

Excel Expert

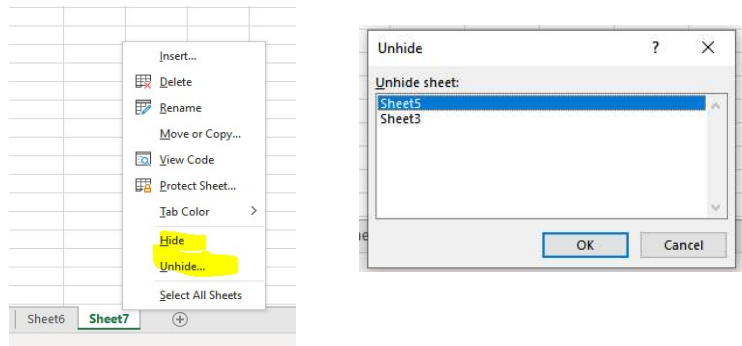
Session 5 – Other Tidbits

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Hiding and Viewing Sheets

Sometimes we may use a separate worksheet to do calculations or use as a data table. But, when we send our sheet out to people, we don't want others to look at the sheet – either to mess up our data or equations. In these cases – we can hide a worksheet.

In these cases, we can still access the data on the sheet, but not have it obvious to the user.



But what happens when we want to get the sheet back to do some alterations? We need to “Unhide” the sheet. We don't have to unhide all sheets, we can select which ones we would like to unhide. Both commands can be accessed by right-clicking on a tab and selecting the command you want to use.

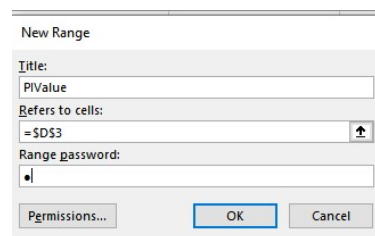
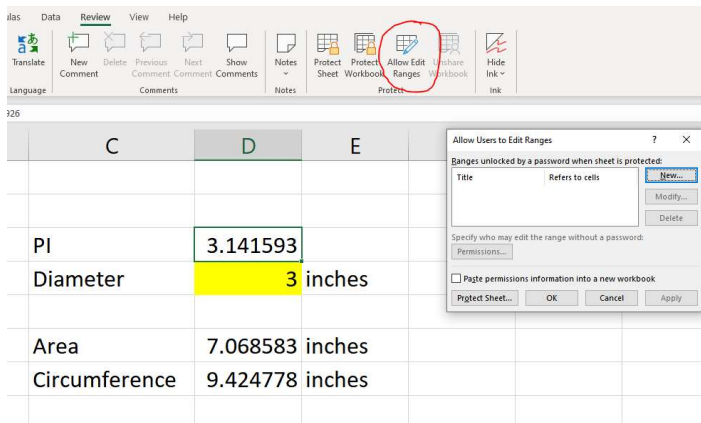
Protect a Range with a Password

In previous classes, I've shown how to protect a spreadsheet and how to unlock certain cells within that spreadsheet. Perhaps, though, there are certain cells that should only be able to be changed if the user understands what is going to happen. In this case, we can password protect individual *cells* on a sheet with a password.

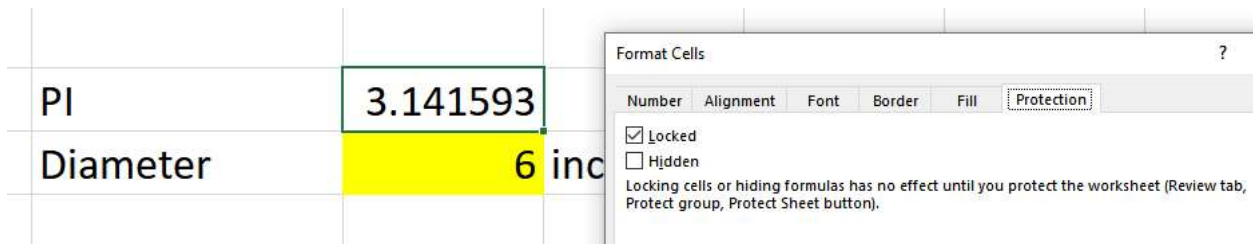
Take for example a spreadsheet that calculates the Area and Circumference of a circle:

In this case, when we unlock the diameter cell – so the user can put in different diameter circles. But, we may want them to be able to change PI (different universe?) -

PI	3.141593	
Diameter	3	inches
Area	7.068583	inches
Circumference	9.424778	inches

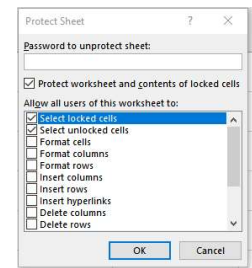


But, the PI cell is still locked – we don't want to unlock that cell.



Then, if we want to change the value of Pi, we have to go through an extra layer of security to make sure we have the credentials to do it.

This also provides us with a look at how we can protect the worksheet (what things will the user be allowed to do and not do):



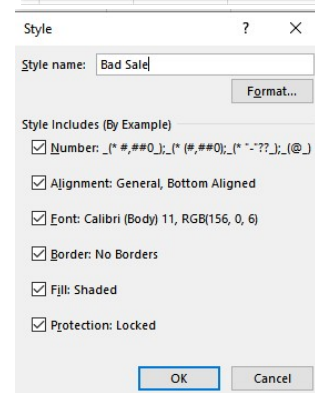
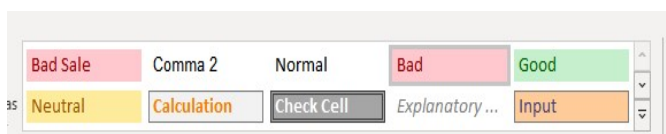
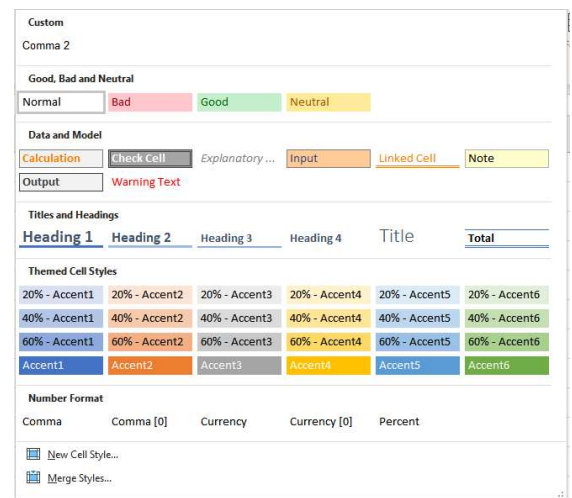
Styles

You can make it easier to format cells the way you want by creating a custom cell style, which is a combination of up to six formatting options: the number format; the horizontal and vertical alignment; the font, including the typeface, style, size, color, and text effects; the border; the background color and fill effects; and cell protection.

Excel comes with several dozen predefined cell styles, many of which vary with the document theme. However, Excel also has many cell styles that are independent of the current theme, including styles for sheet titles and headings, and styles that identify totals, calculations, and output cells.

You don't have to keep the same names, either. If we want it to say, "Good Sale", "Bad Sale", just create a cell with the style you want it to look like and then add a new style (New Cell Style...).

Remember in class 3 how we were able to create our own formatting for numbers? This is how we can save that format to a style above and use it in different locations. We could use the Format Painter, or create our own style.



Themes

Create and modify custom themes

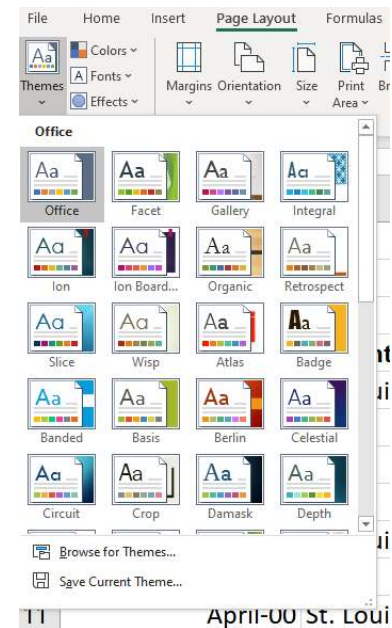
A workbook theme is a predefined collection of color, font, and effect formatting options. Each theme comes with preset formatting in three categories: color scheme, font set, and effects (which includes formatting such as drop shadows and 3D effects).

