

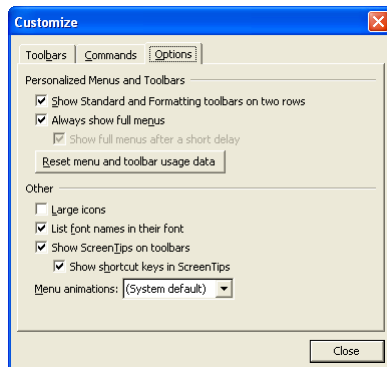
Additional Notes for Microsoft Excel

Mark Simon

Menu & Toolbar Options

Tools.Customize ...

Options



Show Standard and Formatting toolbars on two rows

Always show full menus

Office 2000 and before

Standard and Formatting toolbars share one row

Menus show recently used commands first (Short menus)

Useful Options

Tools.Options

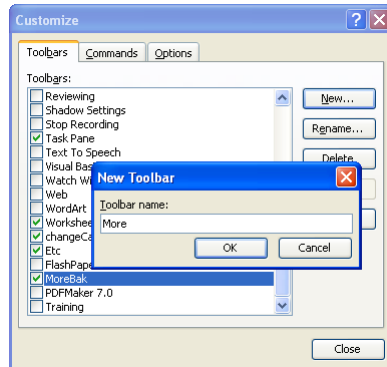
General: Recently used file list: 9

Sheets in new workbook: ...

Error Checking: Numbers stored as text (See below)

Toolbar

1. Tools.Customize.Toolbars...
2. Toolbars.New...

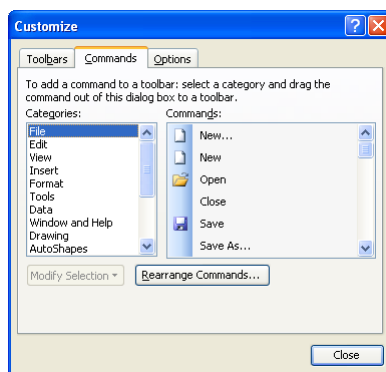


3. Name the toolbar
4. Double-Click the title to dock the toolbar:



Adding Items

Select Commands Tab






Drag an item from the Commands Pane to the Toolbar:



Make sure that you drag it *inside* the toolbar!

Useful Tools:

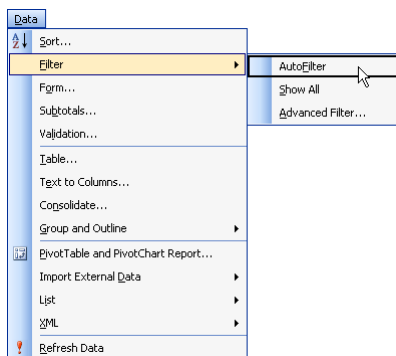
Category	Command
Insert	 Worksheet
Data	Show All
	Advanced Filter...
Edit	 Select Visible Cells
	 Delete Row

There is one useful item which is not available from the command list, but does appear on one of the menus. This is the Auto Filter item (the one in the commands list does not act the same way!).

To copy the item:

Make sure that Customize is (still) open.

Select Data.Filters.AutoFilter:



Drag the item to your toolbar *with the Ctrl key held down.*

Numbers as Text

Certain numbers are not really numbers at all. For example, telephone numbers, postcodes and other identifiers, though they comprise mainly digits, are never used in calculations. These numbers should be stored as text.

Method 1:

1. **Start off the number with a single quote:**

'0123

Method 2:

1. **Select the range to receive the data.**
2. **Format.Cells.Number**
3. **Select Text**

Misc

Remove Hyperlinks: http://techonthenet.com/excel/macros/delete_hl.php

vlookup

vlookup is the fundamental table lookup in Excel. Its structure is:

vlookup(what, where, which column, ranges?)

what	the item to lookup (in the first column of the table)
where	the table containing the item and its data
which column	the number of the column with the required result
ranges?	whether the first column of the table contains exact matches, or the beginning of ranges

Looking up by Column Reference

For the column number, you can get Excel to calculate the value with the following technique:

- 1. Name the result column.**
- 2. Use the following: =vlookup(what,where,column(result),ranges?)**

The advantage with this is that it remains unaffected by changes in the position of the result column.

