

# EXCEL

## ON STEROIDS

## 2013 Tips & Tricks

### Page Setup & Navigation



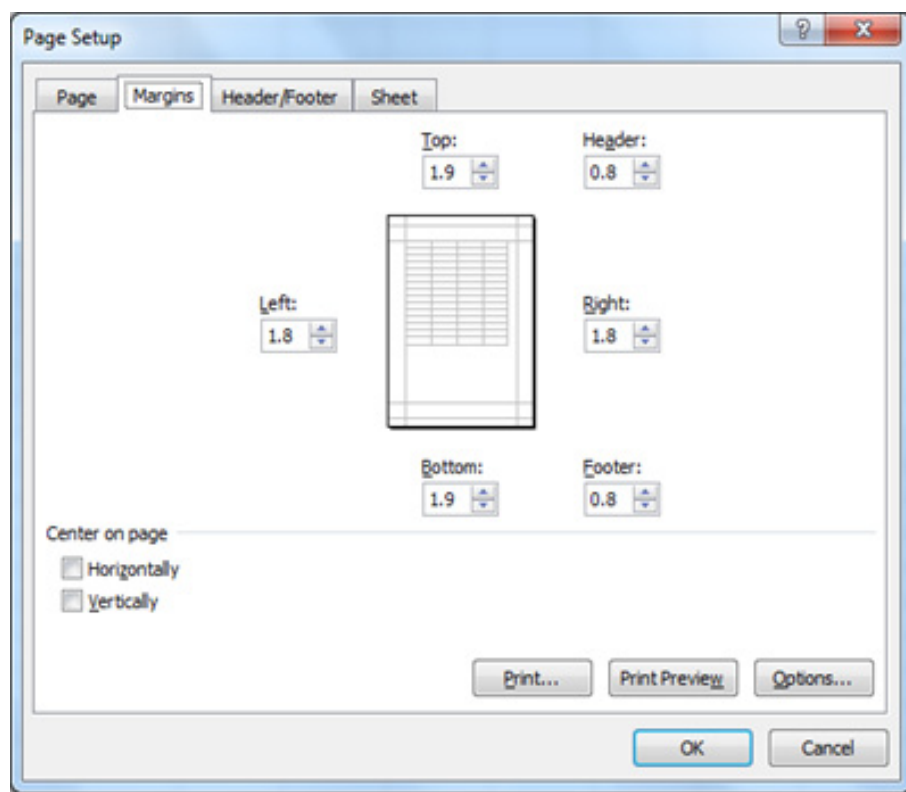


# Table of Contents

|                                                                              |    |
|------------------------------------------------------------------------------|----|
| Tip 1: Page setup                                                            | 3  |
| Tip 2: Printing different ranges in a spreadsheet                            | 5  |
| Tip 3: Ensuring that a long formula is displayed                             | 6  |
| Tip 4: Displaying two worksheets at the same time                            | 7  |
| Tip 5: How to repeat rows to repeat at top of each page you print            | 8  |
| Tip 6: Splitting a worksheet to view two different versions at the same time | 9  |
| Tip 7: How to quickly navigate between many worksheets in a workbook         | 10 |
| Tip 8: 1Using Freeze Panes to analyse a large worksheet of data              | 11 |
| Tip 9: Using Custom View to save specific display settings                   | 13 |
| Tip 10: Group and Summarize Data                                             | 16 |

## Tip 1: Page setup

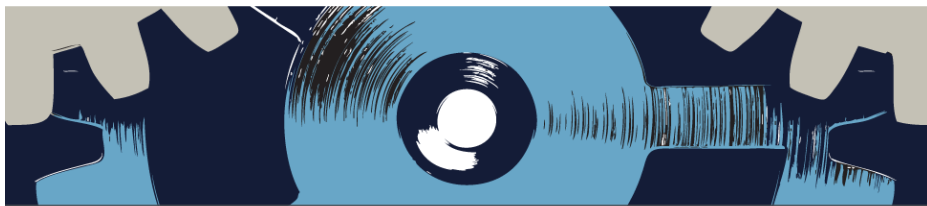
Attempting to manually set up print settings for each worksheet in a big workbook can be time consuming. Therefore, to use the same print settings for a number of worksheets, without having to manually setup each worksheet, you group the worksheets together.



