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## Standardising your workbooks

# Excel Genie ESP<sup>1</sup> Essentials

Microsoft Excel course

Last revised: 27-April-2013

### Course objectives:

- Become much more productive through standardisation of conventions and use of standard components
- Make it easier for others to understand your reports and spreadsheets
- Make it easier for you to understand your own spreadsheets
- Reduce the incidence of scrapping spreadsheets and starting again
- Reduce errors
- Build best-practice, quality spreadsheets

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<sup>1</sup> ESP = Excel Standardisation Programme

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# Conventions used in this book

**Actions have numbered steps. Function arguments use lower case letters and other lists use capitals or Roman numerals**

Actions to be followed have numbered steps as in **(1)** Do this. **(2)** And that. Arguments of functions have lower case letters as in **(a)** Search value **(b)** Search range **(c)** Search type. Other lists of items use either capital letters as in **(A)**, **(B)**, **(C)** or Roman numerals as in **(i)**, **(ii)**, **(iii)**.

**Names of keys have capitalised letters**

Key names have the first letter capitalised. For example, Enter, Tab, Down, Home, End, Ctrl, Shift, Alt, PgDn, PgUp, BkSp and Del.

**In keyboard shortcuts, the + symbol indicates that a key should be held down**

Many keyboard shortcuts require the user to hold down Ctrl, Shift or Alt. The + symbol indicates that you must hold the key down. For example, Ctrl+Down indicates that Ctrl must be kept held down while you press the Down arrow key. End Down indicates that you should press and release End before pressing the Down arrow key.

**Key presses are bold**

Keys to be pressed appear in **bold**. For example, Press **Alt S A** or Press **Alt+N**

**For menu command shortcuts, press Alt and then the indicated characters. Notation in XL07 and later releases has changed a bit.**

Excel menu commands can be clicked or they can be chosen with a keyboard shortcut. In Excel 2003 and prior versions, to choose menu commands, first press Alt and then press the underlined characters. For example, for Window | Freeze Panes, press Alt W F. In XL07/10, the keyboard characters appear in parentheses after the commands. For example, choose View | Window | Freeze Panes | Freeze Panes (Alt W F F).

**| separates menu options**

The symbol | separates the menu options in a sequence. For example, “Choose Insert | Rows” means that after you choose menu option Insert, choose Rows.

**Choose completes an action but Select only highlights**

The words *choose* and *select* have different meanings. For a List Box or Combo Box, a request to select an item means highlight it but do not move on to the next step. In the same situation, choose means to select the item and move on to the next step. The action to move to the next step can vary. For example, you may need to choose the OK button. Often, you can double-click. Sometimes, all that you need do is release the mouse button.

**This manual does not capitalise commonly-used nouns but does capitalise the first instance of less common nouns**

This book does not capitalise the first letter of commonly-used nouns such as cell, range, row, column, window, worksheet and workbook. It does capitalise the first letter of any noun that might not be familiar to all. However, this capitalising only applies to the first instance of such a noun; subsequent references are not capitalised. For example, list box is not capitalised here because the paragraph above introduced that word.

**Trademarks have capitalised letters**

The exception to the above rule is words that have a trademark. Such words include PivotTable, PivotChart, Visual Basic, Windows, ActiveX.

**Option names of more than one word appear in italics**

When an option's name has more than one word, all words appear in italics. For example: Remove the tick from *After pressing Enter*, *move selection*.

## Prerequisite knowledge for this course

This course is suitable for Excel 2010, 2007, 2003 or 2002 users. Where there are differences in versions, the manual provides separate instructions.

You should be able to create basic formulas, apply basic formatting and complete other basic Excel tasks.

## Computer setup

The computer needs to have:

**A)** Excel release 2010, 2007, 2003 or 2002 installed.

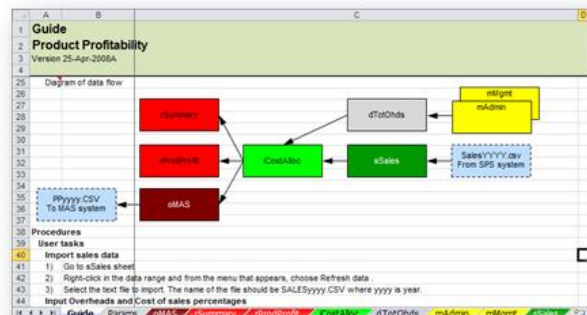
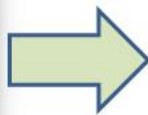
**B)** Installation of the Genie add-in. For more information, see [Download, attach and use the AbleOwl Genie add-in](#) on page 118.

# The need for standards

The image shows a transition from multiple, inconsistent Excel spreadsheets to a single, standardized summary report. The left side features several overlapping sheets with various headers like 'CAPEX', 'EXPENSES', and 'Summary', each with different column layouts and data presentations. A large green arrow points to the right, where a single, clean 'Summary' spreadsheet is displayed. This summary sheet has a clear title 'ABC Rentals', a date '19-Oct-2012 5:34 a.m.', and a structured layout with columns for 'Current month', 'YTD', 'Budget', 'Actual', and 'Variance'. It lists various cost categories such as 'Staff', 'Expenses', and 'Capital expenditure' with their respective values.

Turn inconsistent sheets into easy-to-follow, confidence-inspiring ones

This image shows a large, unstructured Excel spreadsheet. It has many columns labeled with months from July to February and rows containing various alphanumeric codes and numerical data. The layout is dense and lacks clear organization, making it difficult to navigate.



Turn unstructured workbooks into standardised, professional ones

**You know how to find your way around a book**

When you pick up a book, you know how to find your way around it: The front cover has the title. To know what the purpose of the book is, the front and back covers may provide a description and, if not, a page near the front does. If the author is credited, the name is on the front cover.

**The copyright page has the publication year; the Table of Contents outlines what the book contains.**

The year of creation is on the copyright page, which is before the contents page. If there have been revisions since the original publication, the revision details appear on the copyright page, too. For an outline of what the book contains, there are contents pages. The book has chapters and chapters may be grouped into parts.

**Pages have a simple order. There are many conventions for the layout of words.**

There is a simple order to the pages and that is from front to back. The words on each page also have a simple order: left to right and down. There are many conventions applied to paragraphs, sentences, punctuation and case. There are many other conventions as well, too many to mention here.

It is easy to take all of the above for granted; it all seems obvious: that is the way it should be and it's no big deal. However, without those common conventions, enormous amounts of time would be wasted. But that is how it is with spreadsheets; there are few conventions and none that are common.

**Can you understand the layout of someone's spreadsheet?**

When you open someone else's spreadsheet, do you know how to find your way around? Other than for extremely simple spreadsheets, the answer is almost certainly no. There is unlikely to be much in the way of conventions applied to the spreadsheet's construction. If there are, the conventions are probably unique to the spreadsheet's builder and are not understood by you.

**Is the same true about some of your own spreadsheets?**

The above paragraph applies almost equally when you face a spreadsheet of your own that you haven't worked on recently or have only worked on infrequently.

**What does the file below do? What are the inputs, calculations and outputs? What are the steps to use it?**

Consider the relatively small file below: What does it do? Does it get data from other workbooks or external sources? Are there inputs and, if so, where are they? What calculations, if any, does it do? Which are the reports that are printed? Does it pass data elsewhere, and, if so, what data, and where is the data destined? What is the procedure for using the application?

**What are the steps to modify it? Can it easily be split into different files? Are there checks and input validations?**

Does it need to be modified for use in a new month or year, and what steps are needed to make these changes? Can it easily be split into different files? Are there crosschecks to help catch errors? Is there validation applied to inputs to prevent input of invalid data or warn users about inputs that appear non-normal?

**Is there documentation? Is it the latest version? What conventions does it use?**

Is there any documentation, and if so, where is it? Is this the latest version of the file? When was the application last changed? What was the change? Are there conventions applied, and, if so, what are they? These are just some of the questions that you may have.

	A	B	C	D	E	F	G
1							
2	<b>Actual data</b>	Pinnacle					
3	<b>Sales &amp; costs</b>						
4	<b>Apr</b>						
5		Units	\$				
13	Delta	7.00					
14	<b>Oil</b>						
15	Alpha	5.00					
16	Beta	4.00					
17	Gamma	3.00					
18	Delta	2.00					
19	<b>Processing</b>						
20	<b>Power</b>						
21	Alpha	3.00					
22	Beta	4.00					

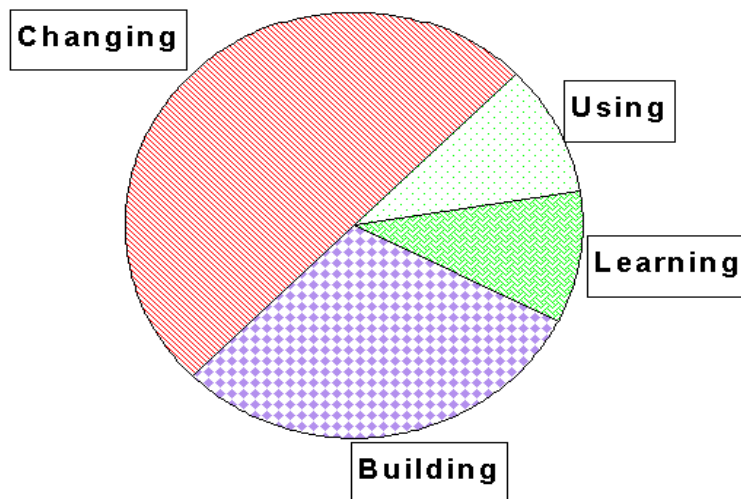
**Finding answers to those questions takes much time**

Finding answers to these questions takes much time. Consider where the time goes in working with spreadsheets.



**There are four areas in which time is spent working on spreadsheets**

We divide time into four main areas:  
**(i)** learning,  
**(ii)** initial building,  
**(iii)** changing,  
**(iv)** using.  
Learning here refers to time spent acquiring Excel skills and not to the time spent learning the spreadsheet.



**Figure i. Spreadsheet working time can be divided into four areas**

**The proportions vary with the type of spreadsheet application**

The proportion of each pie segment varies with the spreadsheet application. The above might be typical of models that change regularly. An example of such an application would be a company annual budget. Other applications don't take long to build and only occasionally require a change. In which case, the Using proportion is much larger.

**The Builder, Changer and User might all be different**

In a number of cases, the Builder, Changer and User of the application are different people. Furthermore, users and creators of the spreadsheet will change over time.

**The Builder wastes time on many decisions and by not building with standard components**

The Builder can waste much time trying to decide how to organise the spreadsheet and what (if any) conventions to use. Furthermore, building the spreadsheet takes much longer than necessary, because there are no standard components or tools to build rapidly. What's more, because everything is built from scratch, there is much more testing to do.

**The Changer wastes time trying to understand and must spend more time testing**

The Changer can waste much time trying to understand what is where and how it all fits together. Typically, very little of the time in the Changing segment is spent making changes; most is spent in trying to understand what changes need to be made, where. Furthermore, without a clear understanding of what impact changes have, more time needs to be spent testing, which is something that is often not done diligently enough.

**A lack of standardisation means that the User takes longer on tasks and is more likely to make errors**

The User can waste much time working out how to complete various tasks. Furthermore, with standardisation, many usage tasks can be sped up. Standardisation allows for tools that speed up such tasks. What's more, with standard components such as Data Validation quickly included by the Builder, input errors can be minimised. None of these benefits are available in non-standardised spreadsheets.

**Users of the reports take longer to interpret the reports, sometime misinterpret, and lack confidence in what they see**

Not only does the user input data and operate the spreadsheet, there can also be multiple users who view the reports. Viewers waste time reading unstandardised reports, and misinterpretation is a risk. Inconsistency and the unaesthetic appearance of the reports engender a lack of confidence. There is justification in such feelings, as there is a correlation of neatness with accuracy.

## **Documentation helps**

Documentation can help with various aspects of spreadsheet use and change. Again, the standardisation of documentation makes its creation and use much more effective. Furthermore, a standardised approach to the construction of spreadsheets in itself documents its construction. For example, ESP sheet tab colour, naming convention and order of sheets document much about what is where and the flow of data in a workbook.

## **Errors in spreadsheets are rife**

Then, there is the topic of errors. Extensive research around the world reveals a staggering number of errors in spreadsheets. The cost of those errors can be hard to quantify but at a minimum, in many cases, all of the time spent working on those spreadsheets becomes a cost.

The errors are not caused by bugs in Excel. Though there are some features of Excel that are easily used by the unwary in such a way as to result in errors, those problems can be avoided.

## **Spreadsheets are dangerous, but so are cars**

Because of the errors, some people argue that spreadsheet use should be greatly reduced. Unfortunately, that argument is like that of those who said, because cars are dangerous, we should have a person walking with a red flag in front of each car. There is no realistic alternative to spreadsheets. Costs would escalate enormously, change would be painfully slow and users would often not get what they want.

## **Mitigate the dangers by putting in place conventions, standardised components, instruction and testing**

As for cars, the dangers have been mitigated: There is a convention to drive on one side of the road, there are traffic lights, cars have indicators, lights, reflectors, brake pedals in the same place on every car, drivers learn the rules and are tested, cars are regularly tested, and so on. Do the same for spreadsheets, and errors decline rapidly. And, you keep a highly productive, cost-effective, empowering tool.

## **Most spreadsheets need only common Excel features, so the big productivity gains will come from standardisation**

Though user productivity can be enhanced through learning more Excel features, the majority of spreadsheets do not require those new features. The big productivity gains will come from standardisation: this area is ripe for exploitation as it has not yet been tackled. Productivity gains do not end in the first year either; the learning curve, as it is known, occurs in all areas of business and continues indefinitely.

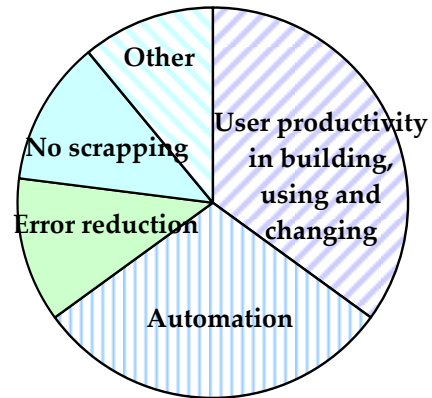
## **Not only is your creativity unhampered, the reverse is true**

This course starts you on that path. You learn and apply the conventions and standardise your spreadsheets. Do not worry that standardisation will cramp your creativity; on the contrary, it leaves you more time for creative tasks. Does following the conventions of the written word stifle creative writing?

**Automation is an another area that boosts productivity greatly and ESP makes it easy to automate many common tasks**

**ESP boosts productivity in a number of areas**

Automation can boost productivity enormously. Automation typically means writing macros. AbleOwl's Excel consultants often see several-fold productivity increases resulting from automation. ESP includes the ability to automate many common tasks with little or no need to understand macros. ESP boosts productivity in a number of areas as depicted in the pie chart shown right.



**Figure ii. Areas for productivity improvement in working with Excel**

**Build with ESP components**  
**Reduce navigational time**  
**Use ESP conventions**  
**Automate tasks**

The time spent in building decreases through the use of standard ESP components. Standard layouts and certain ESP features reduce navigational and other usage time.

ESP conventions reduce comprehension time, so reduce maintenance time.

**Reduce errors**  
**Minimise scrapping**

The use of ESP automation reduces the time required for many common tasks to a fraction of that needed before.

ESP standard components and conventions reduce errors.

**Improve reader comprehension and motivation**

The adoption of ESP conventions to make applications more easily understandable reduces scrapping.

The Other segment includes improved reader comprehension and motivation through adopting professional quality standards.

A doubling in productivity with a modest investment should easily be achievable.

# The Genie add-in to help apply the standards

**Though the conventions can be applied without the Genie add-in, the add-in makes you much more productive**

It would be hard to remember all of the conventions, but fortunately you don't need to, because the Genie add-in is there to help. You aren't required to use the add-in, but doing so will save you much time. Another person who receives your spreadsheet does not need the add-in to work on the spreadsheet. The add-in does not include into your spreadsheet any feature that is not inherent in Excel.

**After you attach the add-in, it attaches on each Excel start**

If the add-in is not attached, you'll need to attach it, as explained below. If the Menu bar contains the commands GenieOnline, ESP and Utils, you already have the add-in attached.

**The Genie add-in must be installed on the PC**

Attach the add-in to Excel by using the simple procedure below. The procedure need only be followed once, because whenever you next start Excel, the add-in automatically attaches.

Note that before the add-in can be attached, it must be installed onto your PC. Please see the installation instructions in the appendix of this manual ([Download, attach and use the AbleOwl Genie add-in](#) on page 118). There is a choice of two add-ins: Genie and GenieMini. Only install GenieMini if you cannot get permissions to install Genie. For this course, GenieMini is adequate.

**If you have GenieMini, read that where you see Genie**

If you have GenieMini, in the text below, read GenieMini wherever you see Genie. For example, for AbleOwlGenie, read AbleOwlGenieMini.

**Attach the Genie add-in**

(1) Start Excel.

(2) In XL10, choose File | Excel Options | Add-Ins (Alt F I A A), select Excel Add-ins from the Manage list box and choose Go...

In XL07, choose Office Button | Excel Options | Add-Ins (Alt F I A A), select Excel Add-ins from the Manage list box and choose Go...

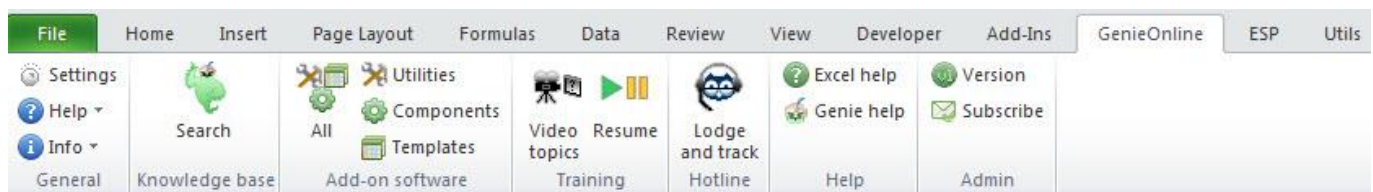
In XL02/03, choose Tools | Add-Ins (Alt T I).

The Add-Ins dialog box appears. There is a list of available add-ins. Some add-ins such as Analysis ToolPak and Solver are part of the Microsoft Excel package.

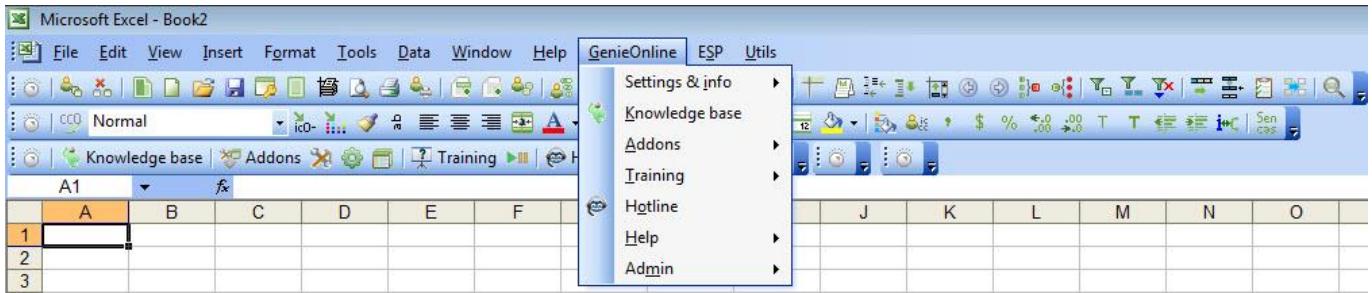
(3) If AbleOwlGenie does not appear in the list, choose Browse and locate the file AbleOwlGenie.xla, select it and choose OK.

(4) Place a tick against AbleOwlGenie and choose OK.

In XL07/10, the Menu bar displays commands GenieOnline, ESP and Utils.



In XL02/03, the Menu bar displays commands GenieOnline, ESP and Utils. When you choose GenieOnline, a drop-down menu appears as shown below. There are six Genie toolbars that appear: GenieStandard, GenieESPFormat, GenieUtils, GenieOnline, GenieESPMYFavorites, and GenieUtilsMYFavorites as shown below.



**Operate the ESP menus**

Many people operate the menus solely with the mouse. However, for many common tasks, keyboard methods are faster, more accurate, easier on the eye and less straining on the joints and, therefore, minimise the risk of repetitive strain injury (RSI).

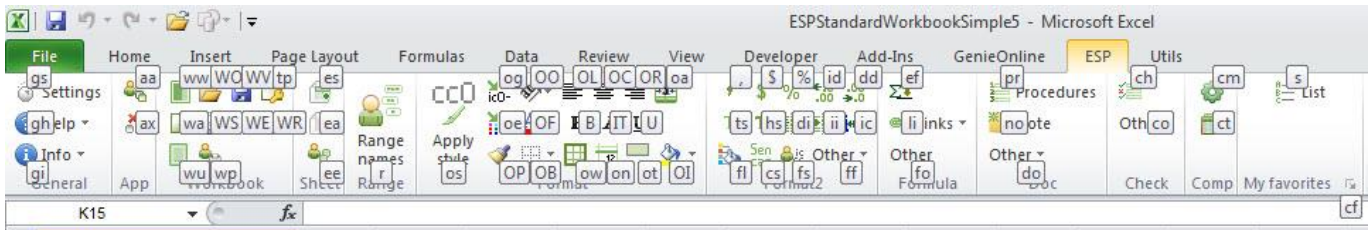
(1) To choose a menu command, press and release the **Alt** key.

In XL07/10, keycaps display the shortcut letters of the commands as shown below. In XL02/03, the menu commands have the shortcut letters underlined.



(2) Type the menu shortcut letter.

In XL07/10, the ribbon of the menu command chosen appears and each command displays its shortcut as shown below.

