



Office Doc

	31.01.2008	28.02.2008	31.03.2008	30.04.2008	31.05.2008	30.06.2008
Gross/Net Turnover for : Computers SA Created on : 18.04.2008						
Printed on : 23.10.2008						
In						
Client 1	SFr. 5'000.00	SFr. 5'000.00	SFr. 5'000.00	SFr. 5'000.00	SFr. 5'000.00	SFr. 5'000.00
Client 2	SFr. 5'500.00	SFr. 5'500.00	SFr. 5'500.00	SFr. 5'500.00	SFr. 5'500.00	SFr. 5'500.00
Client 3	SFr. 6'000.00	SFr. 6'000.00	SFr. 6'000.00	SFr. 6'000.00	SFr. 6'000.00	SFr. 6'000.00
Client 4	SFr. 6'500.00	SFr. 6'500.00	SFr. 6'500.00	SFr. 6'500.00	SFr. 6'500.00	SFr. 6'500.00
Special : coaching, selling licences and so on	SFr. 7'000.00	SFr. 8'000.00	SFr. 4'000.00	SFr. 9'000.00	SFr. 11'000.00	SFr. 3'000.00
Total	SFr. 30'000.00	SFr. 31'000.00	SFr. 27'000.00	SFr. 32'000.00	SFr. 34'000.00	SFr. 26'000.00
Out						
Rent	SFr. 600.00	SFr. 600.00	SFr. 600.00	SFr. 600.00	SFr. 600.00	SFr. 600.00
Telephone (office + mobiles)	SFr. 300.00	SFr. 300.00	SFr. 300.00	SFr. 300.00	SFr. 300.00	SFr. 9'000.00
Office misc.	SFr. 250.00	SFr. 250.00	SFr. 250.00	SFr. 250.00	SFr. 250.00	SFr. 10'000.00
Trainers	SFr. 2'000.00	SFr. 5'000.00	SFr. 2'000.00	SFr. 9'000.00	SFr. 5'000.00	SFr. 15'000.00
Total	SFr. 3'150.00	SFr. 6'150.00	SFr. 3'150.00	SFr. 10'150.00	SFr. 6'150.00	SFr. 34'600.00
Net turnover	SFr. 26'850.00	SFr. 24'850.00	SFr. 23'850.00	SFr. 21'850.00	SFr. 27'850.00	SFr. -8'600.00

MS-OFFICE 2007

English version

MS-EXCEL

Working with large tables

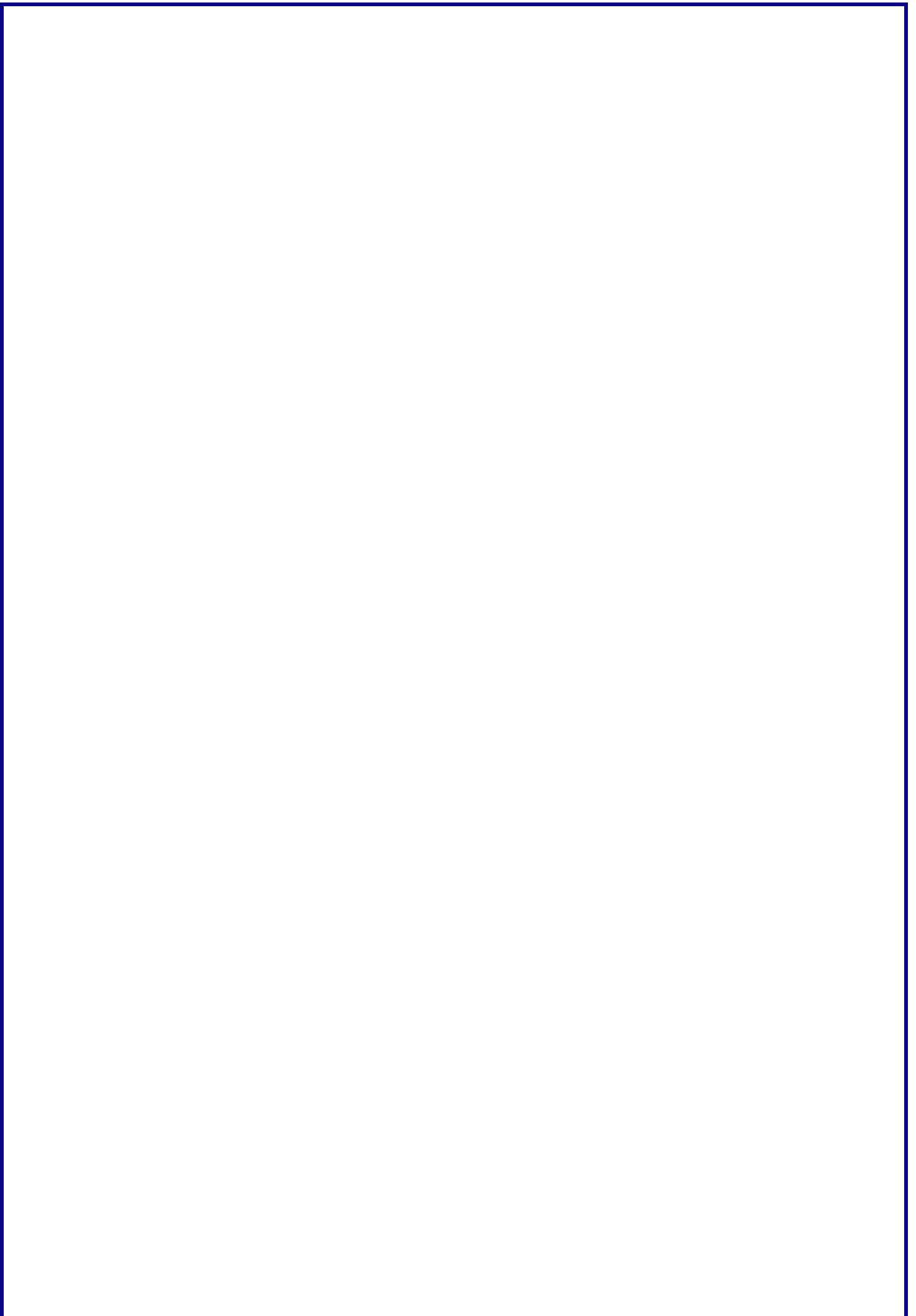


Table of contents

LARGE TABLES : PAGE SETUP AND PRINTING3

1	Page Break Preview	5
2	Page breaks	6
2.1	How page breaks are represented	6
2.2	Inserting a manual page break	6
3	Page order	7
4	Print titles	7
5	Special page setup	8
5.1	Reduce/Enlarge/Scale	8
5.2	Printing a range of cells	8
5.3	Setting a Print Area	9

FORMATS AND DATA11

1	Custom number formats	13
2	Conditional formats	16
2.1	Creating a conditional format.....	16
2.2	Managing the formats.....	21
3	The « table » formats	23
4	Inserting comments	25
4.1	Creating and managing comments	25
4.2	Showing comments	25
4.3	Printing comments.....	26
5	Copy-paste with a link	26
5.1	Using a link to retrieve the content of a cell.....	26
5.2	Copy-paste with link a range of cells (inside the current workbook)	27
5.2.1	<i>Setting up the link</i>	27
5.2.2	<i>Modifications</i>	27
5.2.3	<i>Zero values are added when the range of cells is pasted</i>	27
5.3	Copy-paste with a link between two workbooks : DDE link.....	27
5.4	A special link : the hyperlink	29
6	Sorting	31
6.1	Important rules to correctly sort.....	31
6.2	Simple sorting.....	31
6.3	Custom sorting.....	32

FORMULAS AND FUNCTIONS.....35

1	Relative and absolute references	37
2	Functions	38
2.1	Reminder : name and arguments	39
2.2	Reminder : common functions such as SUM, AVERAGE, MIN, MAX	39
2.3	Reminder : editing the function to modify it	40

2.4	Reminder : functions and Status Bar	40
2.5	Building the function using a dialog box	40
2.6	Building the function manually, using the semi-auto list.....	42
2.7	Some error codes and their meaning	43
2.8	3D references	43
3	Using names	43
3.1	Assigning a name to a cell or a range of cells	44
3.2	Navigation : accessing a named cell or range of cells	45
3.3	Using a name in a formula or function : paste a name.....	45
3.4	Pasting all the workbook names into the current worksheet	46
3.5	Managing names	46
3.6	The cell has been used several times before you named it	47
3.7	Special and less common : naming the rows and columns of a table.....	47

NAVIGUATE - ARRANGE - COMPARE	49
--	-----------

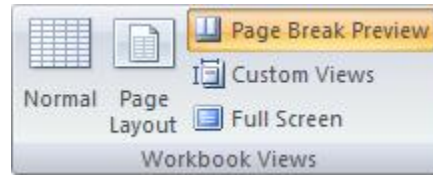
1	Splitting/freezing to help navigation and data typing	51
1.1	Splitting (the active sheet only).....	51
1.2	Freezing the panes directly or after a splitting.....	52
2	Arranging active workbooks on the screen to help data input	53
3	Arranging the workbook active sheets to help data input.....	53
4	Hiding a sheet.....	54
5	Comparing two workbooks side by side.....	54
6	Creating a <i>workgroup</i> to help data input and formatting.....	55
6.1	Creating a workgroup	55
6.2	Removing the workgroup.....	55

LARGE TABLES :

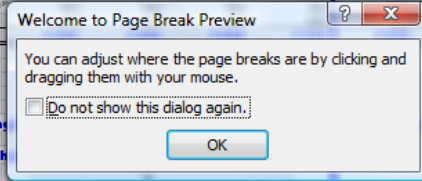
PAGE SETUP AND PRINTING

1 Page Break Preview

- VIEW Tab – WORKBOOK VIEWS Group – PAGE BREAK PREVIEW Button



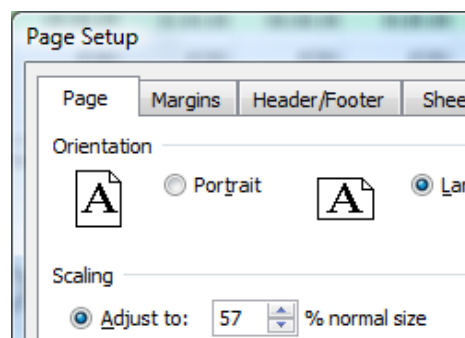
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Budget	created	10.11.2008										
4	Salaries and expenses	31.01.05	28.02.05	31.03.05	30.04.05	31.05.05	30.06.05	31.07.05	31.08.05	30.09.05	31.10.05	30.11.05	31.12.05
6	Monthly salary / fixed	4'000	4'000	4'000	4'000	4'000	4'000	4'000	4'000	4'000	4'000	4'000	4'000
7	Monthly salary / percentage	2'930	3'150	3'025	2'960	2'000	3'280	2'500	2'000	2'990	3'240	3'960	3'700
8	Family allowance	400	400	400	400	400	400	400	400	400	400	400	400
9	Bonus						2'000						
10	13 th salary												5'350
11	Total	7'290	7'550	7'425	7'360	6'400	9'680	6'300	6'400	7'390	7'640	8'360	14'050
14	Rent	2'500	2'500	2'500	2'500	2'500	2'500	2'500	2'500	2'500	2'500	2'500	2'500
15	Tax	850	850	850	850	850	850	850	850	850	850	850	850
16	Health insurance	800	800	800	800	800	800	800	800	800	800	800	800
17	Fixed annual expenses (car, house...)	1'000	1'000	1'000	1'000	1'000	1'000	1'000	1'000	1'000	1'000	1'000	1'000
18	Food	1'200	1'200	1'200	1'200	1'200	1'200	1'200	1'200	1'200	1'200	1'200	1'200
19	Holidays	500	500	500	500	500	500	500	500	500	500	500	500
20	Miscellaneous	400	400	400	400	400	400	400	400	400	400	400	400
21	Total	7'250	7'250					7'250	7'250	7'250	7'250	7'250	7'250
24	Net	40	300					-850	140	330	1'110	6'800	



Automatic page breaks are displayed with a dotted line, while manual breaks are displayed with a continuous line. As mentioned in the dialog box, you can drag the lines to modify the breaks. If you drag an automatic page break it is automatically converted into a manual break and displayed with a continuous line.

If you drag a page break outside the printable area (only the white area), it will disappear and Excel will automatically apply the corresponding reduction percentage.

This percentage can be checked : PAGE LAYOUT Tab – PAGE SETUP Group – Dialog box launcher – PAGE Tab :



But caution, if you add data, the automatic printable area will get larger and an automatic page break will be created.

- Caution with the lines and what they relate to. They are all blue but ...

The inside lines (dotted or not) represent page breaks.

The outer line borders the range of cells to print. By default, this line borders includes the full content of the sheet. If you click and drag this line, you are going to set a new and user defined "print area" (a print area is a fixed range of cells to print - explained later on). In the above screen capture, the default range of cells to be printed goes from January to December. If you were to drag the border line inside, you would create a new print area covering fewer months.

Back to normal view

- VIEW Tab – WORKBOOK VIEWS Group – NORMAL Button

2 Page breaks

They can be managed in the Normal view but the Page Break Preview is very handy.

2.1 How page breaks are represented

Page Break Preview

Automatic page breaks are displayed with a dotted line and manual page breaks are displayed with a continuous line.

