

# **Excel**

## **Tips and Tricks**

**Researched and**

**Written by Bob Pretty**

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## Overview

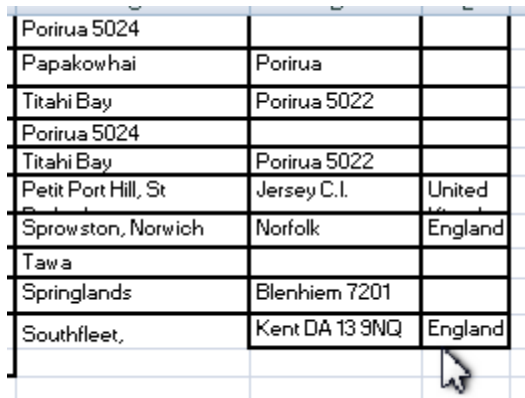
Some of these tips you may already know, they may have been taught in a class study. If they have then you can skip the tip but at least it remains as a memory jogger when there is no tutor at your side. Also you may have been taught how to do the operation contained in the tip but have now forgotten. The tip may not have been included in the manual supplied with the course - it may have been passed on by the tutor to you personally and at the time you didn't take a note on it. Any tutor reading any of these tips should bear this in mind when you read one that is taught in your lessons.

## Zoom View

Ever find yourself staring at a section of an Excel worksheet and feel as if you're going cross eyed? All those cells and numbers... I can feel your headache starting not to mention some migraines.

Try this quick way for making sense of that sheet.

Excel is full of functions one of which is zoom. It will automatically zoom in on a selected range of cells - something like turning the following cells produced



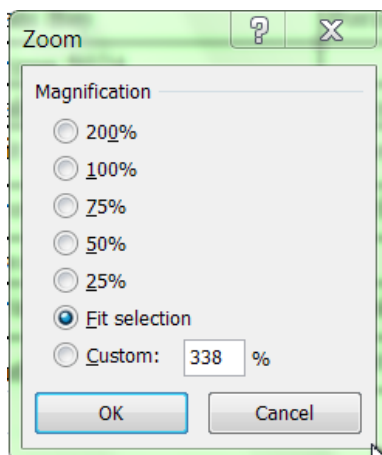
Porirua 5024		
Papakowhai	Porirua	
Titahi Bay	Porirua 5022	
Porirua 5024		
Titahi Bay	Porirua 5022	
Petit Port Hill, St	Jersey C.I.	United
Sprowston, Norwich	Norfolk	England
Tawa		
Springlands	Blenhiem 7201	
Southfleet,	Kent DA 13 9NQ	England

into this a bigger view following.

C	D	E
Porirua 5024		
Papakowhai	Porirua	
Titahi Bay	Porirua 5022	
Porirua 5024		
Titahi Bay	Porirua 5022	
Petit Port Hill, St Brelardes.	Jersey C.I.	United
Sprowston, Norwich	Norfolk	England.
Tawa		
Springlands	Blenhiem 7201	
Southfleet,	Kent DA 13 9NQ	England

As these zooming options are available in both older and newer versions of Excel and I have notes on the older one I'll include them.

Start by selecting only those cells that you wish to view.  
 Select the Zoom choice by selecting View -> Zoom.  
 You will see the zoom box shown below



Click Fit selection and then OK.

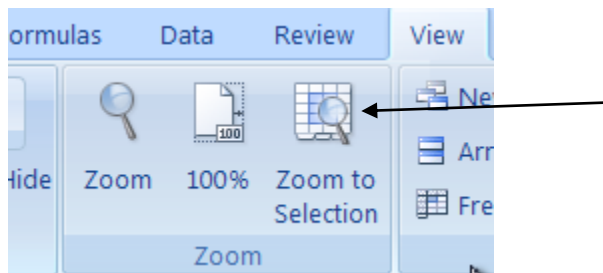
To get back to the original size just reverse the operation.

One trick I use in this situation is to not do any editing here then you can just use the general undo command CTRL + Z key combination. One of the beauties of learning these keyboard short cuts is that they work in just about all of Microsoft's application programs and normally are carried over from one version to the next.

Zooming For Excel 2007.

As before select the cells you need to zoom.

On the View tab of the Ribbon click the Zoom to Selection button.



Use the Zoom to select the size you require, the Zoom box looks exactly the same as it always has done see screenshot above.

Make your selection. To return to the original selection again, use the Zoom to Selection button again or Ctrl + Z.

**Caution: Do not use the Ctrl + Z key combination if you have done some editing while zoomed - Ctrl + Z reverses the last piece of editing entered.** What could be easier to stop that eye squinting and headaches?

### Using The Concatenate Function

Ever had the following type of spreadsheet?

G12

	A	B	C
1	Title	Last Name	1st Name
2	Mr	Shand	Gary
3	Mr	Hawthorn	Brian
4	Mr	Koenigsberger	Joe
5	Ms J	Berry	Janet
6	Mr	Lavery	Bud
7	Mr	Caldwell	Neil
8	Ms	Sturgess	Christine
9	Mrs A	Taylor	Amy
10	Mr H E	Wimsett	Eoin
11	Mrs V	Ferns	Vicky
12	Mrs S	Coote	Shirley
13			

You want to change the B and C column around so that you can have the first name followed by the last. You'd also like the two columns merged into one. But you don't bother because you either don't know how, or it seems like too much bother. There is a Function to do this - I don't know if this works in versions earlier than 2007 but try it and see.

The function is called Concatenate. It works like this:

`=CONCATENATE(B1," ",C1)`

fx =CONCATENATE(B1," ",C1)			
E	F	G	H
Last Name	1st Name		
Shand	Gary		
Hawthorn	Brian		
Koenigsberger	Joe		
Berry	Janet		
Lavery	Bud		
Caldwell	Neil		
Sturgess	Christine		
Taylor	Amy		
Wimsett	Eoin		
Ferns	Vicky		
Coote	Shirley		

What that has done is to place the Last Name and 1st name in one column but they are still not in the order you require 1st Name Last.

That's not a problem let's turn the formula around.