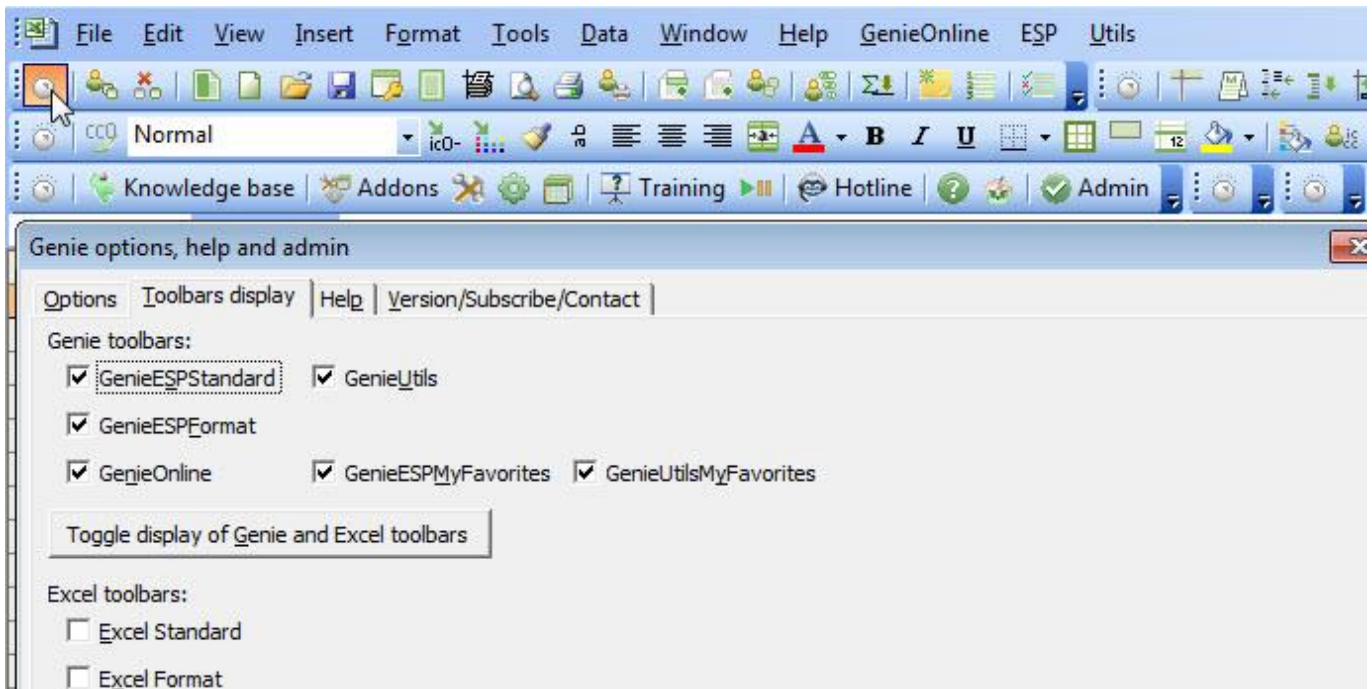


**In XL02/03, you can switch between Genie toolbars and Excel's Standard and Formatting toolbars**

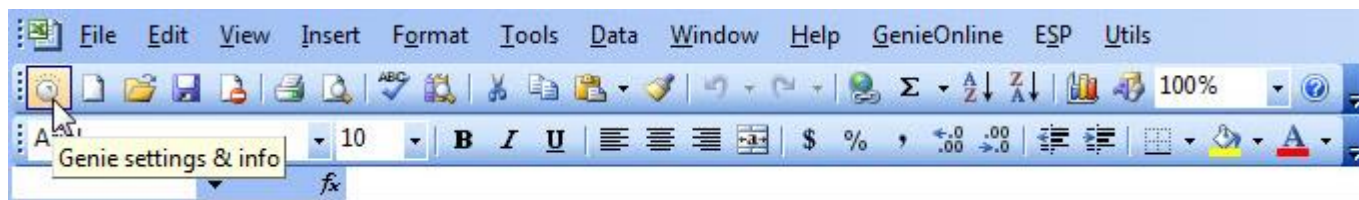
In XL02/03, you can switch between displaying the Genie toolbars and Excel's toolbars: Standard and Formatting. To do that:

(1) Click the *Genie settings* button, to which the arrow points below.

A dialog box appears.



(2) On the *Toolbars display* page, click the *Toggle display of Genie and Excel toolbars* button.



The toolbars displayed change. You might need to rearrange them, which you can do by dragging the left edge of each toolbar.

(3) Close the dialog box and, if necessary, rearrange the toolbars.

Note that the same *Genie settings* button appears on the left of the Excel Standard toolbar.

### Use ESPFormatting toolbar in place of Formatting

Most of the same buttons appear on the Genie toolbars as appear on the Excel Standard and Formatting toolbars. Therefore, there should be no need to use Standard and Formatting toolbars. Note, however, some of the buttons, though they have the same image as the equivalent Excel buttons, perform a little differently. For example, all of the buttons from the 'comma' button to the Bold button apply named styles.

### Customise the toolbars as you wish. Restore buttons from ESPStandardCopy and ESPFormattingCopy

The Excel Standard and Formatting toolbars should no longer be needed. You can customise the above toolbars to include, remove or move buttons. Should you remove a button and want to replace it, there are three toolbars ESPStandardCopy, ESPFormattingCopy, and ESPOther that you can copy buttons from.

### XL07/10 display toolbars in the Add-Ins ribbon

In XL07/10, the Custom Toolbars group on the Add-Ins ribbon, shown below, contains Genie toolbars as used by XL02/03.



Normally, you would access the Genie commands from the three ribbons: GenieOnline, ESP and Utils. However, there is one feature that the Add-Ins ribbon provides that the other ribbons don't: the Style box (which you see above on the right displaying the word Normal) displays the style of the active cell. Occasionally, that can be useful when you want to check cells to see which styles are applied.

# Create a standard workbook

## Objectives

In this chapter, you will learn how to:

- ◆ Create a new workbook as a copy of a standard workbook.

## There are many standard parts you can use to construct an application

In building spreadsheets, there are many ESP standard parts that can be included. Those parts include various standard workbooks, standard worksheets, column titles, row titles, formats (that is, styles), colour palette, formulas and macros.

## In XL07/10, set the default file type to macro-enabled

A note to XL07/10 users: By default, Excel saves files to the new xlsx file format, which does not support macros. Certain ESP features require macro support, so we recommend that you change the default file type either to xlsx, or to the older xls, both of which do support macros. To do that:

(1) In XL07, choose Office Button | Excel Options | Save (Alt + F I S).

In XL10, choose File | Excel Options | Save (Alt + F T S).

(2) Set *Save files in this format* to either Excel Macro-Enabled Workbook (\*.xlsx) or Excel 97-2003 Workbook (\*.xls).

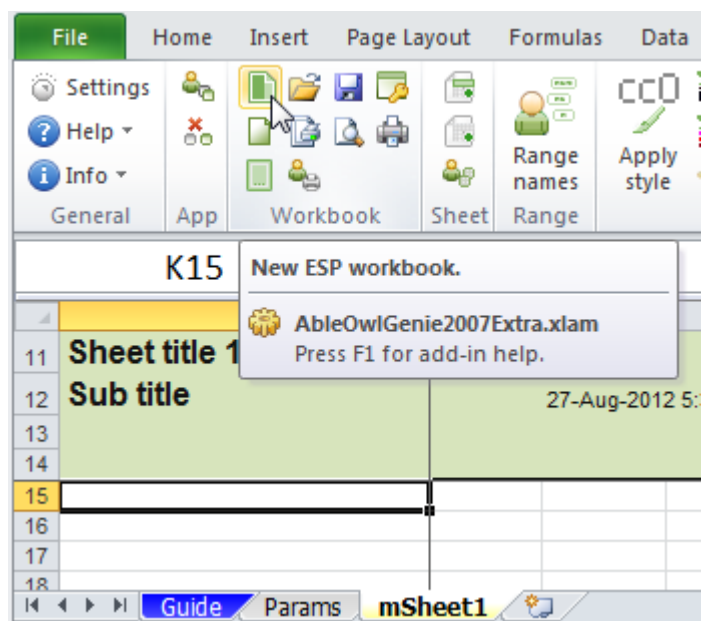
Users who regularly send files to people who use XL02/03 should use the Excel 97-2003 Workbook (\*.xls) file format.

## Create a new standard workbook

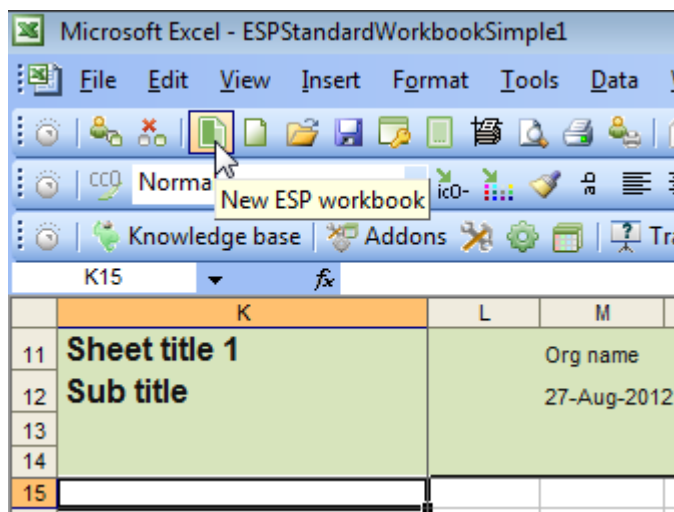
(1) In XL07/10, choose ESP | Workbook | New ESP workbook (Alt S WW).

The button to click is the one that is top left in the Workbook group.

That creates a workbook of three sheets: Guide, Params and mSheet1.



(2) In XL02/03, choose ESP | Workbooks | New ESP workbook (Alt S W). That creates a workbook of three sheets: Guide, Params and mSheet1.



**The Guide and Params sheets are standard ESP sheets that virtually all workbooks should contain**

The Guide sheet is for documentation. The full purpose of the Guide sheet appears later.

The Params sheet contains a variety of entries, many of which appear on a number of other sheets. Such entries include the organisation name, the current date and time and the crosschecks tolerance. The full purpose of the Params sheet is covered later.

Virtually all workbooks should contain Guide and Params sheets.

**mSheet1 is a data sheet to be completed as you require**

The mSheet1 sheet is a data sheet, that is, one to be completed as you require. What do you notice about mSheet1? The following are some points to note:

**All ESP sheets have a four-row titles area**

- K11:Z14 contains a four-row titles area shaded in a light green colour. All ESP sheets have the same four-row titles area.

**Frozen panes hide rows 1 to 10 and columns A to J, which often contain entries**

- K11:K14 are frozen inside frozen panes; that is, column K always appears on screen, as do rows 11 to 14. Why is the top left cell K11 and not A1? The answer is that there are often many types of entries that need to be placed on the rows above 11 and in the columns to the left of K. Such entries (like much plumbing) you might not want to be normally visible. With the ESP add-in, it is easy to unfreeze and refreeze panes. This we cover further on.

**Cell B12 of the Params sheet has name kNow. The cell contains a formula that returns the current date and time.**

- M12 contains a formula that refers to a range name kNow. Range names will be covered a little further on. kNow is the name of cell B12 on the Params sheet. The cell contains a formula, =TEXT(NOW(),"d-mmm-yyyy h:mm AM/PM "), that returns the current date and time as a text string. In that way, if the column is not wide enough, the date and time information overlaps into the next column.

	A	B
1	<b>Key parameters</b>	
2	-	
3		
4		
5		
6	Application name	-
7	Version	27-Aug-2012A
8	Organisation name	Org name
9	Application filename prefix	
10	Crosscheck tolerance	0.0010
11	Crosscheck text	Crosscheck error!
12	Now	27-Aug-2012 5:34 a.m.
13	HideWebToolbar	TRUE



The Guide sheet has certain entries already completed

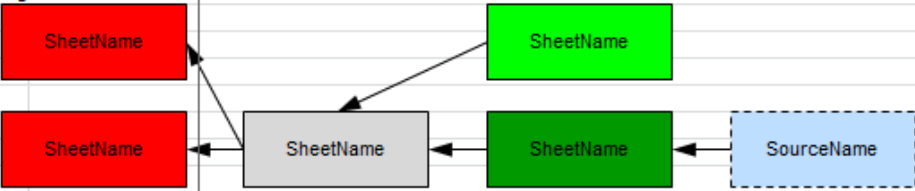
The Guide sheet (shown below) has entries for Version and *Who created* already complete. Many other entries need to be completed. C6 and C7 contain application and workbook purpose information.

An *application* can be a single workbook or a collection of many

The term *application* used in ESP means a spreadsheet application. Examples of applications are: Budget application, Fixed assets application, Payroll planning application. In many cases, an application can be just a single workbook, but it may be a collection of multiple workbooks and other files.

The entry in C10, *Who created/modified*, comes from an Excel setting: XL10: File | Options | General | User name (Alt F T Alt U). XL07: Office Button | Excel Options | Popular | User name (Alt F I A;t U). XL02/03: Tools | Options | General | User name (Alt T O G Alt N).

The entry in C8 displays #VALUE! until you save the file.

	A	B	C	D
1	<b>Guide</b>			
2	-			
3	Version 27-Aug-2012A			
4				
5	<b>Overview</b>			
6	Application purpose			
7	Workbook purpose		Same as application.	
8	File name		#VALUE!	
9	Version		27-Aug-2012A	
10	Who created/modified		Paul Oulton	
11	Modifications		EXAMPLE 01-Mar-2008 PJO Included new rates for Apr-Mar year.	
12	References		EXAMPLE Jane Smith provided the rates table.	
13	Input-Process-Output			
14	Data sources		EXAMPLE Text file imported from ABC system.	
15	Data inputs		EXAMPLE Adjustments input onto mSheet4. Other inputs on mSheet3.	
16	Process/Calcs		EXAMPLE Totals of various grouping of codes on mSheet3	
17	Reports		EXAMPLE mSheet2	
18	Outputs		EXAMPLE mSheet4 has output to Summary.xls. oDataSheet has output for text file imported by POWA system.	
19	<b>Files</b>			
20	Data sourced from		EXAMPLE abc.xls, defg.txt	
21	Data destined for		EXAMPLE hijkl.xls	
22	Start workbook		This one.	
23	Other application files		This one only.	
24	Naming convention		None	
25	Diagram of data flow			
26				
27				
28				
29				
30				
31				
32				
33				
34	<b>Procedures</b>			
35	<b>Usage tasks</b>			
36	<b>Task 1</b>			
37	1)			
38	2)			
39	<b>Maintenance tasks</b>			
40	<b>Task</b>			
41	1)			
42	2)			

(3) Save the workbook as AASales2008.xls

(4) Close the workbook.

## Exercise - Create a standard workbook

- (1) Create a new ESP workbook.
- (2) Enter the *Workbook purpose* as **Report on employee expenses by credit card and cash**
- (3) Save the workbook with name **AAExpenses.xls**
- (4) Close the workbook.

**End of exercise**

# Format quickly and consistently with styles

---

## Objectives

In this chapter, you will learn:

- ◆ The benefits of using Named Styles for faster and consistent formatting.
- ◆ How to use the Style box toolbar drop-down, or in Excel 2007, the *Style apply* dialog box.
- ◆ The naming convention for ESP styles.
- ◆ How to create named styles and copy them to other workbooks.
- ◆ How to change the default workbook (book.xlt or, in Excel 2007, book.xltn) and worksheet (sheet.xlt or, in Excel 2007, sheet.xltn).

## The benefits of styles and how to use the Style box

### Most formatting should be done with Named Styles

Except for borders and fill, all formatting should be done with Named Styles (styles for short).

### The benefits are faster formatting, faster reformatting & consistency

There are three benefits to styles: **(i)** Formatting is much faster. **(ii)** Reformatting throughout a workbook is much faster. **(iii)** Formatting is more likely to be consistent and not, for example, with some negatives having minus signs and others having parentheses.

### You want to format input cells to zero decimals, thousands separators, parentheses on negatives, blue and unlocked

Suppose some number cells used for input need to be formatted. The number format needs to be zero decimals, thousands separators and parentheses around negatives. The ESP convention for input cells is to make the font blue and to remove the lock. The blue enables the input cells to be identified more clearly. The removal of the lock from a cell allows the cell to be input into even after you protect the sheet. Protection is not covered on this course.

### Format | Cells requires about thirteen clicks but styles need only two or three

One typical procedure to achieve the above would be: select the range, display the Format Cells dialog box (Ctrl+1 is a handy shortcut to do that), select the Number tab, click in several places to set the number format, select the Font tab, change the font colour to blue, select the Protection tab and remove the check from Locked. That takes thirteen or fourteen clicks in total. With styles, you can achieve the same result in about three clicks or about four key-presses.

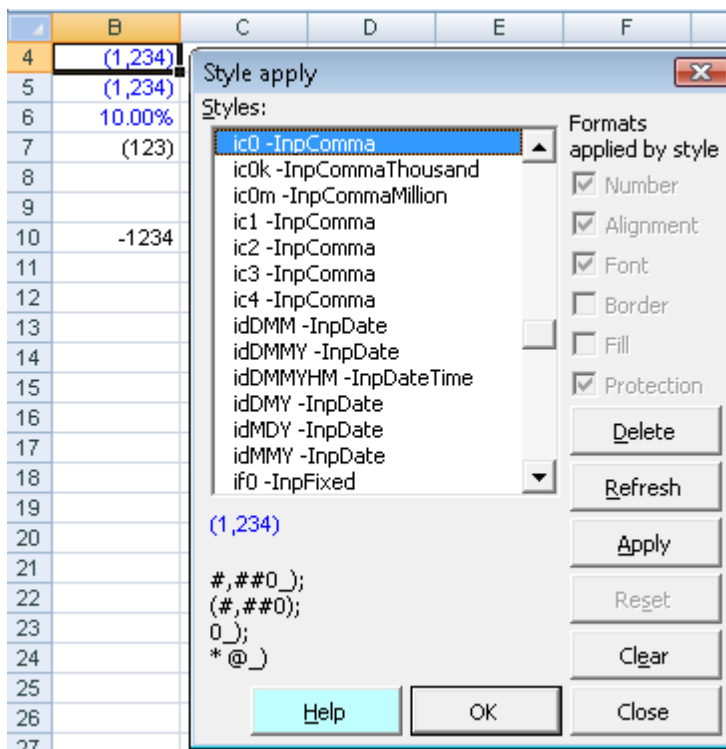
To reformat cells, say, to change the colour of the blue font mentioned above, there is no need to locate, select and reformat all such cells. Instead, you just change the colour of the style.

# Apply ESP styles

>>Files: [StylesApply.xls](#)

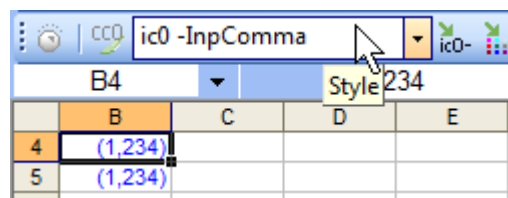
**Apply styles with the Style box** To format with styles:

In XL07/10, use the Genie *Style apply* dialog box as shown right. You can instead use Home | Cell styles (Alt H J). However, its use is inefficient.



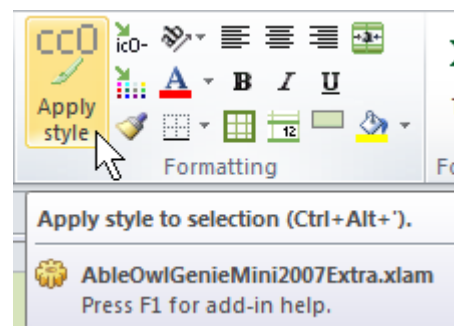
In XL02/03, use the Style box. The GenieESPFormat toolbar contains it as shown right.

The shortcut to activate the Style box is **Alt+'**



The shortcut to activate *Style apply* is **Ctrl+Alt+'**

You can instead click the *Apply style* button as shown right on the ESP ribbon.



(1) Open StylesApply.xls.

(2) Go to the mProduction sheet.

The sheet appears as on the following page....

	K	L	M	N	O	P
11	Production	AleBlow				
12	West division	14-Sep-2008 6:49 PM				
13	Period: Sep 2008					
14		Year to date Rest of year Total year				
15						
16	Cost					
17	Unit price		10	11		
18	Units		12500	13000	25500	
19						
20	Cost		125000	143000	268000	
21						
22	Components					
23	Metal					
24	Steel	0.2	2500	2600	5100	
25	Aluminium	0.1	1250	1300	2550	
26	Plastic					
27	Casing	0.2	2500	2600	5100	
28	Insulators	0.5	6250	6500	12750	
29						
30			12500	13000	25500	
31						

File: [StylesApply.xls](#), sheet: [mProduction](#)

... but needs to be formatted as below.

	K	L	M	N	O	P
11	<b>Production</b>	AleBlow				
12	<b>West division</b>	14-Sep-2008 6:49 PM				
13	<b>Period: Sep 2008</b>					
14			Year to date	Rest of year	Total year	
15						
16	<b>Cost</b>					
17	Unit price		\$ 10.00	\$ 11.00		
18	Units		12,500	13,000	25,500	
19						
20	Cost		\$ 125,000	\$ 143,000	\$ 268,000	
21						
22	<b>Components</b>					
23	<b>Metal</b>					
24	Steel	20%	2,500	2,600	5,100	
25	Aluminium	10%	1,250	1,300	2,550	
26	<b>Plastic</b>					
27	Casing	20%	2,500	2,600	5,100	
28	Insulators	50%	6,250	6,500	12,750	
29						
30			12,500	13,000	25,500	
31						

(3) Select K16.

(4) In XL02/03, make sure the GenieESPFormat/GenieMiniESPFormat toolbar is on display. To display a toolbar, right-click any toolbar or the Menu bar and choose the required toolbar. The Genie toolbars contain the Style box.

If you do not have Genie, you can place the Style box on a toolbar as follows: Choose Tools | Customize | Commands page | Format category, locate the Style box, drag to a toolbar (preferably the Formatting toolbar) and Close the dialog box.

## Apply a style

(5) In XL07/10, press **Ctrl+Alt+'**

That displays Genie's *Style apply* dialog box.

If you do not have Genie, from the Home ribbon, you can choose Cell Styles (Alt H J). However, you cannot select a style with a shortcut using this method; it is best to use the mouse, though that is less efficient.