Normal View

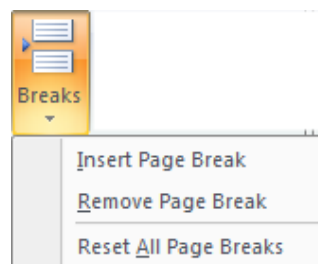
Page breaks are not displayed until you have ordered a Page Break Preview or worked with the Page Setup dialog box.

An automatic page break :

A manual page break : =====

2.2 Inserting a manual page break

- Select the row above which you need to insert a page break Or
Select the column before which you need to insert a page break.
- PAGE LAYOUT Tab – PAGE SETUP Group –
Drop-down list of the BREAKS button :



You have selected a cell or a range of cells rather than a row or a column

If it is the first cell of the row or the column, it does not make any difference.

If the cell is somewhere else on the worksheet, Excel inserts two page breaks, one horizontal page break and one vertical page break.

The REMOVE PAGE BREAK option

Select one cell at least below the horizontal page break Or

Select one cell at least after the vertical page break.

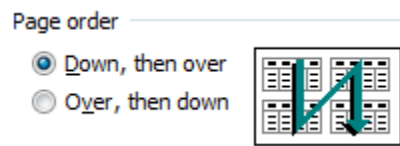
RESET ALL PAGE BREAKS

Removes all manual page breaks and resets all automatic page breaks.

3 Page order

If you take a close look at the screen capture on the Page Breaks Preview, you can notice that to print the table only, you would have to print page 1 and page 3. Not very handy. You can change the page order :

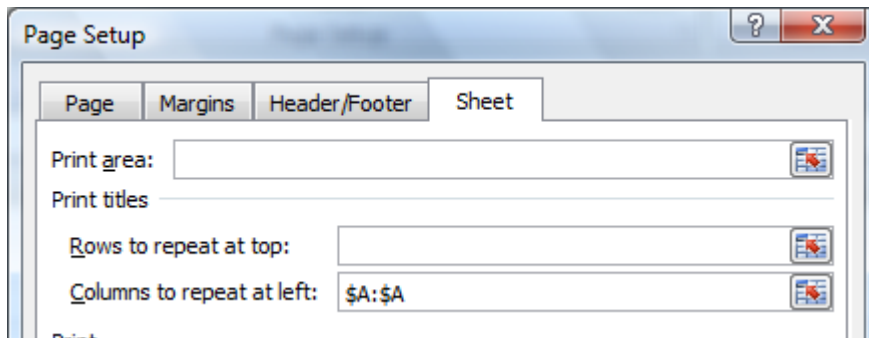
PAGE LAYOUT Tab – PAGE SETUP Group
– Dialog box launcher – SHEET Tab :



4 Print titles

Usual case : a very large table. If you print it the second page omits the labels (either horizontally or vertically).

- PAGE LAYOUT Tab – PAGE SETUP Group – PRINT TITLES Button
It is the page ssetup dialog box (SHEET Tab) :



No need to select the row or the column beforehand as Excel does not retrieve any prior selection. Make sure to place the cursor in the print titles text box and click directly into the worksheet on the corresponding row or column. The row or the column is always fully selected, no range of cells is allowed. But you may select more than one row/column. If the dialog box prevents you from clicking into the sheet, you may reduce it to the text box by clicking n the red arrow button (at the text box right end). *To restore the dialog box : press the ENTER key or click again on the red arrow button.*

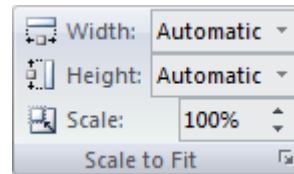
Remove print titles

- Display the above dialog box and delete or change the references.

5 Special page setup

5.1 Reduce/Enlarge/Scale

- PAGE LAYOUT Tab – SCALE TO FIT Group



Or

- PAGE LAYOUT Tab – PAGE SETUP Group – Dialog box launcher – PAGE Tab :

Scaling

Adjust to: 100 % normal size

Fit to: 1 page(s) wide by 1 tall

Adjust to

Works like when you reduce or enlarge a photocopy.
Type the required percentage

Fit to

To set the number of pages that you want to print regardless of the number of pages automatically suggested. Excel will calculate the reduction percentage. Often, this help to "shift" a few extra rows or columns into the previous page. Caution : if you later on insert a manual page break, it will be memorized but totally ignored. Moreover, this option is not reset automatically. It is the user's responsibility to turn it off by manually selecting a *100% Adjust*.

Fit 1 by 1 is the most common choice. If you set a fit 1 by 2, it is important to mention that inserting a manual page break will have no effect as it is Excel that manages the pagination.

Back to 100% normal :

Ribbon : switch to *Automatic* then type manually 100% for *Scale*

In the dialog box : type 100% for *Adjust to*.

5.2 Printing a range of cells

- Select the required range of cells
- Print (OFFICE Button – PRINT Option ...)
- Make sure to select :

Print what

Selection Entire workbook

Active sheet(s) Table

Ignore print areas

5.3 Setting a Print Area

This option should be rarely used. Why ? Because this option sets – not a special range of cells to print, as in this case printing a selection would be far better – but a fixed print area, that is a fixed range of cells to print, which should not be a frequent need

Cases where setting a print area is advisable :

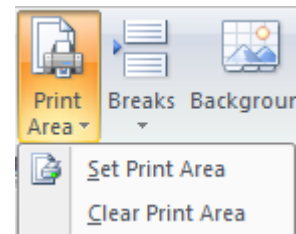
If the workbook was originally a Lotus1-2-3 file, the page setup might be a problem because it is usually lost during the conversion process. And Excel might be ready to print 78, 90 ... pages ! Setting a print area will be your "saving solution".

Forms : usually forms contain hidden columns that manage the choice made in the form fields. True this does not prevent the form to be printed correctly. But the form developer often adds an additional printing security by setting a print area for the form.

Printing a range of cells on a given sheet – always this range and never any data "around"

Setting the Print Area

- Select the required range of cells
- PAGE LAYOUT Tab – PAGE SETUP Group – Drop-down list of the PRINT AREA Button :



Printing more than one Print Area

- Set a print area for each range of cells (one by worksheet)
- Select the sheets to be printed
- PRINT (leave on default settings) : one print page for each Print Area.

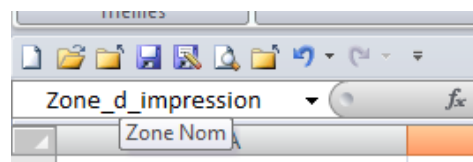
Setting a Print Area but exceptionally ignore it

Use the IGNORE PRINT AREAS option in the PRINT dialog box

Comments

- This Print Area is really a named range of cells – automatically called Print_Area :

The name will be displayed in the name box :

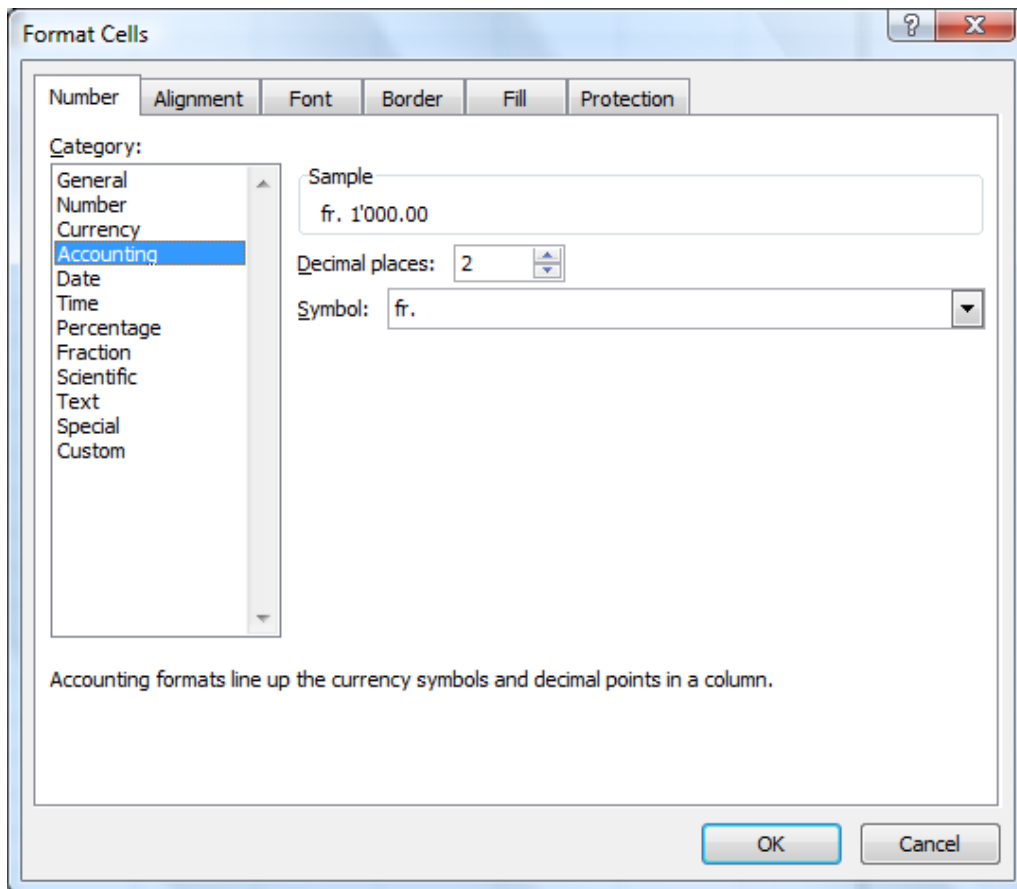


- Only one Print Area per worksheet
- It is not possible to globally set the same Print Area for a group of select sheets. You have to set it sheet by sheet.

FORMATS AND DATA

1 Custom number formats

HOME Tab – NUMBER Group – Dialog box launcher :



 For number formats, the thousand separator will be the one set in Windows (Control Panel – Regional Settings – Define the language/country)

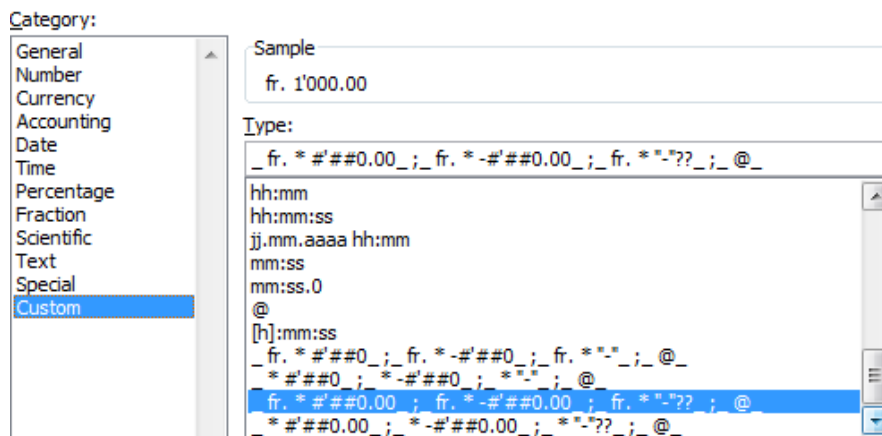
For most common formats, simply navigate in the various categories, check on/off the required options to "build" the format.

But it is important to mention that often, the options for common formats omit to list all the settings that will be applied. There might be additional options such as here for the *Accounting* format (above screen capture), the box options omit to tell the user that the currency symbol will be left aligned, a zero value replaced by a dash

Behind the format that **we** select are format codes :

- Make sure that the select cell displays the format you need to modify
- Select the CUSTOM category in the above dialog box

Here below the *Accounting* format for example :



Meaning of each code :

4 formats separated with a ; *positive;negative;0 value;text*

If you create a format, setting only the first one, Excel will automatically apply it to the next two number formats.

Example : ##0.00 "HT" will generate 1'000.00 HT, -1'000.00 HT and 0.00 HT. Text are not affected.

0 and # : how figures will be displayed :

You type	000,00 format	###,## format
123,45	123,45	123,45
36,87	036,87	36,87
56	056,00	56,

***[space]** The characters that follows the * (often a space) fills the cell (usually between the two parts of the code – currency on the left / spaces to fill the cell / the number)

_[space] To add a one space indent on the left or right of the number

[Red] To apply a color (here red).
Caution : all colors are not available (violet for instance isn't) but it is OK for *Blue, Green, Cyan*)

?? To omit decimals (used for 0 values)

@ For text (label)

Codes for dates : (caution with Windows in English : j=d (day) / a=y (year))

Type :	The letters should be understood as following :	
jj.mm.aaaa	j	3, 15
jj.mm.aaaa	jj	03, 15
jj.mmm.aa	jjj	Lun, Mar
jj.mmm	jjjj	Lundi, Mardi
mmm.aa		
h:mm AM/PM		

The above rule is also valid for months and years. But « a » will be automatically converted into « aa », which is quite logical ...

Do not forget quotes when they are necessary

If you are using standard codes such as a dash, a space ... (\$ - + / () : ! ^ & ~ { } < >) or accepted abbreviations for currencies such as USD, CHF ..., you don't need to use the quotes. For practically all other cases, use quotes.

