settings) for a worksheet so that you can quickly apply these settings to that worksheet when needed.

In the example below we are going to apply filters for each branch and then save each branch filter as a custom view.

	A	B	C	D
1				
2	Category Name	Product Name	Branch	Product Sales
3	Beverages	Chang	West Coast	\$ 800.00
4	Beverages	Chang	West Coast	\$ 800.00
5	Beverages	Chang	West Coast	\$ 800.00
6	Beverages	Chang	West Coast	\$ 900.00
7	Beverages	Chang	East Coast	\$ 1000.00
8	Beverages	Chang	East Coast	\$ 1000.00
9	Beverages	Chang	East Coast	\$ 1200.00
10	Beverages	Chang	East Coast	\$ 2000.00
11	Beverages	Chang	East Coast	\$ 3000.00
12	Beverages	Chang	South Coast	\$ 3200.00
13	Condiments	Chef Anton's Cajun Seasoning	South Coast	\$ 750.00
14	Grains/Cereals	Seeds	South Coast	\$ 1125.00
15	Condiments	Chef Anton's Cajun Seasoning	South Coast	\$ 1225.00
16	Grains/Cereals	Seeds	South Coast	\$ 1250.00
17	Condiments	Chef Anton's Cajun Seasoning	South Coast	\$ 1250.00
18	Condiments	Chef Anton's Cajun Seasoning	North Coast	\$ 1250.00
19	Condiments	Chef Anton's Cajun Seasoning	North Coast	\$ 1250.00
20	Grains/Cereals	Seeds	North Coast	\$ 3000.00
21	Grains/Cereals	Seeds	North Coast	\$ 3250.00
22	Grains/Cereals	Seeds	North Coast	\$ 3500.00
23	Grains/Cereals	Seeds	North Coast	\$ 3750.00
24	Grains/Cereals	Seeds	North Coast	\$ 3750.00
25	Grains/Cereals	Seeds	West Coast	\$ 3750.00
26	Grains/Cereals	Seeds	West Coast	\$ 5000.00
27	Grains/Cereals	Seeds	West Coast	\$ 5000.00
28	Condiments	Aniseed Syrup	West Coast	\$ 1680.00
29	Condiments	Aniseed Syrup	East Coast	\$ 2520.00
30	Condiments	Aniseed Syrup	East Coast	\$ 8400.00
31	Condiments	Creamy Garlic	East Coast	\$ 1140.00
32	Condiments	Creamy Garlic	East Coast	\$ 1282.50
33	Condiments	Creamy Garlic	East Coast	\$ 1282.50

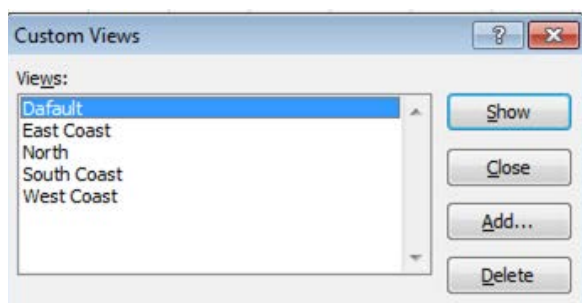
Applies To: MS Excel 2003, 2007 and 2010

1. Select as per screen shot below



2. Select the Add button
3. Enter the name of the Custom View as **Default**
4. Select OK

5. Select **Filter** under the **Data** tab
6. Filter the data by the East Coast branch
7. Repeat steps one-three but enter the name of the custom view as East Coast
8. Select OK
9. Filter the data by the West Coast branch
10. Repeat steps one-three but enter the name of the custom view as West Coast
11. Select OK
12. Filter the data by the North Coast branch
13. Repeat steps one-three but enter the name of the custom view as North Coast
14. Select OK
15. Filter the data by the South Coast branch
16. Repeat steps one-three but enter the name of the custom view as South Coast
17. Select OK
18. Repeat step one. The screen shot below will be displayed



To display a custom view, select from the list and select the show button.

Tip 44: Distinct Count

There is no function that calculates the distinct count for a range of values in MS Excel. However by using a combination of functions the **Distinct Count** can be calculated. In the example below by using a combination of the **SUM**, **IF** and, **FREQUENCY** functions we are going to calculate the total number of clients who have placed orders for various Products.