(6) In XL02/03, press **Alt+'**

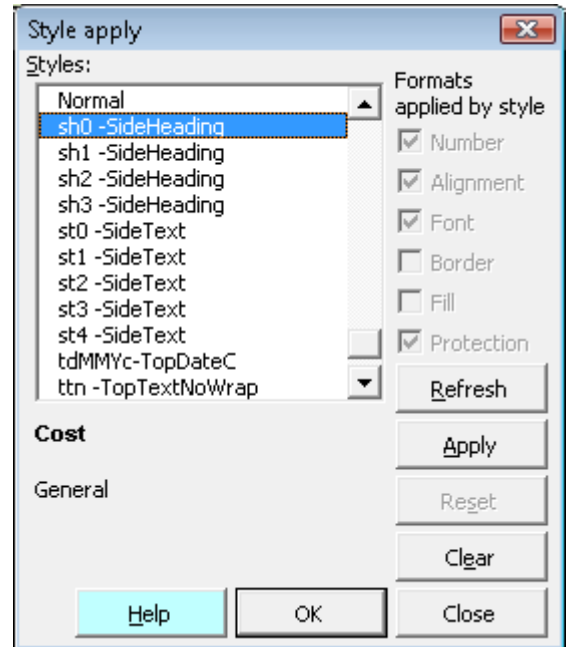
That activates the Style box. Note that ' is on the same key as ".

(7) Type **s** to select the style named sh0 – SideHeading, which is the style needed.

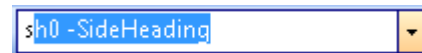
(8) Press **Enter**

That formats the cell to style sh0 -SideHeading. AbleOwl uses a convention to name its ESP styles. Each style has a name that begins with a unique few characters, for example, sh0.

Once you understand the code convention, you can quickly format as you require.



Genie's *Style apply* dialog box



Style box in XL02/03

A sheet has titles in the form of headings in the top-left corner and titles at the top and side. The top-left corner contains the headings for the sheet.

	K	L	M	N	O	P	Q	R
11	<b>Production</b>	AleBlow						
12	<b>West division</b>	15-Sep-2008 8:26 PM						
13	<b>Period: Sep 2008</b>							
14		Year to date	Rest of year	Total year				
15								
16	<b>Cost</b>							
17	Unit price		\$ 10.00	\$ 11.00				
18	Units		12,500	13,000	25,500			
19								
20	Cost		\$ 125,000	\$ 143,000	\$ 268,000			
21								
22	<b>Components</b>							
23	<b>Metal</b>							
24	Steel	20%	2,500	2,600	5,100			
25	Aluminium	10%	1,250	1,300	2,550			
26	<b>Plastic</b>							
27	Casing	20%	2,500	2,600	5,100			
28	Insulators	50%	6,250	6,500	12,750			
29								
30			12,500	13,000	25,500			
31								
32								
33								
34								

File: StylesApply.xls, sheet: mProduction

The first letter (h, t or s) of a style code indicates where to use the style:

h - heading

t - top

s - side

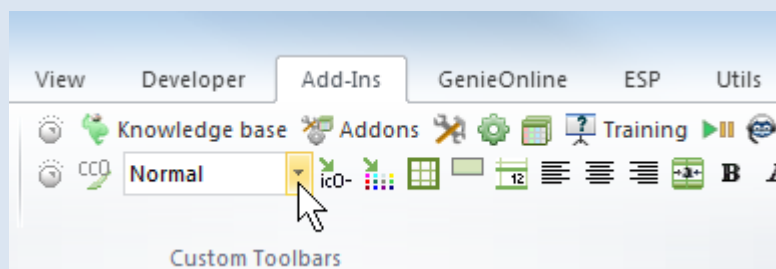
(9) Select K11:K12.

(10) Press **Ctrl+Alt+' (or Alt+' in XL02/03).**

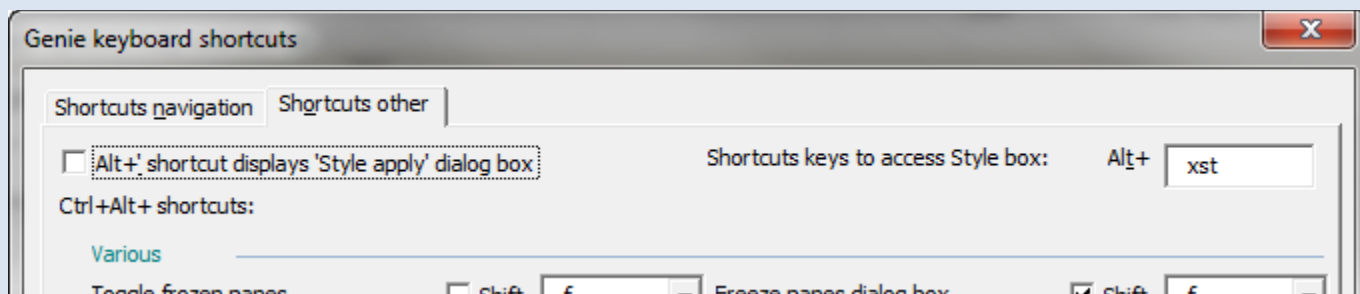
**The Style box in Excel  
2007/2010**

Note that XL07/10 can also use the Style box. It appears on the Add-Ins ribbon when the Genie/GenieMini Add-In is attached. The Style box is useful for inspecting the style used by a cell. When you select a cell, the Style box displays the name of the style used by the cell.

You can activate it by keyboard by pressing **Alt X ST**. However, the exact shortcut depends on your computer. When you press Alt X, you will see your shortcut next to the Style box. (See page 13 for a screenshot of how XL07/10 shortcuts appear).



To make Alt+' work as the shortcut: (i) Choose Settings from the top left of the ESP ribbon. (ii) Choose *Keyboard shortcuts*. A dialog box appears. (iii) In the full Genie Add-In, choose the *Shortcuts other* tab. (iv) Complete the *Shortcuts keys to access Style box*. (iv) Choose OK twice. You can now press **Alt+'** to activate the Style box.



Note that the XL07/10 Style box sometimes does not display all of the styles. This is an intermittent fault.

**(11) Type h**

That selects the style named h0 -Heading.

**(12) Type 1**

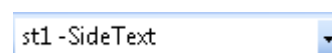


That selects the style named h1 -Heading.

**(13) Press Enter** to apply the style.

**(14) Format K13** to style h2.

**(15) Select K17:K20** and format to style st1  
What does st at the beginning of the style name mean?



**(16) Select K22** and format to style sh0

**(17) Select K23** and format to style sh1

**(18) Select K26** and press F4

F4 is the repeat key (except when you are creating a formula). It repeats whatever you did last.



(19) Select K24:K25 and format to style **st2**  
 What does the 2 of st2 signify?

(20) Select K27:K28 and press F4

	K	L	M	N	O	P
11	<b>Production</b>	AleBlow				
12	<b>West division</b>	1-Oct-2008 3:55 PM				
13	<b>West division</b>					
14		Year to date Rest of year Total year				
15						
16	<b>Cost</b>					
17	Unit price		10	11		
18	Units		12500	13000	25500	
19						
20	Cost		125000	143000	268000	
21						
22	<b>Components</b>					
23	<b>Metal</b>					
24	Steel	0.2	2500	2600	5100	
25	Aluminium	0.1	1250	1300	2550	
26	<b>Plastic</b>					
27	Casing	0.2	2500	2600	5100	
28	Insulators	0.5	6250	6500	12750	
29						
30			12500	13000	25500	
31						

File: [StylesApply.xls](#), sheet: **mProduction**

In sh1, s is for side, h is for heading, and 1 is for one indent.

In st2, s is for side, t is for text (that is, not a heading), and 2 is for two indents.

Note that the AbleOwl ESP convention is to indent all side descriptions below the side heading. The indent also applies to any text on the total line as with K20 above.

(21) Select M14:O14 and apply style **ttw**

	K	L	M	N	O	P
11	<b>Production</b>	AleBlow				
12	<b>West division</b>	1-Oct-2008 3:55 AM				
13	<b>Period: Sep 2008</b>					
14			Year to date	Rest of year	Total year	

In ttw, what do the letters mean?

(22) Select L24:L25, hold down **Ctrl** and select L27:L28.

You should have four cells selected. These cells are input cells into which the user enters values. The AbleOwl ESP convention is to make the font of input cells blue.

**Input style names start with the letter i**

(23) Apply style **ip0**

All styles that begin with the letter i are for input cells and make the font blue.

**ip0 -InpPercent**

(24) Select M17:N17 and apply style **ir2**

**ir2 -InpCurr**

(25) Select M18:N18 and apply style **ic0**



(26) Select M20:O20 and apply style **cr0**

These cells contain formulas; they are not input cells.



(27) Select O18 and apply style **cc0**



(28) Apply **cc0** style to M24:O25, M27:O28 and M30:O30.

In **ip0**, what does each character signify?

In **ir2**, what does each character signify?

In **cc0**, what does each character signify?

For number-format cells, the first three characters are:

First: **i** = input, **c** = calculation (or non-input).

Second: **c** = comma (that is, comma separator), **r** = currency, **p** = percentage, **f** = fixed (that is, no commas).

Third: the number of decimals.

	K	L	M	N	O	P
11	<b>Production</b> <b>West division</b> <b>West division</b>	AleBlow				
12		1-Oct-2008 4:51 PM				
13		Year to date		Rest of year		Total year
14						
15						
16	<b>Cost</b>					
17	Unit price		\$ 10.00	\$ 11.00		
18	Units		12,500	13,000	25,500	
19						
20	Cost		\$ 125,000	\$ 143,000	\$ 268,000	
21						
22	<b>Components</b>					
23	<b>Metal</b>					
24	Steel	20%	2,500	2,600	5,100	
25	Aluminium	10%	1,250	1,300	2,550	
26	<b>Plastic</b>					
27	Casing	20%	2,500	2,600	5,100	
28	Insulators	50%	6,250	6,500	12,750	
29						
30			12,500	13,000	25,500	
31						

**File:** [StylesApply.xls](#), **sheet:** [mProduction](#)

Most commonly-used styles can be selected with one to three key presses. For example:

i	for	ic0 -InpComma
c	for	cc0 -CalComma
cp	for	cp0 -CalPercent
s	for	sh0 -SideHeading
st1	for	st1 -SideText
tt	for	ttn -TopTextNoWrap

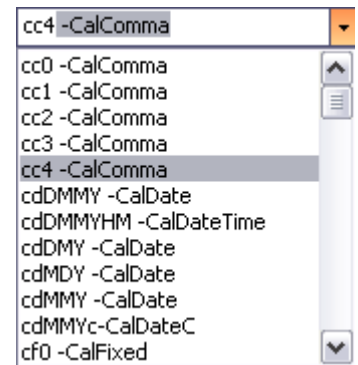
**Alt+Down arrow drops down the list**

**Be careful what you type in the Style box**

If you cannot remember the name of a style, after you activate the Style box, press Alt+Down arrow to make the list drop down. Then use the PgUp, PgDn, Up arrow and Down arrow keys to select a style.

You need to be careful when typing into the Style box, though it is not an issue with the *Genie Style apply* dialog box. If what you type does not exist, you will create a style of that name when you press Enter. The new style has the formats of the active cell.

You can, of course, delete the style. See the section [Delete a style](#) on page 39.



## Exercise – Format with styles

>>Files: ExStyles.xls

(1) Open ExStyles.xls and go to sheet mMonth.

	K	L	M	N	O	P	Q	R
11	Monthly sales & costs	AleBlow						
12	North Island division	1-Oct-2008 8:30 PM						
13	Period: Sep 2008							
14		Northland	Auckland re:	Waikato		Southern NI	Total	
15	Sales							
16	Units							
17	A		100	750	210	340	1400	
18	B		75	530	170	220	995	
19	Price							
20	A		109	108	107	111		
21	B		97	98	98	99		
22	Revenue							
23	A		10900	81000	22470	37740	152110	
24	B		7275	51940	16660	21780	97655	
25								
26	Total		18175	132940	39130	59520	249765	
27	Costs							
28	Cost of sales							
29	A	0.285	3106.5	23085	6403.95	10755.9	43351.35	
30	B	0.323	2349.825	16776.62	5381.18	7034.94	31542.565	
31								
32	Total		5456.325	39861.62	11785.13	17790.84	74893.915	
33	% of sales		0.3002105	0.2998467	0.3011789	0.2989052	0.29985753	
34	Overheads							
35	Establishment fixed							
36	Rent		800	8900	1750	2100	13550	
37	Body corporate charges		100	1200	500	700	2500	
38	Establishment variable							
39	Phone		300	320	270	315	1205	
40	Supplies		120	340	290	460	1210	
41								
42	Total overheads		1320	10760	2810	3575	18465	
43			0.0726272	0.0809388	0.0718119	0.0600638	0.07392949	
44								

File: ExStyles.xls, sheet: mMonth

(2) Use styles to format the above to appear as on the next page.

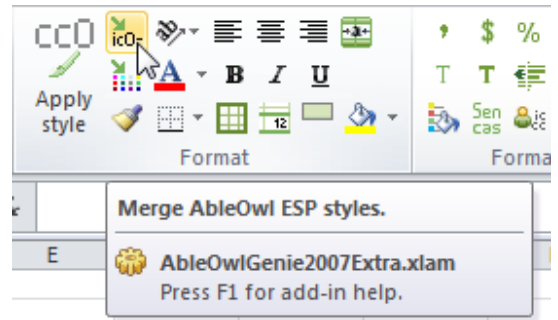
	K	L	M	N	O	P	Q	R
11	<b>Monthly sales &amp; costs North Island division Period: Sep 2008</b>	AleBlow						
12		1-Oct-2008 8:21 PM						
13								
14		Northland	Auckland region	Waikato	Southern N Island	Total		
15	<b>Sales</b>							
16	<b>Units</b>							
17	A		100	750	210	340		1,400
18	B		75	530	170	220		995
19	<b>Price</b>							
20	A		\$ 109.00	\$ 108.00	\$ 107.00	\$ 111.00		
21	B		\$ 97.00	\$ 98.00	\$ 98.00	\$ 99.00		
22	<b>Revenue</b>							
23	A		\$ 10,900	\$ 81,000	\$ 22,470	\$ 37,740	\$ 152,110	
24	B		\$ 7,275	\$ 51,940	\$ 16,660	\$ 21,780	\$ 97,655	
25								
26	Total		\$ 18,175	\$ 132,940	\$ 39,130	\$ 59,520	\$ 249,765	
27	<b>Costs</b>							
28	<b>Cost of sales</b>							
29	A	28.5%	\$ 3,107	\$ 23,085	\$ 6,404	\$ 10,756	\$ 43,351	
30	B	32.3%	\$ 2,350	\$ 16,777	\$ 5,381	\$ 7,035	\$ 31,543	
31								
32	Total		\$ 5,456	\$ 39,862	\$ 11,785	\$ 17,791	\$ 74,894	
33	% of sales		30.0%	30.0%	30.1%	29.9%	30.0%	
34	<b>Overheads</b>							
35	<b>Establishment fixed</b>							
36	Rent		\$ 800	\$ 8,900	\$ 1,750	\$ 2,100	\$ 13,550	
37	Body corporate charges		\$ 100	\$ 1,200	\$ 500	\$ 700	\$ 2,500	
38	<b>Establishment variable</b>							
39	Phone		\$ 300	\$ 320	\$ 270	\$ 315	\$ 1,205	
40	Supplies		\$ 120	\$ 340	\$ 290	\$ 460	\$ 1,210	
41								
42	Total overheads		\$ 1,320	\$ 10,760	\$ 2,810	\$ 3,575	\$ 18,465	
43			7.3%	8.1%	7.2%	6.0%	7.4%	
44								

File: [ExStyles.xls](#), sheet: [mMonth](#)

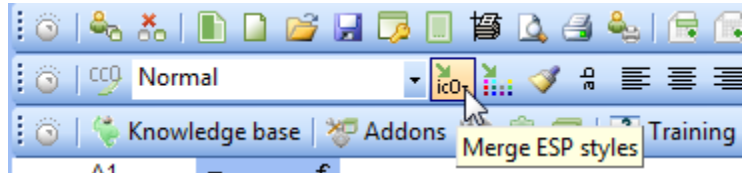
End of exercise

## Include ESP styles

To copy styles to an existing workbook that does not have the ESP styles, click the *Merge ESP styles* button.



XL07/10



XL02/03

# The AbleOwl ESP styles

>>Files: [NamedStyles.xls](#)

The AbleOwl ESP styles have a naming convention as follows:

The syntax of a name is: Unique prefix -Descriptive text

For the first letter of the prefix, there are six different letters as follows:

i	Input cells. Font is blue and Locked is off.
c	Calculated cells or at least cells not input into. Font is black and Locked is on.
s	Side (that is, row) title cells, that is, those at the left of the sheet.
t	Top (that is, column) title cells, that is, those that are titles for the columns.
h	Heading or hyperlink cells. The most common use for heading styles is in the top cell corner within the frozen panes of a sheet. Heading styles have a number as the second character, as in h1 -Heading. Hyperlink styles have p as the second character as in hp1 -Hyperlink.
l	(Lower-case L). Cells in a text table where the vertical alignment needs to be top and the text may need to wrap. The meaning of <i>text table</i> here is where entries are text strings (such as a sentence) that may wrap to more than one line. For example, ltw -TableTextWrap.

For the second letter of the prefix, there are ten different letters as follows:

c	Comma number format. For example, 2,000 and for negative (2,000).
r	Currency. For example, \$ 2,000. The currency symbol is left-aligned in column.
p	Percentage. For example, 3.2%.
f	Fixed. For example, 2000.
d	Date. May also include time.
m	Time.
h	Heading at side. Follows s as in sh0 -SideHeading.
t	The meaning depends on the first letter. It means text if the first letter is i, top title if the first letter is t or i and table if the first letter is l (lower case L).
s	Side title. Follows i as in is2 -InpSideText
l	(Lower-case L). Follows i as in ilw -InpTableTextWrap.

The third character is as follows:

If the third character of the prefix is a number:

For number styles, it is the number of decimals. For example, ic1 -InpComma, cp3 -CalPercent, ir2 -InpCurr, if0 -InpFixed.

For text styles, it is the number of indents. For example, sh3 -SideHeading, st4 -SideText, is2 -InpSideText, hp2 -Hyperlink.

9 is the maximum number.

For side, top and table styles, n is no wrap and w is wrap as in itn -InpTopTextNoWrap, ttn -TopTextNoWrap, ttw -TopTextWrap and ilnb -InpTableTextNoWrapB.

For date and time styles:

M month number

MM 3-letter month name

HM 12-hour

HM24+ 24 hour but hours continue after 24.

If the character before - is b, that stands for bold as in if0b -InpFixedB or ilnb -InpTableTextNoWrapB

If the character before - is c, that stands for centred as in cdMMYc -CalDateC

The following screenshots show the styles by the categories of: (i) Number, (ii) Date and time, (iii) Heading, side and top, (iv) Hyperlink, (v) Table, (vi) Normal.

The styles are font Arial. All styles have 8 point font size except for styles h0 -Heading, h1 -Heading, and h2 -Heading, which are 14, 12 and 10 points respectively. All i prefix styles have blue font and Protection Locked switched off. None of the styles apply pattern or border formats.

File:  
NamedStyles.  
xls

	A	B	C
1	<b>AbleOwl ESP styles categorised</b>		
2	AbleOwl ESP styles	Example	NumberFormat
3	<b>Number styles</b>		
4	cc0 -CalComma	12,346	###0_);(##0;0_);* @_)
5	cc0k -CalCommaThousand	12	###0_);(##0;0_);* @_)
6	cc0m -CalCommaMillion	0	###0,,);(##0,,);0_);* @_)
7	cc1 -CalComma	12,345.7	###0.0_);(##0.0;0.0_);* @_)
8	cc2 -CalComma	12,345.68	###0.00_);(##0.00;0.00_);* @_)
9	cc3 -CalComma	12,345.679	###0.000_);(##0.000;0.000_);* @_)
10	cc4 -CalComma	12,345.6789	###0.0000_);(##0.0000;0.0000_);* @_)
11	cf0 -CalFixed	12346	0;-0;0;* @
12	cp0 -CalPercent	1234568%	0%;-0%;0%;* @_%
13	cp1 -CalPercent	1234567.9%	0.0%;-0.0%;0.0%;* @_%
14	cp2 -CalPercent	1234567.89%	0.00%;-0.00%;0.00%;* @_%
15	cp3 -CalPercent	1234567.890%	0.000%;-0.000%;0.000%;* @_%
16	cr0 -CalCurr	\$ 12,346	\$* ##0_);\$* (##0);\$* 0_);* @_)
17	cr0k -CalCurrThousand	\$ 12	\$* ##0_);\$* (##0);\$* 0_);* @_)
18	cc0m -CalCurrMillion	\$ 0	\$* ##0,,);\$* (##0,,);\$* 0_);* @_)
19	cr1 -CalCurr	\$ 12,345.7	\$* ##0.0_);\$* (##0.0);\$* 0.0_);* @_)
20	cr2 -CalCurr	\$ 12,345.68	\$* ##0.00_);\$* (##0.00);\$* 0.00_);* @_)
21	cr3 -CalCurr	\$ 12,345.679	\$* ##0.000_);\$* (##0.000);\$* 0.000_);* @_)
22	cr4 -CalCurr	\$ 12,345.6789	\$* ##0.0000_);\$* (##0.0000);\$* 0.0000_);* @_)
23	ic0 -InpComma	12,346	###0_);(##0;0_);* @_)
24	ic1 -InpComma	12,345.7	###0.0_);(##0.0;0.0_);* @_)
25	ic2 -InpComma	12,345.68	###0.00_);(##0.00;0.00_);* @_)
26	ic3 -InpComma	12,345.679	###0.000_);(##0.000;0.000_);* @_)
27	ic4 -InpComma	12,345.6789	###0.0000_);(##0.0000;0.0000_);* @_)
28	if0 -InpFixed	12346	0;-0;0;* @
29	if0b -InpFixedB	12346	0;-0;0;* @
30	ip0 -InpPercent	1234568%	0%;-0%;0%;* @_%
31	ip1 -InpPercent	1234567.9%	0.0%;-0.0%;0.0%;* @_%
32	ip2 -InpPercent	1234567.89%	0.00%;-0.00%;0.00%;* @_%
33	ip3 -InpPercent	1234567.890%	0.000%;-0.000%;0.000%;* @_%
34	ir0 -InpCurr	\$ 12,346	\$* ##0_);\$* (##0);\$* 0_);* @_)
35	ir1 -InpCurr	\$ 12,345.7	\$* ##0.0_);\$* (##0.0);\$* 0.0_);* @_)
36	ir2 -InpCurr	\$ 12,345.68	\$* ##0.00_);\$* (##0.00);\$* 0.00_);* @_)
37	ir3 -InpCurr	\$ 12,345.679	\$* ##0.000_);\$* (##0.000);\$* 0.000_);* @_)
38	ir4 -InpCurr	\$ 12,345.6789	\$* ##0.0000_);\$* (##0.0000);\$* 0.0000_);* @_)