Examples :

Year with 4 digits / Add text to a date

The options in the Regional Settings of Windows include one to set the year at 4 digit bx default. But this does not cover all cases. Consequently choose the nearest format, click on the CUSTOM category and modify the format by adding 2 "y".

mmm-yyyy	mar-2008	avr-2008
"Current Date : "d-mmm-yyyy	Current Date : 3-mar-2008	

Currency codes – some are preset : (Fr. fr. CHF EUR - see list ...) :	CHF 3'567	CHF – 3'567
CHF #'###0;CHF -#'###0		

Special currency code

"Frs #'###0.00;[Red]"Frs" -#'###0.00	Frs 3'567.95	Frs -3'567.95
--------------------------------------	--------------	---------------

Format where the currency code is left aligned

fr.* #'###0 ;fr.* #'###0	The character that precedes/follows the * sign fills the cell	fr.	1'000
[space/sign]* or *[space/sign]		fr.	-1'000

Add one space indent at the left or right of the number

_ #'###0_ ;_ #'###0_	In the screen capture : the first 78 : there is a one space indent at the left and at the right side of the number. Second 78 : by default	78 Custom
_[space]		78 Standard

0 values

When you need to replace a 0 value by a dash (such as in accounting format), it often required to solve a problem of alignment. Indeed, if other numbers are above or below, the dash will not be aligned on the unit position. Therefore this is the code that you can use to solve the problem : "-"?? (each ? corresponds to a decimal position)

	A	B
1	\$ 23.00	
2	\$ -	"-"??
3	0	standard
4		

Text format

@ "area"
###0 "cm"

North	
C	
North area	33 cm
South area	45 cm

and

f _x	33
B	
33 cm	
45 cm	

Format that "hides" a number by some text or nothing

Salary	Bonus %	Bonus
5000	2%	100
Salary	Bonus %	Bonus
SMITH		100

Typing data – No special format

Salary cell : custom format "SMITH".

Bonus % cell : custom format ;;;
(hides the cell contents – number or label).

Format where almost all special codes have been used

The following custom format :

1000	Frs.	1'000.00
-1000	Frs.	-1'000.00
0	Frs.	-
free		free

"Frs." * ###0.00;"Frs." * -###0.00;"Frs." * "-"??;[Blue]@"

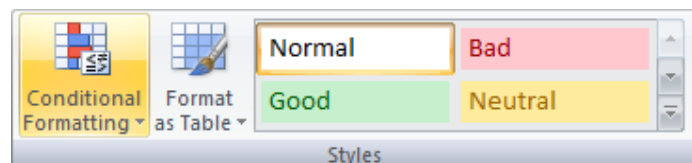
- ☛ If you are not satisfied with your format you can modify it. But caution, each modification means a *new format*. So when you are finally satisfied with the format, make sure to delete all previously created formats.

2 Conditional formats

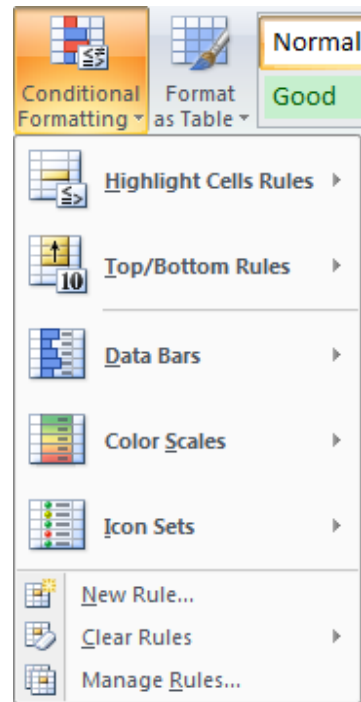
In the previous versions of Office, conditional formatting belonged to advanced functions. In Office 2007, Microsoft has placed this functionality on the HOME Tab and has consequently made it a functionality that every user should master (first level at least).

2.1 Creating a conditional format

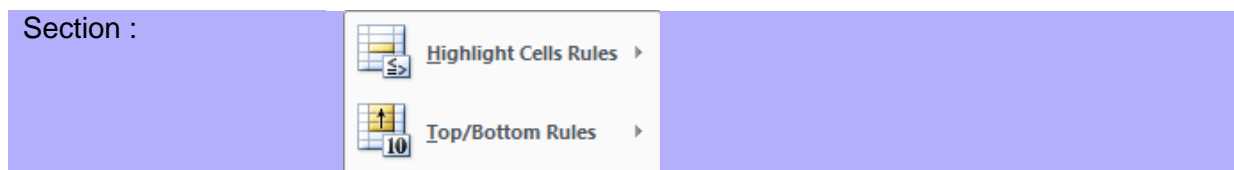
HOME Tab – STYLES Group



Drop-down list of the **CONDITIONAL FORMATTING** button :



Some easy samples to help you understand how conditional formats work : :



Excel source sheet :

	A	B	C	D	E	F	G
		janv. 2008	févr. 2008	mars. 2008	avr. 2008	mai. 2008	juin. 2008
1	INCOME						
2	Systems	150'000	10'000	115'000	90'000	98'000	114'000
3	Software	95'000	40'000	50'000	48'000	36'000	42'000
4	Hardware	25'000	10'000	7'500	9'800	10'000	11'000
5	Services	63'000	50'000	47'000	59'000	48'000	55'000
6	Total Income	333'000	110'000	219'500	206'800	192'000	222'000
7							
8							
9	COSTS						
10	Salaries	109'000	98'000	93'000	95'000	83'000	96'000
11	Telephone	7'500	6'000	4'500	6'300	7'200	5'000
12	Rent	25'000	25'000	25'000	25'000	25'000	25'000
13	Total Costs	141'500	129'000	122'500	126'300	115'200	126'000
14							
15							
16	Profit	191'500	-19'000	97'000	80'500	76'800	96'000
17	As a percentage of Total Income						
18	Income	58%	-17%	44%	39%	40%	43%
19	Average over the 6 months	34%					

Note : real time preview. Click when you get what you need ...

Highlight Cells Rules – Greater than

Select the required range of cells

8							
9	COSTS						
10	Salaries					96'000	
11	Telephone					5'000	
12	Rent					25'000	
13	Total Costs					26'000	
14							
15							
16	Profit	191'500	-19'000	97'000		96'000	
17	As a percentage of Total Income	58%	-17%	44%	39%	40%	43%

Greater Than

Format cells that are **GREATER THAN:**

50% with Light Red Fill with Dark Red Text

- Light Red Fill with Dark Red Text
- Light Red Fill with Dark Red Text
- Yellow Fill with Dark Yellow Text
- Green Fill with Dark Green Text
- Light Red Fill
- Red Text
- Red Border
- Custom Format...

I typed 50% (you may type 0.5 but caution not 50)

Highlight Cells Rules – A date occurring ...

	A	B	C	D	E
1	INCOME	janv. 2008	févr. 2008	mars. 2008	avr. 2008
2	Systems				
3	Software				
4	Hardware				
5	Services				
6	Total Income				
7					
8					
9	COSTS				
10	Salaries	98'000	93'000	95'000	
11	Telephone	6'000	4'500	6'300	
12	Rent	25'000	25'000	25'000	
13	Total Costs	129'000	122'500	126'300	

A Date Occurring

Format cells that contain a date occurring:

This Month with Light Red Fill with Dark Red Text

- Yesterday
- Today
- Tomorrow
- In the last 7 days
- Last week
- This week
- Next week
- Last month
- This Month
- Next month

Highlight Cells Rules – Duplicate values ...

150'000	10'000	115'000	90'000	98'000
95'000				
25'000				
63'000				
333'000				
109'000	98'000	93'000	95'000	83'000
7'500	6'000	4'500	6'300	7'200
25'000	25'000	25'000	25'000	25'000
141'500	129'000	122'500	126'300	115'200

Duplicate Values

Format cells that contain:

Duplicate values with Light Red Fill with Dark Red Text

- Duplicate
- Duplicate
- Unique

Top/Bottom Rules – Top 10 items ...

Top 10 Items

Format cells that rank in the TOP:

3 with Light Red Fill with Dark Red Text

OK Cancel

95'000	83'000	96'000
6'300	7'200	5'000
25'000	25'000	25'000
26'300	115'200	126'000
191'500	-19'000	97'000
80'500	76'800	96'000

58% -17% 44% 39% 40% 43%

- ✎ MAX value : simply type 1
- MIN value : select Top/Bottom Rules – Bottom 10 Items and type 1

Top/Bottom Rules – Above average

Above Average

Format cells that are ABOVE AVERAGE:

for the selected range with Light Red Fill with Dark Red Text

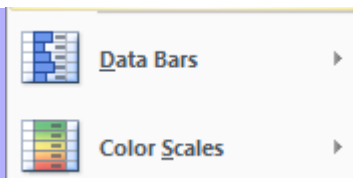
OK Cancel

83'000	96'000
7'200	5'000
25'000	25'000
115'200	126'000
191'500	-19'000
80'500	76'800
96'000	

58% -17% 44% 39% 40% 43%

Average over the 6 months 34%

Section :



Data Bars help you see the value of a cell relative to other cells. The length of the data bar represents the value in the cell. A longer bar represents a higher value, and a shorter bar represents a lower value.

Color Scales are visual guides that help you understand data distribution and variation. A two-color or three-color scale helps you compare a range of cells by using a gradation of two or three colors. The shade of the color represents higher or lower values.

For example, in a green and red color scale, you can specify that higher value cells have a more green color and lower value cells have a more red color.

The three-color scale helps to set three categories : high values – intermediate values and low values.

Data Bars

Evolution from 1980 to 2002 of access to IV cycle in France

In %	Bac général	Bac technologique	Bac professionnel
1980	21	14	
1981	21	14	
1982	22	15	
1983	23	14	
1984	20	11	
1985	22	16	
1986	23	17	
1987	24	18	1
1988	26	19	2
1989	35	13	4
1990	35	15	5
1991	37	17	6
1992	38	17	10
1993	38	19	9
1994	40	21	10
1995	37	20	12
1996	36	20	13
1997	35	20	15
1998	35	20	15
1999	35	20	15
2000	35	21	15
2001	35	20	15
2002	35	20	15

Color Scales

Caution, color scales go from the highest to the lowest value. Here Red-Yellow-Green :

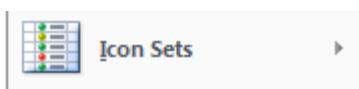
Evolution of VIH in Switzerland from 1991 to 2001

(source : 31/3/2001 "Bulletin de l'Office Fédéral de la Santé")

Testing year	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Tested positive - male	1253	1179	952	823	611	561	484	381	381	350	107
Tested positive - female	622	516	404	393	324	293	283	219	214	224	38
Tested positive - unknown	269	214	244	173	84	69	67	57	7	10	9

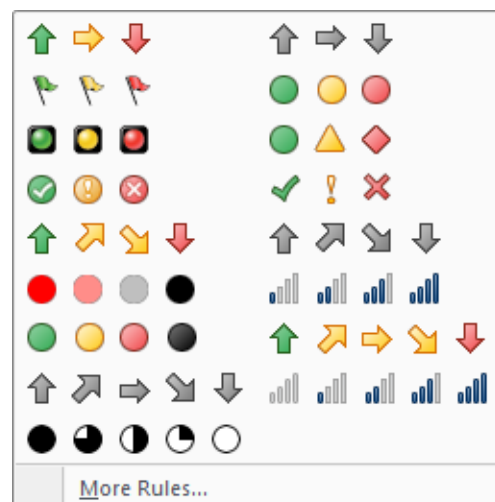
The color shading is applied according to the cell value. This help to create « groups ».

Section



Icon Sets are used to annotate and classify data into three to five categories separated by a threshold value. Each icon represents a range of values.

These sets are difficult to use, even though they look so attractive ...



- Colors are always applied from the top value to the lowest one.

●	4	●	1
●	3	●	2
●	2	●	3
●	1	●	4

- The number of icons is important.

Indeed, if you select a 4 icon set and apply it to 6 cells, Excel will re-use 2 of the 4 icons. This in turn might affect the set's readability.

●	4	●	5
●	3	●	4
●	2	●	3
●	1	●	2
		●	1

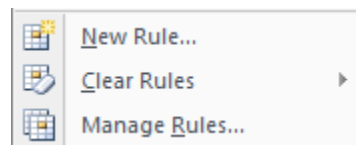
- Caution when using a set with arrows as the arrow direction does not necessarily mean that the values are going up or down.

Sometimes chart icons will be more appropriate :

↑	5	▒	5
↗	4	▒	4
→	3	▒	3
↘	2	▒	2
↓	1	▒	1

2.2 Managing the formats

The commands located at the bottom of the drop-down list of the CONDITIONAL FORMAT button :



New Rule

A dialog box will be displayed. It includes all the above rules but also other rules to create formats based on formulas and functions.