Excel offers more than three dozen predefined themes.

Go to the More Data Tab and select the theme “Circuit”. Notice it changed how the data looked – but it also changed how *Excel* looks – the row numbers and text characters in the columns are a different font! This is how the entire book is – not just this sheet.

Let’s see what we can change to give it our own unique flare!

Exam Strategy The objective domain for Exam 77-728, “Excel Expert 2016: Interpreting Data for Insights,” requires you to demonstrate the ability to create custom color schemes, font sets, and themes. You will not be required to customize effect schemes.



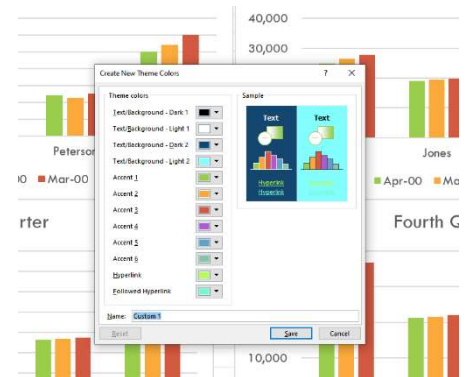
First let’s create four charts – one for each quarter.

Colors

For any theme color you want to modify, click the color picker to display a menu of color options, and then do one of the following:

- In the Theme Colors gallery, click one of the 12 existing theme colors or 60 variations to assign it to the color role.
- In the Standard Colors gallery, click one of the 10 standard colors.
- Click More Colors to open the Colors dialog box.

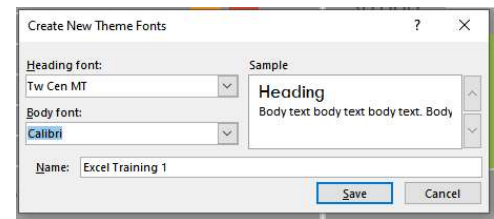
-  **Text/Background - Dark 1** The dark text color that Excel applies when you choose a light background color
-  **Text/Background - Light 1** The light text color that Excel applies when you choose a dark background color – chart background
-  **Text/Background - Dark 2** The dark background color that Excel applies when you choose a light text color
-  **Text/Background - Light 2** The light background color that Excel applies when you choose a dark text color
-  **Accent 1 through Accent 6** The colors that Excel uses for accents, such as chart data markers
-  **Hyperlink and Followed Hyperlink** The colors that Excel uses for worksheet links: the former for links that haven’t been clicked and the latter for links that have been clicked



Now, if we change just one item (like the Text/Background Light – 1) all charts created using that theme are now changed.

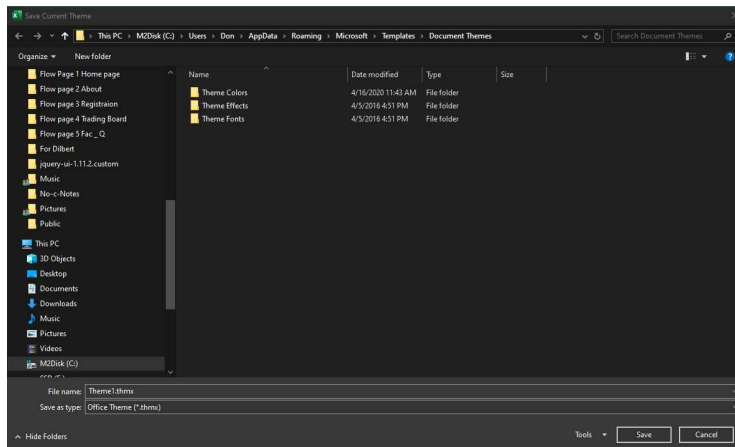
Fonts

As with the colors, the fonts can also be changed across the entire workbook.