File: NamedStyles.xls, sheet: StylesByCat



	A	B	C
1	<b>AbleOwl ESP styles categorised</b>		
2	AbleOwl ESP styles	Example	NumberFormat
35	<b>Date and time styles</b>		
36	cdDMM -CalDate	18-Oct	d-mmm;[Red]"Not date";"-";[Red]"Not date"
37	cdDDMMY -CalDate	18-Oct-1933	d-mmm-yyyy;[Red]"Not date";"-";[Red]"Not date"
38	cdDDMMYHM -CalDateTime	18-Oct-1933 4:17 PM	d-mmm-yyyy h:mm AM/PM;[Red]"Not date";"-";[Red]"Not date"
39	cdDMY -CalDate	18/10/1933	d/mm/yyyy;[Red]"Not date";"-";[Red]"Not date"
40	cdMDY -CalDate	10/18/1933	mm/dd/yyyy;[Red]"Not date";"-";[Red]"Not date"
41	cdMMY -CalDate	Oct-33	mmm-yy;[Red]"Not date";"-";[Red]"Not date"
42	cdMMYc-CalDateC	Oct-33	mmm-yy;[Red]"Not date";"-";[Red]"Not date"
43	cmHM -CalTime	4:17 PM	h:mm AM/PM;[Red]"Not time";"-";[Red]"Not time"
44	cmHM24+ -CalTime	16:17	[h]:mm;[Red]"Not time";[h]:mm;[Red]"Not time"
45	idMMY -InpDate	18-Oct	d-mmm;[Red]"Not date";"-";[Red]"Not date"
46	idDDMMY -InpDate	18-Oct-1933	d-mmm-yyyy;[Red]"Not date";"-";[Red]"Not date"
47	idDDMMY -InpDate	18-Oct-1933	d-mmm-yyyy;[Red]"Not date";"-";[Red]"Not date"
48	idDDMMYHM -InpDateTime	18-Oct-1933 4:17 PM	d-mmm-yyyy h:mm AM/PM;[Red]"Not time";0;[Red]"Not time"
49	idDMY -InpDate	18/10/1933	d/mm/yyyy;[Red]"Not date";"-";[Red]"Not date"
50	idMDY -InpDate	10/18/1933	mm/dd/yyyy;[Red]"Not date";"-";[Red]"Not date"
51	idMMY -InpDate	Oct-33	mmm-yy;[Red]"Not date";"-";[Red]"Not date"
52	imHM -InpTime	4:17 PM	h:mm AM/PM;[Red]"Not time";-;[Red]"Not time"
53	imHM24+ -InpTime	16:17	[h]:mm;[Red]"Not time";[h]:mm;[Red]"Not time"

	A	B	C
1	<b>AbleOwl ESP styles categorised</b>		
2	AbleOwl ESP styles	Example	NumberFormat
58	<b>Heading, side and top styles</b>		
59	h0 -Heading	<b>Abcdefghi</b>	General
60	h1 -Heading	<b>Abcdefghi</b>	General
61	h2 -Heading	<b>Abcdefghi</b>	General
62	h3 -Heading	<b>Abcdefghi</b>	General
63	is0 -InpSideText	Abcdefghi	@
64	is1 -InpSideText	Abcdefghi	@
65	is2 -InpSideText	Abcdefghi	@
66	is3 -InpSideText	Abcdefghi	@
67	is4 -InpSideText	Abcdefghi	@
68	itn -InpTopTextNoWrap	Abcdefghi	@
69	itw -InpTopTextWrap	Abcdefghi	@
70	sh0 -SideHeading	<b>Abcdefghi</b>	General
71	sh1 -SideHeading	<b>Abcdefghi</b>	General
72	sh2 -SideHeading	<b>Abcdefghi</b>	General
73	sh3 -SideHeading	<b>Abcdefghi</b>	General
74	st0 -SideText	Abcdefghi	General
75	st1 -SideText	Abcdefghi	General
76	st2 -SideText	Abcdefghi	General
77	st3 -SideText	Abcdefghi	General
78	st4 -SideText	Abcdefghi	General
79	tdMMYc-TopDateC	Oct-33	mmm-yy;[Red]"Not date";"-";[Red]"Not date"
80	ttn -TopTextNoWrap	Abcdefghi	General
81	ttnl -TopTextNoWrapL	Abcdefghi	General
82	ttw -TopTextWrap	Abcdefghi	General

All TopText styles are horizontally centred and vertically bottom-aligned. All SideText and SideHeading styles are horizontally left-aligned and vertically top-aligned. The vertical alignment cannot be seen from the above.

	A	B	
1	<b>AbleOwl ESP styles categorised</b>		
2	AbleOwl ESP styles	Example	
74	<b>Hyperlink styles</b>		
75	Followed Hyperlink	<a href="#">Hyperlink</a>	
76	hp0 -Hyperlink	<a href="#">Abcdefghi</a>	General
77	hp1 -Hyperlink	<a href="#">Abcdefghi</a>	General
78	hp2 -Hyperlink	<a href="#">Abcdefghi</a>	General
79	hp3 -Hyperlink	<a href="#">Abcdefghi</a>	General
80	Hyperlink	<a href="#">Hyperlink</a>	
81	<b>Table styles</b>		
82	iln -InpTableTextNoWrap	<a href="#">Abcdefghi</a>	@
83	ilnb -InpTableTextNoWrapB	<b><a href="#">Abcdefghi</a></b>	@
84	ilw -InpTableTextWrap	<a href="#">Abcdefghi</a>	@
85	ltn -TableTextNoWrap	Abcdefghi	@
86	ltw -TableTextWrap	Abcdefghi	@
87	<b>Normal</b>		
88	Normal	Abcdefghi	General

All TableText styles are horizontally General alignment and vertically top-aligned.

The Normal style is an important style. When you clear formats from a cell, the cell reverts to use the Normal style. The style cannot be deleted. The Excel row number and column letter headings display in the font of the Normal style.

## Exercise - Use AbleOwl ESP styles

>>Files: ExStylesApply.xls

(1) Open file ExStylesApply.xls.

(2) Go to sheet Number and format the cells in B2:B23 to the styles listed in A2:A23. The *Style apply* dialog box shortcut is **Ctrl+Alt+'.** The result should be as shown in the screenshot below right.

Use the Style box to apply the styles.

	A	B
2	cc0 -CalComma	12345
3	cc0 -CalComma	-12345
4	cc0 -CalComma	0
5	cc0 -CalComma	abc
6	cc2 -CalComma	12345.67
7	cc2 -CalComma	-12345.67
8	cc2 -CalComma	0
9	cc2 -CalComma	abc
10	ic0 -InpComma	12345
11	ic0 -InpComma	-12345
12	ic0 -InpComma	0
13	ic0 -InpComma	abc
14	cr2 -CalCurr	12345
15	cr2 -CalCurr	-12345
16	cr2 -CalCurr	0
17	cr2 -CalCurr	abc
18	if0 -InpFixed	12345
19	if0 -InpFixed	-12345
20	if0 -InpFixed	0
21	if0 -InpFixed	abc
22	if0b-InpFixedB	12345
23	ip3 -InpPercent	0.001234

	A	B
2	cc0 -CalComma	12,345
3	cc0 -CalComma	(12,345)
4	cc0 -CalComma	0
5	cc0 -CalComma	abc
6	cc2 -CalComma	12,345.67
7	cc2 -CalComma	(12,345.67)
8	cc2 -CalComma	0.00
9	cc2 -CalComma	abc
10	ic0 -InpComma	12,345
11	ic0 -InpComma	(12,345)
12	ic0 -InpComma	0
13	ic0 -InpComma	abc
14	cr2 -CalCurr	\$ 12,345.00
15	cr2 -CalCurr	\$ (12,345.00)
16	cr2 -CalCurr	\$ 0.00
17	cr2 -CalCurr	abc
18	if0 -InpFixed	12345
19	if0 -InpFixed	-12345
20	if0 -InpFixed	0
21	if0 -InpFixed	abc
22	if0b-InpFixedB	12345
23	ip3 -InpPercent	0.123%

(3) Go to the sheet DateTime and format the cells in B2:H14 to the styles listed in A2:A14.

	A	B	C	D	E	F	G	H
2	cdDMMY -CalDate	38717						
3	cdDMMY -CalDate	0						
4	idDMMY -InpDate	38717						
5	idDMMY -InpDate	-123						
6	idDMMY -InpDate	0						
7	idDMMY -InpDate	abc						
8	cdDMY -CalDate	38717						
9	cdDMY -CalDate	38717						
10	cdMMYc-CalDateC	38717	38748	38776	38807	38837	38868	38898
11	cdDMMYHM -CalDateTime	38680.42276						
12	cmHM -CalTime	0.45						
13	cmHM24+ -CalTime	1.45						
14	cmHM24+ -CalTime	-0.2						

The result should be as shown in the screenshot below.

	A	B	C	D	E	F	G	H
2	cdDMMY -CalDate	31-Dec-2005						
3	cdDMMY -CalDate	-						
4	idDMMY -InpDate	31-Dec-2005						
5	idDMMY -InpDate	Not date						
6	idDMMY -InpDate	-						
7	idDMMY -InpDate	Not date						
8	cdDMY -CalDate	31/12/2005						
9	cdMMY -CalDate	Dec-05						
10	cdMMYc-CalDateC	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06
11	cdDMMYHM -CalDateTime	24-Nov-2005 10:08 AM						
12	cmHM -CalTime	10:48 AM						
13	cmHM24+ -CalTime	34:48						
14	cmHM24+ -CalTime	Not time						

(4) Go to the sheet Titles and format the cells in B2:E12 to the styles listed in A2:A12.

	A	B	C	D	E
2	h0 -Heading	Biggest heading			
3	h1 -Heading	Next biggest			
4	ttn -TopTextNoWrap		Code	Description	Amount
5	ttw -TopTextWrap		Member num	Description	Amount
6	itw -InpTopTextWrap		Travel exper	Phone charges	Subscriptions
7	sh0 -SideHeading	Indent 0 row heading			
8	st1 -SideText	Indent 1 item			
9	st1 -SideText	123			
10	sh1 -SideHeading	Indent 1 row heading			
11	is2 -InpSideText	Indent 2 input title			
12	is2 -InpSideText	123			

The result should be as below.

	A	B	C	D	E
2	h0 -Heading	<b>Biggest heading</b>			
3	h1 -Heading	<b>Next biggest</b>			
4	ttn -TopTextNoWrap		Code	Description	Amount
5	ttw -TopTextWrap		Member number	Description	Amount
6	itw -InpTopTextWrap		Travel expenses	Phone charges	Subscriptions
7	sh0 -SideHeading	<b>Indent 0 row heading</b>			
8	st1 -SideText	Indent 1 item			
9	st1 -SideText	123			
10	sh1 -SideHeading	<b>Indent 1 row heading</b>			
11	is2 -InpSideText	Indent 2 input title			
12	is2 -InpSideText	123			

(5) Go to the sheet Table and format the cells in B2:B4 to the styles listed in A2:A4. Format the cells in C2:C4 to the styles listed in D2:D4.

	A	B	C	D	E
2	itw -TableTextWrap	Company reporting	Western Skogs	ilnb-InpTableTextNoWrap	
3	itw -TableTextWrap	Explanation of sign	There were two main causes for the drop in sales this month	ilw -InpTableTextWrap	
4	itn -TableTextNoWrap	Finance highlights:	Sales \$74.1mil. GP \$13.7mil. NP \$4.2mil. WVC \$176mil. Debtors	ilw -InpTableTextWrap	

The result should be as below.

	A	B	C	D	E
2	ltw -TableText\Wrap	Company reporting unit	<b>Western Skogs</b>	ilnb-InpTableTextNo\WrapB	
3	ltw -TableText\Wrap	Explanation of significant variances	There were two main causes for the drop in sales this month: a) Quality problems with sourced component meant that some areas of the country could not be supplied enough product to meet demand. b) The release of Longtime delayed until next month.	ilw -InpTableText\Wrap	
4	ltn -TableTextNo\Wrap	Finance highlights:	Sales \$74.1mil. GP \$13.7mil. NP \$4.2mil. WVC \$176mil. Debtors \$210mil.	ilw -InpTableText\Wrap	

**End of exercise**

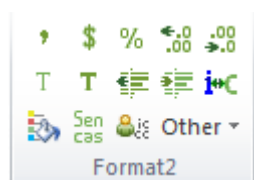
## Apply styles with toolbar buttons

**There are buttons, which provide additional capability**

If you have the full Genie and subscription, there are a number of buttons for applying named styles. Though the keyboard method of applying styles is, generally, more efficient, the buttons do provide extra capability.

For example, if you need to format to input, percentage, four decimals, there is no ESP style for that, but if you format to input, percentage, three decimals (style prefix ip3) and then click the Increase Decimal button, that creates the style of prefix ip4, which displays four decimals.











As shown below, the buttons are in the XL07/10 Format2 group of the ESP ribbon and in the XL02/03 GenieESPFormat toolbar.



XL02/03

### XL07/10

The buttons work as follows:

-  Applies the style cc0 -CalComma.
-  Applies the style cr0 -CalCurr.
-  Applies the style cp0 -CalPercent
-  Applies the style st0 -SideText
-  Applies the style sh0 -SideHeading
-  Switches the style between Inp and Cal. For example, if a cell's style is cc0 -CalComma, clicking this button changes the style to ic0 -InpComma, and vice-versa. The button has no effect if the style is not a Cal or Inp style.
-  Increase Decimal. This looks like the Excel Increase Decimals button, but it is not. It changes the style, for example, from ic0 -InpComma to ic1 -InpComma. If the next style does not exist, it creates it. For example, if a cell's style is cp3 -CalPercent and cp4 -CalPercent does not exist, clicking the button creates it. The maximum number is 9. The button has no effect if the style is not of prefix cc, ic, cr, ir, cp, ip, cf, if.
-  Decrease Decimal.
-  Decrease Indent. This button looks like the Excel's Decrease Indent, but it is not. It changes the style, for example, from st2 -SideText to st1 -SideText. The button has no effect if the style is not of prefix st, sh, it, hp.
-  Increase Indent. If the next style does not exist, it creates it. For example, if a cell's style is sh3 -SideHeading and st4 -SideHeading does not exist, clicking this button creates it. It has no effect if the style is not of prefix st, sh, it, hp.

## Modify a style

Modify a style to affect all cells in the workbook that use the style

In XL07/10:

(1) Choose Home | Styles | Cell Styles (Alt H J).

(2) Right-click the style name.

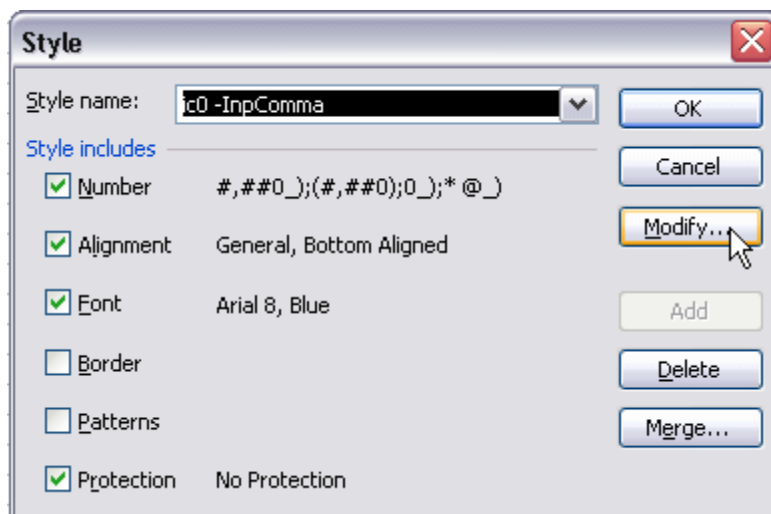
(3) Choose Modify... The Format Cells dialog box appears.

In XL02/03:

(1) Choose Format | Styl

(2) Select the style in the *Style name* box.

(3) Choose Modify. The Format Cells dialog box appears.



For all versions:

(4) Change the formats as required.

(5) Close the Format Cells dialog box.

(6) In XL02/03, choose Add.

(7) In XL07/10, choose OK.

(8) In XL02/03, choose Close.

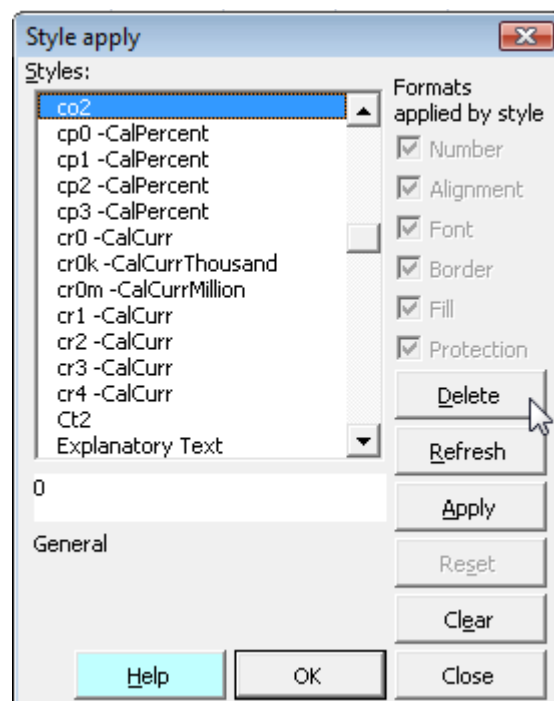
All cells in the workbook that are set to the style now change to the new format.

## Delete a style

In XL07/10, you can choose Home | Styles | Cell styles (Alt H J), right click the style and choose Delete.

In XL02/03, you can delete a style from the above-shown dialog box.

You can also delete styles from the *Style apply* dialog box.



# Create a style

If you need to create additional named styles, here's how:

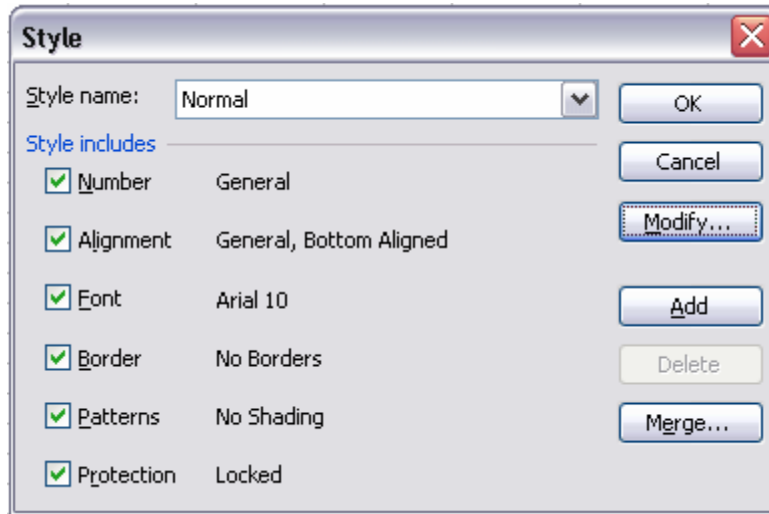
## Create a style

(1) In XL07/10, choose Home | Styles | Cell Styles | New Cell Style... (Alt H J N).

(2) In XL02/03 and before, choose Format | Style (Alt O S).

The Style dialog box appears.

## Keep the name to within about 18 characters



(3) In the *Style name* box, type the name of the style to be created. The maximum length is 255 characters. Try to keep names to fewer than 25 characters so that you can see them in the Style box.

## Remove the checks from the Border and Patterns categories

(4) In XL07/10, choose Format....

(5) In XL02/03 and before, choose Modify....

The Format Cells dialog box appears.

(6) Change the formats as required and click OK to return to the Style dialog box.

(7) Remove the checks from the Border and Patterns (Fill in XL07/10) check boxes. You would probably not want to apply a style to a cell and have it remove any borders, patterns or background colour that the cell already has. The style changes only the ticked format categories.

## Choose Add

(8) In XL07/10, choose OK.

(9) In XL02/03 and before, choose Add.

To create other styles, repeat the above steps. The limit to the number of styles in XL02/03 and before is four thousand. While most people would consider 4,000 styles to be more than enough, XL07 increased the limit to 64,000.



# Insert subtotals instantly

>>Files: SUBTOTAL.xls

## Objectives

In this chapter, you will learn:

- ◆ To quickly insert SUM or SUBTOTAL with the ranges extended above and below the numbers summed.
- ◆ To quickly copy right.
- ◆ To quickly apply borders to total rows.

## Insert SUM or SUBTOTAL totals

In the screenshot below, you see subtotals in rows 22, 27 and 31. You might use functions SUM or SUBTOTAL for the purpose.

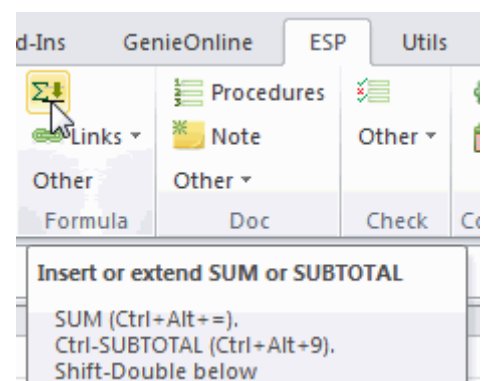
To allow for inserted rows, you should always extend the sum range above and below the data as, for example, in L27 below, which has the range extended to L23 and L26, though the data is in L24:L25. The anchor row (row 26) at the bottom of the range is narrow to deter input into that row. There are borders and a label for the total in K27. To include all of these things takes time, and it's a common task.