This is not covered in this documentation

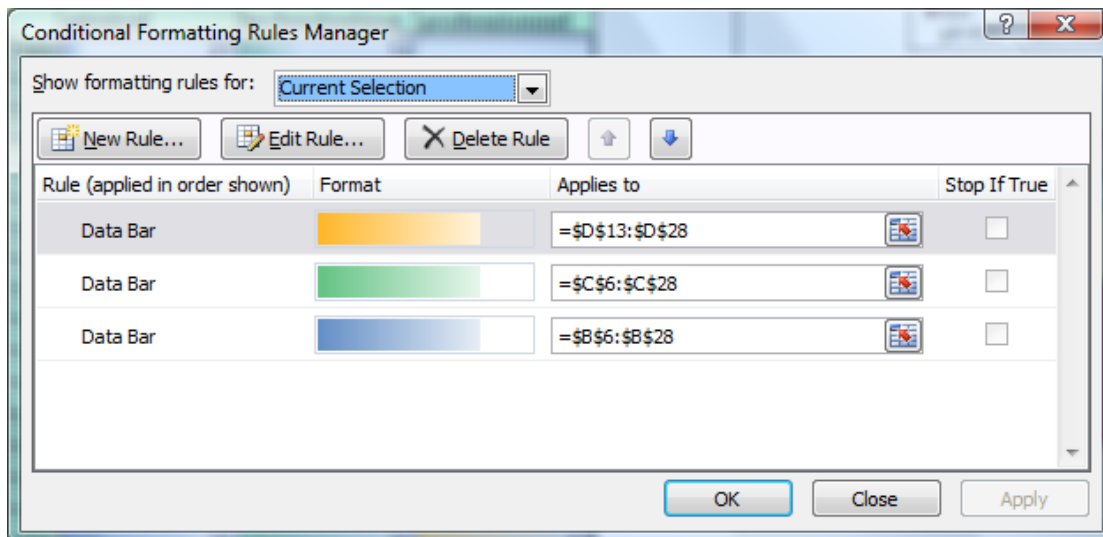
Clear Rules

You can remove a rule to :

- The selected cells*
- The whole sheet*
- A table (a list defined as a table)*
- A pivot table*

Manage Rules

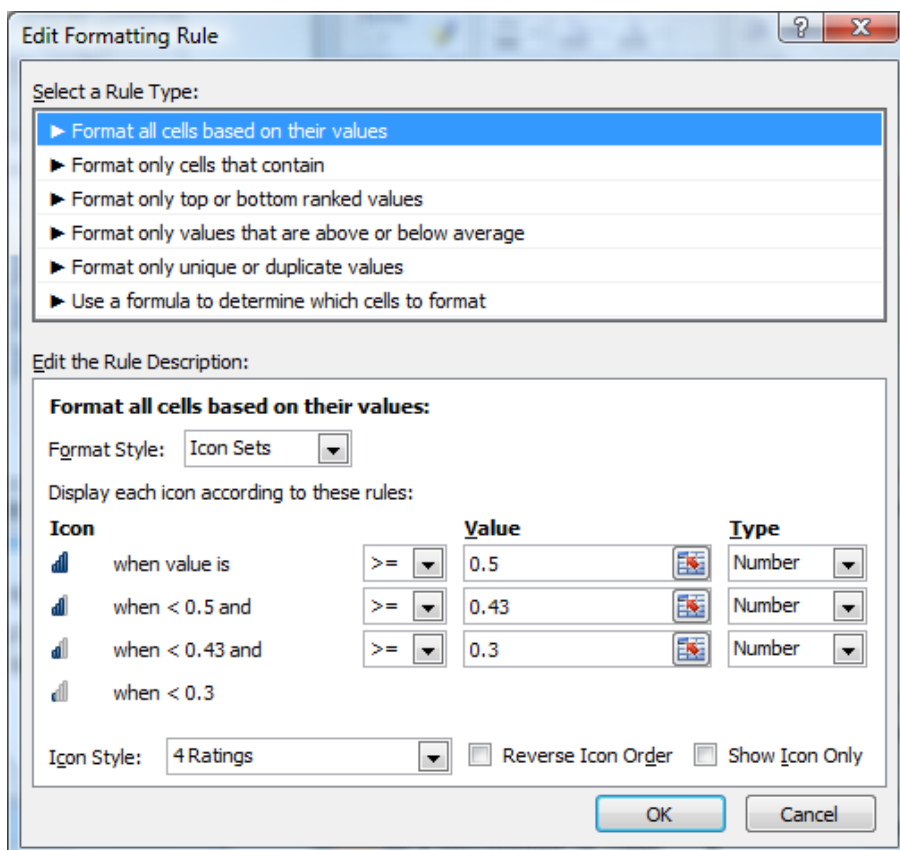
A standard dialog box to create a new rule (the NEW RULE dialog box will be displayed), to modify an existing rule, to delete a rule :



Why would you want to work with this dialog box ?

For instance you can work with rules *without having to first select the required range of cells*. You select from the SHOW FORMATTING RULES FOR pull-down menu.

And you can also *slightly modify an existing rule* :



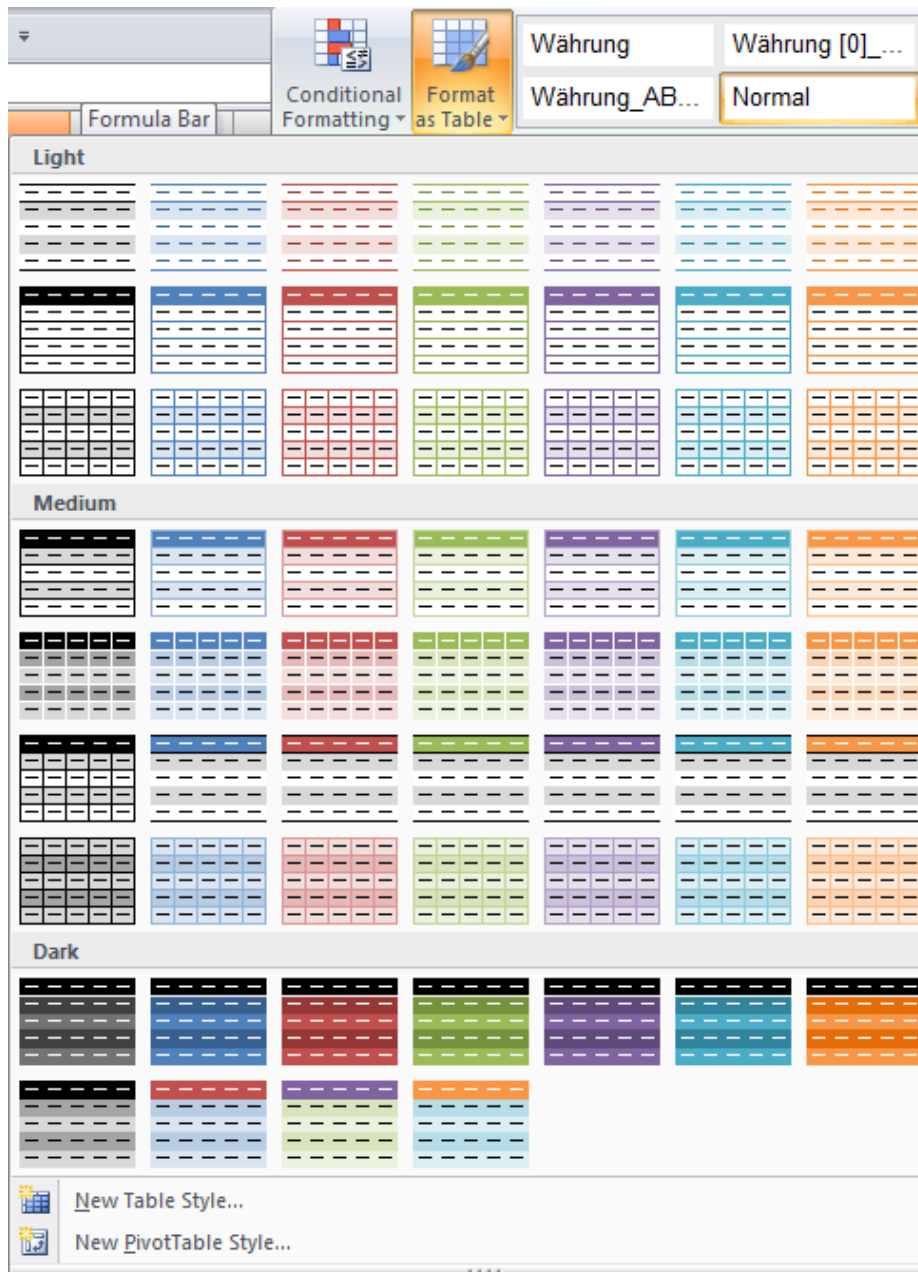
You may change the reference values, revert the icon order, show the icons only ...

3 The « table » formats

Caution, the gallery below relates to the concept of « tables » that previous versions called « lists ». An *Excel list or table* provides specific managing tools such as the autofilter – standard or advanced, subtotals, pivot tables ... This is not covered in this documentation.

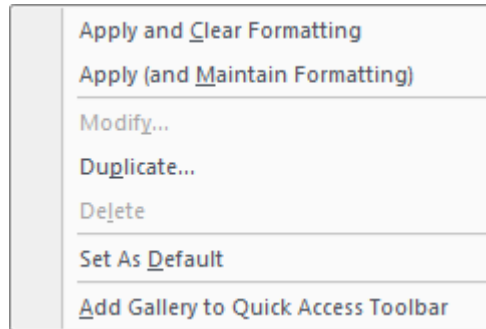
But if you like one of those formats, you may perfectly apply it to your current table without creating a *list or table*.

- Click inside the table (no need to select it fully)



A simple click *maintains* the current format and applies the new format wherever it is possible.

If you do not wish to maintain the format, right click :



You may even set that one of those format be the *default* format.

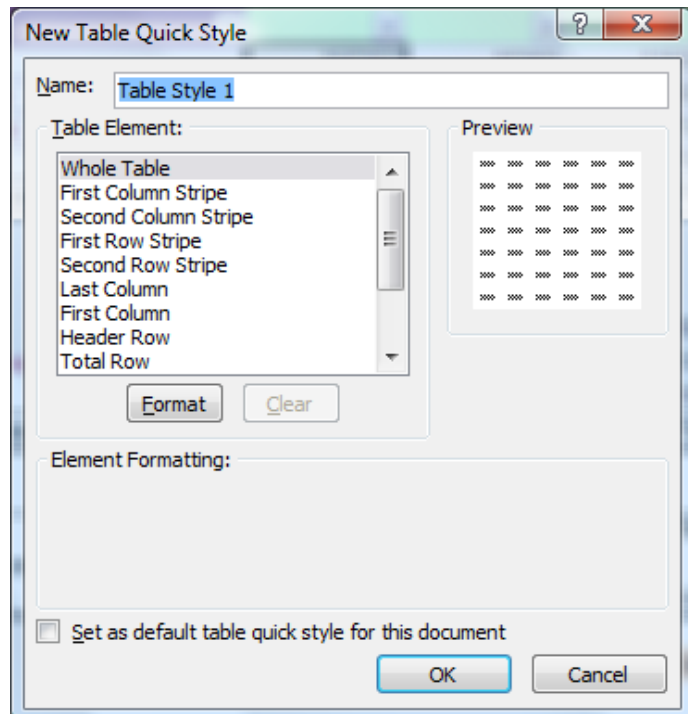
The MODIFY and DELETE options are available only for custom table formats.

The colors come from the current theme.

NEW TABLE STYLE to create a custom format

Name your style

Set the format attributes (font, borders, fill color ...) for the whole table or by row/column



The new style will be displayed at the top of the gallery, in the *Custom* section.

NEW PIVOTTABLE STYLE

Not covered in this documentation

- You are prompted to confirm the range of cells : validate or change if necessary

Important : when the format has been applied, the DESIGN Tab will be displayed on the Ribbon. It provides all the tools to manage the *list or table*. Click on the CONVERT TO RANGE button to *remove the table definition but keep the table format*.

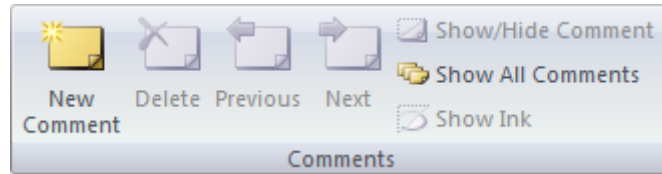
You may have the impression that the above command is not really the right one ! On the contrary, it is officially explained like this in the Microsoft help file ...

4 Inserting comments

When a table is large and complex, it is often interesting to comment a few cells.

Two methods rather equivalent :

- 1 REVIEW Tab – COMMENTS Group



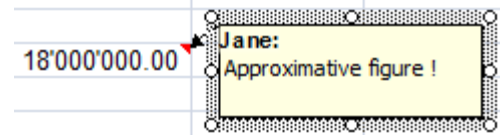
- 2 Right click the cell

4.1 Creating and managing comments

Insert

NEW COMMENT Button
Right click : INSERT COMMENT

Type the comment
in the text box



Show

Simply *point* the cell and the comment will be displayed

Navigation

PREVIOUS / NEXT Button

Edit

EDIT COMMENT Button (previously New)
Right click : EDIT COMMENT

Delete

DELETE Button

Display the comment and click on its border – Then press the DEL key

Right click : DELETE COMMENT

4.2 Showing comments

All comments

SHOW ALL COMMENTST Button

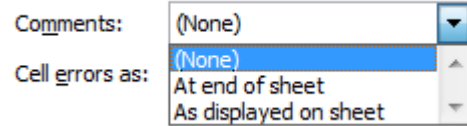
One specific comment

SHOW/HIDE COMMENT Button
Right click : SHOW/HIDE COMMENTS

 It is possible to set how comments should be displayed in the Excel options : OFFICE Button – OPTIONS EXCEL Button – Category ADVANCED – DISPLAY Topic.