Save current theme

The theme can be saved through the Themes button. Save the Theme with a memorable name.



Internationalization

In the United States, for example, 12/11/2016 means December 11, 2016; in much of Europe, however, 12/11/2016 is interpreted as the 12th of November, 2016.

To make your documents easier for international readers to interpret, Windows supports different regional settings for various countries. These settings apply to all

Windows applications—including Excel—and they set the defaults for such things as number formats and date and time formats.

If you change the Windows regional setting, Excel automatically formats your worksheet date and time values and numeric values by using the appropriate regional settings. However, Excel does *not* automatically apply the regional currency format, so you must format the monetary format manually. To change the Windows regional data format

1. Display Control Panel.

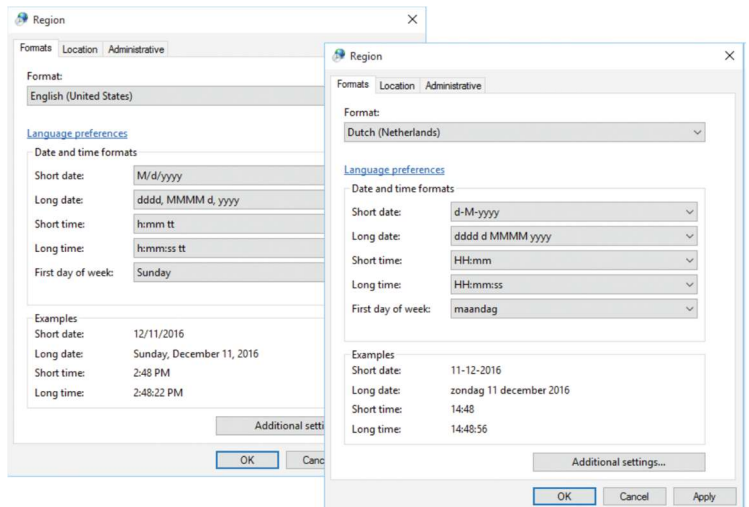
2. Do either of the following to open the Region dialog box:

- In the Category view of Control Panel, click Clock, Language, and Region, and then click Change date, time, or number formats.
- In the Large Icons or Small Icons view of Control Panel, click Region.

3. In the Format list, select the region you want to use.

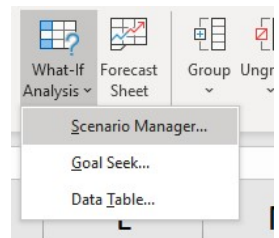
4. Click OK to close the Region dialog box.

5. Restart Excel to ensure that it uses the new regional setting.



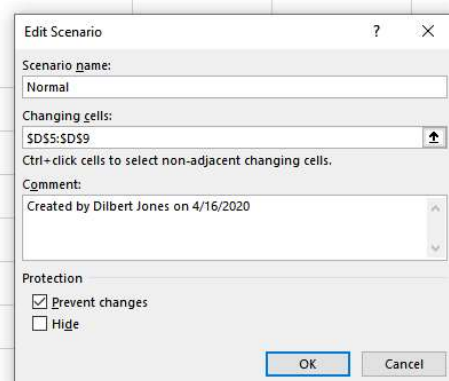
Perform what-if analysis by using Scenario Manager

By definition, what-if analysis is not an exact science. All what-if models make guesses and assumptions based on history, expected events, and other factors. A particular set of guesses and assumptions that you plug into a model is called a *scenario*. Because most what-if worksheets can take a wide range of input values, you usually end up with a large number of scenarios to examine. Instead of going through the tedious chore of inserting all these values into the appropriate cells, Excel has a ScenarioManager feature that can handle the process for you.