L27		fx			=SUBTOTAL(9,L23:L26)		
	K	L	M	N	O	P	Q
11	<b>Overheads</b>	WestTec					
12	<b>2012 Month 9 (Mar)</b>	Fri 7-Sep-2012 5:55 a.m.					
13							
14		Jul	Aug	Sep			
22	Total establishment	420	420	420			
23	<b>Utilities</b>						
24	Electricity	50	55	55			
25	Gas	30	35	40			
27	Total utilities	80	90	95			
28	<b>Leases</b>						
29	Equipment leases	20	20	20			
31	Total office	520	530	535			
32	<b>Non-office overheads</b>						
33	<b>Vehicle</b>						
34	Vehicle repair&maint	30	31	32			
35	Vehicle tax & insur.	20	20	20			
36	Petrol & expenses	10	10	10			
37							
38	<b>Professional</b>						

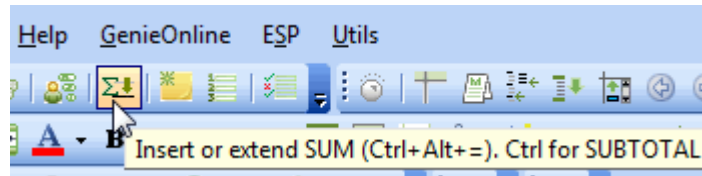
File: SUBTOTAL.xls, sheet: mMgmt

There is now a quick way to include subtotals; a task of about a minute reduces to one second.

There is a button and a shortcut to do it.



XL07/10



XL02/03

### Insert SUM

- (1) Select L37:N37.
  - (2) Click the *Insert or Extend SUM or SUBTOTAL* button.
  - (3) Click L38 to select just that cell.
- The result is as below.

L38		fx			=SUM(L33:L37)		
	K	L	M	N	O	P	
11	<b>Overheads</b>	WestTec					
12	<b>2012 Month 9 (Mar)</b>	Fri 7-Sep-2012 8:52 a.m.					
13							
14		Jul	Aug	Sep			
31	Total office	520	530	535			
32	<b>Non-office overheads</b>						
33	<b>Vehicle</b>						
34	Vehicle repair&maint	30	31	32			
35	Vehicle tax & insur.	20	20	20			
36	Petrol & expenses	10	10	10			
37							
38	Total vehicle	60	61	62			
39	<b>Professional</b>						

File: [SUBTOTAL.xls](#), sheet: mMgmt

The button did the following: **(A)** Inserted a blank row (37) and narrowed it to 6.75pts high. **(B)** Inserted the SUM formula. **(C)** Placed borders on the bottom of the narrow and total rows. **(D)** Placed a label into the row description cell.

- (4) Select L38:N38.

### Insert SUBTOTAL

- (5) Hold down **Ctrl** and click the *Insert or Extend SUM or SUBTOTAL* button. That changes SUM to SUBTOTAL.

L38		fx			=SUBTOTAL(9,L33:L37)		
	K	L	M	N	O	P	Q
11	<b>Overheads</b>	WestTec					
12	<b>2012 Month 9 (Mar)</b>	Sat 8-Sep-2012 5:38 a.m.					
13							
14		Jul	Aug	Sep			
31	Total office	520	530	535			
32	<b>Non-office overheads</b>						
33	<b>Vehicle</b>						
34	Vehicle repair&maint	30	31	32			
35	Vehicle tax & insur.	20	20	20			
36	Petrol & expenses	10	10	10			
37							
38	Total vehicle	60	61	62			
39	<b>Professional</b>						

In case you are not familiar with SUBTOTAL, briefly, SUBTOTAL does not add in results from other SUBTOTALs. That means it is preferred to SUM to create totals that do not omit or double-count values. See other examples on this sheet.

As an alternative to the button, you can use an ESP shortcut. Ctrl+Alt+= enters SUM. Ctrl+Alt+9 enters SUBTOTAL. To put a double instead of a single line below, also hold down Shift when you use the shortcut.

(6) Select L42 and press **Ctrl+Alt+9**

That inserts a SUBTOTAL.

**Copy right**

(7) Press **Ctrl+Alt+Shift+**

That copies the cell to M43:N43. Note that when there are many columns to copy to, the shortcut really speeds up the task.

L43		fx			=SUBTOTAL(9,L39:L42)		
	K	L	M	N	O	P	Q
11	<b>Overheads</b>	WestTec					
12	<b>2012 Month 9 (Mar)</b>	Sat 8-Sep-2012 5:56 a.m.					
13							
14		Jul	Aug	Sep			
31	Total office	520	530	535			
32	<b>Non-office overheads</b>						
33	<b>Vehicle</b>						
34	Vehicle repair&maint	30	31	32			
35	Vehicle tax & insur.	20	20	20			
36	Petrol & expenses	10	10	10			
37							
38	Total vehicle	60	61	62			
39	<b>Professional</b>						
40	Audit	0	100	0			
41	Legal	100	0	0			
42							
43	Total professional	100	100	0			

**File:** SUBTOTAL.xls, **sheet:** mMgmt

Note that this *Copy right* shortcut copies no further right than one column before the last column of range name ttSheet. (The topic of range names comes later. All ESP sheets have a range name ttSheet on the bottom row of the titles area. In the example below, that range is K14:O14). However, it may stop before that, as detailed in the following paragraph.

If there is a range name that begins tcCopyRightStop and that range name refers to a cell left of the last column referred to by ttSheet, the copy stops at that column instead. Also note that if the cell copied is formatted to a style that begins with the letter i, the copy right will only copy right to other i-style cells.

# Apply or change borders on totals

>>Files: SUBTOTAL.xls, ESPLinesConvention.xls

You can use an ESP to add or modify borders and row height. L45:N45 and L47:N47 already have formulas. L45:N45 needs a single line below. L47:N47 needs a double line below. Both need a single line on a narrow row above.

	K	L	M	N	O
11	<b>Overheads</b>	WestTec			
12	<b>2012 Month 9 (Mar)</b>	Sat 8-Sep-2012 5:56 a.m.			
13					
14		Jul	Aug	Sep	
31	Total office	520	530	535	
32	<b>Non-office overheads</b>				
33	<b>Vehicle</b>				
34	Vehicle repair&maint	30	31	32	
35	Vehicle tax & insur.	20	20	20	
36	Petrol & expenses	10	10	10	
37					
38	Total vehicle	60	61	62	
39	<b>Professional</b>				
40	Audit	0	100	0	
41	Legal	100	0	0	
42					
43	Total professional	100	100	0	
44					
45	Total non-office	160	161	62	
46					
47	Grand total	680	691	597	

File: SUBTOTAL.xls, sheet: mMgmt

The screenshot below describes the AbleOwl ESP convention for calculation borders.

- No line below      A calculation below includes the row values with those directly below this calculation. Row 20 below is an example in which a calculation in row 24 refers to rows 20 to 23.
- Single line below      Formulas elsewhere, though not directly below, add the values from this row. Row 31 below adds into row 38.
- A double line below      No formulas elsewhere on the sheet refer to the values of this row. Row 24 below is an example.

	K	L	M	N	O	P	Q	R	S	T	
11	<b>Lines convention Costs by dept</b>	Alwoble									
12		9-Oct-2009 11:38 AM									
13											
14		Qtr1	Qtr2	Qtr3	Qtr4	FY					
15	<b>Dept 1</b>										
16	<b>Employment costs</b>										
17	Salaries	200	200	200	200	800					
18	Benefits	300	300	300	300	1,200					
19											
20	Total salaries and benefits	500	500	500	500	2,000					
21	Bonuses	100	100	100	100	400					
22	Awards	50	50	50	50	200					
23											
24	Total employment costs	650	650	650	650	2,600					
25	<b>Dept 2</b>										
26	<b>Employment costs</b>										
27	<b>Salaries &amp; benefits</b>										
28	Salaries	200	200	200	200	800					
29	Benefits	300	300	300	300	1,200					
30											
31	Total salaries & benefits	500	500	500	500	2,000					
32	<b>Optional payments</b>										
33	Bonuses	100	100	100	100	400					
34	Awards	50	50	50	50	200					
35											
36	Total optional	150	150	150	150	600					
37											
38	Total employment costs	650	650	650	650	2,600					
39											

No line here because figure included with rows below in next calculation below (row 24).

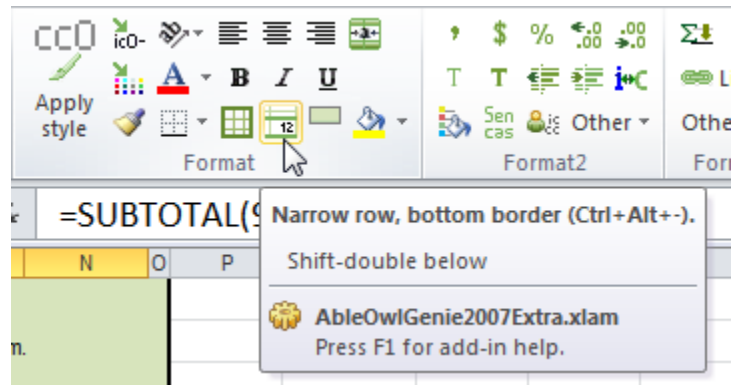
Double line here because figure not included in any following calculation.

Single line here because figure included in a following calculation (row 38), but not calculated with items directly below.

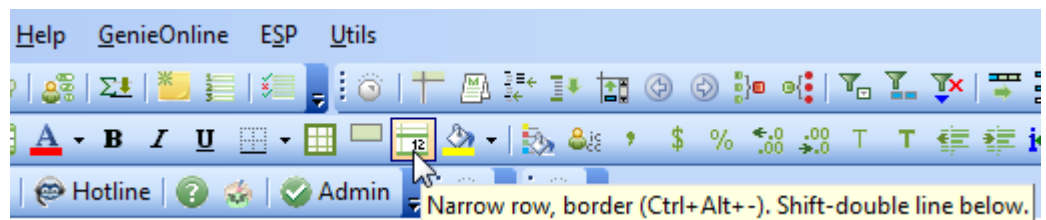
File: **ESPLinesConvention.xls**, sheet: **mSubtotals**

The screenshot right shows the location of the *Narrow row, border* button in XL07/10.

That below shows XL02/03.



XL07/10



XL02/03

### Apply and change total borders

(8) In SUBTOTAL.xls, sheet mMgmt, select L45:N45 and click the *Narrow row, border* button.

That narrows the row above, places a single-line border at the bottom of the narrow row and places a single-line border at the bottom of the calculation row.

(9) Select L47:N47 and click the *Narrow row, border* button twice.

The first click sets the formatting as for L45:N45. The second click changes the bottom border to a double line.

L31:N31 has a double border below, but it should have a single border below because office costs add in to the grand total of row 47.

An issue with the application of borders is that you cannot see the borders until you click away on another cell. However, what you can do is select the row above instead, that is, the narrow row above the total. In that way, you can see the border below the total.

(10) Select L30:N30 and press **Ctrl+Alt+-** three times.

The shortcut cycles round four border formats: (A) Single above and below.

(B) Single above and double below. (C) Single above and nothing below.

(D) Nothing above and below and the row height of the row above total reset to normal height.

The screenshot below shows the results.

Also note:  
If you hold down Shift and click the *Narrow row, border* button, you apply the formats with a double bottom border.  
**Ctrl+Alt+Shift+-** formats with a double-border below the calculation.

	K	L	M	N	O
11	<b>Overheads</b>	WestTec			
12	<b>2012 Month 9 (Mar)</b>	Sat 8-Sep-2012 6:20 a.m.			
13					
14		Jul	Aug	Sep	
31	Total office	520	530	535	
32	<b>Non-office overheads</b>				
33	<b>Vehicle</b>				
34	Vehicle repair&maint	30	31	32	
35	Vehicle tax & insur.	20	20	20	
36	Petrol & expenses	10	10	10	
38	Total vehicle	60	61	62	
39	<b>Professional</b>				
40	Audit	0	100	0	
41	Legal	100	0	0	
43	Total professional	100	100	0	
45	Total non-office	160	161	62	
47	Grand total	680	691	597	

File: SUBTOTAL.xls, sheet: mMgmt

## Exercise SUBTOTAL

>>Files: ExSUBTOTAL.xls

(1) Open ExSUBTOTAL.xls and go to sheet mSubtotals.

	K	L	M	N	O	P	Q
11	<b>Costs by dept</b>	Alwoble					
12		3-Apr-2010 12:03 p.m.					
13							
14		Qtr1	Qtr2	Qtr3	Qtr4	FY	
15	<b>Dept 1</b>						
16	<b>Employment costs</b>						
17	Salaries	200	200	200	200	800	
18	Benefits	300	300	300	300	1,200	
19							
20	Total salaries and benefits						
21	Bonuses	100	100	100	100	400	
22	Awards	50	50	50	50	200	
23	Total employment costs						
24	<b>Dept 2</b>						
25	<b>Employment costs</b>						
26	<b>Salaries &amp; benefits</b>						
27	Salaries	200	200	200	200	800	
28	Benefits	300	300	300	300	1,200	
29	Total salaries & benefits	500	500	500	500	2,000	
30	<b>Optional payments</b>						
31	Bonuses	100	100	100	100	400	
32	Awards	50	50	50	50	200	
33							
34	Total optional						
35							
36	Total employment costs						

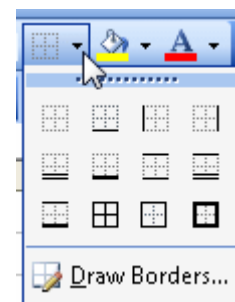
File: ExSUBTOTAL.xls, sheet: mSubtotals

(2) Use Excel's inherent features (not ESP) to narrow row 19 to height 6.75 and place a bottom border on L19:P19.

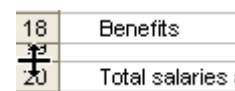
(3) In L20, use Insert Function to create a SUBTOTAL that totals rows 16 to 19.

(4) Copy the formula in L19:L20 to M19:P20.

(5) Use Excel's inherent features to clear the border from row 19 and reset the row height.



Note that you can reset the row height to normal by positioning the mouse pointer on the line at the bottom of the row number as shown right and then double-clicking.



(6) Delete the formulas from L20:P20.

(7) In L20, use the ESP shortcut or button to insert SUBTOTAL.

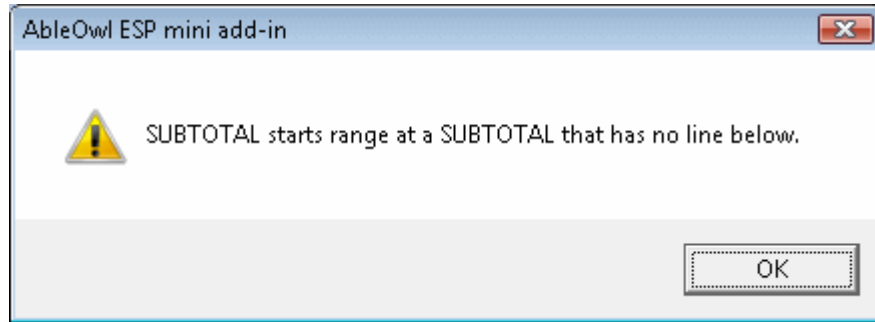
(8) In L20, use the ESP shortcut or button to remove the bottom border.

(9) Copy right.

(10) Select L23, the cell for Qtr1, Dept 1 Total employment costs.

(11) Use the ESP shortcut or button to enter SUBTOTAL and insert a narrow blank row above. The narrow row is to have a single line bottom border and so too is the subtotal row.

When you use the ESP shortcut (Ctrl+Alt+9), in this case, the warning message below appears. The top of the SUBTOTAL sum range is row 20. The formula in that row contains SUBTOTAL. There the SUBTOTAL created does not add the value of L20.



(12) Amend the formula to start from row 16.

(13) Copy right. Use shortcut.

(14) Create a subtotal for Dept 2 Total salaries & benefits, Total optional and Total employment costs as shown below.

	K	L	M	N	O	P	Q	
11	<b>Costs by dept</b>	Alwoble						
12		8-Oct-2009 3:58 PM						
13								
14		Qtr1	Qtr2	Qtr3	Qtr4	FY		
15	<b>Dept 1</b>							
16	<b>Employment costs</b>							
17	Salaries	200	200	200	200	800		
18	Benefits	300	300	300	300	1,200		
19								
20	Total salaries and benefits	500	500	500	500	2,000		
21	Bonuses	100	100	100	100	400		
22	Awards	50	50	50	50	200		
23								
24	Total employment costs	650	650	650	650	2,600		
25	<b>Dept 2</b>							
26	<b>Employment costs</b>							
27	<b>Salaries &amp; benefits</b>							
28	Salaries	200	200	200	200	800		
29	Benefits	300	300	300	300	1,200		
30								
31	Total salaries & benefits	500	500	500	500	2,000		
32	<b>Optional payments</b>							
33	Bonuses	100	100	100	100	400		
34	Awards	50	50	50	50	200		
35								
36	Total optional	150	150	150	150	600		
37								
38	Total employment costs	650	650	650	650	2,600		
39								

File: ExSUBTOTAL.xls, sheet: mSubtotals

### Optional exercise



(15) Experiment with Ctrl+Alt+- and Ctrl+Alt+Shift+- and other shortcuts and buttons below to become familiar with what they do.



## Genie shortcuts:

Ctrl+Alt+=	Insert SUM with single border above and below.
Ctrl+Alt+Shift+=	Insert SUM with single border above and double below.
Ctrl+Alt+9	Insert SUBTOTAL with single border above and below.
Ctrl+Alt+Shift+9	Insert SUBTOTAL with single border above and double below.
Ctrl+Alt+Shift+)	Copy right.
Ctrl+Alt+-	Toggle format of calculation borders and narrow row.
Ctrl+Alt+Shift+-	Format of single border above and double below. Narrow row.

## Genie buttons:

 Click	Insert SUM, with single border above and below.
Shift+Click	Insert SUM and narrow border row above, double below.
Ctrl+Click	Insert SUBTOTAL and narrow border row above.
 Ctrl+Shift+Click	Insert SUBTOTAL and narrow border row above, double below.
Click	Toggle four options of borders format of calculation rows.
Shift+Click	Format of single border above and double below. Narrow row.

End of exercise

# Discover the benefits of range names

## Chapter objectives

In this chapter, you will learn:

- ◆ The various uses and benefits of range names.
- ◆ To get around quickly with names.
- ◆ To select ranges quickly to copy or print.
- ◆ To build clear formulas quickly.
- ◆ To create, modify and delete range names.
- ◆ To find names easily by naming them with a convention.
- ◆ The ESP naming convention, which includes prefix, capitalisation, character use and name length.
- ◆ The difference between worksheet-scope and workbook-scope names.
- ◆ To hide and unhide sheets, rows and columns quickly.
- ◆ To print multiple reports with the Genie Print manager.

Range names have an enormous number of uses and are essential to creating robust spreadsheets, that is, ones that continue to work after changes are made. Such changes include inserting rows and columns and changing sheet names. Furthermore, Genie makes extensive use of range names. Surprisingly, few people use them. Let's start by examining a few examples of their use.

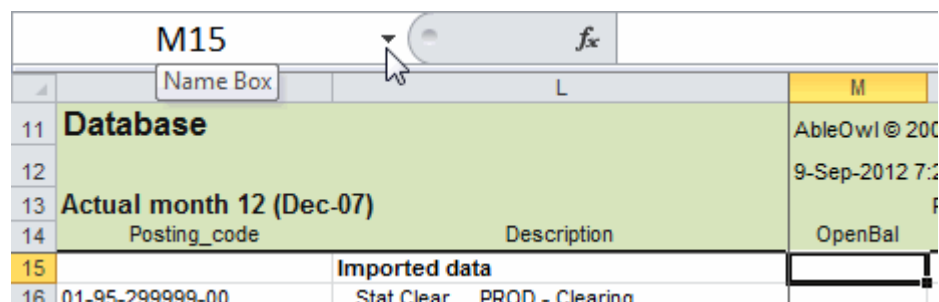
## Use range names to jump quickly around a workbook

>>Files: [RangeNamesBigSheet.xls](#)

**Navigate to an existing name**

(1) Open [RangeNamesBigSheet.xls](#) and go to sheet iDatabase.

The active cell should be visible at M15 as shown below.



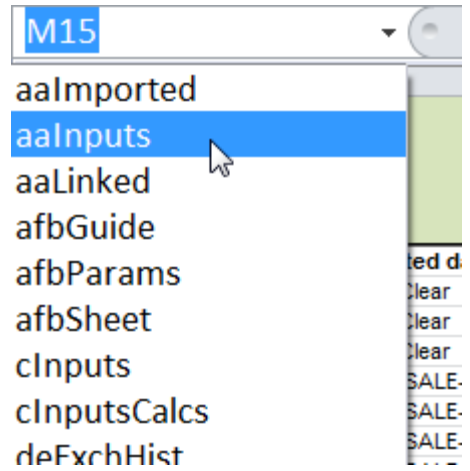
	Posting_code	Description	OpenBal
11	Database		AbleOwl @ 200
12			9-Sep-2012 7:2
13	Actual month 12 (Dec-07)		
14			OpenBal
15		Imported data	
16	01-95-299999-00	Stat Clear PROD - Clearing	

**File:** [RangeNamesBigSheet.xls](#), **sheet:** iDatabase

You need to go to the start of the inputs area of the sheet. That area is several hundred rows below the top of the sheet.

The workbook already contains a number of range names.

(2) Click the Name Box down arrow, which is to the left of the Formula bar as shown above. A drop-down list of range names appears, shown right.



(3) Click on aaInputs.

You go to L395, which is at the top of the inputs area. L395 is at the bottom of the display.

(4) If you have the full subscribed Genie, press **Ctrl+Alt+Shift+t** to scroll the row 395 up to the top of the displayed area as shown below. Otherwise, scroll 395 to the top of the display by other means.

aaInputs		fx	Inputs	
	K	L	M	N
11	<b>Database</b>		AbleOwl © 2008	
12			29-Sep-2012 10:16 a.m.	
13	<b>Actual month 12 (Dec-07)</b>		PL single month	
14	Posting_code	Description	OpenBal	Jan
395		<b>Inputs</b>		
396		<b>Adjustments</b>		
397	99-01-218255-00	GEN-BSGE-Salaries Control		0
398	99-01-218267-00	GEN-BSGE-Sup Fund Choice - Coy		0
399	99-01-218267-00	GEN-BSGE-Sup Fund Choice - Coy		0
400	IcoSalHOT928560	Singapore		0
401	Depr90-35-606000-00	GEN-FNSW-Depreciation Chg		0
402		<b>Tonnes</b>		
403	TonnesHOT	TonnesCHL		276,462

File: [RangeNamesBigSheet.xls](#), sheet: iDatabase

L395 has been given the name aaInputs. You can give a single cell or a range a name. When you select a range that has a name, the name appears in the Name Box.

**Return to previous location** (5) Press **F5 Enter**

You return to where you were before you clicked on aaInputs, that is, to M15.