`=CONCATENATE(C1," ",B1)`

fx =CONCATENATE(C2," ",B2)		
E	F	G
1st Name	Last Name	
Gary	Shand	
Brian	Hawthorn	
Joe	Koenigsberger	
Janet	Berry	
Bud	Lavery	
Neil	Caldwell	
Christine	Sturgess	
Amy	Taylor	
Eoin	Wimsett	
Vicky	Ferns	
Shirley	Coote	

I have widened up the E column to show that the data is indeed in one column and also that the names in the columns have been reversed. Obviously the formula has to be copied down the sheet to change the whole column of data. Now to get the data back into the original column.

B	C	D	E
1st Name	Last Name		1st Name Last Name
Gary	Shand		Gary Shand
Brian	Hawthorn		Brian Hawthorn
Joe	Koenigsberger		Joe Koenigsberger
Janet	Berry		Janet Berry
Bud	Lavery		Bud Lavery
Neil	Caldwell		Neil Caldwell
Christine	Sturgess		Christine Sturgess
Amy	Taylor		Amy Taylor
Eoin	Wimsett		Eoin Wimsett
Vicky	Ferns		Vicky Ferns
Shirley	Coote		Shirley Coote

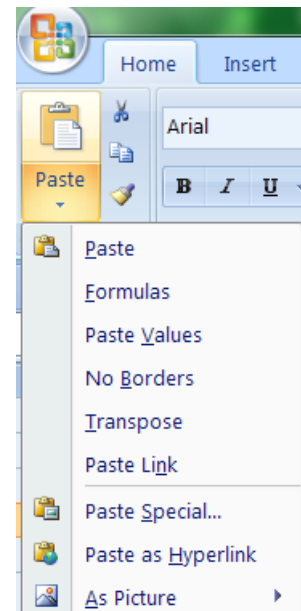
If you do a copy and paste you will copy over the formula and doing this will confuse Excel and make a mess of thing. So, highlight the cells of data to be moved in this case it will be E1 to E12. Use the Ctrl + C key combination to copy the

data to the clipboard.

Move the cursor to cell A1 and widen the cell in order to accommodate the new double column of data coming in. Click the downward pointing arrow in the Paste button. You can either use the Paste Values button and click on it or use the V key (which is underlined and therefore the shortcut key)

Now delete the data in column B and Column E. That's it you're done.

This is making use of Functions (this one is the Concatenate Function and is a very handy one to have in your repertoire of tricks for Excel.)



### What's A Data Bar?

This is something quite new in Excel 2007 and it's a very handy tool to have - it may not be used very much by our own SeniorNet members, but some of you that are still in business may find it very handy. The example I'm going to give is simple I've done it just to give you an idea of how it works. Here's the scenario - in a spreadsheet you have electricity amounts for the year beginning Jan through to Dec and you wish to know with a quick glance which are the highest months and the lowest. This is fairly easy to follow because we know that the months of Apr through to Sep should be the highest in the year. But this could be a column of variable income where there is no set pattern. This is the Sheet.

D	E
Month	Electricity Cost
Jan	700.00
Feb	500.00
Mar	800.00
Apr	750.00
May	900.00
Jun	1050.00
Jul	1600.00
Aug	1675.00
Sep	1550.00
Oct	1320.00
Nov	950.00
Dec	750.00

This is the problem how can we tell at a glance, which are the highest and lowest figures? Yes, you could sort the data but that would upset the months' listings. What we can do is use the Data Bar option available in Excel 2007. By doing so this is what we would see.

D	E
Month	Electricity Cost
Jan	700.00
Feb	500.00
Mar	800.00
Apr	750.00
May	900.00
Jun	1050.00
Jul	1600.00
Aug	1675.00
Sep	1550.00
Oct	1320.00
Nov	950.00
Dec	750.00

This is a different kettle of fish. Just by glancing down the list we can see that Aug was the highest month and Feb was the lowest month. The amount of colouring in the data bar guides your eye to these places.

So how do we do it?

First highlight the column of data.

Then select Conditional Formatting -> Data Bar

Move to the right and select the colour to use In this case I've used green but there are plenty of colour selections to choose from. That's it you've seen what you wanted too, now to change it back to normal. Make the

highlight of the data again.

Select the Conditional Formatting again.

Select Clear Rules

Select Clear rules from selected cells.

As stated here I've selected only 12 pieces of data but this could be done where the data is 100 or more rows deep.

### Using the Ribbon Another Way

If you have MS Office 2007 or 2010 you know by now that the menu and toolbar has gone being replaced by the Ribbon. Most users found it quite confusing when first getting used to it but, now you accept it and like most of us, occasionally still get confused. But boy oh boy is it big and a real screen area grabber. So what I do is to minimize it, have any of you tried doing this? Most users leave it "as is" while others like me minimize it. But let's think about that for a minute or two; how do you do it?

The way to minimise the Ribbon is to either use the down arrow on the right side of the Quick Access Toolbar or do it by right-clicking on the ribbon itself and then click the Minimise or Maximise the ribbon choice whichever is the one available. That means two clicks of the mouse, a right and select the choice, then a left click. This can be a hassle if you keep flipping backward and forwards doing this I know that most users give up doing this and leave the ribbon as it is - fully displayed.

Now for the quick and easy way to maximise or minimise that Ribbon, there usually is one and I found it purely by accident, it pays dividends to play with programs when something happens that you didn't do on purpose. In future when you wish to revert to one of these choices do the following.

Use the Ctrl + F1 key combination. Go on try it now, hold down the Ctrl key and type the F1 key. Isn't that easy want to go the other way? Ok do it again - sit there and play with it for an hour or two, well a couple of times anyway. There's

a bonus to this - it works in any Office 2007 program, "And not a lot of people know that" as Michael Caine would say.

The other added bonus is that with the Ribbon minimised the QAT (Quick Access Toolbar) remains visible under the menus, clicking on a menu will drop just that ribbon and when you click back in the document the Ribbon again reverts to the minimised state.

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### Fill Cell Contents Without Using the Fill Handle

The bottom right corner of a cell selection is called the Fill Handle. It's a pretty useful tool to have in the toolbox of Excel. But it can be exasperating to use where the column is deeper than say 20 lines or so. You get cramp from hanging on to the mouse with the left button held down all the time you are dragging away. Sometimes you wish there was an easier way - well let me advise you that there is, and I'll show you how to do it.

Month	Electricity Cost
Jan	700.00
Feb	500.00
Mar	800.00
Apr	750.00
May	900.00
Jun	1050.00
Jul	1600.00
Aug	1675.00
Sep	1550.00
Oct	1320.00
Nov	950.00
Dec	750.00
Jan	750.00
Feb	900.00

— This is the handle normally dragged while the left button is depressed.