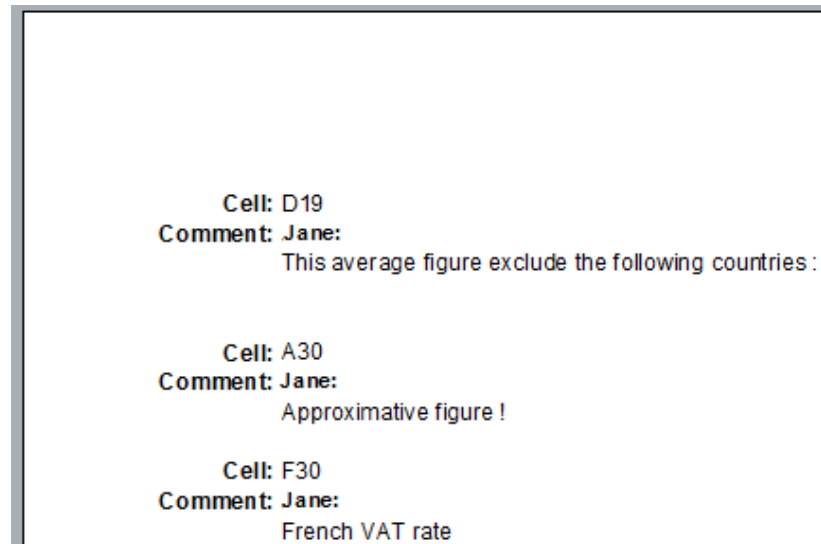
4.3 Printing comments

- PAGE LAYOUT Tab – PAGE SETUP Group – Dialog box launcher – SHEET Tab



At end of sheet

The comments are printed on a separate page at the end of the printing process :



As displayed on sheet



Excel only prints comments that are displayed on the sheet.

5 Copy-paste with a link

definitions

Source range or workbook Range (or workbook) that "exports" the data (value or formula)

Client range or workbook Range (or workbook) that "receives" the copied data (value or formula). The destination workbook.

5.1 Using a link to retrieve the content of a cell


- Activate the result cell in the client or destination workbook
- Type the = sign
- Activate the required cell in the source workbook

- No other navigation : press the ENTER key to validate

The reference or source address (path) is automatically mentioned :

The file has been opened : ='[Planning-2008.xlsx]November!\$D\$19.

The file is closed : the formula bar shows the full path : ='D:\Planning\[Planning-2008.xlsx]November!\$D\$19.

 Any change done to the source file will be automatically reflected into the destination file.

5.2 Copy-paste with link a range of cells (inside the current workbook)

5.2.1 Setting up the link


- Select the range of cells in the source worksheet
- Copy to the clipboard
- Activate the first destination cell in the client worksheet
- Paste with a link

This link option is one of the suggested commands of the PASTE OPTIONS tag, located at the bottom right of the pasted cells. You can also select the command in the drop-down list of the PASTE button (option PASTE LINK or PASTE SPECIAL).

 Pasting – with or without a link – always omits the source format, column width ... You will need to add them by showing the PASTE SPECIAL dialog box again.

5.2.2 Modifications

Any change done to a source cell – even its precedents in the case of a formula – will be automatically reflected in the client linked cell or range of cells.

 The linked cells can be freely modified but the link will be consequently broken (no warning message).

5.2.3 Zero values are added when the range of cells is pasted

When you paste, any *empty* source cell is displayed with a zero. You may delete them or hide them : OFFICE Button – EXCEL OPTIONS Button – ADVANCED Category – DISPLAY OPTIONS FOR THIS WORKSHEET Topic – SHOW A ZERO IN CELLS THAT HAVE ZERO VALUES Option.

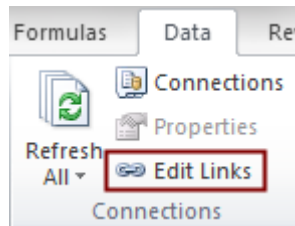
5.3 Copy-paste with a link between two workbooks : DDE link

Copy-paste works just the same.

Any change done to the source workbook will be automatically reflected in the client workbook. If one of the files is closed, no problem, when you will open the client file, Excel will prompt you to confirm the update.

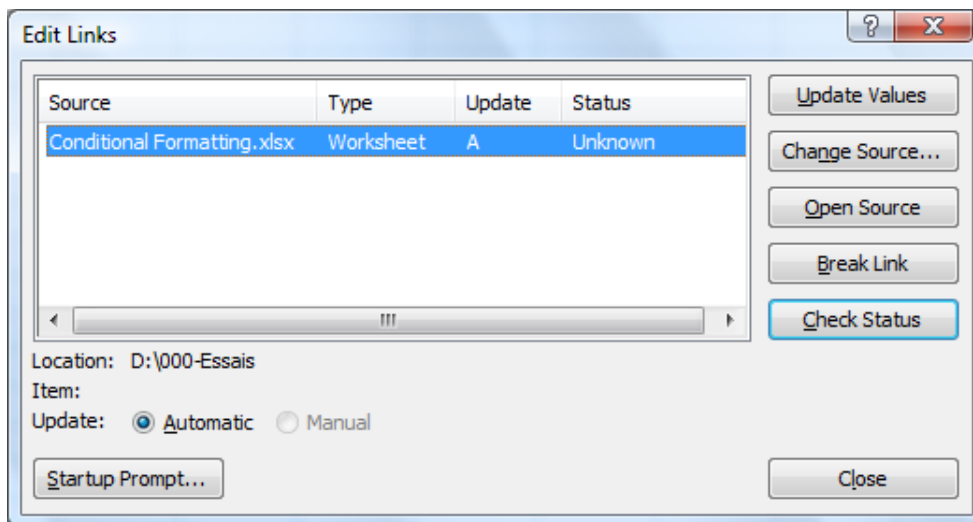
Whatever your choice, links can be managed independently through :

- DATA Tab – CONNECTIONS Group – EDIT LINKS Button

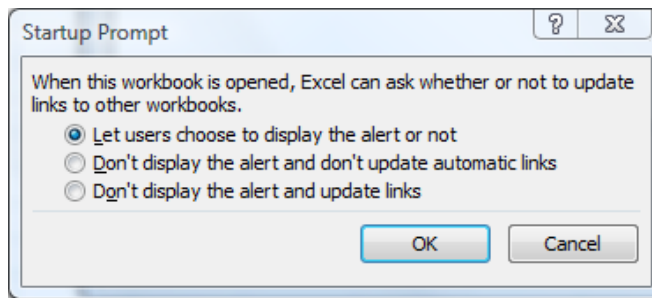


Or

- OFFICE Button – PREPARE – EDIT LINKS TO FILES
Important : this option will be displayed only if there is a link



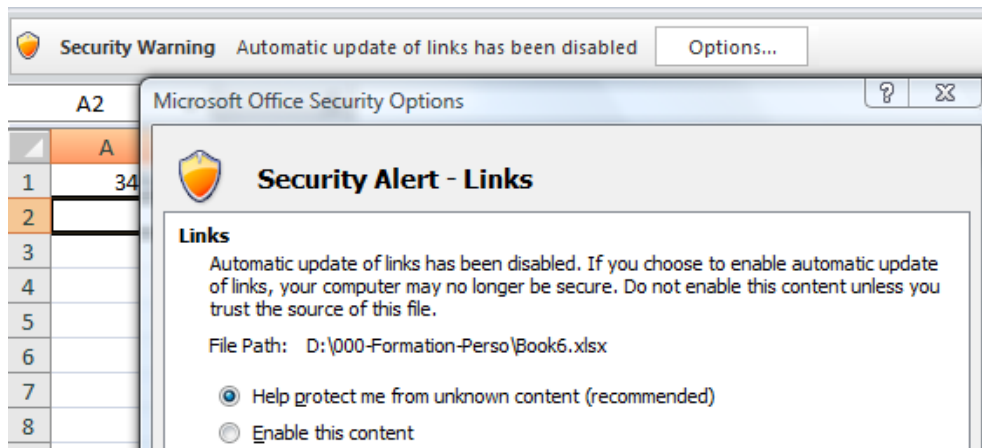
Update Values	To update manually (handy when the auto update has failed)
Change Source ...	When the source file has been moved or renamed
Open Source	The source file is opened
Break Link	As a message will warn you : no undo ...
Check Status	Checks that there is a link and that it is active. <i>In the above screen capture, the link switches from Unknown to OK</i>
Update	<p><i>Automatic</i> The only choice when Excel files are linked</p> <p><i>Manual</i> For links involving other programs</p>
Startup Prompt	Should Excel update the data automatically and prompt you about it when you open the client file ?



Updating links (in general and not necessarily for THIS workbook) in the EXCEL options :

OFFICE Button – EXCEL OPTIONS Button – ADVANCED Category – GENERAL Topic – ASK TO UPDATE AUTOMATIC LINKS Option (activated by default)

Special VISTA – Vista tries to improve the files security. Consequently there will be no confirmation message but rather the following alert :

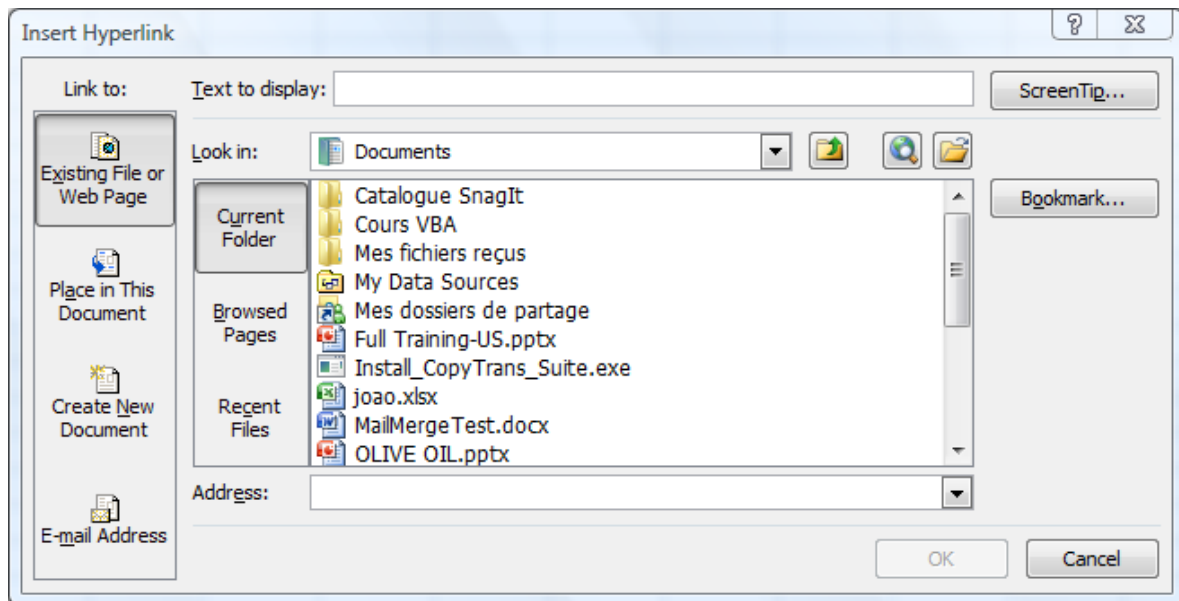


Enable this content → the link is updated.

Note : DDE links are becoming less common now. Indeed, the link path is easily broken when you move the linked files. Resetting the link is fast and easy but 99% of users ignore how to do so

5.4 A special link : the hyperlink

- INSERT Tab – LINKS Group – HYPERLINK Button or right click the cell and same option.



Text to display

The linked text : type the required text but it is good to know that if you have selected the cell, its text is automatically displayed in the text box.

ScreenTip

A tooltip is automatically displayed when you point a hyperlink. The content is in two parts :

1. The web address, the name of the linked file ...
2. The information : *click once to follow. Click and hold to select this cell.*

You can type an alternative text to replace information 1

Existing File or Web Page

You can browse the current folder, recently browsed web pages, recently opened files, run I.E. to find an address ...

BOOKMARK button : a bookmark corresponds to a worksheet or a named cell to which the hyperlink can relate.

You can also type manually any web address.

Place in This Document

Excel lists all the worksheets and also the named cells

E-mail Address

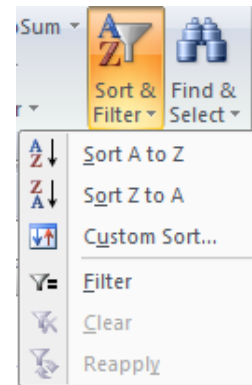
When you start typing the address, the information *mailto :* will be displayed in front of it. Leave as such.

You can then type the text for subject of the message that will be created.

For web addresses and mail addresses, please note that you can also type directly into the cell. They will be automatically converted into hyperlinks when you validate.

6 Sorting

At the right end of the HOME Tab : the SORT & FILTER button



The label displayed depends on the nature of the data (in the sorted column) :

Sort A to Z → Text

Sort Smallest to Largest → Numbers

Sort Oldest to Newest → Dates

The rest of the functionality's commands – as well as other related functions – are on the DATA Tab – the SORT & FILTER / DATA TOOLS / OUTLINE Groups.

6.1 Important rules to correctly sort

When you need to sort in Excel, you will be working with a *Table*

Sorting is not possible – why ?

Sorting is not possible if the table contains merged cells. Caution : it is a bit tricky because you can prepare a custom sort but when you actually run the command, an error message warns you that sorting is not available.

If the active cell is not located inside the table, an error message warns you with the following information : *the command could not be completed by using the range specified.*

Header row or not ?

Usually a table has a header row but strictly to say, it is not an obligation.

Effect ? If the table has no header row, Excel will read the table columns as *Column A*, *Column B*, *Column C* rather than *Name*, *First Name*, *Address* ... and this will make the sorting more difficult.

Should you select the range of cells to sort ?