### Applies To MS Excel 2007, 2010 and 2013

1. Select the worksheet you want to copy print settings from.

- 
2. Group this worksheet together with the worksheets that need to have the same settings
    - a. To group worksheets :Press and keep the SHIFT/CTRL key down.
    - b. Select the worksheet tabs for the worksheets to be grouped.
  3. Adjust margins in the Page Layout Tab.
  4. From the Office Button, select Print, and then select OK.
  5. The page settings from the worksheet selected in step 1 are copied to all of the selected worksheets.

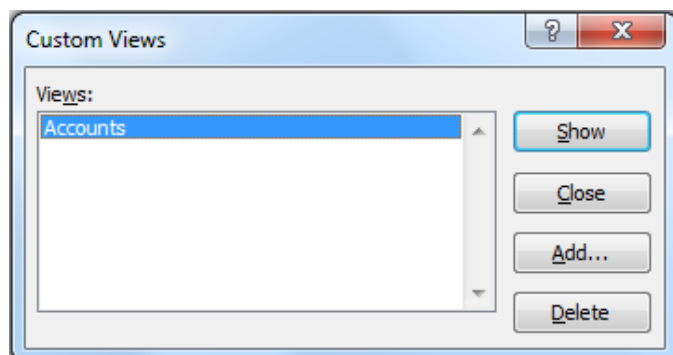


**What's your Excel IQ?**  
Not sure how efficient you are in Excel?  
Take a simple multiple choice test and find out how your skills measure up.

[Take the test](#)

## Tip 2: Printing different ranges in a spread sheet

When you need to print different ranges for different departments in the same spreadsheet, create Custom Views so the settings don't need to be redone every time.



### Applies To MS Excel 2007, 2010 and 2013

1. Before defining the print area, hide the rows and columns you do not want to print, and set up the spreadsheet as desired.
2. From the View menu, select Custom Views. Select Add.
3. In the Add View dialog box, type the name of the view in the name box, and then select OK.
4. Repeat until all different reports have been customised.
5. From any worksheet in the workbook, select the desired Custom View from the Custom View box.
6. Press Ctrl+ P. In the print dialog box, click OK.

## Tip 3: Ensuring that a long formula is displayed

When you click on a cell which contains a very long formula, it often takes up more than two lines of text in the formula bar and it hides the first rows of your spreadsheet. To overcome this, insert a blank row at the top of the worksheet and increase the row height.

### Applies To MS Excel 2007, 2010 and 2013

1. To insert a blank row – right click on row 1 then select Insert, Rows.
2. Increase the row height of the new row by right clicking & selecting Row Height, then type in a high number eg.50



EXCEL ON STEROIDS  
training saves you time & money!  
Use the **Efficiency Calculator**  
to see your potential savings.



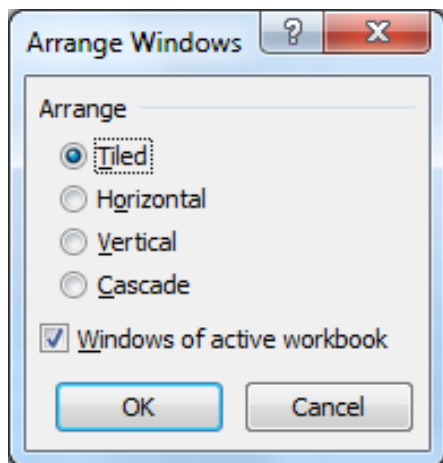
Click here

## Tip 4: Displaying two worksheets at the same time

To display two worksheets in a workbook on the screen, at the same time, in order to make it easier to complete work - do the following:

### Applies To MS Excel 2007, 2010 and 2013

1. Open the workbook; activate one of the worksheets you need to display.
2. Select View, New Window.
3. The workbook will open a second time. In this workbook activate the second sheet you need to display.
4. Now select View, Arrange Windows.
5. Tick the check box "Windows of active workbook", choose the display you want e.g. tiled, vertical etc.
6. Select OK.