When you want to drag this button you will find as you use the cursor pointer the mouse pointer turns to a small cross, normally once you see this you drag it downwards until you have filled in the months down to where you need to.

Point to this small corner object until the cross hairs appear - Don't drag the pointer just double click it. Your spread sheet column will fill until it reaches a gap in the data in the column on its right. As shown here.

This method of filling is not limited to data fills.

Let's suppose you have to fill a column with a formula the same thing can be done. Enter the formula in the top cell double click the call in the corner as you do when there is data and the formula will be copied down as far as is necessary.

In October last year a Taxi driver asked me to change his tax in the year from 12.5% to 15.00% for the period Oct to March all I needed to do was change his 12.5% formula to a 15.00% formula and fill it this way to the bottom of the sheet. For those that haven't worked it out that's 182 rows of formula in one column.

## Auto Fill One Cell

This tip is more useful than would at first appear. Sometimes we find ourselves having a list of data that is not the same as above but does have some of the same data. Take a case of a list of names sometimes in a column of names the same name could be repeated three or four times. Look at the list below.

D17

	A
1	
2	Jenkin
3	King
4	Dryburgh
5	Maddocks
6	Burke
7	Sutorius
8	Ellis
9	Fawcett
10	Hunter
11	Harding
12	Twohill
13	Williams
14	Sutorius
15	Williams
16	Stock
17	McKendrick
18	
19	

Suppose that I need to repeat some of these names lower down the list, what I could do is select the ones I need and do a copy and paste or retype the name a second time but in fact I don't need to do either. Move to the cell below the and right click it.

A10

	A	B
1		
2	Jenkin	
3	King	
4	Dryburgh	
5	Maddocks	
6	Burke	
7	Sutorius	
8	Ellis	
9	Fawcett	
10	Hunter	
11	Harding	
12	Burke	
13	Dryburgh	
14	Ellis	
15	Fawcett	
16	Harding	
17	Hunter	
18	King	
19	Maddocks	
20		

You will see a list of names as above after clicking on the select "Pick from list" from the menu.

You can move up or down the list by using the scroll bars, select the name you want and click it, it will be pasted automatically into the empty cell. But there is a quicker way to use this trick click on the next empty cell in the column and use the Alt + Down arrow key combination and the same list appears and can be use in the same way.

Once you have the names that you want you can move them down or up to a different place or even a different column; sometimes you may wish to leave them as they are it's up to you - but always get the names first.

## Deleting Separate Rows

Have you ever been in the situation where you have deleted something in a cell and it's the only thing in that row of data? You decide to get rid of the row so you use the delete row option.

In the case on the left we have deleted the data in the rows affected now it's decided to get rid of the empty rows. What's the next step, select the rows one at a time and use the delete button? That will accomplish the desired result but what does that mean in reality? Its three clicks for each row. That means clicking on the row's cell once moving the mouse over to the right side of the screen and clicking on the Delete button then selecting Delete Sheet Rows. It also means that you have to click the little downward pointing arrow in the Delete option in order to drop the options. So we have to do all this three times in the current worksheet. Suppose we had 30 rows to delete what then do we repeat the operation 30 times? The answer is not if you're smart, have a look at that option again it says, "Delete Sheet Rows" - rows is a plural so what's with the one at a time thing? Do it this way:

	A
1	Jenkin
2	King
3	Dryburgh
4	
5	Maddocks
6	Burke
7	Burke
8	Sutorius
9	
10	Ellis
11	Fawcett
12	Harding
13	Walker
14	Dearsly
15	Scott
16	
17	Sanders
18	Tomlinson
19	Ellis
20	Stuart

Select the first row to be deleted and click on the cell.

Move to the next row and hold down the Ctrl key before clicking on the cell.

Do this until all the rows you want to delete are selected.

Move to the Delete button and from the selection select Delete Sheet Rows.

That's it now you're cooking with gas. This method is also available for more than single column deletions that contain unwanted data.

**NOTE:** When deleting a row or column, remember it's like carrying a ladder on your shoulder, it has more than the end you can see. Make sure before any deletion of this nature that there is no data currently out of sight that you do or will need later in your calculations.

## Fractions in MS Excel

Do you remember from your school days Fractions? I don't know if children these days have or even still do fractions - I bet if they do they will still be looking for that common denominator! Ok have you ever found yourself working in MS Excel and needed to enter data as fractions, if so what did you do? What many of us do is make them into a formula by dividing the denominator

into the numerator and adding the whole number to the resultant decimal because all fractions can be expressed as a decimal. In fact when I served my time as a Toolmaker we were expected to know how to convert in our heads fraction of an inch into a decimal so that we could read a micrometer measurement correctly and convert them back again.

Entering fractions the way described above works, but only if it's not necessary for the fractions to be maintained, in other words I don't need to display the answers as fractions. So, what if is necessary? We could make the fraction into text but doing this will not allow us to calculate with them. Let's then have a look at working in Excel with the fractions, and get the answers returned to us in fractions.

When needed a mixed number can be entered into an Excel cell by simply typing this:

The whole number

Followed by a space

The fraction numerator

A slash (/)

The fraction denominator

What you should see in the cell for say two and a quarter is:

fx		2.25	
D	E	F	
2 1/4			

If you want to see the decimal equivalent, look in the formula bar it's 2.25.

fx		0.1875	
D	E	F	
2 1/4	3/16		

How did I enter 3/16 as a fraction? Simple type zero followed by a space followed by 3/16 Excel displays .1875, which is the decimal equivalent.

These are known as simple fraction if you remember them from school but some of the kids I went to school with called them anything but simple.

Without the whole number 0, Excel thinks you are entering a date

It's possible to get Excel to carry out mathematical operations on the fractions in the same way as we used to when we were at school. A glance at the next screen shots will show you this.

2.375
E
1 3/4
3 1/4
2 3/8
7 3/8

The three E cells added. And below multiplication

			$f_x$ =B1*C1
	C	D	E
1/2	1/4	1/8	

### Add Explanation Information to Excel Formulas

Ever find yourself working on an Excel sheet a long time after you designed it and wonder what or why you placed a formula into a cell? In writing programs for computers it is imperative that you add comments directly before or after a process - this allows anyone that has to maintain the program after you have left what the process does. So you can write a long document explaining what each formula does or comment the formula when you put it in place.