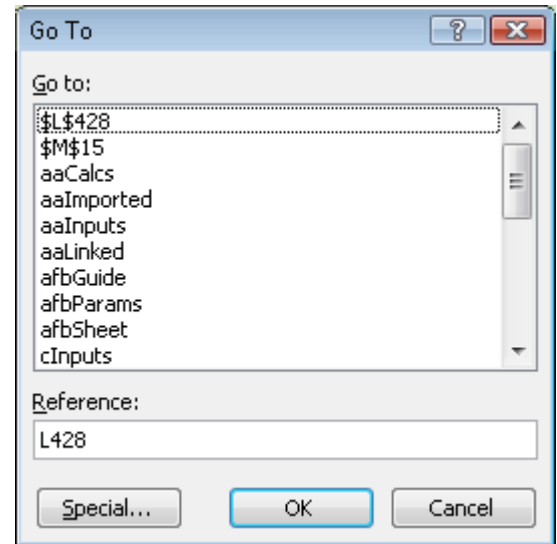
**Navigate without the mouse (6) Press F5 Tab**

That places the focus into the box that has the list of names.

**(7) Type aain**

That selects the first name that begins with those characters. There is only the one: aaInputs.

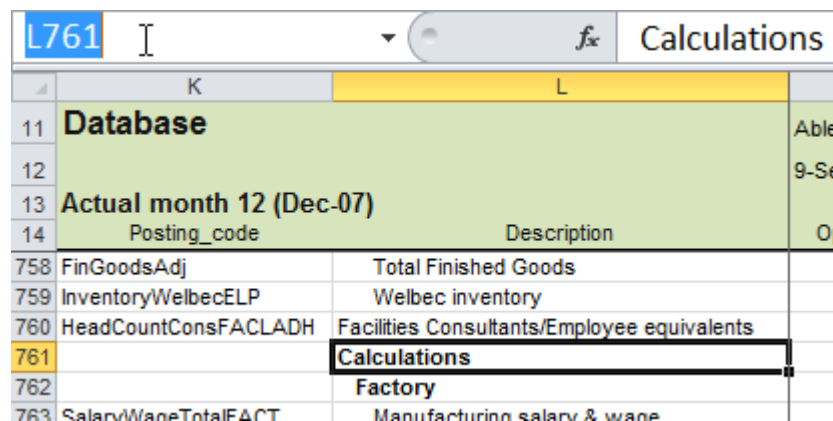
Note that you need to type the letters without a pause. Otherwise, if you pause, you need to type all the characters again. Of course, you can just double-click on the name to go to, but if your hand is not on the mouse, that would be inefficient.



**(8) Press Enter**

You go back to the cell named aaInputs.

**Create a name to navigate to** You will now create a name for the cell at the top of the Calculations area.



**(9) Go to L761.**

**(10) Click in the Name Box to select the entire cell address as shown left.**

**(11) Type aaCalcs and press Enter**

It is important to press Enter to create the name. If, instead, you click on a cell, the name does not get created.

You can go to the named cell from anywhere in the workbook.

**(12) Activate the Params sheet.**

**(13) Press F5 Tab, type aa, which selects aaCalcs, and press Enter**

You go to the cell named aaCalcs and, naturally, to the sheet of the named cell.

# Rapidly select a range to print or copy

>>Files: [RangeNamesBigSheet.xls](#)

## Select a range quickly with a range name

Suppose you want to print or copy the Inputs area. To do that, you need to select the range first. As the range is large, it would take about 15 seconds to select with the keyboard and probably longer if you use the mouse instead. With the use of the name, this task takes only about 5 seconds. Ten seconds might not seem much, but if you do that twelve times in a day, that's 120 seconds saved or a 0.5% productivity boost.

(1) Press **F5 Tab**, type **pa** and press **Enter**.

That selects the range named paInputs.

If you then wanted to print or preview, you would choose Print and the Selection option.

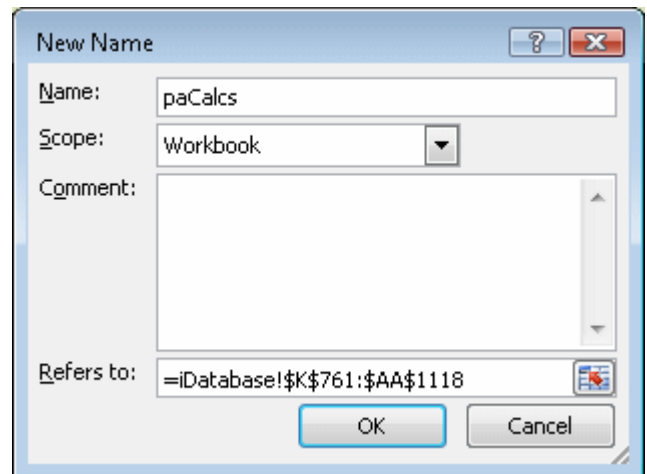
## Create a name without the mouse

You can create a name with the Name Box. However, you cannot activate the Name Box without the mouse. There is a keyboard method that will usually be more efficient, especially when the range is large.

(2) Select K761:AA1118.

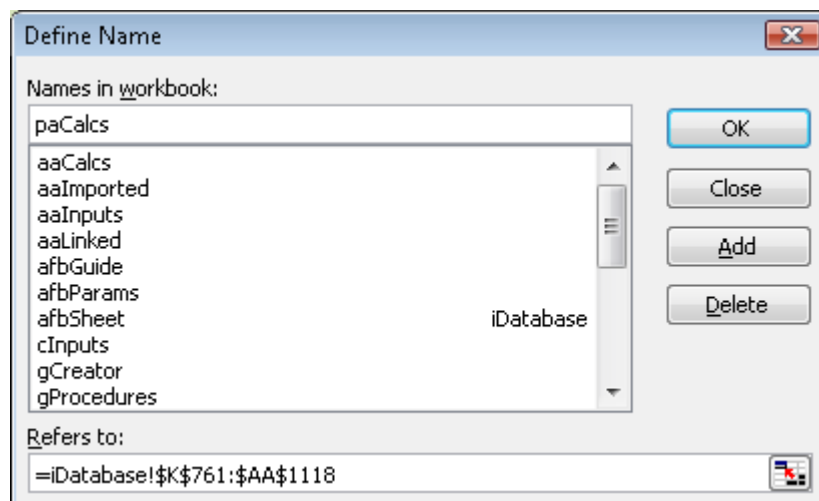
(3) In XL07/10, choose Formulas | Define Name | Define Name (Alt M M D).

That displays the New Name dialog box as shown right.



(4) In XL02/03, choose Insert | Name | Define (Alt I N D).

An alternative way to display the dialog box is to press **Ctrl+F3**



(5) Type **paCalcs** and press **Enter**

That creates the name.

(6) Select a single cell, press **F5** and select the name **paCalcs**.

(7) Press **Ctrl+** four times to verify that the name refers to the correct range, which is **K761:AA1118**.

**Ctrl+** moves the active cell in a clockwise direction to the next corner of the selected range.

Note that to extend a range up, use **Ctrl+** to position the active cell at the bottom of the selected range and then, with **Shift** held down, press the **Up** arrow key.

### See how a row insert adjusts names

What happens to a range name when you insert a row above or within the range?

(8) Insert a row above row 761.

(9) Select the range **paCalcs**.

What range address does **paCalcs** now refer to?

(10) Insert a row above row 764.

What range address does **paCalcs** now refer to?

The name moves down or expands. This aspect of names is important in making certain Excel features reliable. One example is formulas that refer to other workbooks; if you use cell addresses rather than range names, there is a serious risk that, after changes to the source workbook, formulas end up referring to the wrong cells.

# Build comprehensible formulas quickly

>>Files: [RangeNamesBigSheet.xls](#)

## Build a formula quickly with a range name

Another use for range names is to build certain formulas more quickly and make them more understandable.

(1) Go to the sheet dFunding of RangeNamesBigSheet.xls.

(2) Select M17.

A formula is required to multiply the £ value in L17 by an exchange rate.

(3) Type = to start a formula.

(4) Refer to L17.

(5) Type \*

	K	L	M	N	O
11	<b>Funding</b>	AbleOwl © 2008			
12		9-Sep-2012 7:37 a.m.			
13					
14		£	\$		
15					
16	<b>Funding</b>				
17	Shares	1,000	=L17*		
18	Reserves	2,500			
19	P&L account	320	744		
20	Translation difference	0	#NAME?		
21					
22	<b>Total</b>	3,820	#NAME?		

File: [RangeNamesBigSheet.xls](#), sheet: **dFunding**

There is a cell on another sheet that contains the exchange rate to multiply by. It can take a while to locate the correct cell.

## Search for an exchange rate cell

(6) Select iRates!L54.

To find the cell, scroll to the far right sheet tab. The sheet name is iRates.

	K	L	M	N	O	P	Q
11	<b>Various rates</b>						
12	<b>Range names for navigation, print areas and copy rang</b>						
13							
14							
52							
53	<b>Exchange rates</b>						
54	Current period end	2.3410					
55	Year average	2.3250					
56	Year start	2.4930					
57	Historic rate	2.5880					

File: [RangeNamesBigSheet.xls](#), sheet: **iRates**

(7) Press **Enter** to enter the formula.

It takes a while to locate the cell. Furthermore, when you look at the formula later, will you remember whether the cell iRates!L54 contains the current period end exchange rate or the historic rate?

Actually, the formula should have referred to iRates!L57, which is the historic exchange rate.

M17		fx		=L17*iRates!L54		
	K	L	M	N	O	P
11	<b>Funding</b>	AbleOwl © 2008				
12		9-Sep-2012 10:06 a.m.				
13						
14		£	\$			
15						
16	<b>Funding</b>					
17	Shares	1,000	2,341			
18	Reserves	2,500				

File: RangeNamesBigSheet.xls, sheet: dFunding

### Use the Name key

You will now create the formula again but by including a name.

(8) Select dFunding!M17.

(9) Type =L17\*

(10) In XL07/10, type de

A pop-up list of words beginning de appears as shown below. The words that have fx icons are Excel functions and the words with tags are range names.

SUM		fx		=L17*de	
	K	L	M	N	O
11	<b>Funding</b>	AbleOwl © 2008			
12		9-Sep-2012 10:06 a.m.			
13					
14		£	\$		
15					
16	<b>Funding</b>				
17	Shares	1,000	=L17*de		
18	Reserves	2,500			
19	P&L account	320			
20	Translation difference	0	#NA		
21					
22	<b>Total</b>	3,820	#NA		
23					
24					
25					
26					
27					
28					
29					

- DEC2BIN
- DEC2HEX
- DEC2OCT
- deExchHist
- deExchYearAvg
- deExchYearStart
- DEGREES
- DELTA
- DEVSQ

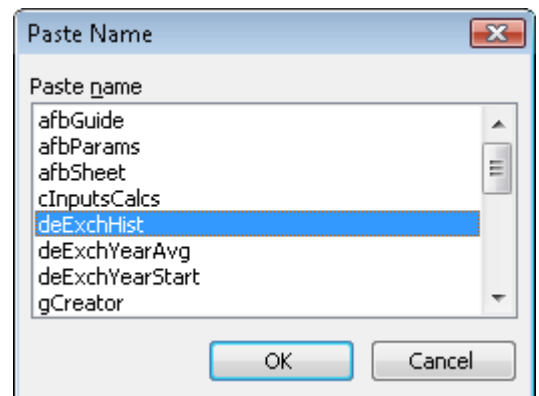
(11) In XL07/10, select deExchHist and press Tab

(12) In XL02/03, press function key F3

F3 is known as the Name key and it displays the Paste Name dialog box as shown right.

(13) In XL02/03, select the name deExchHist and press Enter

(14) In XL02/03, press Enter again to enter the formula.





The result is as shown below.

It took far less time to create the formula. Furthermore, it is clear that you are referring to the historic exchange rate. If this were your workbook, you would know whether that was the correct rate to use with Shares.

M17		fx		=L17*deExchHist		
	K	L	M	N	O	P
11	<b>Funding</b>	AbleOwl © 2008				
12		9-Sep-2012 7:46 p.m.				
13						
14		£	\$			
15						
16	<b>Funding</b>					
17	Shares	1,000	2,588			
18	Reserves	2,500				

File: [RangeNamesBigSheet.xls](#), sheet: **dFunding**

Therefore, if there are many formulas that refer to a certain cell or range, name the range and use the name rather than the range address in the formulas.

(15) Select M18 and create a formula that multiplies L18 with the range name that refers to the year start exchange rate.

Note that when you are creating a formula and you point to cell (or a range) that has a name, Excel enters the name rather than the cell address.

To enter a word, select it and press Tab. You cannot use Enter for this purpose.

If a formula refers to a range name that does not exist, #NAME? results, as in M20 below.

M20		fx		=L17*(deExchCurEnd-deExchHist)+L18*(de		
	K	L	M	N	O	P
11	<b>Funding</b>	AbleOwl © 2008				
12		15-Oct-2008 4:18 PM				
13						
14		£	\$			
15						
16	<b>Funding</b>					
17	Shares	1,000	2,588			
18	Reserves	2,500	6,233			
19	P&L account	320	744			
20	Translation difference	0	#NAME?			
21						
22	Total	3,820	#NAME?			

File: [RangeNamesBigSheet.xls](#), sheet: **dFunding**

The formula in M20 contains several range names. It is not immediately obvious which is the one missing. A technique you can use to find out is: double-click a name in the formula and press F9. If the result is #NAME?, that name is either missing or refers to a cell that returns #NAME?.

The missing name is deExchCurEnd.

(16) Name the cell iRates!L54 as deExchCurEnd.

(17) Return to sheet dFunding to verify that M20 no longer displays #NAME?

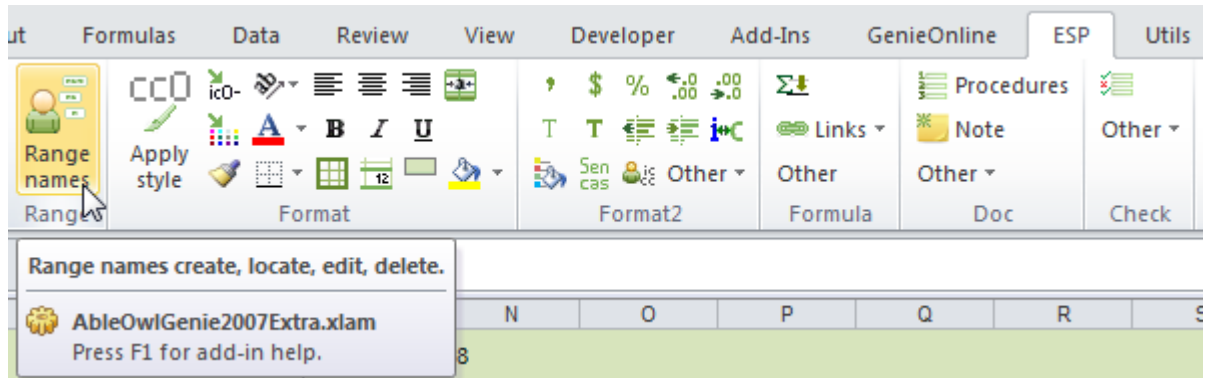
# Modify the range of a range name

>>Files: RangeNamesBigSheet.xls

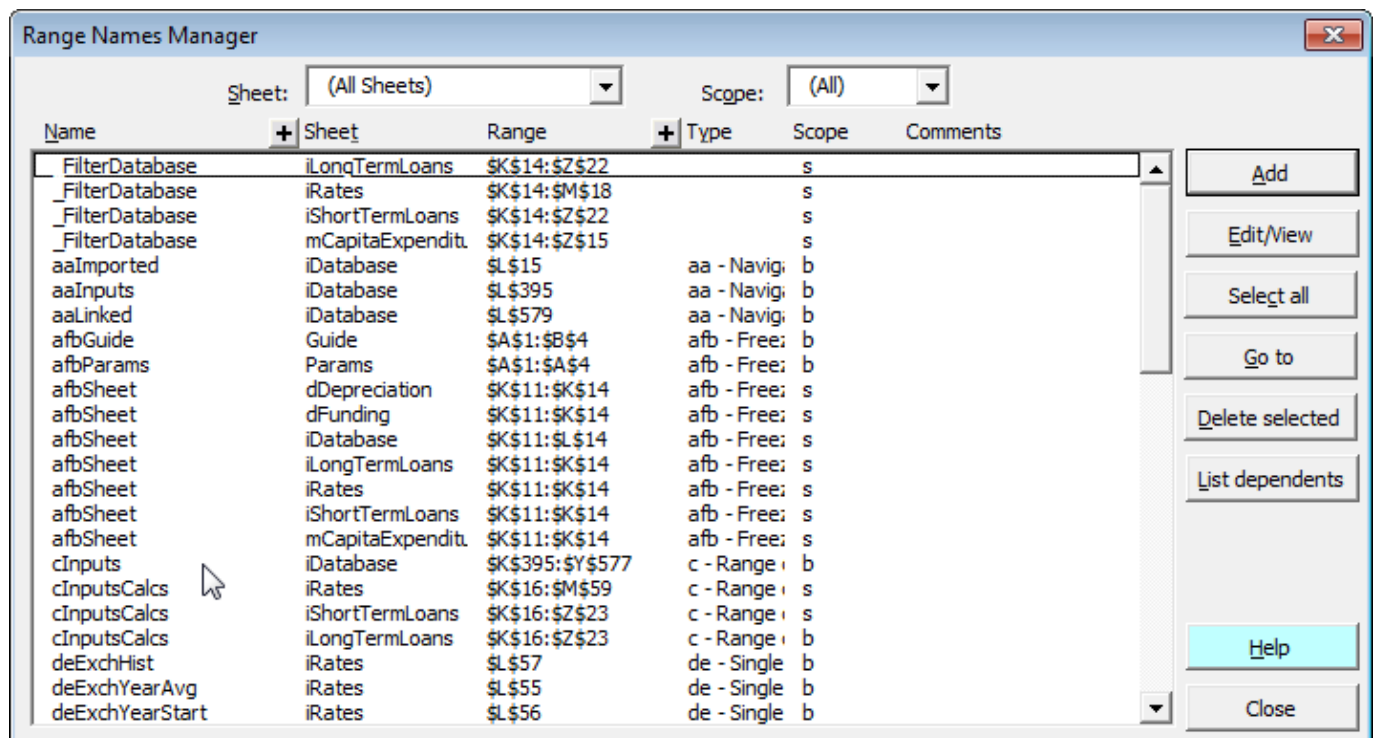
**Modify the range of a range name**

(1) Open or activate RangeNamesBigSheet.xls and go to sheet iDatabase. There is a range name cInputs that refers to K395:Y577. It should refer to K395:Y578.

(2) In XL07/10, choose ESP | Range | Range Names (Alt S R).  
In XL02/03, choose ESP | Range names (Alt S R).



The Genie Range Names Manager appears.



**Double-click to select a range**

(3) Double-click cInputs.

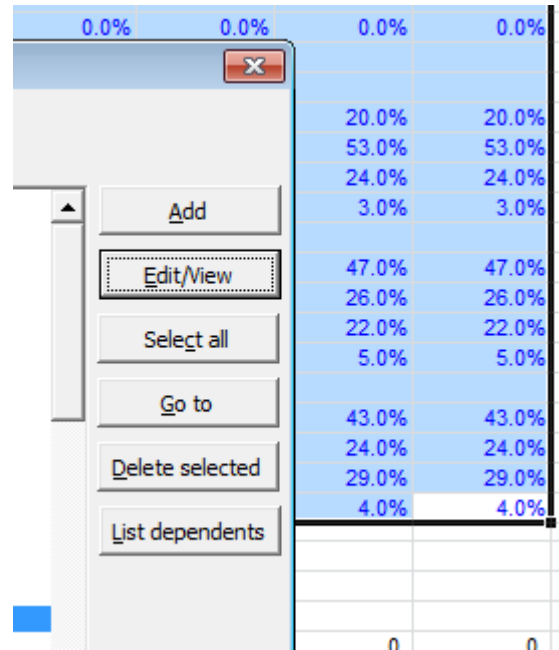
That selects the range referred to by the name.

Note that if you have the range of a name selected, when you open the Range Name Manager, Excel selects that name in the list.

Hold down **Ctrl** and click **Edit/View** to move the active cell around the corners of the range

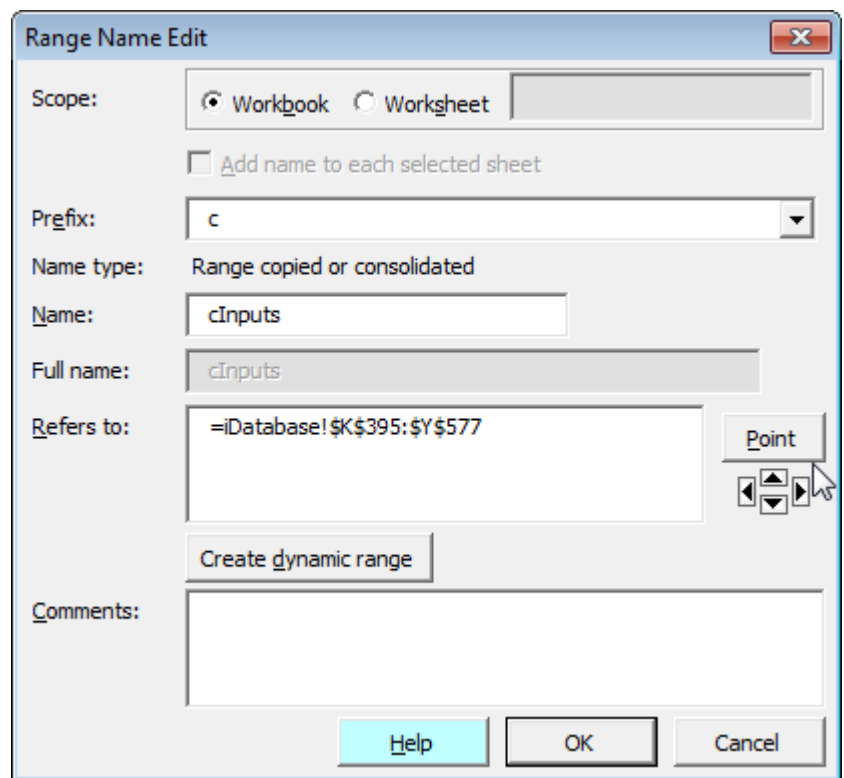
(4) Hold down **Ctrl** and click the **Edit/View** button twice.

That moves the active cell to the bottom right corner of the selected range.