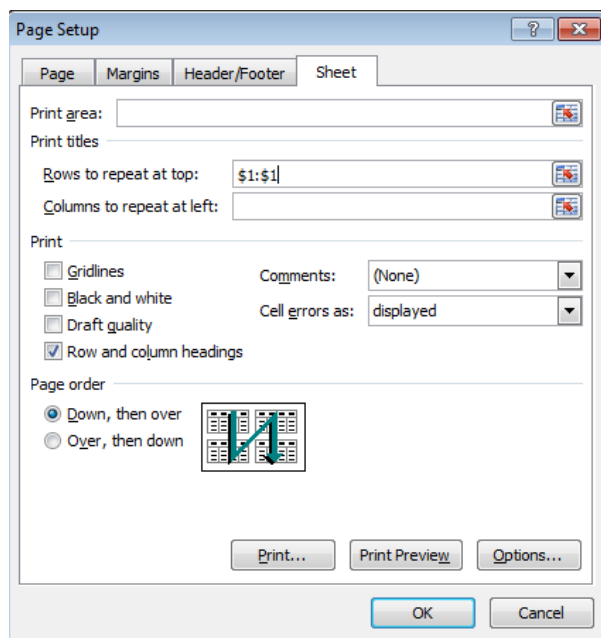
## Tip 5:

# How to repeat rows to repeat at top of each page you print

To get the heading of the report to be repeated on each page when it prints, one must set the print titles using Page Setup.

### Applies To MS Excel 2007, 2010 and 2013

1. Select Page Layout, Print Titles.
2. Select the Sheet tab.
3. In the “print titles” section, to have headings repeated; fill in the section “Rows to repeat at top” and select the row you want to repeat on the worksheet.
4. To have a column of information repeated on each page, fill in “columns to repeat at left”.
5. Select OK.

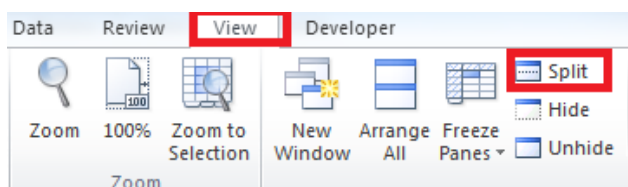


## Tip 6: Splitting a worksheet to view two different versions at the same time

A very handy feature of Excel is its ability to allow you to view more than one copy of your worksheet, and for you to be able to scroll through each pane of your worksheet independently. You can do this by using a feature called Split Panes, which will allow you to split your worksheet both horizontally and vertically. When you split panes, the panes of your worksheet work simultaneously. If you make a change in one, it will simultaneously appear in the other.

### Applies To MS Excel 2007, 2010, and 2013

1. Open or create the desired spreadsheet
2. Select the location where you want the worksheet to split. To split panes, go to the View tab on the ribbon and click on Split.
3. The worksheet will split into panes which are divided by grey bars which you can drag to the position that gives you the view that you want.
4. To remove the split, double-click any part of the split bar that divides the panes.
5. Alternatively select the View tab again and click on Split .



|   | A          | B            | C              | D                      | E                | F        | G          | H             |
|---|------------|--------------|----------------|------------------------|------------------|----------|------------|---------------|
| 1 |            |              |                |                        |                  |          |            |               |
| 2 |            |              |                |                        |                  |          |            |               |
| 3 | Account No | Sales Person | Category Name  | Product Name           | Date             | Quantity | Unit Price | Product Sales |
| 4 | ACC001     | Anderson. P  | Confections    | Maxilaku               | January 01, 2009 | 30       | 16         | 480           |
| 5 | ACC002     | Johnson. A   | Grains/Cereals | Gnocchi di nonna Alice | January 01, 2009 | 70       | 30         | 2128          |
| 6 | ACC003     | Peters. K    | Grains/Cereals | Tunnbröd               | January 02, 2009 | 60       | 7          | 432           |
| 1 |            |              |                |                        |                  |          |            |               |
| 2 |            |              |                |                        |                  |          |            |               |
| 3 | Account No | Sales Person | Category Name  | Product Name           | Date             | Quantity | Unit Price | Product Sales |
| 4 | ACC001     | Anderson. P  | Confections    | Maxilaku               | January 01, 2009 | 30       | 16         | 480           |
| 5 | ACC002     | Johnson. A   | Grains/Cereals | Gnocchi di nonna Alice | January 01, 2009 | 70       | 30         | 2128          |
| 6 | ACC003     | Peters. K    | Grains/Cereals | Tunnbröd               | January 02, 2009 | 60       | 7          | 432           |
| 7 | ACC004     | Bonders. P   | Confections    | Pavlova                | January 03, 2009 | 21       | 14         | 292           |