You do not need to add the comment behind a formula for every one on the spreadsheet, most of them will be obvious. There will be the odd cell where the formula is more ambiguous as to the reason it is there or, what it actually achieves in relation to the sheet overall.

Start by entering your formula.

Test the formula out for correct calculation etc.

Once you are satisfied return to the cell and edit the formula in the following way.

After the end of the formula place this into the formula text box.

+N("Your explanation")

I've shown an example of this in our now familiar fractions spreadsheet.

			$f_x$ =B1*C1+N("Multiplies cell B1 by C1")			
	C	D	E	F	G	H
1/2	1/4	1/8				

In the above the formula explanation is +N("Multiplies cell B1 by C1")

This is pretty obvious but you get the idea.

The above addition to the formula doesn't alter the result in any way. Remember to place the inverted comas around the text inside the brackets.

### Add & Delete Excel Columns the Easy Way

I get tired of looking for the correct button on the Ribbon or command from the Insert menu and I bet you get frustrated also. Here's an alternative you might find better and easier to use.

Highlight the number of rows or columns you want to insert. Make sure you highlight the row below or the column to the right of the insertion.

	A	B	C	D	E	F
1	1	2	3	7	8	
2						
3						

Now it's as simple as Ctrl + Shift + =.

I wish to add three columns between C and D

- I highlight the 3 columns D:F

	C	D	E	F	G
3	3	7	8		

I use the Ctrl + Shift + = and the following happens.

	D	E	F	G	H
3				7	8

I now have the 3 columns that I require between columns 3 and 7 but they have taken the names D, E, F and column 7 and 8 are now in columns G and H.

To remove rows or columns do the same highlighting procedure and then use Ctrl + -

That's it they are added or gone as the case may be. You never looked for a single menu or Ribbon and never clicked any item either. The computer has to work for you not you for it.

Caution: The above method actually inserts or deletes the columns it does not Hide and Unhide them.

### Moving Backwards

Sometimes in Excel it's necessary to move in the opposite direction that the cursor moves when the enter key is typed. I can bet that you used the arrow key or worse still the mouse to get to the correct cell. On average most people I have observed do this.

This works, but there's a better and more efficient way to do this.

Next time you need to do this, try the Shift + Enter key combination instead of just Enter.

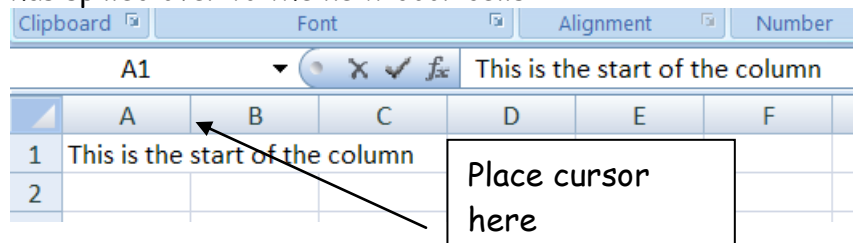
You'll find that your data is entered into the cell and the cursor has moved up instead of down. It's possible to change the direction the cursor moves by using the Options dialog box. Using Shift + Enter moves the cursor in the opposite direction to the one selected.

### Double-Click to AutoFit

As many MS Excel users know, you can highlight a column and with the Format menu, Column sub-menu choice (Excel 2007 it's on the Home in the Ribbon, Cells section, Format button), you can choose the AutoFit Selection option. This makes the column wide enough to fit the longest piece of data in the column. No guesswork is needed in order to make the data fit the column. But there is a quicker way to do this with a simple double click no looking for the right piece in the ribbon.

Follow this example.

In the following screen shot the data typed in has remained as it should in cell A1 but has spilled over to the next door cells



Place the cursor on the divider line between the columns A and B and double click, the column does its own spacing.

A1		$f_x$ This is t
	A	B
1	This is the start of the column	

### Fill Cell Contents Without Dragging The Fill Handle

In MS Excel the bottom right corner of a cell selection is called the Fill Handle it's shown in the screenshot below. If this is picked up by holding down the left mouse button and dragged down the column the formula will be copied to the cells below with the correct cell references. It's basically a Drag 'n Drop procedure. What if there were 40 items or 400 in the column are you going all the way with this method? What about doing the Ctrl + Enter thingy won't that work? Yes it will but are you going to highlight 400 rows in the column to use it?

➤ Do it this way.

Enter the formula (or data) that needs to be filled down the column into the top cell.

Hit Ctrl + Enter (keeping in the cell with the data selected.) Double-click on the fill handle the fill will fill down the column until there is a break in the consecutive column. Even if the answer to the formula is zero as shown below.

Clipboard		Font		Alignm
DATE		$f_x$	=B2*C2	
	A	B	C	D
1	Article	Number	Cost/Each	Total
2	Widget 1	12	6.25	=B2*C2
3	Widget 2	16	7.00	
4	Widget 3	9	16.00	
5	Widget 4	5	12.60	
6	Widget 5	18	4.85	

Clipboard		Font		Alignm
D2		$f_x$	=B2*C2	
	A	B	C	D
1	Article	Number	Cost/Each	Total
2	Widget 1	12	6.25	75.00
3	Widget 2	16	7.00	112.00
4	Widget 3	9	16.00	144.00
5	Widget 4	5	12.60	63.00
6	Widget 5	18	4.85	87.30
7	Widget 6	0	16.20	0.00
8	Widget 7	6	18.75	112.50
9				

## Merge Without Centering

In Excel the Merge & Centre command is a handy thing to know about and use. It allows selection of multiple cells then by using the Merge & Centre command the cells are merged into one large cell with the cell being centred.

With it table titles centred above the columns of data.

What happens where you wish the cell contents to stay in their current format? Well, you can Merge & Centre followed by the left justification. But never let the computer make you work for it it's there to work for you.

Unfortunately that is the only way to do it with Excel up to version 2003. But with Excel 2007 that all changes.

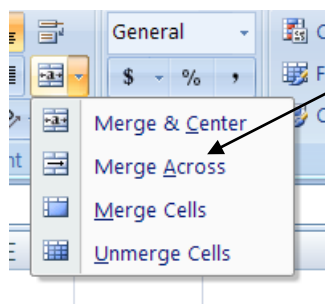
As usual begin by highlighting the cells to be merged.