(5) Click the **Edit/View** button.

That displays the Range Name Edit box as shown right.

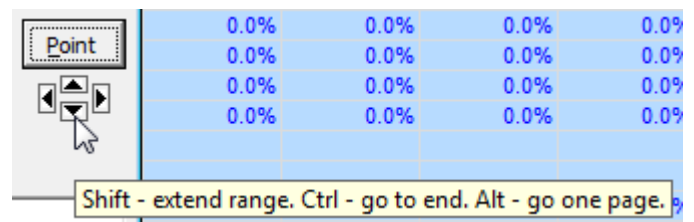


(6) Hold down **Ctrl** and click the **Point** button twice.

That moves the active cell back to the top left of the range.

(7) Hold down **Shift** and click the down arrow button.

That extends the bottom of the range down one row to make the range `iDatabase!$K$395:$Y$578`.



(8) Choose **OK**.

(9) Close the dialog box.

## Delete a range name

You can create a name from the Name Box, but you cannot delete one from there.

### Delete a range name in Excel 2007

(1) In XL07/10, choose Formulas | Name Manager (Alt M N).

The Name Manager appears.

(2) Select the name and choose Delete.

### Delete a range name in Excel 2003 or before

(1) In XL02/03 and before, choose Insert | Name | Define (Alt I N D).

The Define Name dialog box appears.

(2) Select the name and choose Delete.

## Make names easy to find

>>Files: [RangeNamesBigSheet.xls](#)

### Find names easily by using a convention to name them

So far, you have used names for three tasks: navigating, selecting a range to print and building formulas. Names have many more uses. Some examples are: for formulas that refer to cells in other workbooks, for lists of items used by Data Validation, for hiding and displaying rows and columns, for crosscheck cells, for macros and for Excel's Data Consolidation feature.

As a result, a workbook may well contain dozens of range names. If, for example, you want to select a print area range for assets, how would you find the correct name? It can take a while to look through a list of dozens of names. Furthermore, there might be several names that include Assets as part of the name. Which one is the print area range? What is the solution to this problem?

In the example used earlier, what was the range name for the Inputs print area?

It was paInputs. The AbleOwl ESP convention is to prefix print area range names with pa. Therefore, when you look for a print area name, you can quickly locate it. Names list in alphabetical order and it is easy to remember or recognise that pa is for print area.

The navigation range names begin aa. One benefit of aa is that those names appear at the start of the list. As you are likely to use navigation names more than others, it's convenient to have the aa names at the top.

In the example that multiplied by exchange rates, the exchange rate cell names began with de. The first letter d stands for *data*. The second letter e stands, surprisingly, for *cell*. In the AbleOwl ESP convention, there are other names that begin with d. If the second letter is t, the name refers to a whole *table* of data. A definition of the word *table* appears further below.

(1) Open or activate RangeNamesBigSheet.xls.

(2) Select the range name dtiDatabase.

The range name refers to K14:AA1117 of sheet iDatabase as shown below.

dtiDatabase		Posting_code				
	K	L	X	Y	Z	A
11	<b>Database</b>					
12						
13	<b>Actual month 12 (Dec-07)</b>					
14	Posting_code	Description	Nov	Dec	FY	
1081	TerminationPROCALI	Termination-ALI	0	0	0	
1082	ITExpensePROCHOT	IT expense-CHL	0	0	0	
1083	ITExpensePROCLIQ	IT expense-LIQ	0	0	0	

File: RangeNamesBigSheet.xls, sheet: iDatabase

A *table* has one set of column titles that apply to all of the data in the range. In the above example, each entry in column K of the table is a Posting\_code. All entries in column X are for November, and so on.

The third letter of dtiDatabase, I, indicates that the range includes column titles. Row 14 above contains the column titles of the table. If the range excludes the column titles, that is, starts from row 15 above, the third letter is e.

If you name a column of a table, the second letter is c, which stands for column. The above workbook has a name dceFY. What range do you think that refers to?

Similarly, a name that begins dr refers to the row of a table.

Because the second letter c stands for column, the ESP convention uses e for cell.

(3) Press **Ctrl+Alt+f** or click the *Toggle freeze panes* button. In XL07/10, the button is on the Utils ribbon. In XL02/03, it is on the GenieUtils toolbar.

That unfreezes panes.

(4) Select K11:L14.

Notice that the range has a name afbSheet.



afbSheet		Database				
	I	J	K	L	M	N
8						
9			Titles used by formulae on other sheets			
10			Code	Description	Open	Period
11			<b>Database</b>		AbleOwl © 2008	
12					9-Sep-2012 7:46 p.m.	
13			<b>Actual month 12 (Dec-07)</b>		PL single	
14			Posting_code	Description	OpenBal	Jan
15	Text file imported from ACCTTRAN system		<b>Imported data</b>			
16			01-95-299999-00	Stat Clear	PROD - Clearing	
17			01-95-399999-00	Stat Clear	HCNT - Clearing	
18			01-95-499999-00	Stat Clear	SAI F - Clearing	

File: RangeNamesBigSheet.xls, sheet: iDatabase

(5) Scroll the display to show some rows above row 11 and some columns left of column K.

(6) Press **Ctrl+Alt+f** or click the *Toggle freeze panes* button.

That repositions the display with the top left cell (K11) of the name afbSheet at the top left and freezes panes at the cell (M15) that is one below and one right of the bottom right of afbSheet.

The *Toggle frozen panes* feature looks for names of prefix `afb`. F is for Freeze Panes and b is for both.

The table below summarises the prefixes of commonly-used range names.

<code>aa</code>	Navigation ranges
<code>afb</code>	Freeze both rows and columns
<code>dce</code>	Column of table excluding title
<code>dci</code>	Column of table including title
<code>de</code>	Single cell value
<code>dl</code>	List of items to select from. Often used with Data Validation List.
<code>dr</code>	Row range. Often used for alternative titles of a table.
<code>dti</code>	Whole table including titles
<code>k</code>	Params sheet names
<code>ldd</code>	Link data destination (for data from other workbooks)
<code>lds</code>	Link data source (for data from other workbooks)
<code>pa</code>	Print area
<code>x</code>	Crosscheck range

The names that begin with `k` are names that refer to the Params sheet. The Params sheet has not been covered yet.

This course does not cover Crosschecks, Data Validation List or creating formulas that refer to other workbooks.

By AbleOwl ESP convention, the prefix letters are all lower case. The rest of the name is descriptive and is lower case too, except for the first letter of each constituent word. For example, `paFixedAssets`. Lower case is easier to read and uses less space.

As a general rule, do not abbreviate. Abbreviated names are hard to remember or recognise. What is `Prl` or `Pyrl`? Payroll, perhaps?

In Excel versions prior to 2007, the Name Box width cannot be adjusted. That means that if the name is more than about 20 characters long, the entire name cannot be seen. Therefore, although 255 characters is the maximum length (!), 20 characters is a practical maximum to keep within.

# Use Genie to work with names more effectively

## Use Genie to remind you of the convention

When you work with range names, the Genie add-in has a Range Names Manager that has many useful features. One such feature assists you to create a range name by allowing the choice of a prefix from a list. Initially, it is hard to remember all of the prefixes.

To create a range name with the Genie Range Names Manager:

- (1) Select range iDatabase!K15:AA394 of RangeNamesBigSheet.xls.

You will create a print area name for imported data. You don't have to select the range first, but it is often easier that way.

- (2) Either click the Range Names Manager button or press **Alt S R**

The Range Names Manager dialog box appears as below.

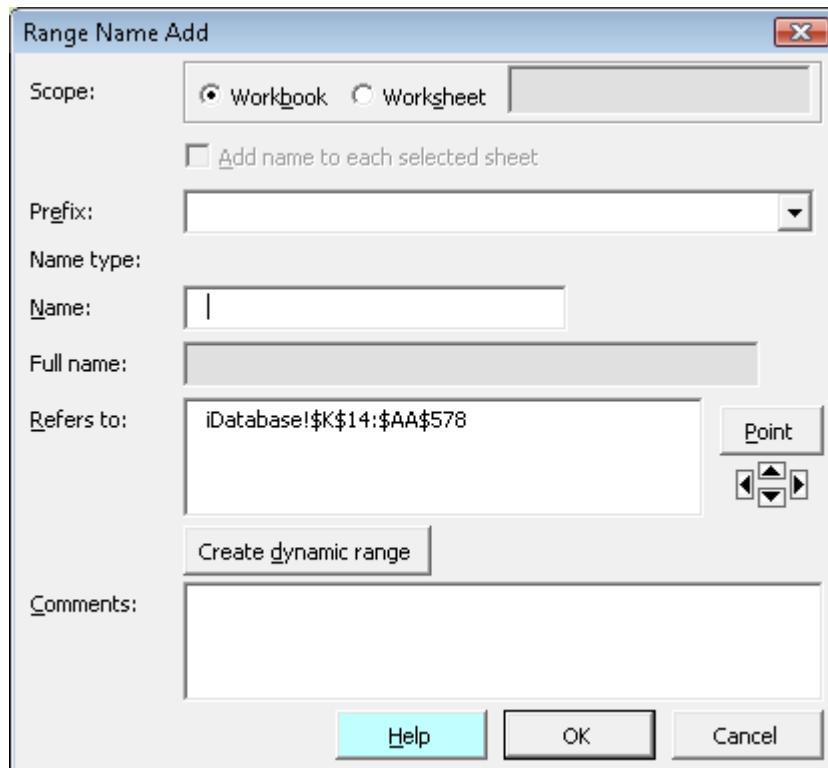
It lists all of the names in the workbook.



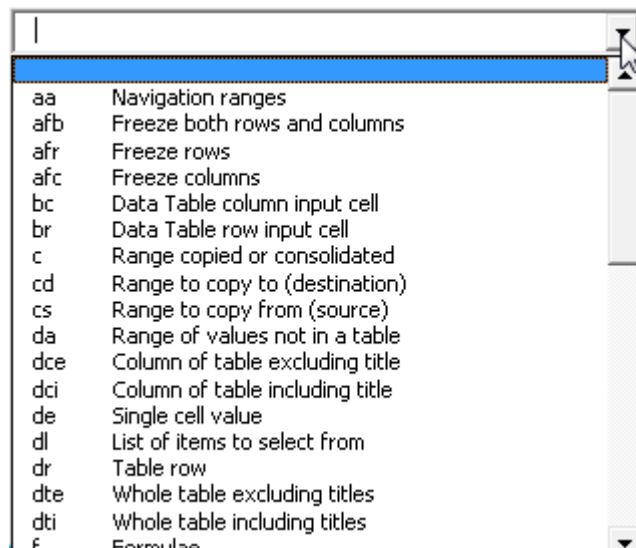
XL07/10XL02/03

Name	Sheet	Range	Type	Scope	Comments
aaCalcs	iDatabase	\$L\$76:1	aa - Navig	b	
aaImported	iDatabase	\$L\$15	aa - Navig	b	
aaInputs	iDatabase	\$L\$395	aa - Navig	b	
aaLinked	iDatabase	\$L\$579	aa - Navig	b	
afbGuide	Guide	\$A\$1:\$B\$4	afb - Free	b	
afbParams	Params	\$A\$1:\$A\$4	afb - Free	b	
afbSheet	dDepreciation	\$K\$11:\$K\$14	afb - Free	s	
afbSheet	dFunding	\$K\$11:\$K\$14	afb - Free	s	
afbSheet	iDatabase	\$K\$11:\$L\$14	afb - Free	s	
afbSheet	iLongTermLoans	\$K\$11:\$K\$14	afb - Free	s	
afbSheet	iRates	\$K\$11:\$K\$14	afb - Free	s	
afbSheet	iShortTermLoans	\$K\$11:\$K\$14	afb - Free	s	
afbSheet	mCapitaExpendit	\$K\$11:\$K\$14	afb - Free	s	
cInputs	iDatabase	\$K\$395:\$Y\$577	c - Range	b	
cInputsCalcs	iRates	\$K\$16:\$M\$59	c - Range	s	
cInputsCalcs	iShortTermLoans	\$K\$16:\$Z\$23	c - Range	s	
cInputsCalcs	iLongTermLoans	\$K\$16:\$Z\$23	c - Range	b	
deExchHist	iRates	\$L\$57	de - Single	b	
deExchYearAvg	iRates	\$L\$55	de - Single	b	
deExchYearStart	iRates	\$L\$56	de - Single	b	
dtiDatabase	iDatabase	\$K\$14:\$AA\$1118	dti - Whole	b	
gCreator	Guide	\$C\$9	g - Guide	s b	
gProcedures	Guide	\$A\$18	g - Guide	s b	

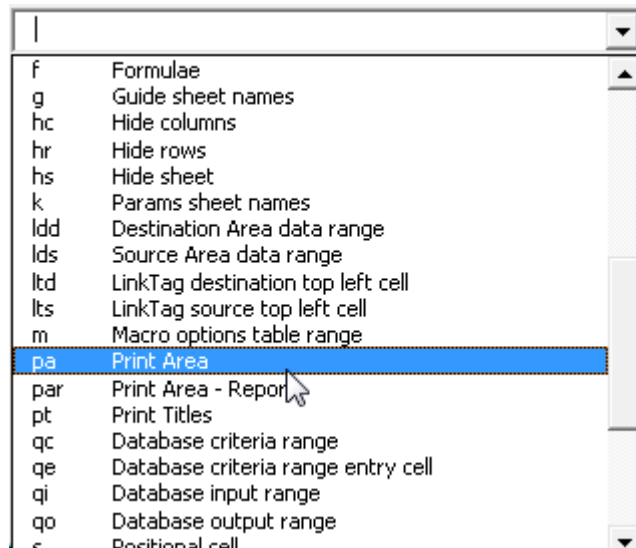
(3) Select **Add**. The Range Name Add dialog box appears as shown right.



(4) Click in the Prefix box to display a drop-down list of prefixes, as shown right. There are many prefixes, most of which this course does not explain. If, for example, you cannot quite remember that pa is the prefix for a print area or de is the prefix for a single data cell, you soon locate those prefixes.



(5) Choose pa Print Area

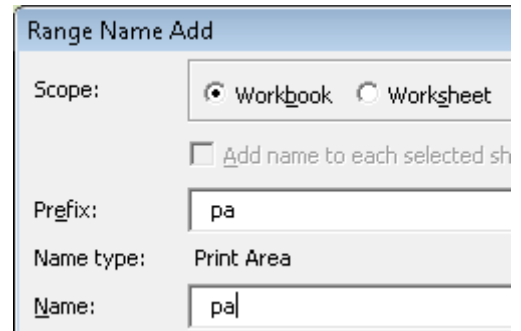




pa also enters into the Name box and the cursor positions after the letter a as shown right.

**(6) Type imported**

The letter i capitalises automatically.



The range selected is the correct one, but if it weren't, you could either edit the address by typing or you can use Point. Simply click the Point button and use the mouse to select the range; alternatively, click the arrow pointers to move the active cell as the arrow keys do.



To extend a range, hold down **Shift** and click the arrow pointers. Hold down **Ctrl** and click an arrow pointer to move in the same way as pressing **Ctrl+arrow** key.

To check the corners of a selected range, hold down **Ctrl** and click the Point button.

You will now check the corners of the range.

**(7) Hold down Ctrl and click the Point button twice.**

The active cell moves to the bottom-right corner of the range.

**(8) Hold down Ctrl and click the Point button twice.**

The active cell returns to the top-left corner of the range.

**(9) Hold down Shift and click the down pointer.**

The range extends to 'iDatabase'!\$K\$15:\$AA\$395.

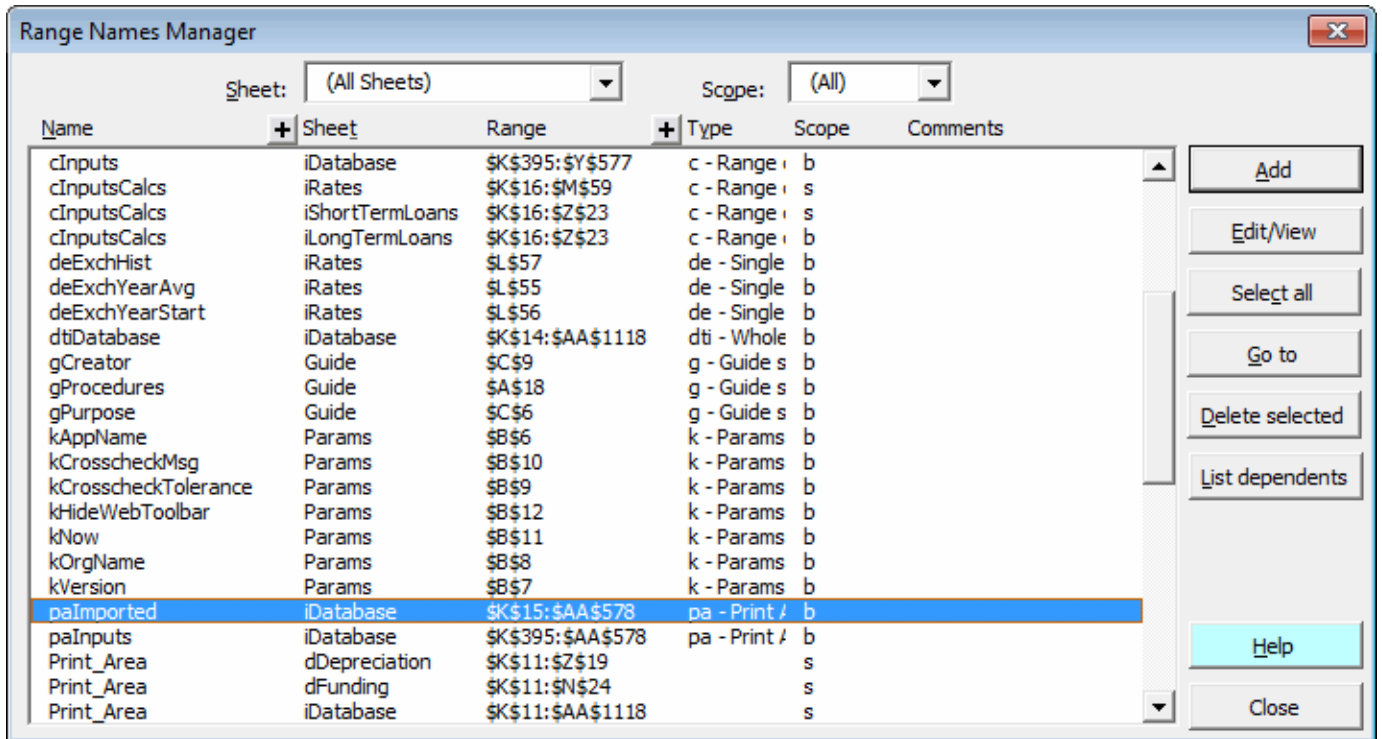
**(10) Hold down Shift and click the up pointer.**

The range shortens to 'iDatabase'!\$K\$15:\$AA\$394.

How would you extend the range up from the top, that is, to become 'iDatabase'!\$K\$14:\$AA\$394?

**(11) Choose OK.**

Excel creates the name.

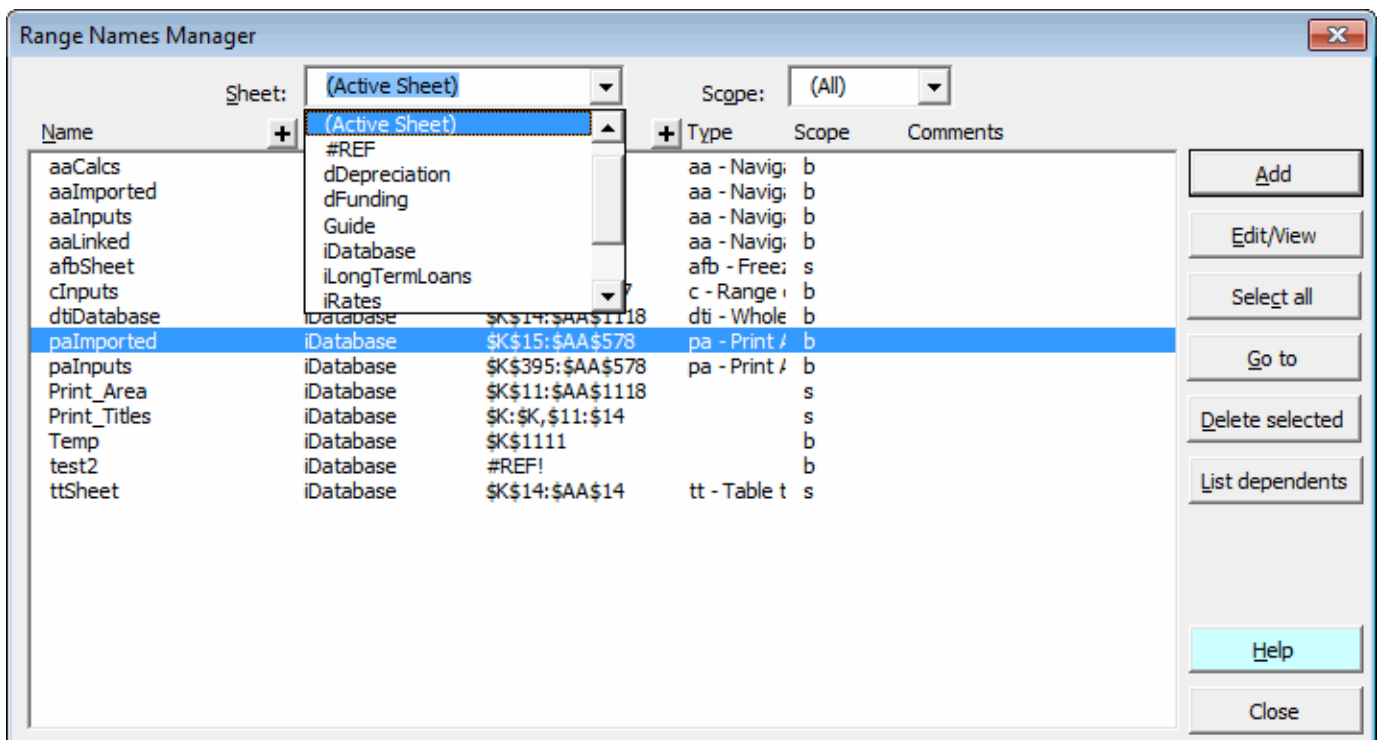


Locate names quickly with ESP

Sometimes you may want to view just the names that refer to a certain sheet. You can filter the list with the Sheet drop-down list.