FUNCTION DETAILS

The **FREQUENCY** function calculates how often values occur within a range of values, and then returns a vertical array of numbers. Because this function returns an array, it must be entered as an array formula

The **IF** function returns one value if a condition you specify evaluates to TRUE, and another value if that condition evaluates to FALSE

The **SUM** function adds all the numbers that you specify as arguments

	A	B	C	D	E	F	G
1	Order No	Client No	Product Name	Date	Quantity	Unit Price	Order Total
2	OR01	001	Maxilaku	2012/01/01	60	\$ 7.20	\$ 432.00
3	OR02	002	Gnocchi di nonna Alice	2012/01/01	21	\$ 13.90	\$ 248.11
4	OR03	003	Tunnbröd	2012/01/02	40	\$ 11.20	\$ 425.60
5	OR04	002	Pavlova	2012/01/03	2	\$ 14.70	\$ 26.46
6	OR05	004	Singaporean Hokkien Fried Mee	2012/01/03	5	\$ 15.20	\$ 68.40
7	OR06	005	Boston Crab Meat	2012/01/07	10	\$ 14.40	\$ 144.00
8	OR07	009	Inlagd Sill	2012/01/07	15	\$ 28.80	\$ 432.00
9	OR08	001	Chai	2012/01/07	30	\$ 16.80	\$ 504.00
10	OR09	003	Gudbrandsdalsost	2012/01/07	24	\$ 14.40	\$ 345.60
11	OR010	005	Queso Cabrales	2012/01/07	20	\$ 7.30	\$ 146.00
12	OR011	006	Chai	2012/01/14	35	\$ 10.40	\$ 364.00
13	OR012	010	Teatime Chocolate Biscuits	2012/01/16	50	\$ 210.80	\$ 10 540.00
14	OR013	002	Original Frankfurter grüne Soße	2012/01/16	4	\$ 7.30	\$ 24.82
15	OR014	011	Côte de Blaye	2012/01/16	20	\$ 12.00	\$ 216.00
16	OR015	011	Teatime Chocolate Biscuits	2012/01/21	2	\$ 24.90	\$ 49.80
17	OR016	014	Röd Kaviar	2012/01/21	14	\$ 10.00	\$ 140.00

Applies To: MS Excel 2003, 2007 and 2010

1. To calculate the distinct number of clients who have placed orders
2. Select cell **B18** and enter the following formula
=SUM(IF(FREQUENCY(B2:B17,B2:B17)>0,1))
3. The answer will be **10**. That is the count of unique values in the range **B2:B17**. This formula ignores blank cells and applies to numeric values

Tip 45: Group And Summarize Data

An Outline is the grouping of row or column data so that you can manipulate the data to create summarized lists when necessary. You can then show or hide the levels (groups) of data as needed. This is very handy when working with long lists of data that you have totaled and you need to quickly print a report showing only these totals. The Level buttons can be used to quickly show or hide all groups on that level.

In the example below we show how to view the YTD Income Statement by Quarter. This will help you when summarizing the Income Statement and printing it.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	YTD Income Statement																	
3		Mar-08	Apr-08	May-08	1st Quarter	Jun-08	Jul-08	Aug-08	2nd Quarter	Sep-08	Oct-08	Nov-08	3rd Quarter	Dec-08	Jan-08	Feb-08	4th Quarter	YTD
4	Sales	315 813	483 670	409 125	1 208 608													974 656
5	Dairy Products	60386	85334	133612	279 332													279 332
6	Beverages	72068	98204	50712	221 984													221 984
7	Grains/Cereals	22837	75036	25478	123 351													
8	Condiments	34822	49386	25733	110 601													
9	Meat/Poultry	125700	173510	173530	472 740													472 740
10	Cost of Sales	58 409	70 257	47 333	175 999													175 999
11	Opening Stock	80000	70000	50000	180 000													180 000
12	Purchases	65000	75000	60000	200 000													200 000
13	Freight	13409	10157	15333	38 899													38 899
14	Stock adjustments		5300		5 300													5 300
15	Closing Stock	80000	90600	78000	248 600													248 600
16	Direct Expenses	65 118	73 649	72 954	211 721													211 721
17	Consumables	15567	22301	19128	56 996													56 996
18	Salaries - direct	49551	51323	53828	154 700													154 700
19	Other Expenses		25		25													25
20	Gross Profit	132 286	339 764	288 838	820 888													586 936
21	Other income	23 910	23 867	21 301	69 078													69 078
22	Interest Received	23910	23867	21301	69 078													69 078
23	Expenses	121 451	72 076	125 227	318 754													318 754
24	Advertising and Promotions	77601	26657	55594	159 852													159 852
25	Bad Debts																	
26	Bank Charges	43850	45419	47633	136 902													136 902
27	Security			22000	22 000													22 000
28	Depreciation	145080	145080	145080	435 240													435 240
29	Net Profit	94 745	291 555	184 912	571 212													337 260