On the Home tab of the Ribbon

Select the Merge & Centre button

Don't click it or press the Enter key

Just click the downward pointing arrow on the right side of the Merge & Centre button.



From the list that opens choose Merge Across.

The merged cells are not centered like they normally are because any justification

## Transfer Page Setup Settings

Transferring page setup information from one sheet to another can be a real pain in the neck or can be a doddle.

Often we'll set up a worksheet and later realise that another one is needed in the same workbook with exactly the same settings. I can hear the comments now -'Bin there dun that!'

When you add a sheet along with it come the default settings for a workbook sheet

and none of us look forward to doing all that work of set up again. But as always there is an easy answer to the problem. This trick may turn into a big time saving device for anyone who finds themselves with this problem.

The settings can be transferred from one worksheet to another with some quick clicks here's how it's done.

Select the worksheet tab that already has the page setup. You must select the setting to be copied sheet first

Now select the tab of the worksheet or sheets (more than one is possible) to which the transferred settings need to go to.

Think of them this way:

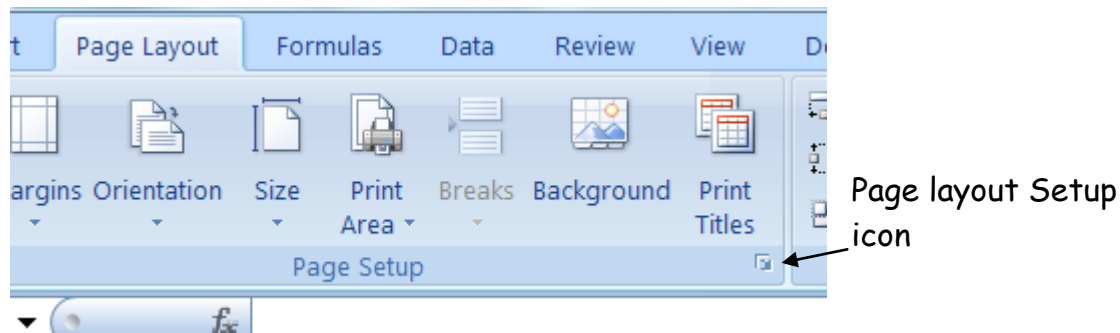
Page from The Source Page

Page to which it is going The Target Page.

Now open the Page Setup dialog box.

For older versions of Excel it's on the File menu.

For Excel 2007 you can use the dialog launcher for the Page Setup section of the Page Layout tab of the Ribbon.



Regardless of your version, once the Page Setup dialog box opens click OK.

The first sheet selected is the source for the Page Setup settings found when the dialog box opens. On clicking OK those settings will apply to all target sheets that have had their tabs selected.

### **Print Only This**

Problem: Excel always tries to print everything the worksheet. There's no problem with this for the bulk of hard copies we want but there are times when you only want a small area printed. This normally happens when the worksheet is large and you only need a small section of it. This could be for presenting a listing of figures to a group that doesn't need all the separate working to be shown.

You could set up the workbook so that the part needed is on a separate worksheet but you need to make sure that both sheets have the same information by binding one sheet to the other. If it's not on a separate sheet then do the following:

Use the Print area method:

Highlight the cells you want to print.

Depending on your version of Excel set the print area

In older versions of Excel:

Go to the File menu, Print Area, select Set Print Area from the submenu.

Excel 2007:

Go to the Page Layout tab of the Ribbon

Print Area button, Set Print Area.

It really is that simple, now, when you print, you'll only print the highlighted cells you selected.

If you try using the Ctrl key to select separate sections of the print area. Excel prints each section on a separate sheet of paper. Not what's wanted at all!

Second thoughts on this might occur to you - what about when I need to print the whole sheet again? Well, actually there's no necessity to even have to highlight the cells

Use the same steps as above except this time choose clear the print area.

Older version of Excel:

File menu, Print Area and select Clear Print Area from the submenu.

Excel 2007:

Go to the Ribbon Page Layout, Print Area button, Clear Print Area choice.

Things are now back as they were before.

This is another one of those things that you would do well to log in your Change Control Log. Else later when you come to print the whole worksheet you may begin to wonder what's wrong!

### **Need a Quick Calculation**

I know that sometimes when I'm working in Excel I need a calculator. I know there are heaps of you wondering why I'd need a calculator when Excel can basically do all that for me. After all isn't it a number cruncher? That's true but sometimes it's easier to punch a few numbers into a calculator than it is to write a formula. If you agree then in Excel 2007 it's possible to add the Windows calculator into the Quick Access Toolbar.

Now if a calculator is needed it's there right in the Ribbon.

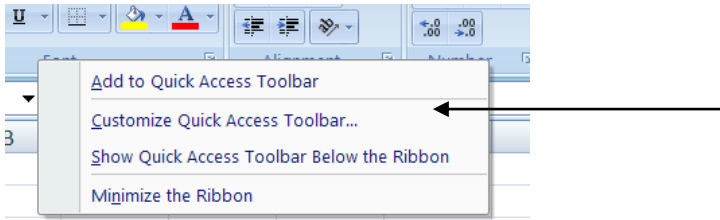
What's more if you close the thing when you think that you're finished only to find a couple of minutes later that you still need it it's still where it was before on the Ribbon there's no need to go to the Start menu.

So, here's what you need to know to add the Windows calculator to your Quick Access Toolbar.

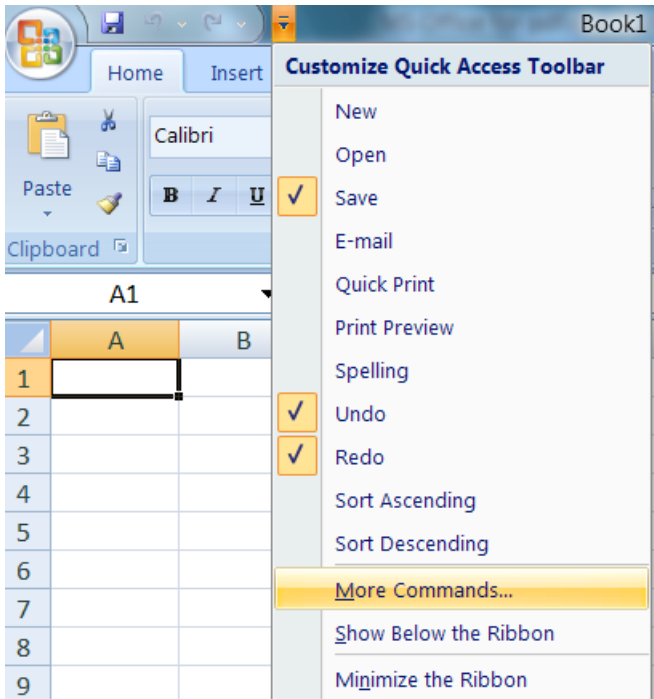
To get it on the Ribbon do the following

Open up the Options dialog box to the Customize section.