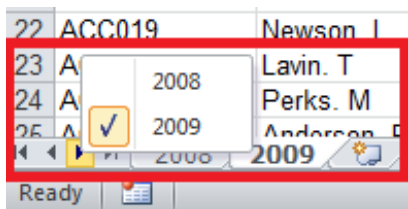
## Tip 7: How to quickly navigate between many worksheets in a workbook

One is therefore able to view different parts of the worksheets simultaneously and make informed decisions.

If your workbook has a couple of worksheets and you would like to quickly navigate between them, follow these three easy steps:

### Applies To MS Excel 2007, 2010 and 2013

1. Right click on any of the arrows at the bottom left of your worksheet.
2. A list of the sheets in the file will be displayed.
3. Left click on the sheet name you would like to navigate to.



When working with large spreadsheets, it gets a bit frustrating when you go to read the data in a distant row or column and the headings at the top of the page or down the side of the sheet disappear.



## FREE Excel Financial Functions Quick Reference Guide



## Tip 8:

# Using Freeze Panes to analyse a large worksheet of data

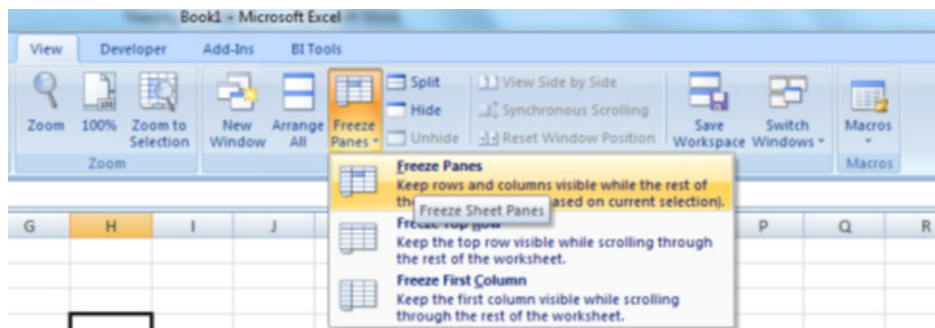
The Freeze Panes option allows you to freeze the headings of a large worksheet so that when scrolling down through the data, the headings are always visible. This means that you will be able to easily and effectively analyse a huge list of data.

## Applies To MS Excel 2007, 2010 and 2013

1. Create / open the spread sheet, usually a huge list so that when you scroll down the headings won't be visible.
2. Assuming the headings are in row number 3 and the data list commences in column A.
3. To freeze both row number 3 and column A in your spread sheet:
  - Select any cell below row number 3.
  - Select any cell to the right of column B.
  - Cell B4 should be selected because both row number 3 and column A will be frozen at that location.