Applies To: MS Excel 2003, 2007 and 2010

1. To group the columns:
 - a. Select columns **C:E**
 - b. On the **Data** tab, in the **Outline** group, select **Group**
 - c. Select columns **G:1**
 - d. Press **F4** to repeat the command
 - e. Select columns **K:M**
 - f. Press **F4** to repeat the command
 - g. Select columns **O:Q**
 - h. Press **F4** to repeat the command
2. To group the rows:
 - a. Select rows **5:9**
 - b. Press **F4** to repeat the command
 - c. Select rows **11:15**
 - d. Press **F4** to repeat the command
 - e. Select rows **17:19**
 - f. Press **F4** to repeat the command
 - g. Select row **22**
 - h. Press **F4** to repeat the command
 - i. Select rows **24:28**
 - j. Press **F4** to repeat the command

3. On the top left select level group 1 for **columns** and level group 1 for **rows** to summarize

	1							
	2							
12		A	B	F	J	N	R	S
	1		YTD Income Statement					
	3	Account		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD
	4	1000	Sales	1 208 608				974 656
+	10	2000	Cost of Sales	175 999				175 999
+	16	3000	Direct Expenses	211 721				211 721
+	20		Gross Profit	820 888				586 936
	21	4000	Other income	69 078				69 078
+	23	5000	Expenses	318 754				318 754
+	29		Net Profit	571 212				337 260

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Tip 46: Dsum Function

By using the DSUM function, you can specify criteria and conditions regarding which cells should be added together. The DSUM Function differs from the SUM function in that it lets you specify one or more criteria which acts as data filters. In the example below we calculate the total Filo Mix sales for the Month of January that are greater than \$50.

Syntax

DSUM (database,field,criteria)

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

Field: indicates which column is used in the function. Enter the column label enclosed between double quotation marks, such as "Age" or "Yield," or a number (without quotation marks) that represents the position of the column within the list: 1 for the first column, 2 for the second column, and so on.

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

	A	B	C	D	E	F	G
1	ProductName	Month	ProductSales		ProductName	Month	ProductSales
2	Filo Mix	January	\$ 312.00		Filo Mix	January	>50
3	Chang	March	\$ 152.00				
4	Chartreuse verte	March	\$ 86.40		Answer		
5	Chocolade	March	\$ 137.70		\$ 1 797.80		
6	Filo Mix	January	\$ 75.60				
7	Flotemysost	March	\$ 34.40				
8	Gnocchi di nonna Alice	March	\$ 456.00				
9	Filo Mix	March	\$ 27.00				
10	Guaraná Fantástica	April	\$ 64.80				
11	Gumbär Gummibärchen	January	\$ 373.50				
12	Filo Mix	January	\$ 149.40				
13	Gustaf's Knäckebröd	January	\$ 201.60				
14	Ikura	April	\$ 347.20				
15	Lakkalikööri	April	\$ 220.32				
16	Filo Mix	January	\$ 278.00				
17	Pavlova	January	\$ 222.40				
18	Perth Pasties	January	\$ 393.00				
19	Queso Cabrales	January	\$ 100.80				
20	Queso Cabrales	February	\$ 80.64				
21	Queso Manchego La Pastora	February	\$ 456.00				
22	Ravioli Angelo	February	\$ 187.20				
23	Filo Mix	January	\$ 18.60				
24	Filo Mix	January	\$ 436.80				
25	Filo Mix	January	\$ 546.00				
26	Sasquatch Ale	May	\$ 179.20				

Applies To: MS Excel 2003, 2007 and 2010

1. Select cell E5
2. Enter in the below formula
 - a. **=DSUM(A1:C26,3,E1:G2)**
 - b. The answer will be **\$1,797.80** (That is the total Filo Mix Sales for values greater than \$50 for the Month of January)

Tip 47: Formula Auditing-Showing Cell Dependencies

Some spreadsheets can get very complicated, with many cells relying on other cell calculations to deliver information and a change of one cell can have dramatic effects. Formula Auditing will show you which cells are connected. In the example below we are going to use the screen shot below to trace cells that are preceding or dependant on the active cell.