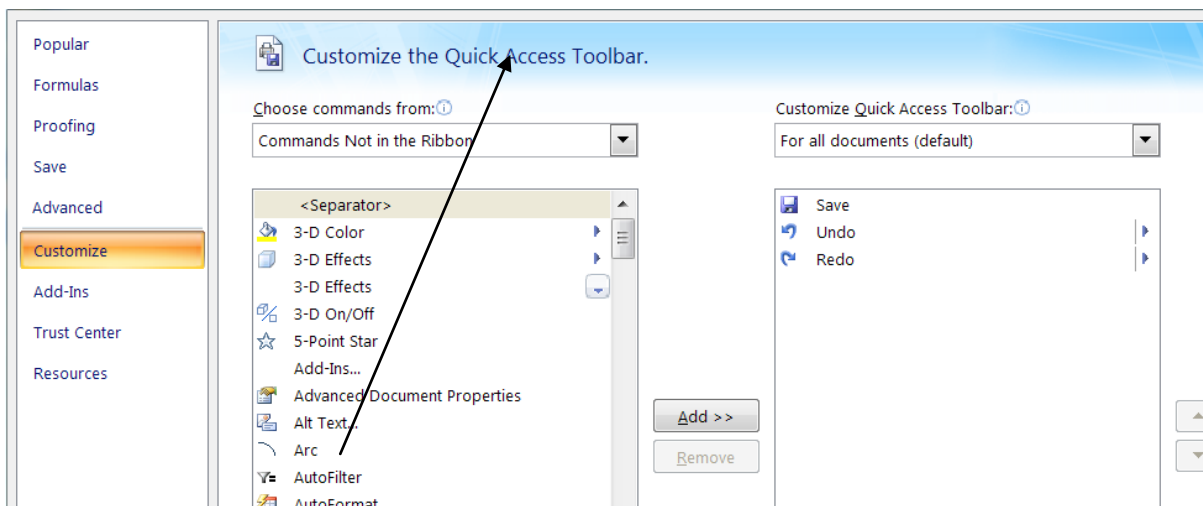
Either right-click on the Ribbon and choose Customize Quick Access Toolbar



Or click the Office Button  
Select More Commands...



Either way, you should be looking at this:



Choose Commands Not in the Ribbon.

Click the downward pointing arrow on the right side of the text box for this.  
Select Calculator from the list (the list is in alphabetical order)  
Click the Add button in the center.  
Click OK.  
You must have the ribbon displayed to see this.

### **MS Excel 2007: Setting the Default Font**

For many of us the font used in our documents, presentations and workbooks is not necessarily our own choice often this is the default for the program and although we alter it the next time the program starts it delivers up the default font again when we start a new document. When I'm designing a workbook for others to use - which is quite often - I want it to look how the user wants it and in the font that they want.

The easy way is of course to have my default font set to my preferences, not the preferences supplied by the designers (Microsoft in Excel's case).

Changing the default font is pretty simple - but once changed it will remain the same in all future worksheets until changed again.

This is for Office 2007 Users:

Click on the Office Button

Select Excel options button.

In the area of the Popular settings select the When creating new workbooks

The font typeface and size are shown here

Change these to your requirements

Click Ok and close the worksheet.

When you open the worksheet the new font will be the default.

### **Spell Check In Excel**

Excel is primarily for numeric data it's a number cruncher however, we often need to use a lot of words in Excel worksheets. Given that although I'm not the worst speller in New Zealand I wouldn't enter spelling bees because I'm not the best either! Given that statement it follows that typos and misspelled words occur in Excel also.

It therefore should make sense to need to understand what cells the spell checker in Excel actually checks. Did you know that the spell checker actually checks is dependent on what you select before it starts?

So, you'd best know not only what the options are but how to set them and what they accomplish for you.

If you've selected the formula bar and start the spell checker. Excel will check just the contents of the formula bar, leaving the rest of the worksheet to a different check.

Select a range of cells and start the spell checker, only the selected cells in that range are checked.

How we check an entire worksheet is done by selecting any cell on the sheet and starting the spell checker.

When you have three or four sheets in a workbook that need checking then do the following.

Select all the worksheets via their tabs.

Use the Shift key or Ctrl key with the mouse to select all the sheets.

Start the spell checker.

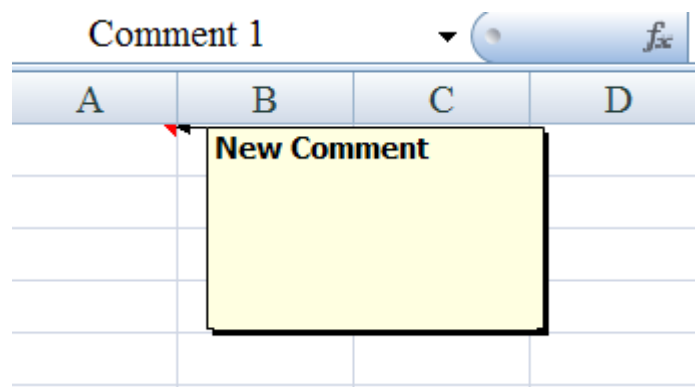
From the information given it should be quite clear just what the spell checker in Excel is checking - don't take it for granted and never ASSUME anything with a computer or its programs.

### **A Comment of a Different Color**

I use comments in Excel especially when designing sheets for other people or companies etc. Such things as notes made to myself about double checking a formula, or something relayed from the person the sheet is for.

Whatever your own needs may be are you aware that you can change the color of these comments with just a couple of clicks.

Once you've located a comment to be changed right-click on the border of it.