If the whole table needs sorting and if the table contains no empty row or column : no need to select.

Default sort order :

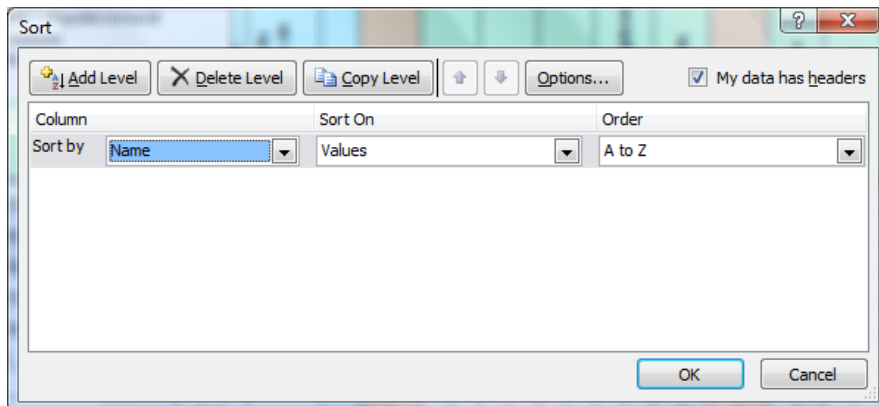
Numbers – Punctuation signs - Text (case is indifferent) – Logical values – Error values – Empty cells.

6.2 Simple sorting

The AZ and ZA buttons from the drop-down list of the SORT & FILTER button

6.3 Custom sorting

- Drop-down list of the SORT & FILTER button : the CUSTOM SORT option
Or the SORT button (DATA Tab - SORT & FILTER Group)



* *Sort On – Values* : the word values means *data* as opposed to *cell color* or *icon*. It does not mean *numbers*.

Sorting levels

- You can add the levels as required (64 max)

Example : you may sort first by *Year*, then by *Department*, then by *Name*, then by *First Name* and so on.

Select a level

Click between two drop-down lists – it is more comfortable

ADD LEVEL Button

An empty level is added after the selected level

DELETE ELVEL Button


The selected level is removed. No confirmation message.

COPY LEVEL Button

The selected level is copied right next

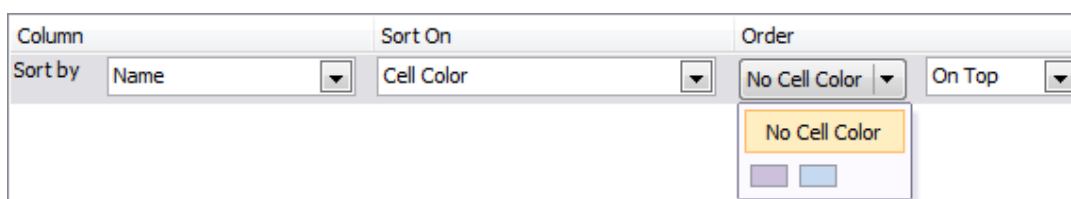
Arrows

To change the levels order

 Multi-level sorting can be run without setting custom levels in the above dialog box. Use the AZ/ZA button to run one sort after the other. But remember to always go from the less important level to the most important one.

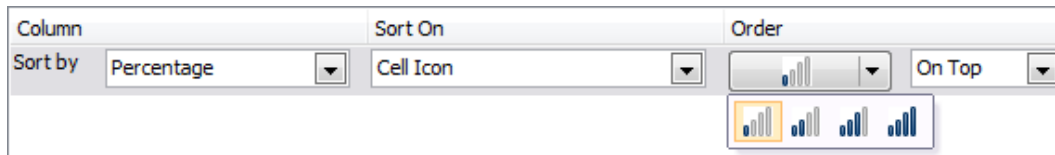
Special criteria : cell color and icon

- Brand new. You can now sort on the fill color or the font color. Here below an example of sorting on the fill color :



Sorting on colors (fill or font) : caution order does not mean that you can sort first on one color then on another one ...

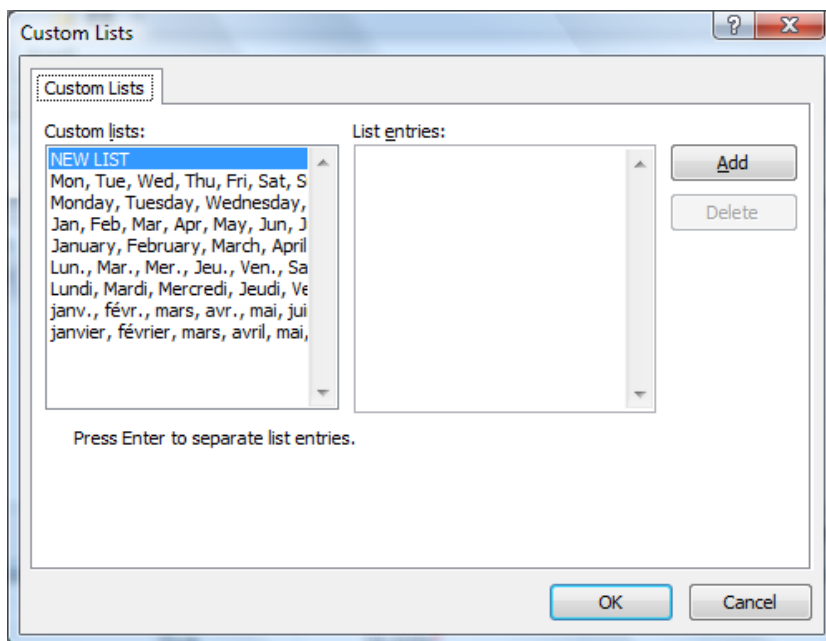
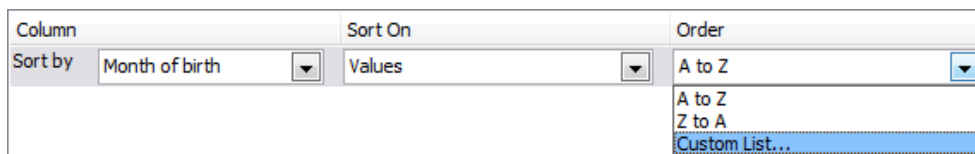
You may even sort on cell icons (they come from a conditional format applied to the cell) :



The OPTIONS button allows to add additional settings such as CASE SENSITIVE (small or capital letters) and ORIENTATION (sort direction).

Sorting using a custom list

What about a table column containing months that have been typed as text rather than as real formatted dates) ? A standard sorting will generate, *april, august, december, february* ... because the sorting will be alphabetical. Here below the solution :



Choose the list that corresponds to the typed characters as Excel will not understand abbreviations.

The above lists can also help data input. Type one item and use the autofill handle to fill in the other cells. The list will be automatically created.

These lists can be created and managed through : OFFICE Button – EXCEL OPTIONS Button – POPULAR Category – TOP OPTION FOR WORKING WITH EXCEL Topic – EDIT CUSTOM LISTS Option.

FORMULAS AND FUNCTIONS

1 Relative and absolute references

As long as a formula is not copied there is not abs/rel problem. But as soon as the formula is copied a problem may occur. When Excel reads a reference, it does not read A1 or B5 but rather *the contents of the cell located two cells left of result cell*. Therefore when you copy a formula, in reality you copy the "path". If the cell's address changes but the "path" still falls on the correct cell, no problem. The cell reference is **relative**. But if you work with the contents of a cell *located at a specific place*, then inevitably the "path" will be wrong when you copy the formula because it will point to the wrong cell. Therefore you must tell Excel to *absolutely* use this cell. Hence the name **absolute** reference.

Two classical situations :

- ① When you copy a formula/function DOWN, the ROW NUMBER automatically adapts. It is the case in the screen capture below :

	A	B	C	D	E
1	Adding a tax				
2					
3	VAT (TVA)	7.6%			
4					
			Basic Price		Total Price
5	Price/unit	Quantity	(No tax)	VAT (TVA)	(with all taxes)
6	150	5	750	57	807
7	200	10	2'000	152	2'152
8	250	12	3'000	228	3'228
9	360	20	7'200	547	7'747
10					
11			A6*B6	=C6*\$B\$3	=D6+C6

- ② When you copy a formula/function TO THE RIGHT, the COLUMN NUMBER automatically adapts. It is the case in the screen capture below :

18	Gross Profit	81'000	88'500	97'000	80'500
19	Estimated Tax	16'200	17'700	19'400	16'100
20	Estimated Net	64'800	70'800	77'600	64'400
21					
22		=B18*\$B\$23			
23					
24	Average tax rate - according to previous years		20%		

Example 1 : B3 is an absolute reference
 Example 2 : B24 is an absolute reference

How to add the \$ signs ?

When you create the formula/function and you have clicked on the reference to *block* : F4 as many times as necessary to make sure the \$ sign is correctly placed.

Afterwards : edit the formula (double-click, F2 ...), place the cursor inside the reference to *block* and do the same (F4)

True to say, most of the time a formula/function is not copied *down and to the right*. This implies that usually one \$ has no real purpose. But users do not care and leave the \$ sign as it makes no real difference.

But caution, sometimes, blocking **must** be precise, especially when the formula/function is copied down and to the right. Examples :

B4		fx = \$A4*B\$3										
	A	B	C	D	E	F	G	H	I	J	K	
1	Back to primary school !											
3		1	2	3	4	5	6	7	8	9	10	
4	1	1	2	3	4	5	6	7	8	9	10	
5	2	2	4	6	8	10	12	14	16	18	20	
6	3	3	6	9	12	15	18	21	24	27	30	
7	4	4	8	12	16	20	24	28	32	36	40	
8	5	5	10	15	20	25	30	35	40	45	50	
9	6	6	12	18	24	30	36	42	48	54	60	
10	7	7	14	21	28	35	42	49	56	63	70	
11	8	8	16	24	32	40	48	56	64	72	80	
12	9	9	18	27	36	45	54	63	72	81	90	
13	10	10	20	30	40	50	60	70	80	90	100	

B8		fx = \$A8*\$B\$4*B\$7				
	A	B	C	D	E	
1	Renting houses, apartments We consider that the rental					
2	corresponds to a percentage of the market value.					
4	Annuity	8%				
6		Number of years				
7	Market value	1	3	6		
8	200'000	16'000	48'000	96'000	1	
9	300'000	24'000	72'000	144'000	2	
10	400'000	32'000	96'000	192'000	2	
11	500'000	40'000	120'000	240'000	3	

2 Functions

The difference between a function and a formula

Both are used to calculate a mathematical result. For a formula *you* are the mathematician. *You* choose the cells to be added, multiplied etc... With a function, *Excel* is the mathematician. All you need is to select the right function to solve your problem and indicate the "arguments" or the elements needed by the function to work correctly. The order of the elements is set by Excel.

2.1 Reminder : name and arguments

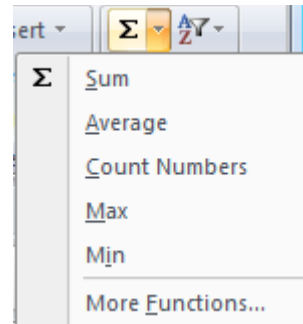
A function starts with =
 Is followed by its name
 Then an open parenthesis (
 Then the arguments arguments * no space but separated with a comma
 Ended with a closing parenthesis)

- ✎ If the last parenthesis is omitted, Excel often adds it automatically.
- If the function needs no arguments, the parenthesis are simply empty (=TODAY()) for instance).
- Capitalized letters makes no difference.
- Arguments are usually cell references but you may use named cells, other functions and so on.

2.2 Reminder : common functions such as SUM, AVERAGE, MIN, MAX

- Activate the result cell
- HOME Tab – EDITING Group – SUM Button :
- Click on the SUM button for a standard addition and on the triangle at its right for other functions such AVERAGE, MIN, MAX, COUNT ...

- ✎ The COUNT function (labeled COUNT NUMBERS) counts the number of NON-EMPTY cells containing numbers (omit cells containing text).



- The function is created (you do not have to type the codes). Excel analyses the surrounding cells to find the most appropriate range of cells to add. Click on the SUM button to validate or press the ENTER key.

	A	B	C
1	45		
2	85		
3	96		
4	78		
5	98		
6	=SUM(A1:A5)		
7	SUM(number1; [number2]; ...)		
8			

1	27.10.2008	=TODAY()
2	27.10.2008 07:07	=NOW()

2.3 Reminder : editing the function to modify it

Edit the cell contents (double-click, F2 ...)

	A	B	C	D	E
1	45				
2	85				
3	96				
4	78				
5	98				
6	=SUM(A1:A5)				
7	SUM(number1; [number2]; ...)				

The references used in the function are circled, each one with a different color. You can click and drag the border to change cells. You can also click and drag the auto-fill handle to include additional cells

2.4 Reminder : functions and Status Bar

First check which functions are activated (right click the Status Bar).