Names

Excel supports the naming of cells and ranges. To name a cell or range:

Method 1

1. Select the Cell
2. Insert>Names>Define... (Ctrl F3)
3. Enter the name and press Enter

Method 2

1. Select the cell or range.
2. Click on the name box:



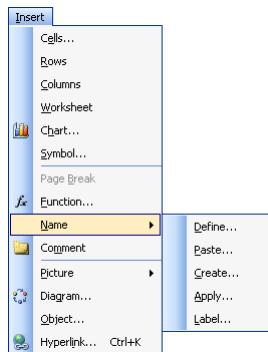
3. Enter a new name:



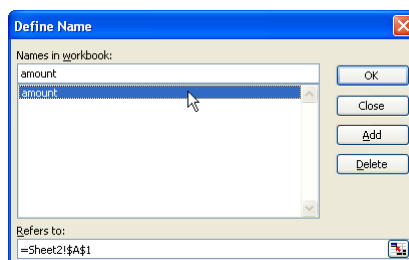
Press Enter

To delete a name:

1. Insert>Names>Define... (Ctrl F3)



2. Select the name:



3. Delete

Useful Formulas

Full Name

Given	Family	Full
Fred	Bloggs	=A2 & " " & B2
Wilma	Nurkk	
Betty	Thing	

18 Years Ago

Simple:

```
=today()-18*365.25
```

More Accurate

```
=date(year(today()-18,month(today()),day(today())))
```

Converting a Date to a Month or Day

The Text function will display numeric data, including date data, using the same codes as for Custom Formats (later).

Display Month Name:

```
=text(...,"mmmm")
```

Display Day Name:

```
=text(...,"dddd")
```

Validation Techniques

Validation Lists

Excel is not normally case-sensitive. However, if your validation rule includes a literal list:

```
NSW,VIC,QLD
```

then case must match exactly.

If instead your validation list refers to a range:

```
=A1:A8
```

then excel will ignore case.

A Validation Rule for Full Names

```
=not(iserror(find(" ",trim(A1))))
```



Custom Formats

Custom number formats allow you to express your numbers in a more particular manner. When creating custom formats, some of the characters are codes. For numbers:

- # any digit
- 0 any digit, even 0

Any character not meant to be a code should be inside double.

Useful number formats:

Format	Data	Display	
0.00	1.234	1.23	Two decimal places
0 "cm"	123	23 cm	Show as centimeters
0 "m ² "	123	123 m ²	Metres squared (use )
0,	1234567	1234	Thousands
0,"K"	1234567	1234K	
0,.	1234567	1	Millions
0,,"M"	1234567	1M	

Useful Date Formats

Excel regards all dates as the number of days since 1 January 1900.

However the following codes help to interpret the date:

Day		Month		Year	
d	Number	m	Number		
dd	2 digits	mm	2 Digits	yy	2 digits
ddd	Name (Short)	mmm	Name (Short)		
dddd	Name (Full)	mmmm	Name (Full)	yyyy	4 digits

The following will display a simple date format which includes a short month name:

d mmm yyyy

Important Shortcuts

General

Ctrl	S	Save
	Z	Zap Undo
	Y	Repeat/Redo
	A	Select All
	N	New Document
	O	Open
	W	Close
	X	✂ Cut
	C	Copy
	V	ZXCV Paste
F1		Help

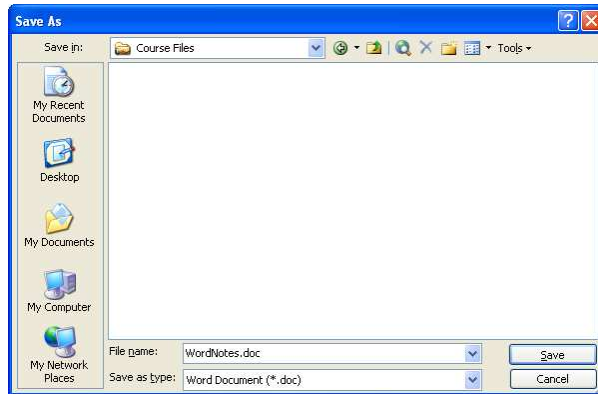
Excel

F2	Edit Cell
Shift F3	Insert Function
F3	Paste Name
Ctrl F3	Define Name
F4	(Inside Formula) Absolute Reference
F4	(Otherwise) Repeat
Shift F11	New Sheet
F11	New Chart
Alt F8	Macros
Alt F11	VBA
Ctrl Page Up	Previous/Next Sheet
Ctrl Page Down	
Ctrl Tab	Next Workbook
Ctrl ~	Show/Hide Formulas
F2 F9	Convert formula to value
Ctrl 1	Format Cells
Ctrl Shift ~	General Format
Ctrl Shift 1	Decimal Format: 0,000.00
Ctrl Shift 4	Currency Format: \$0,000.00
Ctrl Shift 5	Percentage Format

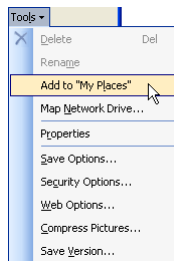
Shortcut to your Directory

You can either use the Save As... or Open... dialog for this.

File.Save As... (File.Open...)



Tools.Add to "My Places"



The icons in the left are still large, so you might select small icons:

Right-click.Small Icons