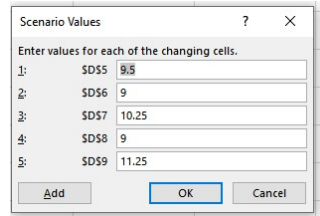


So, say we had three scenarios – Normal Year, Good Year, and Bad Year. Each of these will have different payrates depending on the year type. We would like to know what our costs would be in each scenario.

Name	Payrate	Hours	Gross Pay
Fredrickson	\$ 9.50	38	\$ 361.00
Jones	\$ 9.00	39	\$ 351.00
Monroe	\$ 10.25	37	\$ 379.25
Peterson	\$ 9.00	40	\$ 360.00
Smith	\$ 11.25	40	\$ 450.00
Bloodsucking Employees			\$ 1,901.25



Values for a normal year.



The Scenario Values dialog box is shown with the title 'Scenario Values'. It contains a table for entering values for changing cells. The table has two columns: a label column and a value column. The labels are '1: SD\$5', '2: SD\$6', '3: SD\$7', '4: SD\$8', and '5: SD\$9'. The values entered are '9.5', '9', '10.25', '9', and '11.25' respectively. At the bottom, there are three buttons: 'Add', 'OK', and 'Cancel'.

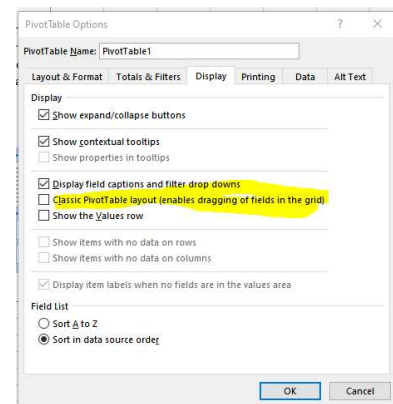
	Value
1: SD\$5	9.5
2: SD\$6	9
3: SD\$7	10.25
4: SD\$8	9
5: SD\$9	11.25

Multiply each value by .75 to call it a bad year. Then, create a Scenario for that also.

Pivot Chart details

We can use the data from the previous Trees table to create a Pivot Table. And, I gotta say, I don't like the new way to do Pivot Tables. I liked the "classic" way. And, we can get it back:

- Right-click over the top of the Pivot Table
- Pivot Table Options
- Go to the Display Tab
- Select "Classic PivotTable..."



The PivotTable Options dialog box is shown with the title 'PivotTable Options'. It has a tabbed interface with 'Layout & Format', 'Totals & Filters', 'Display', 'Printing', 'Data', and 'Alt Text' tabs. The 'Display' tab is selected. Under the 'Display' section, the following options are checked: 'Show expand/collapse buttons', 'Show contextual tooltips', 'Display field captions and filter drop-downs', and 'Display item labels when no fields are in the values area'. The 'Classic PivotTable layout (enables dragging of fields in the grid)' option is highlighted with a yellow background. Under the 'Field List' section, the 'Sort in data source order' radio button is selected. At the bottom, there are 'OK' and 'Cancel' buttons.

Now, re-create the Pivot table with Months across the top and types of trees as rows.

Now, with our Pivot table, we can create a Pivot Chart.

Modify PivotCharts

By default, each PivotChart displays a summary for all the records in your source data. This is usually what you want to see. However, there might be situations where you need to focus more closely on some aspect of the data. You can do this by changing the PivotChart's row, column, and filter options:

- Click the row field button in the lower-left corner to sort the row items, apply a filter to the row items, or hide one or more row items.
- Click the column field button just above the chart legend to sort the column items, apply a filter to the column items, or hide one or more column items.
- Click the filter field button in the upper-left corner to apply one or more filters to the entire PivotChart.

15 Excel Tips and Tricks

1. CTRL+Y -- Redo
'Nuff Said

2. **Multiple Cells, Same Data**

For some reason, you may have to write the same thing over and over again in cells in a worksheet. That's excruciating. Just click the entire set of cells, either by dragging your cursor, or by holding the Ctrl key as you click each one. Type it on the last cell, then hit Ctrl+Enter—and what you typed goes into each cell selected.