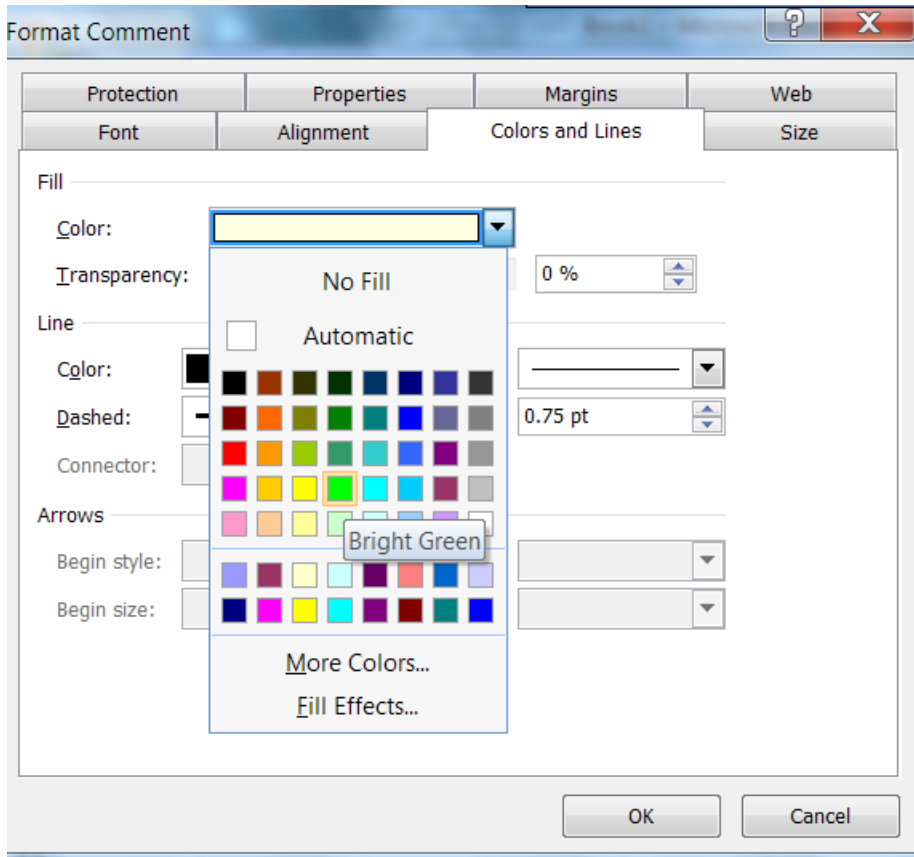
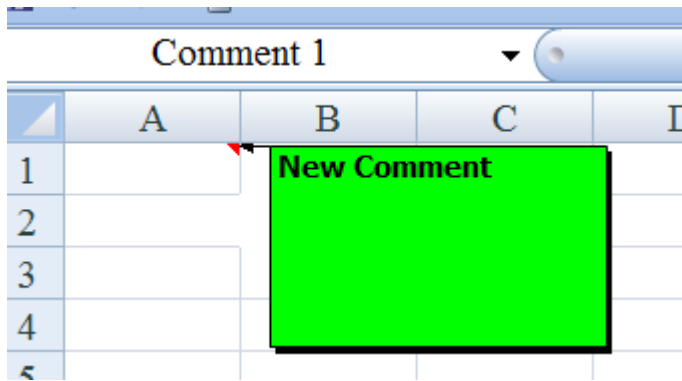
Then choose Format Comment from the menu.

When the dialog window opens choose the Colors and Lines tab.

Then select the colour required.

I've selected Bright green.

The comment background is then that colour



### Picture It in Excel 2007

Sometimes it's necessary to show an Excel worksheet or a relevant part of it but you do not require the recipients to change it. In other word what is wanted is a picture of the worksheet area that they are interested in. I bet I can hear most of you murmuring that's easy take a PrtScr of it and send it as a picture. Yes that is one way of doing it but that way you may need to go in and crop the picture and resave it in its cropped format, or whatever.

But Excel is capable of doing this on its own so why go round the houses when we can knock at the door in the street?

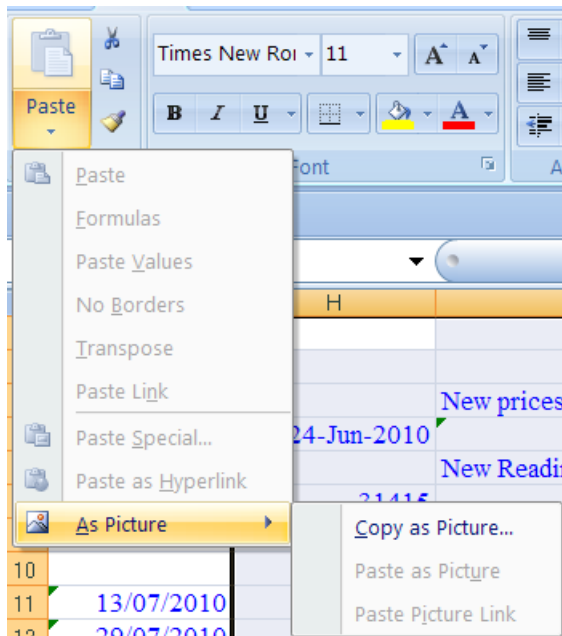
This is how to do it:

Highlight the cells that are needed in the picture.

Now go to the Paste button in the Home tab of the ribbon.

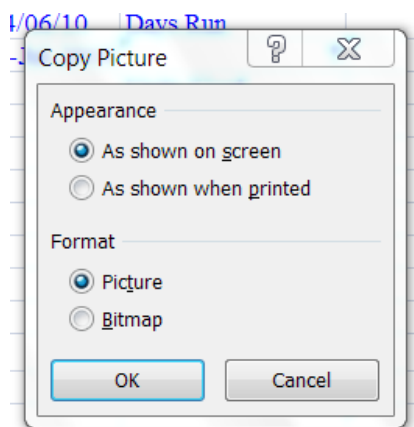
Hang on a minute we haven't copied anything yet we've only highlighted the cells required. That's the beauty of this method the computer is going to do the work for us.

Click the bottom half of the Paste button to display your pasting choices.



Select As Picture and then Copy as Picture

The dialog box below is displayed on screen.



Use the option from the dialog box how you want your picture to look. Now you can paste the picture wherever you need it. I've shown it below and you will see that it is indeed a picture of only the information from the spreadsheet that I highlighted. The actual screen from a screenshot that has been cropped etc is below the method I used. It took twice as long to do and was much more hassle.