*By default when installing Office :
AVERAGE, COUNT and SUM*

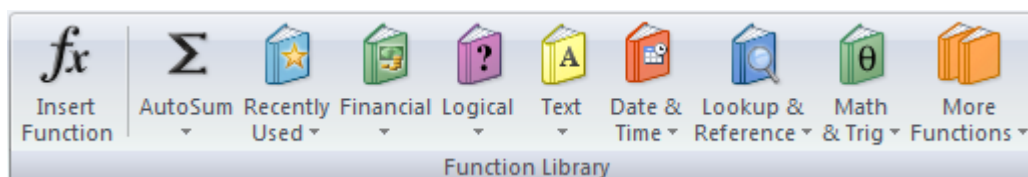
<input checked="" type="checkbox"/>	Page Number	
<input checked="" type="checkbox"/>	Average	134
<input checked="" type="checkbox"/>	Count	6
<input checked="" type="checkbox"/>	Numerical Count	6
<input checked="" type="checkbox"/>	Minimum	45
<input checked="" type="checkbox"/>	Maximum	402
<input checked="" type="checkbox"/>	Sum	804

Select the required range of cells and the Status Bar will display the result (caution, it is only an information – no copy-paste)

Average: 134	Count: 6	Numerical Count: 6	Min: 45	Max: 402	Sum: 804	100%
--------------	----------	--------------------	---------	----------	----------	------

2.5 Building the function using a dialog box

- FORMULAS Tab – FUNCTIONS LIBRARY Group



Back into this box : activate the cell containing the function and click on the Fx indication in the formula bar

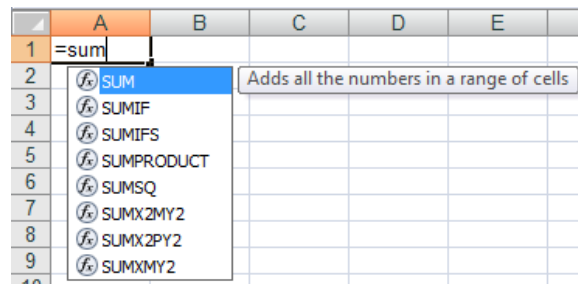


- *If the cell is empty* : clicking on the Fx indication will open the functions general dialog box to let you select the required one. *If the cell already contains a function* : back into the function dialog box.

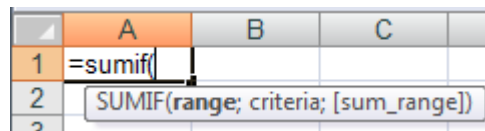
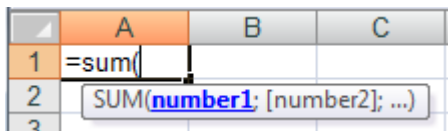
2.6 Building the function manually, using the semi-auto list

A handy method, especially when you know the function because you have used it before but you are not sure about the order of the arguments, the argument spelling and so on.

- Activate the result cell and start typing the function name
- As soon as you start typing, Excel displays a list of functions starting with the typed characters :



- Select the required function and double-click (made a mistake ? BACKSPACE to revert to the list). If the function does not get displayed in the list, continue typing, it should appear when you type the first parenthesis :



Excel displays the required arguments, the first one in bold characters. Select the appropriate cell reference for each argument. Each argument must be separated with the Windows « list separator » : semi-colon sign for a French Windows and comma for an English Windows. As soon as you type the separator, the next argument is selected. Arguments in brackets are optional (do not type the brackets).

Example : the previous COUNTIF function

5	How many radio channels do you regularly listen to ?	1	2
6	Are you a member of any professional organization ?	Yes	No
7	Could it be used to get publications at reduced prices ?	No	No
8			
9	Number of questions	6	
10			
11		John	Jack
12	How many answers	5	
13	Questions not answered	1	
14	How many Yes	=COUNTIF(B2:B7;	
15	How many No	COUNTIF(range; criteria)	
16			

2.7 Some error codes and their meaning

#DIV/0!	The function tries to divide using a 0 value or an empty cell.
#N/A	The function has no value for the given argument.
#NOM?	The function is not valid or the named reference does not exist.
#REF!	The function contains an invalid reference.
#VALUE!	The function contains an argument of the wrong type.

2.8 3D references

They are used to build a function such as SUM, PRODUCT ... over multiple sheets, provided that the required cells are all located at the same address on each sheet :

- Click on the result cell
- Click on the SUM button or create the PRODUCT function ...
- Click on the first sheet on the first required cell
- SHIFT + click on the last sheet of the group (impossible to use the CTRL key)
- Press the ENTER key to validate (caution : no navigation)

Most of the time you may simply copy the result formula across a table.

Caution : if this "consolidation" works on tables of different size, with a different location ... you should rather choose the DATA – CONSOLIDATE command.

3 Using names

Use

Quick navigation to a specific cell or range of cells

Fast indeed as one click and the named cell can be access from anywhere in the workbook.

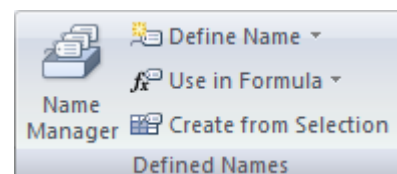
Replacing the reference to a cell or range of cells while building a formula

As for instance : = B23*(C12-F34) fare clearer if = Tax*(Total-Discount).

By default, a name refers to an absolute cell or a range of cells

Names are linked to formulas/functions.

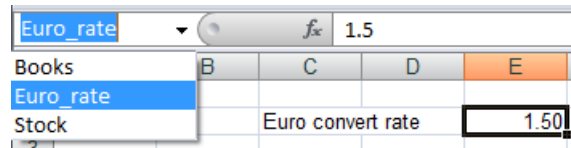
FORMULAS Tab - DEFINED NAMES Group

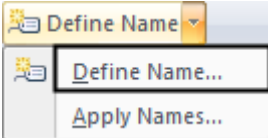


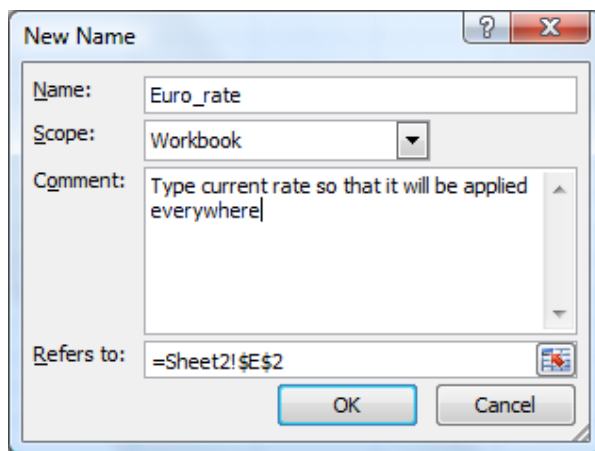
3.1 Assigning a name to a cell or a range of cells

- Select the required cell(s).

- 1 Click in the *Name Box* and type directly the required name.
Press ENTER to validate





- 2  Define Name...
Apply Names...



Type the name : *space and dash* are not accepted.
The name can include numbers but should not *start* with a number.

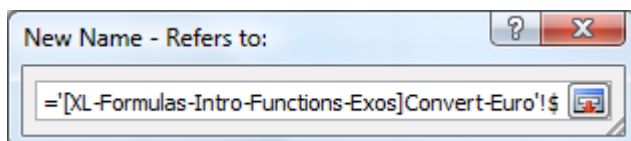
Click on the ADD button

 You can click on  to select the cell directly in the worksheet. Then click again on the same button or press ENTER to retrieve the box.

 When copying a cell, the name is also copied.

The reference can be external to the sheet : another sheet or even another workbook.

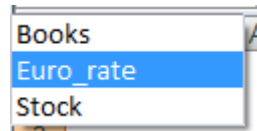
- Drop-down list of the DEFINE NAME button
- At topic « Refers to : » : delete the reference.
- Type the = sign
- Activate the destination sheet or workbook.
- The box will show the reference full path :



3.2 Navigation : accessing a named cell or range of cells

①

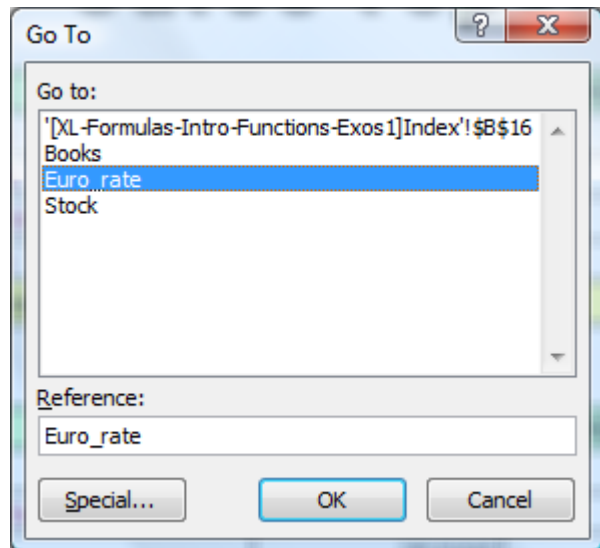
Fast and easy : select the required name from the drop-down list of the *Name Box*



②

HOME Tab – EDITING Group – Drop-down list of the FIND & SELECT Button – GO TO Option or faster: F5

Names are listed first.
Double-click

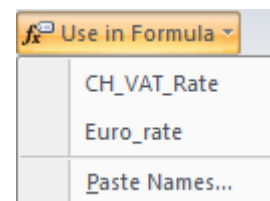


3.3 Using a name in a formula or function : paste a name

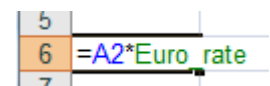
- ① Type the = sign and type the name
Carry on building the formula or function as usual
- ② Click into a result cell - *no need to type the = sign.*
You cannot display the drop-down list of names of the Name Box, because once the = sign has been typed, Excel works in the « math mode » and the drop-down list now displays Excel functions.

Consequently click on the USE IN FORMULA button (FORMULAS Tab – DEFINED NAMES Group) :

Select the required name :

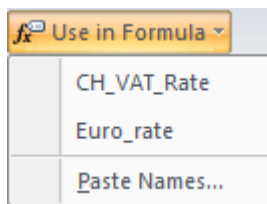


Excel inserts the name into the formula or the function you are building :



- ③ When building a formula or a function, click on the required reference. If it happens to be a named cell, Excel automatically uses the name rather than the address. Handy.

3.4 Pasting all the workbook names into the current worksheet



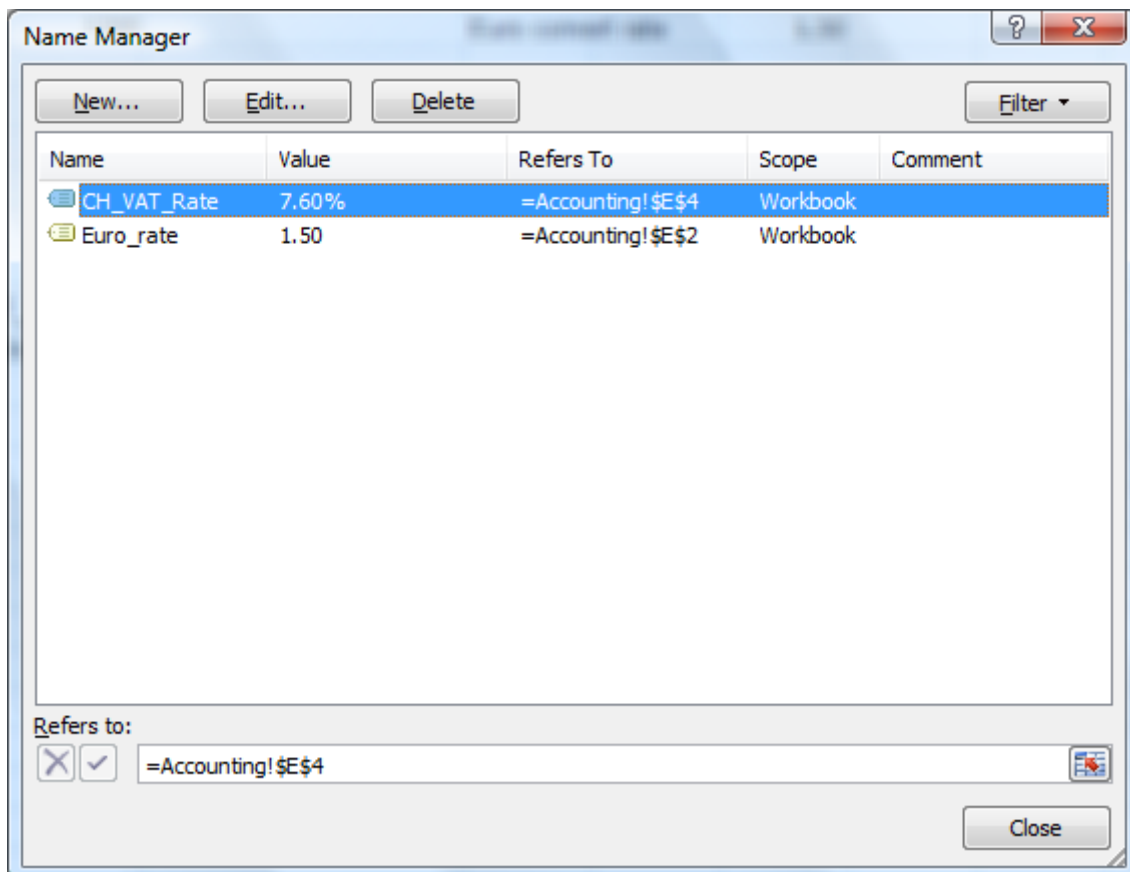
Click on the PASTE NAMES options and then on the PASTE LIST button

The list of names and their references is pasted into the current worksheet, starting at the position of the active cell :

9	CH_VAT_Rate	=Accounting!\$E\$4
10	Euro_rate	=Accounting!\$E\$2

3.5 Managing names

- NAME MANAGER Button



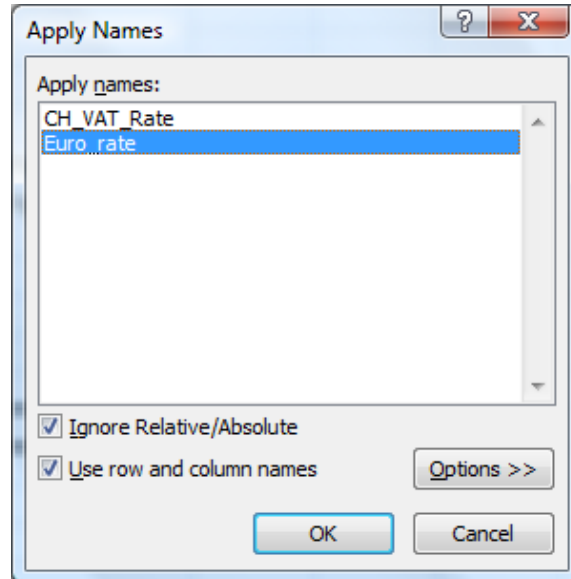
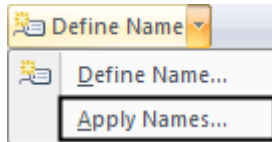
The buttons are clear : select the required name and you can edit it, delete it ...