	A	B	C	D
1			Product Sales	
2		Cost Price	Quantity	Total Sales
3		\$ 100.00	400	\$ 40 000.00
4		\$ 200.00	300	\$ 60 000.00
5		\$ 300.00	250	\$ 75 000.00
6		Total Sales		\$ 175 000.00
7				

Applies To: MS Excel 2003, 2007 and 2010

1. To trace all cells that are preceding:
 - a. Select cell **D6**
 - b. From the **Formulas** tab, in the **Formula Auditing** group, select **Trace Precedents**
 - c. The result will be as below; implying that **D3:D5** are precedents for the formula in **D6**

	A	B	C	D
1		Product Sales		
2		Cost Price	Quantity	Total Sales
3		\$ 100.00	400	\$ 40 000.00
4		\$ 200.00	300	\$ 60 000.00
5		\$ 300.00	250	\$ 75 000.00
6		Total Sales		\$ 175 000.00
7				

- d. By double clicking on the blue line the reference (**D3:D5**) will be selected
 - e. From the **Formulas** tab, in the **Formula Auditing** group, select **Remove Arrows**
2. To trace **dependant** cells
 - a. Select cell **B3**
 - b. From the **Formulas** tab, in the **Formula Auditing** group, select **Trace dependant**
 - c. The result will be as below; implying that **D3** is dependent on cell B3

	A	B	C	D
1		Product Sales		
2		Cost Price	Quantity	Total Sales
3		\$ 100.00	400	\$ 40 000.00
4		\$ 200.00	300	\$ 60 000.00
5		\$ 300.00	250	\$ 75 000.00
6		Total Sales		\$ 175 000.00
7				

- d. By double clicking on the blue line cell D3 will be selected
 - e. From the **Formulas** tab, in the **Formula Auditing** group, select **Remove Arrows**

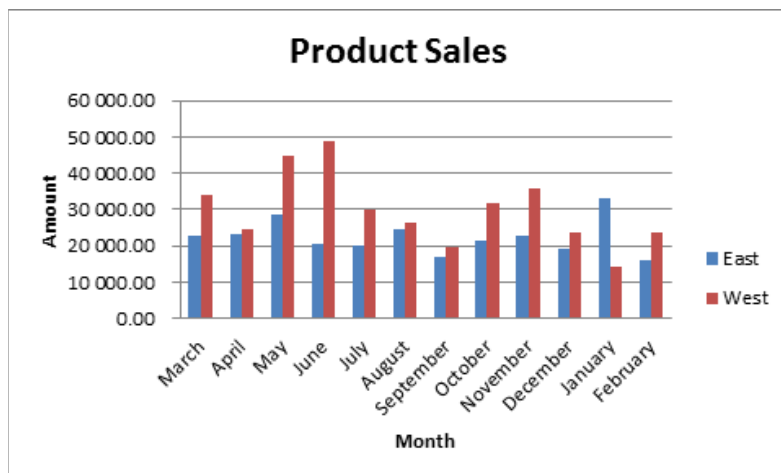
Tip 48: Formatting the Chart Vertical Axis

If you have plotted a graph and want to change the scale of the vertical axis to suit your needs, MS Excel allows you to customize the vertical axis.