Method:

Highlight, select Paste button, select downward pointing arrow, select As Picture, select Copy as Picture use the Dialog box Done!

### **Free Ms Office Templates**

<http://www.klariti.com/free/templates.shtml>

I've often found myself working on a project in MS Office and thought someone must have done this before - "Why isn't there a template and if there is where can I find it?"

I found it at the above site and they are free for anyone to use. All the normal things that you may want in the way of a template are there - you may need to adapt them to your own personal needs but the basics are usually the thing that take most of the time not the trimmings. This is not the only site to look at either look under Microsoft's own site.

<http://office.microsoft.com/en-us/templates/>

Next time you want to make up a special document or a one off photo album make sure you check out the web before you start working away on re-inventing the wheel.

### **Easy Upper and/or Lower Case**

Word and PowerPoint have the Change Case, which besides being useful in those applications could well be applied in Excel. Going through a spreadsheet changing the case of words can be a pain. But then Excel is not meant to be a word processor or a presentation application it's a number cruncher isn't it?

There is a way that's quick and neat to change the case of words in Excel but it's not in the cell formatting where most people look for it - it's in the formula bar.

These are the formulae you need.

Without delay here they are:

=**UPPER**(*textlocation*) returns all uppercase text.

=**LOWER**(*textlocation*) returns all lowercase text.

=**PROPER**(*textlocation*) returns all text with the first letter of each word as uppercase and all other characters as lowercase.

Be warned these are not quite as easy to use as they look and there is a lot of learning to be done in how they work.

## Calculations Using the Whole Row or Column

Sometimes Excel rows or columns are designed in such a way that they need to expand in size as more data is added.

How do you change the formula in an expanding row or column?

OK you could change the cell range each time but that can get overlooked and tedious to do..

There are other ways of doing this but most of the normal; ones that people try or use are loaded with error traps.

Could there or is there a simpler way to do this of course there is you only need to know how and following are the instructions for doing it.

When writing any formula that needs the data in the whole column or row, use only its letter/number as both the beginning and ending locations. What does that mean? Exactly what I have said if you need the whole of column C added and you know that it's going to expand with more data in the future then use something like =Sum(A:A)

Sounds confusing I know but wait - a quick example will clarify things immensely.

If you wanted the average of data in column A:

Move to the cell that the average has to be displayed in.

Type in the formula.

=AVERAGE(A:A)

Sometimes this may be needed for an entire row, which can grow in the same way. Suppose this is row 10 then again:

Move to the cell that the average has to be displayed in.

Type in the formula.

=AVERAGE(10:10) will average all data in row one.

## Unhide The 'A' Column and Row 1

Once you have hidden the A Column or Row 1 in a spreadsheet it's the devil's own job to get them to be unhidden. The reason for this is that you highlight the Column to either side of the column to unhide. Column L and N and Rows 7 and 9 to unhide column M and Row 8 respectively, but how do you highlight row 3 and minus (-1) or column B and the row to the left of A?

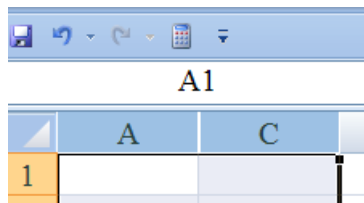
This can be a frustrating problem when you don't know what to do and I've seen many an operator in Excel nearly in tears trying to solve it. It's like the magician who knows the rabbit is in the hat but can't produce it on demand!

There are possibly a number of solutions there's always more ways than one of killing the cat but the one I usually go for is the following. Dpon't hide column A

or Row 1 is the best solution of all but that is not always a possibility.

What is the trick of highlighting two columns or rows?

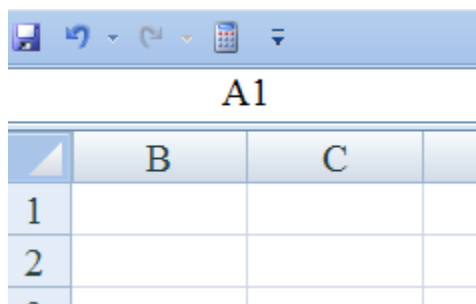
You highlight the first column by selecting it from the column letters row and drag across to highlight the second column. This is the same for selecting two or more rows to highlight, except you use the row numbers column.



This diagram displays column A and C highlighted with Column B hidden. To unhide click the format button in the ribbon for Excel 2007 and click on Unhide - column B will then display. In Excel 2003 click the Format menu then the column and Hide. The same can

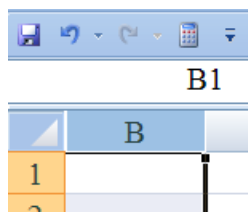
be done in both versions for Row.

Now let's look at the column A when it's hidden how to unhide it.

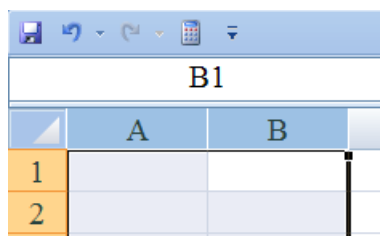


Here column A has been hidden and the problem we have set ourselves is to unhide it. Look at the columns and highlight Column B, what's to the left of column B? Only the column with the row numbers in it. Ok it's a column; not a useable one in the true sense of the word but let's highlight it anyway. Nothing

ventured nothing gained.



Now column B and the row number column have been highlighted - use the format menu and the unhide command and bingo the column A is on display again.



All three columns are highlighted with Column A displayed again. The same method can be used to hide and display Row 1 just highlight Row 2 and the Column name row and unhide Rows. Go and play with it and check it out you'll find out all sorts of things when you play with a program. I didn't wake up yesterday knowing the things that I know about computer applications - I played with them like a kid in a sand - pit building castles.

Now that you know the long way round why not try the shortcut? Why waste time clicking on menus especially trying to remember where they are in the ribbon?

To hide column A click on the divisor between column A and B. You should see a small two pointed arrow.

Right click and from the drop down menu click on Hide.

Column A will now be hidden.

Now let's unhide it.

Click on the divisor between the Row number column and column B

Notice the difference?



Yes that's right this one has two vertical lines, but it works just the same.

Right click it and click Unhide from the menu.

How much simpler could it be? Go and try the same method on row 1. I'm not going to do all the work for you.