|    | A          | B            | C              | D                               | E                | F        | G          | H             |
|----|------------|--------------|----------------|---------------------------------|------------------|----------|------------|---------------|
| 1  |            |              |                |                                 |                  |          |            |               |
| 2  |            |              |                |                                 |                  |          |            |               |
| 3  | Account No | Sales Person | Category Name  | Product Name                    | Date             | Quantity | Unit Price | Product Sales |
| 4  | ACC001     | Anderson. P  | Confections    | Maxilaku                        | January 01, 2009 | 30       | 16         | 480           |
| 5  | ACC002     | Johnson. A   | Grains/Cereals | Gnocchi di nonna Alice          | January 01, 2009 | 70       | 30         | 2128          |
| 6  | ACC003     | Peters. K    | Grains/Cereals | Tunnbröd                        | January 02, 2009 | 60       | 7          | 432           |
| 7  | ACC004     | Bonders. P   | Confections    | Pavlova                         | January 03, 2009 | 21       | 14         | 292           |
| 8  | ACC005     | Newton. L    | Grains/Cereals | Singaporean Hokkien Fried Mee   | January 03, 2009 | 40       | 11         | 448           |
| 9  | ACC006     | Lavin. T     | Seafood        | Boston Crab Meat                | January 07, 2009 | 2        | 15         | 29            |
| 10 | ACC007     | Perks. M     | Seafood        | Inlagd Sill                     | January 07, 2009 | 5        | 15         | 76            |
| 11 | ACC008     | Anderson. P  | Beverages      | Chai                            | January 07, 2009 | 10       | 14         | 144           |
| 12 | ACC009     | Johnson. A   | Dairy Products | Gudbrandsdalsost                | January 07, 2009 | 15       | 29         | 432           |
| 13 | ACC010     | Peters. K    | Dairy Products | Queso Cabrales                  | January 07, 2009 | 30       | 17         | 504           |
| 14 | ACC011     | Bonders. P   | Beverages      | Chai                            | January 14, 2009 | 24       | 14         | 346           |
| 15 | ACC012     | Newton. L    | Confections    | Teatime Chocolate Biscuits      | January 16, 2009 | 20       | 7          | 146           |
| 16 | ACC013     | Lavin. T     | Condiments     | Original Frankfurter grüne Soße | January 16, 2009 | 35       | 10         | 364           |
| 17 | ACC014     | Perks. M     | Beverages      | Côte de Blaye                   | January 16, 2009 | 50       | 211        | 10540         |
| 18 | ACC015     | Anderson. P  | Confections    | Teatime Chocolate Biscuits      | January 21, 2009 | 4        | 7          | 29            |
| 19 | ACC016     | Johnson. A   | Seafood        | Röd Kaviar                      | January 21, 2009 | 20       | 12         | 240           |

4. Select Freeze Panes under the View tab in the ribbon as per the screenshot below.



The headings are going to be locked hence you can easily see which headings the data falls under. To unlock the headings select Unfreeze Panes under the View tab.

Join the  
**Excel on Steroids**  
group on the  
**Sage Intelligence**  
**Community**



[Register  
Here](#)

## Tip 9: Using Custom View to save specific display settings

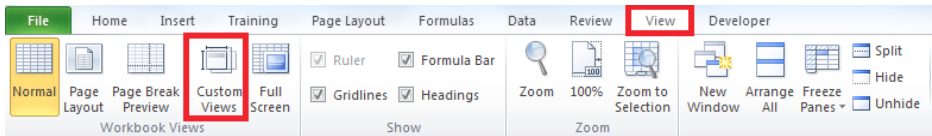
Do you need to set up different views of your worksheet? Then Custom View is the solution to your problem.

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  | <b>Category Name</b> | <b>Product Name</b> | <b>Branch</b> | <b>Product Sales</b> |
| 3  | Dairy Products       | Blue Cheese         | West Coast    | \$ 3 828.00          |
| 4  | Dairy Products       | Blue Cheese         | South Coast   | \$ 1 392.00          |
| 5  | Dairy Products       | Blue Cheese         | East Coast    | \$ 4 350.00          |
| 6  | Dairy Products       | Blue Cheese         | West Coast    | \$ 4 176.00          |
| 7  | Dairy Products       | Blue Cheese         | East Coast    | \$ 5 568.00          |
| 8  | Dairy Products       | Blue Cheese         | South Coast   | \$ 1 566.00          |
| 9  | Dairy Products       | Blue Cheese         | North Coast   | \$ 3 480.00          |
| 10 | Dairy Products       | Blue Cheese         | South Coast   | \$ 1 392.00          |
| 11 | Dairy Products       | Blue Cheese         | North Coast   | \$ 2 436.00          |
| 12 | Dairy Products       | Blue Cheese         | North Coast   | \$ 1 740.00          |
| 13 | Dairy Products       | Blue Cheese         | North Coast   | \$ 2 088.00          |
| 14 | Dairy Products       | Blue Cheese         | North Coast   | \$ 3 132.00          |
| 15 | Dairy Products       | Blue Cheese         | South Coast   | \$ 1 392.00          |
| 16 | Dairy Products       | Blue Cheese         | North Coast   | \$ 1 740.00          |
| 17 | Dairy Products       | Blue Cheese         | North Coast   | \$ 1 566.00          |
| 18 | Dairy Products       | Blue Cheese         | West Coast    | \$ 3 480.00          |
| 19 | Dairy Products       | Blue Cheese         | East Coast    | \$ 5 220.00          |
| 20 | Dairy Products       | Blue Cheese         | West Coast    | \$ 3 480.00          |
| 21 | Dairy Products       | Blue Cheese         | South Coast   | \$ 1 392.00          |