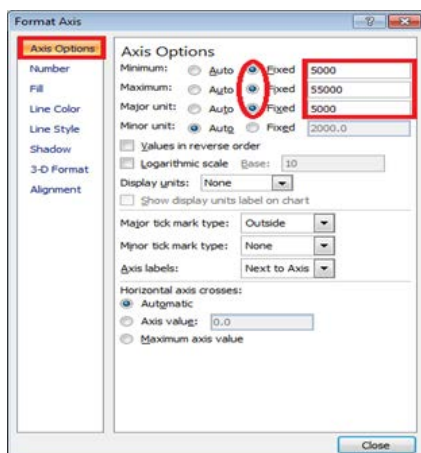
By default, MS Excel determines the minimum and maximum scale values of the vertical (value) axis. The y axis is usually the vertical axis and contains data. The x-axis is usually the horizontal axis and contains categories in a chart. You can, however, customize the scale to better meet your needs. When the values that are plotted in the chart cover a very large range, you can also change the vertical (value) axis to a logarithmic scale (also known as log scale).

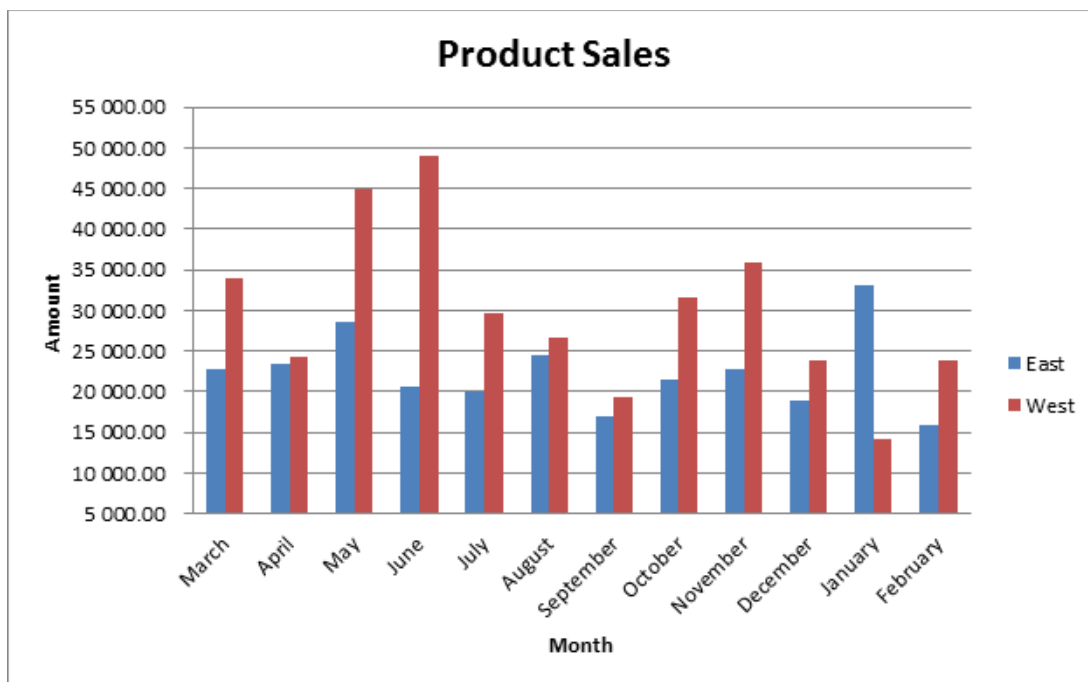
Applies To: MS Excel 2003, 2007 and 2010

1. Assuming that you have just plotted the graph below



2. To change the scale of the vertical axis to:
 - a. Minimum value = 5000
 - b. Maximum value = 55 000
 - c. Major Unit = 5000
3. Right click on the vertical axis
4. Select format axis
5. Enter as per screen shot below





6. Select close
7. The following chart will be displayed with customised vertical axis values

Tip 49: Sorting Months Based on Chronological Order

Ever tried to sort data based on the Month field in chronological order and not alphabetical? It can be frustrating but we have a solution for you. By sorting based on the custom sort order the data can be sorted in chronological order and not alphabetical. Below we explain how that can be by using the screen shot below as an example.