3. **Paste Special with Formulas**

Let's say you've got a huge amount of numbers in decimal format you want to show as percentages. The problem is, that numeral 1 shouldn't be 100%, but that's what Excel gives you if you just click the Percent Style button (or hit Ctrl-Shift-%). You want that 1 to be 1%. So you have to divide it by 100. That's where Paste Special comes in.

First, type 100 in a cell and copy it. Then, select all the numbers you want reformatted, select Paste Special, click the "Divide" radio button, and boom goes the dynamite: you've got numbers converted to percentages. This also works to instantly add, subtract, or multiply numbers, obviously.

4. **Transpose Data from a Row to a Column**

You would use this feature if you want to transpose data to get a better display; however, retyping all data would be the last thing you would need to do if you know how to use the Transpose function in Paste. Here's how: copy the area you want to transpose, move the pointer to another blank location. Go to Home->Paste->Transpose, please note that this function won't activate until you copy the data first.

5. **Save Charts as Templates**

Excel has more types of charts than Jimmy Carter's got teeth and peanuts, but it's almost impossible to find a default chart that is perfect for your presentation. Thankfully, Excel's ability to customize all those graphs is exemplary. But when you have to recreate one? That's a pain. It doesn't have to be. Save your original chart as a template.

Once a chart is perfected, right-click on it. Select Save as Template. Save a file with a CRTX

extension in your default Microsoft Excel Templates folder. Once you do that, applying the template is cake. Select the data you want to chart, go to the Insert tab, click Recommended Charts, and then the All Charts tab, and the Templates folder. In the My Templates box, pick the one to apply, then click OK.

Some elements, like the actual text in the legends and titles, won't translate unless they're part of the data selected. You will get all the font and color selections, embedded graphics, even the series options (like a drop shadow or glow around a chart element).

6. Work With Cells Across Sheets

This one, called 3D Sum, works when you have multiple sheets in a workbook that all have the same basic layout, say quarterly or yearly statements. For example, in cell B3, you always have the dollar amount for the same corresponding week over time.

On a new worksheet in the workbook, go to a cell and type a formula like `=sum('Y1:Y10'!B3)`. That indicates a SUM formula (adding things up) for all the sheets that are titled Y1 to Y10 (so 10 years' worth), and looking at cell B3 in each. The result will be the sum of all 10 years. It's a good way to make a master spreadsheet that refers back to ever-changing data.

7. Hide in Plain Sight

It's easy to hide a row or column—just select the whole thing by clicking the letter or number header, right-click, and select "Hide." (You can unhide by selecting the columns to either side all at once, right-clicking, and selecting "Unhide"). But what if you have just a little section of inconveniently placed data you want to hide, but you still want to be able to work with? Easy. Highlight the cells, right-click, and choose Format Cells. On the Number tab at the top, go to Category and select "Custom." Type three semicolons (`;;;`) in the Type: field. Click OK. Now the numbers aren't visible, but you can still use them in formulas.

8. Speed up Inputting Complicated Terms with AutoCorrect

If you need to repeat the same value and it is complicated to input, the best way is to use the AutoCorrect function, which will replace your text with the correct text.

9. Status Bar

The status bar is always there but we hardly use it to the full. If you right click on it you can see there hell lot of things which you can check using status bar.

10. Highlight Blank Cells

When you work with large data sheets it's hard to identify the blank cells from it. So the best way is to highlight them by applying a cell color.

Here are the steps to do this.

- First of all, select all the data from the worksheet
- After that, go to Home Tab → Editing → Find & Select → Go To Special.
- click goto special
- From Go To Special dialog box, select Blank and click OK.
- At this point, you have all the blank cell selected and now apply a cell color using font settings.

11. Root of Number

To calculate square root, cube root or any root of a number the best way is to use exponent formula. In exponent formula, you can specify the Nth number for which you want to calculate the root.

=number^(1/n)

For example, if you want to calculate a square root of 625 then the formula will be:

=625^(1/2)