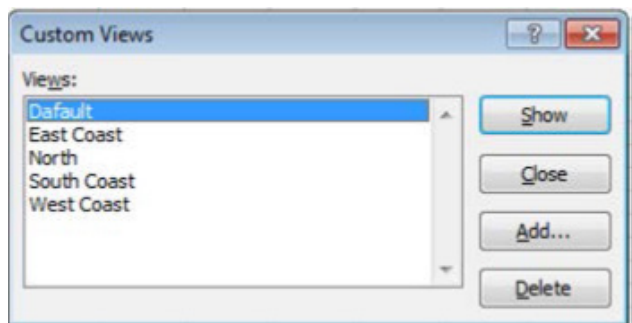
## Applies To MS Excel 2007, 2010 and 2013

1. Go to the View tab and select Custom Views as per the 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 to 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 to 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 to 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 to three but enter the name of the custom view as South Coast.
17. Select OK.
18. Repeat step one. The custom views will be displayed as per the screen shot.



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

## Tip 10: 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 totalled 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.

|    | A                               | B                            | C       | D       | E       | F           | G      | H      | I      | J           | K      | L      | M      | N           |
|----|---------------------------------|------------------------------|---------|---------|---------|-------------|--------|--------|--------|-------------|--------|--------|--------|-------------|
| 1  |                                 | Advanced Solutions (Pty) Ltd |         |         |         |             |        |        |        |             |        |        |        |             |
| 2  |                                 | YTD Income Statement         |         |         |         |             |        |        |        |             |        |        |        |             |
| 3  |                                 |                              |         |         |         |             |        |        |        |             |        |        |        |             |
| 4  |                                 |                              |         |         |         |             |        |        |        |             |        |        |        |             |
| 5  | Account                         |                              | Mar-08  | Apr-08  | May-08  | 1st Quarter | Jun-08 | Jul-08 | Aug-08 | 2nd Quarter | Sep-08 | Oct-08 | Nov-08 | 3rd Quarter |
| 6  | 1000 Sales                      |                              | 315 813 | 403 670 | 409 125 | 1 208 608   |        |        |        |             |        |        |        |             |
| 7  | 1001 Data Products              |                              | 60386   | 85334   | 133612  | 279 032     |        |        |        |             |        |        |        |             |
| 8  | 1002 Beverages                  |                              | 23688   | 39204   | 50712   | 113 604     |        |        |        |             |        |        |        |             |
| 9  | 1003 Grocery/Convenience        |                              | 22837   | 75036   | 25478   | 123 351     |        |        |        |             |        |        |        |             |
| 10 | 1004 Condiments                 |                              | 34822   | 43586   | 25783   | 110 601     |        |        |        |             |        |        |        |             |
| 11 | 1005 Meat/Poultry               |                              | 32700   | 17510   | 172630  | 472 740     |        |        |        |             |        |        |        |             |
| 12 | 2000 Cost of Sales              |                              | 58 405  | 70 257  | 47 333  | 175 995     |        |        |        |             |        |        |        |             |
| 13 | 2001 Opening Stock              |                              | 60000   | 70000   | 50000   | 180 000     |        |        |        |             |        |        |        |             |
| 14 | 2002 Purchases                  |                              | 65000   | 75000   | 60000   | 200 000     |        |        |        |             |        |        |        |             |
| 15 | 2003 Freight                    |                              | 13409   | 10167   | 15333   | 38 899      |        |        |        |             |        |        |        |             |
| 16 | 2004 Stock adjustments          |                              |         |         | 5300    | 5 300       |        |        |        |             |        |        |        |             |
| 17 | 2005 Closing Stock              |                              | 80000   | 30800   | 78000   | 248 800     |        |        |        |             |        |        |        |             |
| 18 | 3000 Direct Expenses            |                              | 65 118  | 73 649  | 72 954  | 211 721     |        |        |        |             |        |        |        |             |
| 19 | 3001 Consumables                |                              | 15567   | 22501   | 19121   | 58 189      |        |        |        |             |        |        |        |             |
| 20 | 3002 Salaries - direct          |                              | 49551   | 51323   | 53628   | 154 700     |        |        |        |             |        |        |        |             |
| 21 | 3003 Other Expenses             |                              |         |         | 25      | 25          |        |        |        |             |        |        |        |             |
| 22 | Gross Profit                    |                              | 192 286 | 339 764 | 288 638 | 820 888     |        |        |        |             |        |        |        |             |
| 23 | 4000 Other Income               |                              | 23 310  | 23 867  | 21 301  | 69 078      |        |        |        |             |        |        |        |             |
| 24 | 4001 Interest Received          |                              | 23070   | 23867   | 21301   | 69 078      |        |        |        |             |        |        |        |             |
| 25 | 5000 Expenses                   |                              | 121 451 | 72 078  | 125 227 | 318 754     |        |        |        |             |        |        |        |             |
| 26 | 5001 Advertising and Promotions |                              | 17601   | 28657   | 35534   | 95 652      |        |        |        |             |        |        |        |             |
| 27 | 5002 Bad Debts                  |                              |         |         | 47633   | 136 902     |        |        |        |             |        |        |        |             |
| 28 | 5003 Bank Charges               |                              | 43850   | 45419   | 22000   | 111 269     |        |        |        |             |        |        |        |             |
| 29 | 5004 Security                   |                              |         |         |         |             |        |        |        |             |        |        |        |             |
| 30 | 5005 Depreciation               |                              | 155000  | 155000  | 155000  | 465 000     |        |        |        |             |        |        |        |             |
| 31 | Net Profit                      |                              | 94 745  | 291 555 | 184 912 | 571 232     |        |        |        |             |        |        |        |             |