Applies To: MS Excel 2003, 2007 and 2010

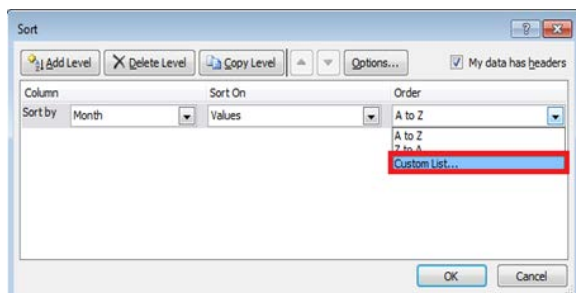
1. The screen shot below will be used for our example

	A	B	C	D	E
1	Product Name	Month	Quantity	Unit Price	Product Sales
2	Singaporean Hokkien Fried Mee	March	20	11	224
3	NuNuCa Nuß-Nougat-Creme	March	60	11	672
4	Louisiana Hot Spiced Okra	March	10	14	136
5	Gudbrandsdalsost	March	10	29	288
6	Louisiana Fiery Hot Pepper Sauce	March	15	17	252
7	Gnocchi di nonna Alice	April	30	30	912
8	Tunnbrød	April	10	7	72
9	Original Frankfurter grüne Soße	April	5	10	52
10	Jack's New England Clam Chowder	April	20	8	154
11	Gorgonzola Telino	January	20	10	200
12	Mozzarella di Giovanni	January	25	28	695
13	Original Frankfurter grüne Soße	January	25	10	260
14	Gnocchi di nonna Alice	February	14	30	426
15	Guaraná Fantástica	February	14	5	63
16	Singaporean Hokkien Fried Mee	February	30	14	420
17	Boston Crab Meat	February	5	18	92
18	Rössle Sauerkraut	February	20	46	912
19	Maxilaku	May	25	20	500
20	Genen Shouyu	May	12	16	186
21	Tourtière	May	20	7	149
22	Rössle Sauerkraut	June	8	46	365
23	Perth Pasties	June	6	33	197
24	Laughing Lumberjack Lager	July	30	14	420
25	Røgede sild	July	21	10	200
26	Sirop d'érable	August	25	29	713
27	Sir Rodney's Scones	September	12	10	120
28	Perth Pasties	December	10	33	328

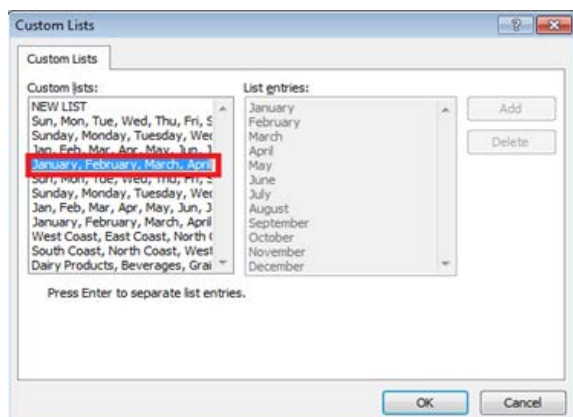
2. When the data is sorted by the Month column in ascending order the result will be as below. That is alphabetical order and not chronological

	A	B	C	D	E
1	Product Name	Month	Quantity	Unit Price	Product Sales
2	Gnocchi di nonna Alice	April	30	30	912
3	Tunnbrød	April	10	7	72
4	Original Frankfurter grüne Soße	April	5	10	52
5	Jack's New England Clam Chowder	April	20	8	154
6	Sirop d'érable	August	25	29	713
7	Perth Pasties	December	10	33	328
8	Gnocchi di nonna Alice	February	14	30	426
9	Guaraná Fantástica	February	14	5	63
10	Singaporean Hokkien Fried Mee	February	30	14	420
11	Boston Crab Meat	February	5	18	92
12	Rössle Sauerkraut	February	20	46	912
13	Gorgonzola Telino	January	20	10	200
14	Mozzarella di Giovanni	January	25	28	695
15	Original Frankfurter grüne Soße	January	25	10	260
16	Laughing Lumberjack Lager	July	30	14	420
17	Røgede sild	July	21	10	200
18	Rössle Sauerkraut	June	8	46	365
19	Perth Pasties	June	6	33	197
20	Singaporean Hokkien Fried Mee	March	20	11	224
21	NuNuCa Nuß-Nougat-Creme	March	60	11	672
22	Louisiana Hot Spiced Okra	March	10	14	136
23	Gudbrandsdalsost	March	10	29	288
24	Louisiana Fiery Hot Pepper Sauce	March	15	17	252
25	Maxilaku	May	25	20	500
26	Genen Shouyu	May	12	16	186
27	Tourtière	May	20	7	149
28	Sir Rodney's Scones	September	12	10	120