3.6 The cell has been used several times before you named it

You'll want to *APPLY A NAME*. This will replace the references with their names ("amount" instead of A3).

No selection
A selected range of cells

The operation is performed for the whole worksheet
 The operation is applied to the range formulas/functions



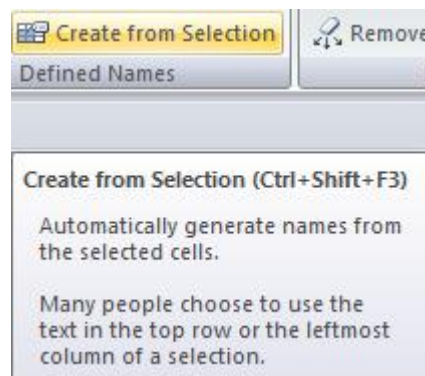
Multiple selection is possible (click on all required names)

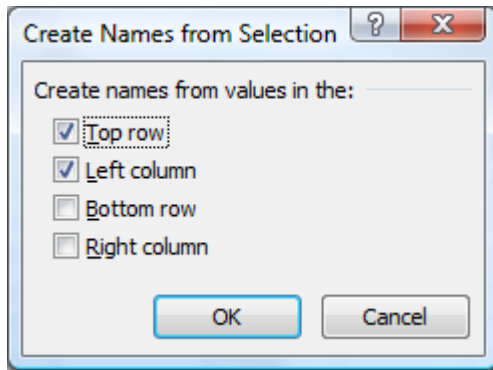
3.7 Special and less common : naming the rows and columns of a table

An Excel worksheet often contains labels describing the data. They are usually located at the top and at the right of a table. As in the table here below :

	A	B	C	D
1	Sales	Hardware	Software	Services
2	HP	100	200	300
3	Compaq	200	250	200
4	Dell	300	150	350

- Select the whole table – including the label row and column





The ranges of cells are automatically named. Go to the name "Software" and *Compaq, Hp and Digital* sales will be automatically selected :

		Software			
		A	B	C	D
1	<i>Sales</i>	<i>Hardware</i>	<i>Software</i>	<i>Services</i>	
2	<i>HP</i>	100	200	300	
3	<i>Compaq</i>	200	250	200	
4	<i>Dell</i>	300	150	350	

You can then enter named range in a formula : such as `=SUM(Compaq)` or `=SUM(hardware)`.

You can refer to a specific cell in the table by simply indicating the corresponding row and column label, separated with a space. This space is called *the intersection operator*. While you are typing, the referred named cells are colored :

		COUNTIF				
		A	B	C	D	E
1	<i>Sales</i>	<i>Hardware</i>	<i>Software</i>	<i>Services</i>		
2	<i>HP</i>	100	200	300		
3	<i>Compaq</i>	200	250	200		
4	<i>Dell</i>	300	150	350		
5						
6						
7	<i>Compaq sales for Software are :</i>			<code>=Compaq Software</code>		
8						

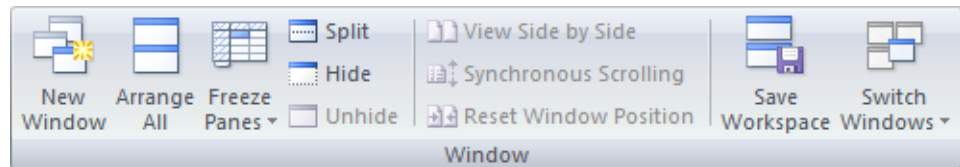
The result when you validate : 250

NAVIGUATE -

ARRANGE -

COMPARE

The button of the WINDOW Group (VIEW Tab)



1 Splitting/freezing to help navigation and data typing

Tables in a sheet are often rather large. If you constantly need to use the scroll bar to show the data, the splitting will help you greatly as you will be able to see simultaneously the beginning and the end of a long table inside the window as shown in the screen capture below :

	A	F	G	H
1	Budget			
2	In	31.05.08	30.06.08	31.07.08
3				
4	Monthly salary / fixed	4'000	4'000	
5	Monthly salary / pourcentage	2'000	3'280	
6	Family allowance	400	400	
7	Bonus		2'000	
8	Total	6'400	9'680	
9				

1.1 Splitting (the active sheet only)

Using the mouse

Advice : make sure the column or row you wish to fix on the left or top of the screen is visible.

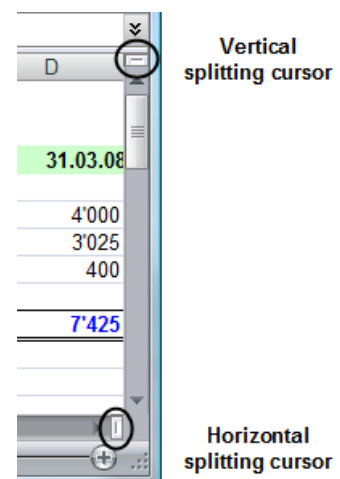
Click the horizontal or vertical splitting cursor and drag to required position.

If you double-click on the splitting cursor, the splitting will be automatically done at the active cell.

On a split sheet

Drag the lines to modify the width of one pane.

Double-click on the splitting lines to return to a normal view or drag the lines to their initial position



Using the menu : caution – it will be important to make sur the active cell is correctly located or you have select the proper row or column

4 panes Active cell at the crossing (it must be « below » the crossing)
VIEW Tab – WINDOW Group – SPLIT Button.

Vertical splitting : column *left* to the active cell
Horizontal splitting : row *above* the active cell

2 panes Select the row/column or activate the first cell of row/column.
VIEW Tab – WINDOW Group – SPLIT Button.

To modify Drag the splitting cursor.

For 4 panes : drag the crossing.
For 2 panes : drag the separation line.

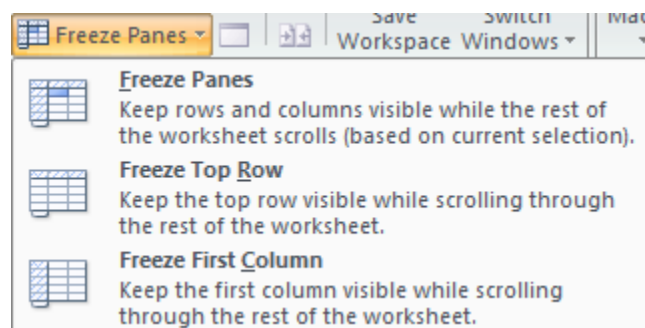
To remove Double-click the splitting line or click again on the SPLIT button.

Main characteristics : navigation is free in each pane. That is the reason why you may scroll separately in the split panes and end up showing twice the A column. But caution, though you may navigate independently, there is really only one worksheet.

1.2 Freezing the panes directly or after a splitting

Free navigation (main characteristic of the splitting) may well confuse you or be of not real use to you. If you wish to keep the navigation tools to the editing area (the *right* and/or *inferior* pane), you can freeze the left and/or top pane – either directly or after the splitting.

VIEW Tab – WINDOW Group -
FREEZE PANES Button



Freeze Panes Freezing is applied to the existing splitting. If there is no splitting, the command splits and freezes directly at the position of the active cell or depending on your selection. n.

Freeze Top Row The command ignores any existing splitting and freezing is applied to row 1 only.

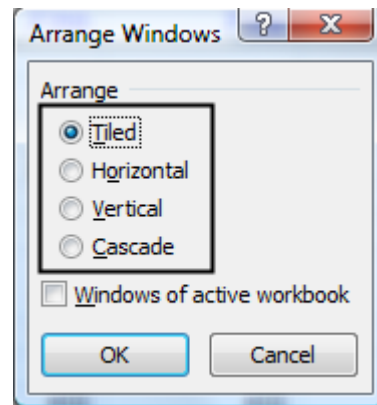
Freeze First Column The command ignores any existing splitting and freezing is applied to column A only.

❖ **Splitting/Freezing is only a SCREEN TOOL and has nothing to do with printing titles, that is explained in the chapter Print titles at page 7.**

2 Arranging active workbooks on the screen to help data input

Aim : work on several workbooks by viewing all of them at one glance ...

- Close unnecessary workbooks or minimize them if you do not want to close them
- VIEW Tab – WINDOW Group – ARRANGE ALL Button
- Select the type (tiled, horizontal ...) :

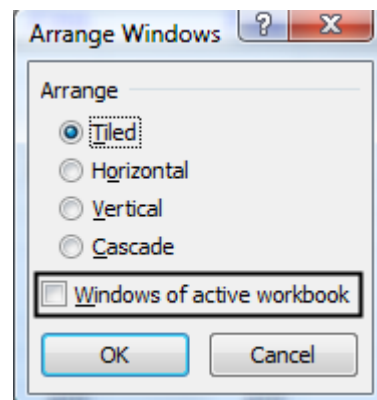


3 Arranging the workbook active sheets to help data input

- First you'll want to create a *new window for each sheet you wish to display* : VIEW Tab – WINDOW Group – NEW WINDOW Button (you need to display 4 sheets, do it 3 times).

Each new window displays the following indication in the title bar : : xxx :2, xxx :3 ...

- VIEW Tab – WINDOW Group – ARRANGE ALL Button
- Select the type (tiled, horizontal ...) and do not forget to turn on the *Windows of active workbook* option.



Then activate the required sheet in each *window*.

Back to a « normal » view : close every additional window.

4 Hiding a sheet

You may need to hide a worksheet because you want to avoid people consulting personal comments, intermediate calculations etc ...

Hide


- Right click the tab of the required sheet
- HIDE

Unhide

- Right click the tab of any sheet
- UNHIDE ...
- A dialog box lists all the hidden sheets. Select the required sheet and OK

 Or : HOME Tab – CELLS Group – FORMAT Button – HIDE & UNHIDE Option ...

Please note there is no **security** linked to this command. No password to unhide a hidden sheet for instance. You could decide to hide all tabs (this can be set in the EXCEL OPTIONS – ADVANCED Category) but you will need to set another method to navigate from sheet to sheet.

-  Caution with the HIDE button on the VIEW Tab – WINDOW Group. It is NOT AT ALL EQUIVALENT. This button *hides the workbook*. The UNHIDE button below will unhide let you retrieve it.

Use ? rarely used by standard users but rather by developers whose macro sometimes needs to run commands on active but hidden workbooks.

5 Comparing two workbooks side by side

- Open both workbooks
- Activate the workbook you wish to display on the left
- VIEW Tab – WINDOW Group – VIEW SIDE BY SIDE Button :



If more than two workbooks are open, a dialog box will list all active files.

- Both workbooks are arranged on the screen, each one occupying half of the screen. They are usually arranged *horizontally*. If you prefer a *vertical* arrange, click on the ARRANGE ALL button in the same group to change.
- There is a synchronous scrolling and this is what makes this command so interesting.



Synchronous Scrolling : to turn on or off momentarily



Reset Window Position : back to a horizontal arrange

6 Creating a *workgroup* to help data input and formatting

6.1 Creating a workgroup

First you need to select the sheets to be grouped :

- | | |
|---|--|
| Several non contiguous sheets | CTRL + click on all required sheets. |
| A group of contiguous sheets | Select the first one then SHIFT + click on the last one. |
| Remove the selection of a sheet inside a group | CTRL + click on the sheet tab. |
| Select all sheets in the workbook | Pop-up menu and option SELECT ALL SHEETS. |

The title bar indicates that a workgroup has been created.

Type data, formulas, create functions, modify the width of some columns, apply various formats ... **every single command will be applied to all sheets.**

6.2 Removing the workgroup

The workgroup is **not** made up of all sheets

- Click on a sheet out of the workgroup Or
- Click with the mouse right button on any selected sheet tab and choose the option UNGROUP SHEETS.

The workgroup is made up of **all** sheets

- Click on any sheet Or
- Right click any sheet tab, then choose the option UNGROUP SHEETS.

💡 When you close a workbook, any existing workgroup is saved along with the file. Avoid this so that you do not open the file later on and end up with an unwanted workgroup. You might then work on the active sheet and later notice that your input has been applied to other sheets.

✎ If you need to retrieve data with or without its format onto other sheets (because you have forgotten to create a workgroup) : select the required sheets (the one containing the data and the others) and HOME Tab – EDITING Group