### Applies To: MS Excel 2007, 2010 and 2013

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:
- Select rows 5:9.
  - Press F4 to repeat the command.
  - Select rows 11:15.
  - Press F4 to repeat the command.
  - Select rows 17:19.
  - Press F4 to repeat the command.
  - Select row 22.
  - Press F4 to repeat the command.
  - Select rows 24:28.
  - Press F4 to repeat the command.



**Control Keys**

- Ctrl+C: Copy the selected content
- Ctrl+V: Paste the selected content
- Ctrl+Z: Undo the last action
- Ctrl+Y: Redo the last action
- Ctrl+X: Cut the selected content
- Ctrl+D: Fill down
- Ctrl+R: Fill right
- Ctrl+T: Insert table
- Ctrl+B: Bold
- Ctrl+I: Italic
- Ctrl+U: Underline
- Ctrl+L: Left align
- Ctrl+R: Right align
- Ctrl+J: Justify
- Ctrl+O: Open
- Ctrl+S: Save
- Ctrl+P: Print
- Ctrl+F: Find
- Ctrl+H: Replace
- Ctrl+W: Close
- Ctrl+Q: Quit
- Ctrl+A: Select all
- Ctrl+N: New
- Ctrl+O: Open
- Ctrl+S: Save
- Ctrl+P: Print
- Ctrl+F: Find
- Ctrl+H: Replace
- Ctrl+W: Close
- Ctrl+Q: Quit
- Ctrl+A: Select all
- Ctrl+N: New

# Free Microsoft Excel Shortcut Cheat Sheet

Learn over 60 time-saving Excel shortcuts!

 **DOWNLOAD**

# Contact Information

## Excel on Steroids

<http://www.sageintelligence.com/Training/Courses>

## Sage Intelligence Community

<http://www.sageintelligencecommunity.com>

## Sage Intelligence Blog

<http://blog.sageintelligence.com/>

## Subscribe to Excel on Steroids Tips & Tricks e-newsletter

<http://blog.sageintelligence.com/subscribe/#ExcelTips>

## Subscribe to Sage Intelligence Tips & Tricks e-newsletter

<http://blog.sageintelligence.com/subscribe/#SITips>

## Sage Alchemex

[www.sageintelligence.com](http://www.sageintelligence.com)

# Connect with us



## LinkedIn Group

[za.linkedin.com/company/sage-alchemex](http://za.linkedin.com/company/sage-alchemex)



## Twitter

<http://www.twitter.com/excelonsteroids>



## Facebook

<http://www.facebook.com/excelonsteroids>



## You Tube

<http://www.youtube.com/user/SageIntelligence>



## G+ (Google Plus)

<http://gplus.to/SageIntelligence>