3. To sort the data based on the month field in chronological order. Follow the steps below
4. Under the Data tab, select the Sort Option
5. Then select as below



6. Select as per screen shot below



7. Select Ok
8. Select Ok
9. The data list will now be sorted in chronological order and not alphabetical as below

	A	B	C	D	E
	Product Name	Month	Quantity	Unit Price	Product Sales
1	Gorgonzola Telino	January	20	10	200
2	Mozzarella di Giovanni	January	25	28	695
3	Original Frankfurter grüne Soße	January	25	10	260
4	Gnocchi di nonna Alice	February	14	30	426
5	Guaraná Fantástica	February	14	5	63
6	Singaporean Hokkien Fried Mee	February	30	14	420
7	Boston Crab Meat	February	5	18	92
8	Rössle Sauerkraut	February	20	46	912
9	Singaporean Hokkien Fried Mee	March	20	11	224
10	NuNuCa Nuß-Nougat-Creme	March	60	11	672
11	Louisiana Hot Spiced Okra	March	10	14	136
12	Gudbrandsdalsost	March	10	29	288
13	Louisiana Fiery Hot Pepper Sauce	March	15	17	252
14	Gnocchi di nonna Alice	April	30	30	912
15	Tunnbröd	April	10	7	72
16	Original Frankfurter grüne Soße	April	5	10	52
17	Jack's New England Clam Chowder	April	20	8	154
18	Maxilaku	May	25	20	500
19	Genen Shouyu	May	12	16	186
20	Tourtierre	May	20	7	149
21	Rössle Sauerkraut	June	8	46	365
22	Perth Pasties	June	6	33	197
23	Laughing Lumberjack Lager	July	30	14	420
24	Rogede sild	July	21	10	200
25	Sir Rodney's Scones	August	25	29	713
26	Sir Rodney's Scones	September	12	10	120
27	Perth Pasties	December	10	33	328

Tip 50: Removing Embedded Hyperlinks with Visual Basic

Are you looking for an easy and yet effective method of removing hyperlinks from you worksheet? By using Visual Basic for Excel the following code will remove all hyperlinks from the worksheet.

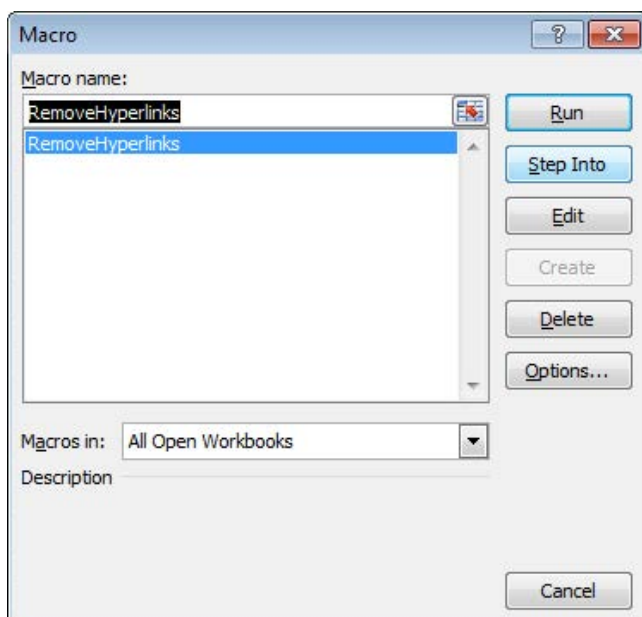
Visual Basic Coding:

```
Sub RemoveHyperlinks()  
  
    Activesheet.Hyperlinks.Delete  
  
End Sub
```

Sometimes a copy and paste of internet based materials can also bring across embedded hyperlinks. Follow the example below as we explain how you can quickly remove hyperlinks from a worksheet.

Applies To: MS Excel 2003, 2007 and 2010

1. Ensure you are on the worksheet you would like to remove the hyperlinks from
2. Press **ALT+F11** to open the Visual Basic Editor
3. From the Menu bar, select Insert Module
4. Copy and paste the above coding into the window on the right
5. From the Menu bar,select File,Close and Return to MS Excel
6. Press **ALT + F8** to view a list of Macros
7. Select the Macro, RemoveHyperlinks
8. Select Run



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