(12) Click the Sheet box and choose (Active Sheet) from the drop-down list that displays.

Only the names that refer to the active sheet remain.



You can view the range that a name refers to by double-clicking it.

(13) Double-click cInputs.

That selects the range, though you only see the top left of the range.

(14) Hold down **Ctrl** and click the **E**dit/View button.

That moves the active cell to the top right of the selected range.

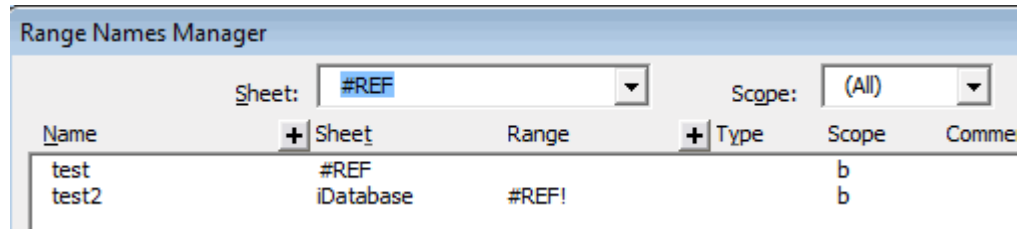
(15) Hold down **Ctrl** and click the **E**dit/View button again.

That moves the active cell to the bottom right of the selected range.

### Delete #REF! names quickly with ESP

If you delete the range that a name refers to, the name remains, though its reference becomes #REF!. Similarly, if you delete a sheet that a name refers to, the name remains.

(16) Choose #REF from the **S**heet drop-down. The display appears as below.



The names can be deleted. First, you must select them. To do that, either click the *Select all* button or click the first name to be deleted, hold down **Shift** and click the last name.

(17) Click *Select all*.

(18) Click *Delete selected*.

A dialog box prompts you to confirm the deletion.

(19) Choose Yes.

Note that there are workbook- and worksheet-scope range names. All the ones you have created above are workbook-scope. A workbook-scope name is visible in the Name Box and Go To dialog box whichever sheet is active. A worksheet-scope name is visible only on its own sheet.

For a particular name, say, aaCalcs, you can only have one workbook-scope name. For worksheet-scope names, different sheets can have the same name. For example, name afbSheet can exist on any number of sheets. All the ESP data sheets have a worksheet-scope name afbSheet.

## Exercise: Create names, navigate, build formulas, modify and delete

>>Files: ExRangeNames.xls

(1) Open ExRangeNames.xls.

(2) Go to the iDatabaseSessions sheet.

(3) Name K1597 as aaNotInterested.

(4) Press **F5 Tab** and navigate to aaFollowup.

(5) Press **Ctrl+Home** and use the Name Box to navigate to aaNotInterested.

aaNotInterested		Not interested
	K	L
82	<b>Sessions database</b> <b>Midland region</b>	
83		
84		
85	Session	Business
1592		Xquisite Print & Design Ltd
1593		Yvonne Plus Fashions
1594		Zee Café
1595		Zero Subs
1596		Zinc Food and Wine Café
1597	<b>Not interested</b>	
1598	8-May-2008 12:00 PM	A1 Budget Locksmiths
1599	7-May-2008 3:00 PM	Anglesea Court Motors Ltd
1600	8-May-2008 1:30 PM	Bigbikes Ltd
1601	7-May-2008 7:00 PM	Creative Jewellery
1602	8-May-2008 10:30 AM	Effluent & Irrigation Services Ltd

File: ExRangeNames.xls, sheet: iDatabaseSessions

(6) Use Genie to create a range name paSessionsBooked to be used for selecting the print area that starts at iDatabaseSessions!K86 and ends in column Y and the row above the Follow-up section, that is, Y417.

(7) In Genie, display just the names of the active sheet.

(8) Use Genie to view the corners of the range that name dtiDBSessions covers.

Hint: In the Range Names Manager, select the name, hold down **Ctrl** and click the **Edit/View** button.

(9) Modify the dtiDBSessions range so that the bottom row is the narrow row above the Follow-up section.

Hint: Hold down **Shift** and click a certain button. Remember that the position of the active cell affects which edge of the range adjusts.

(10) Delete all #REF names.

(11) Go to the iCommissionRates sheet.

(12) Name L18 deComExiBus

(13) Name L20 deComTeam

(14) Go to the mDaveSmith sheet.

(15) In M29, create a formula that multiplies M20 by the team commission rate. Which key lists range names to select from?

**Optional**

(16) In M23, replace the references to iCommissionRates!L17 and iCommissionRates!L18 with the new and existing business commission rates.

	M23	=IF(M20<M21,0,M17*deComNewBus+M18*deComExiBus)					
	K	L	M	N	O	P	Q
11	<b>Commissions</b>	AbleOwl					
12	<b>Dave Smith</b>	20-Oct-2008 10:46 AM					
13	<b>Month: Sep-08</b>						
14							
15							
16	Sales						
17	New business		51,500				
18	Existing business		142,100				
19							
20	Actual		193,600				
21	Budget		150,000				
22							
23	Individual commission		3,419				
24							
25	Team sales		1,439,070				
26							
27	Team budget		1,200,000				
28							
29	Team-based commission		3,872				
30							
31	Total commission due		7,291				
32							

File: [ExRangeNames.xls](#), sheet: [mDaveSmith](#)

**Shortcuts**

- F3                    List range names
- Ctrl+F3            Create range name
- F5 Tab              Go to
- Ctrl+.              Move to next corner of selected range

**End of exercise**

# The difference between worksheet- and workbook-scope names

**Most range names are workbook-scope**

Generally, range names are *workbook-scope*, which means that they are accessible via the Name Box from anywhere in the workbook. A workbook-scope name is unique to that workbook. No two workbook-scope names in one workbook can have the same name.

**However, sometimes they are worksheet-scope or specific to a particular sheet**

However, *worksheet-scope* names are specific to the worksheet in which the user first created them. Such range names only appear in the Name Box (or *Define Name* dialog box) when the particular worksheet is active. Users often create worksheet-scope names without realising it when they create a copy of a worksheet. Worksheet-scope names on different worksheets of the same workbook can have the same name.

You can select any worksheet-scope name via the Name Box, provided that you type the name preceded with the sheet name and an exclamation mark.

**To access a worksheet-scope name from the Name Box, include its sheet name**

For example, a workbook has 4 sheets: Sheet1, Sheet2, Sheet3 and Sheet4. Each of those sheets has a worksheet-scope name that refers to the data on that sheet. Each of the worksheet-scope names has the name dtiData.

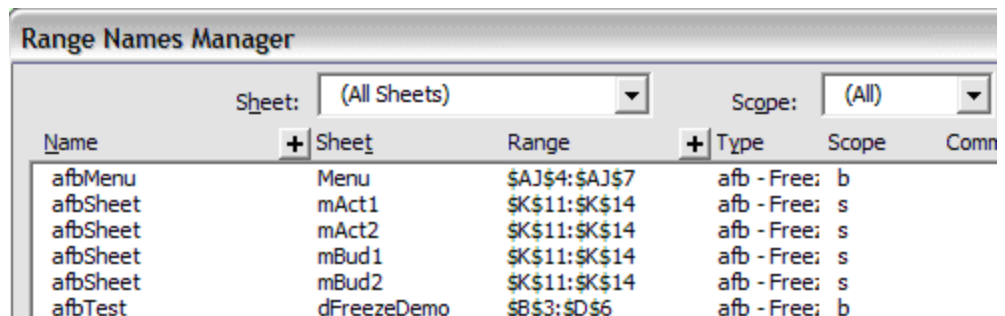
Suppose you are on Sheet4. The drop-down menu in the Name Box will only show you the worksheet-scope dtiData range name for Sheet4. However, you want to select the dtiData range name on Sheet2. To do that, type **Sheet2!dtiData** into the Name Box and press **Enter**

**It's hard to distinguish between worksheet-scope and workbook-scope names**

Without the AbleOwl Genie add-in, finding worksheet-scope names can be tricky. If you know what you're doing, you can identify worksheet-scope names in the Define Name dialog box, opened with the command **Insert | Name | Define...** but it's awkward.

**The ESP Range Names Manager easily identifies the scope of range names**

The Genie Range Names Manager makes the identification of worksheet-scope and workbook-scope names easy. It has a Scope column that identifies range names as worksheet-scope (s) or workbook-scope (b):



Name	Sheet	Range	Type	Scope	Comm
afbMenu	Menu	\$AJ\$4:\$AJ\$7	afb - Free:	b	
afbSheet	mAct1	\$K\$11:\$K\$14	afb - Free:	s	
afbSheet	mAct2	\$K\$11:\$K\$14	afb - Free:	s	
afbSheet	mBud1	\$K\$11:\$K\$14	afb - Free:	s	
afbSheet	mBud2	\$K\$11:\$K\$14	afb - Free:	s	
afbTest	dFreezeDemo	\$B\$3:\$D\$6	afb - Free:	b	

**File:** [ActBud.xls](#)

The new Name Manager in Excel 2007 (and later Excel versions) also allows the easy detection of worksheet-scope names in a similar manner to that used by Genie's Range Names Manager.

**When would you ever use a worksheet-scope name?**

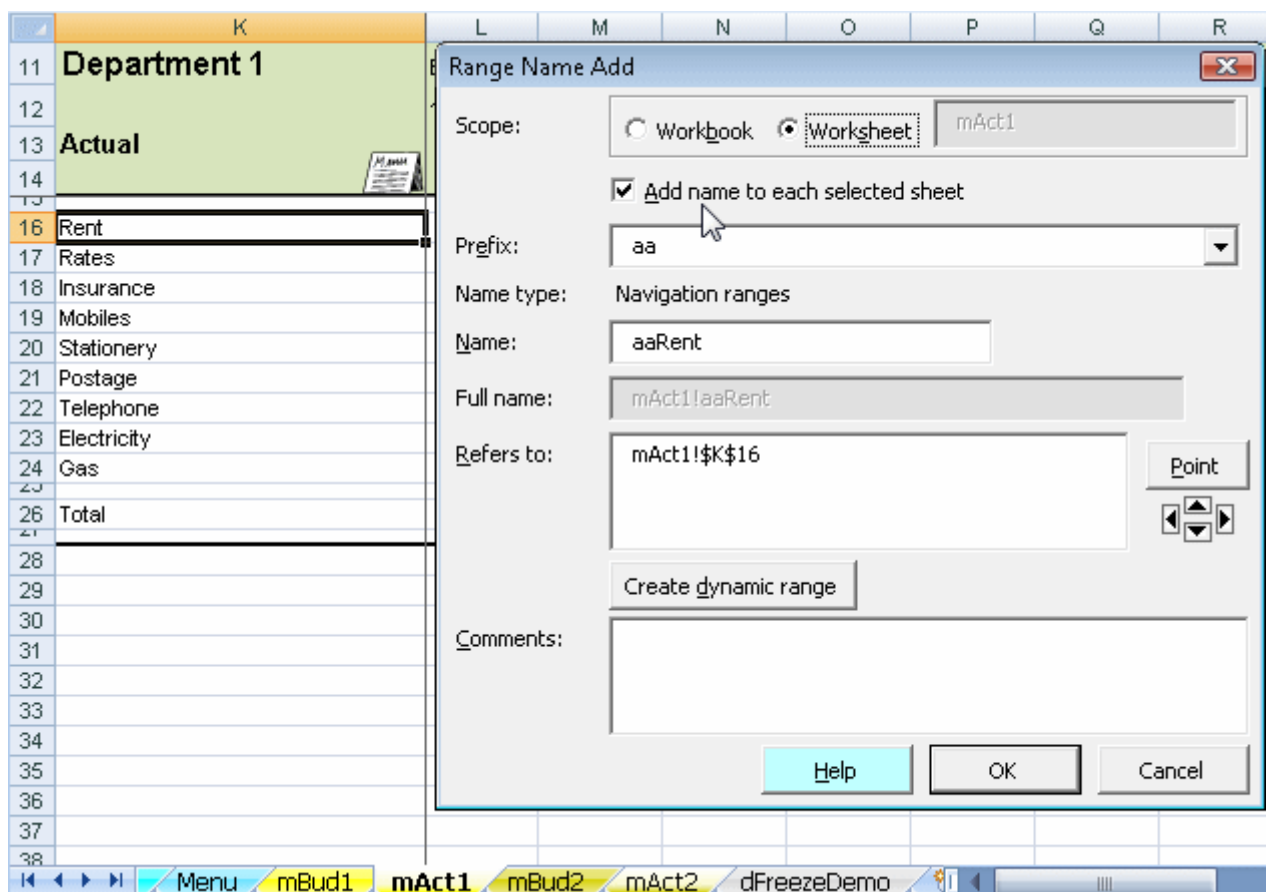
Why bother with worksheet-scope names at all? In the screenshot above, the sheets mAct1, mAct2, mBud1 and mBud2 all have a worksheet-scope name called afbSheet that refers to \$K\$11:\$K\$14. afb range names allow easy freezing of sheet panes, as described on page 78. The afbSheet range name is not descriptive of the sheet it is on. So, users can change the name of the sheet without having to worry about changing the range name.

**The Range Names Manager can create several worksheet-scope names at once**

You can simultaneously create the same worksheet-scope name on multiple sheets with the Range Names Manager. The range name address needs to be the same on each sheet though. Suppose you need to create two worksheet-scope names called aRent on the mAct1 and mAct2 sheets. aRent refers to cell \$K\$16 on each sheet. Proceed as follows:

**Use the Range Name Add dialog box**

- (1) Group the sheets mAct1 and mAct2: hold down **Ctrl** and click on each sheet tab.
- (2) Select cell K16. As the sheets are grouped, this will select K16 on both sheets.
- (3) Choose **ESP | Range Names**. The ESP Range Names Manager opens. (4) Press the **Add** button. The Range Name Add dialog box opens as below.



**File:** ActBud.xls, sheet: mAct1

**Group the sheets then add a worksheet-scope name to each selected sheet**

- (5) Under Scope, select **Worksheet** then tick the **Add name to each selected sheet** box.
- (6) Select the **Prefix** and enter a suitable suffix. (7) Choose **OK**. mAct1 and mAct2 now each have a worksheet-scope name aRent that applies to cell \$K\$16.

**Pros and cons?**

So, in conclusion, what are the pros and cons of worksheet-scope names?

**Worksheet-scope names are consistent, and you can create several simultaneously**

Pros of worksheet-scope names are:

(i) The range name is consistent whichever sheet you are on. For example, you could have a certain column title range name the same on each sheet. In that way, it is easy to locate in a list of range names.

(ii) The Name Box, Go To, Define Name and Paste Name dialog boxes have shorter lists to search through, since worksheet-scope names from other sheets do not appear. Conversely, this might be a disadvantage.

(iii) You can simultaneously create the same worksheet-scope name on multiple sheets with the Range Names Manager.

**Worksheet-scope names are hard to find and select without ESP in pre-2007 versions**

Cons of worksheet-scope names are:

(i) In the Name Box, Go To, Define Name and Paste Name dialog boxes, you cannot select a worksheet-scope name of another sheet. You can, however, select any range name in the ESP Range Names Manager. Note that Excel 2007 has a Name Manager in which it is possible to select a worksheet-scope name from a different sheet.

(ii) Other users of your spreadsheets might not have the ESP add-in, and therefore not have the Range Names Manager.

## Optionally, include a 3-character sheet identifier in name

**You might need to create the same range name on different sheets but you can't use worksheet-scope names**

Sometimes, you want to create a range name that is the same as one that already exists on another sheet. You don't want the range name to be a worksheet-scope name because you want it to be visible from any sheet. For example, you need to name the column title cell that contains the title Code. The prefix should be tc, and Code would be the obvious suffix. However, the title Code appears on several sheets. Those cells might also need to be named.

**Include a 3-character unique sheet code after the prefix**

The AbleOwl ESP solution is to include a 3-character unique sheet code. For example, tcSTBCode, where STB is the unique code for sheet sTrialBalance. The AbleOwl ESP convention is to use the first two letters of the sheet name followed by one significant other, of which the capitalised B of Balance is the obvious candidate. Sometimes, you may need to modify this convention a little in order to create a unique 3-character code.

The three characters are upper case.

The sheet codes then make it easier to locate a range name.



# Use h-prefix range names to quickly show and hide rows, columns and sheets

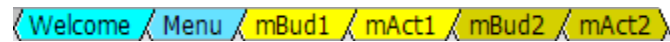
>>Files: [ActBud.xls](#)

## Hiding and unhiding rows can be a pain

Note that this feature is available only in full Genie with subscription. Standard Excel is not particularly good at hiding and unhiding rows, columns and sheets. Judicious use of ESP range names prefixed with hc, hr or hs, however, enables users to hide and unhide spreadsheet elements far faster.

## ESP lets users quickly hide and unhide multiple columns, rows and sheets

The screenshot below shows worksheets in the file ActBud.xls. You want to be able to quickly hide and unhide the sheets mBud1 and mBud2.

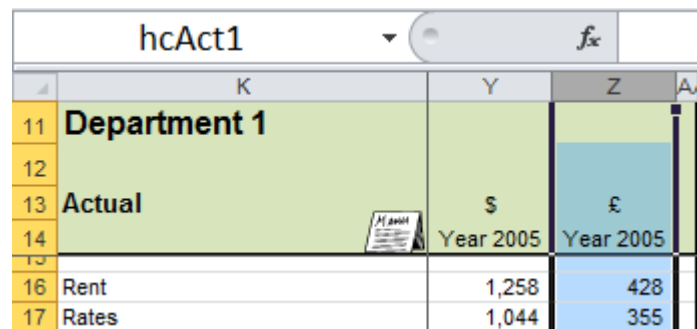


Furthermore, the 4 sheets mBud1, mAct1, mBud2 and mAct2 have an exchange rate calculation in column Z as shown in the next screenshot. You want some facility to quickly hide and unhide column Z on all four sheets.

## Set up hc range names to hide columns

Proceed as follows:

(1) Give column Z in each of the 4 sheets mBud1, mAct1, mBud2 and mAct2 a range name that begins with the prefix hc, for example, hcBud1, hcAct1, hcBud2 and hcAct2.



	K	Y	Z	A
11	Department 1			
12				
13	Actual	\$	€	
14		Year 2005	Year 2005	
16	Rent	1,258	428	
17	Rates	1,044	355	

File: [ActBud.xls](#), sheet: [mAct1](#)

## Set up hs range names to hide sheets

(2) Create two hs-prefixed range names on the sheets mBud1 and mBud2.

The file ActBud.xls has the range name hsBud1 on mBud1 and hsBud2 on mBud2. Each range name refers to \$K\$11 of the particular sheet. However, it does not matter which cell you refer to, so long as it is somewhere on the sheet you want to hide.

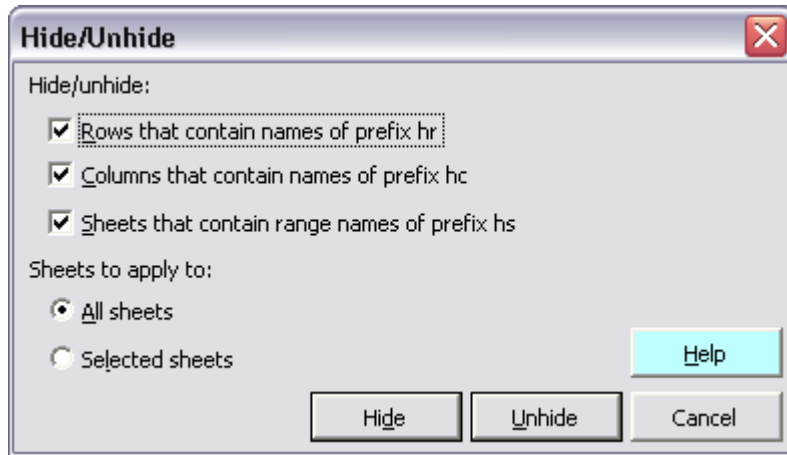
## Then choose ESP | Formats | Hide/Unhide rows/columns/sheets

(3) In XL07/10, choose ESP | Format2 | Other | Hide/Unhide rows/columns/sheets (Alt S FF H).

(4) In XL02/03, choose ESP | Formats | Hide/Unhide rows/columns/sheets (Alt S O H).

The Hide/Unhide dialog box opens as shown below.

(5) Choose All sheets.



Excel has now hidden the relevant columns and sheets

(6) Choose Hide.

Excel hides the mBud1 and mBud2 sheets. It does that because they contain the range names hsBud1 and hsBud2 respectively.

Moreover, Excel hides the pound exchange rate columns on the four sheets mBud1, mAct1, mBud2 and mAct2.



	K	Y	A
11	Department 1		
12			
13	Actual	\$	
14		Year 2005	
16	Rent		1,258
17	Rate		1.044

File: ActBud.xls, sheet: mAct1

(7) Unhide the hidden sheets.

## Use par-prefix range names to print multiple sheets

>>Files: ActBud.xls

Set up par range names in a file...

Note that this feature is available only in full Genie with subscription. The file ActBud.xls contains the following four range names: parBud1, parAct1, parBud2 and parAct2. These range names refer to the cells K11:AA27 on the sheets mBud1, mAct1, mBud2 and mAct2 respectively.

...to make multiple-sheet printing a doddle

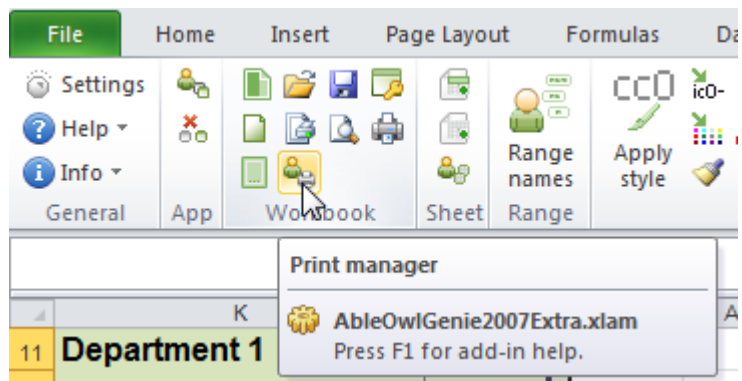
With ESP, it is now a simple matter to print off any of these ranges either one at a time or simultaneously. The par prefix stands for "print area report". The first time you display ESP's Print Manager, it automatically includes par names in its list (others can be added, though).

Open the ESP Print Manager

To open the Print Manager:

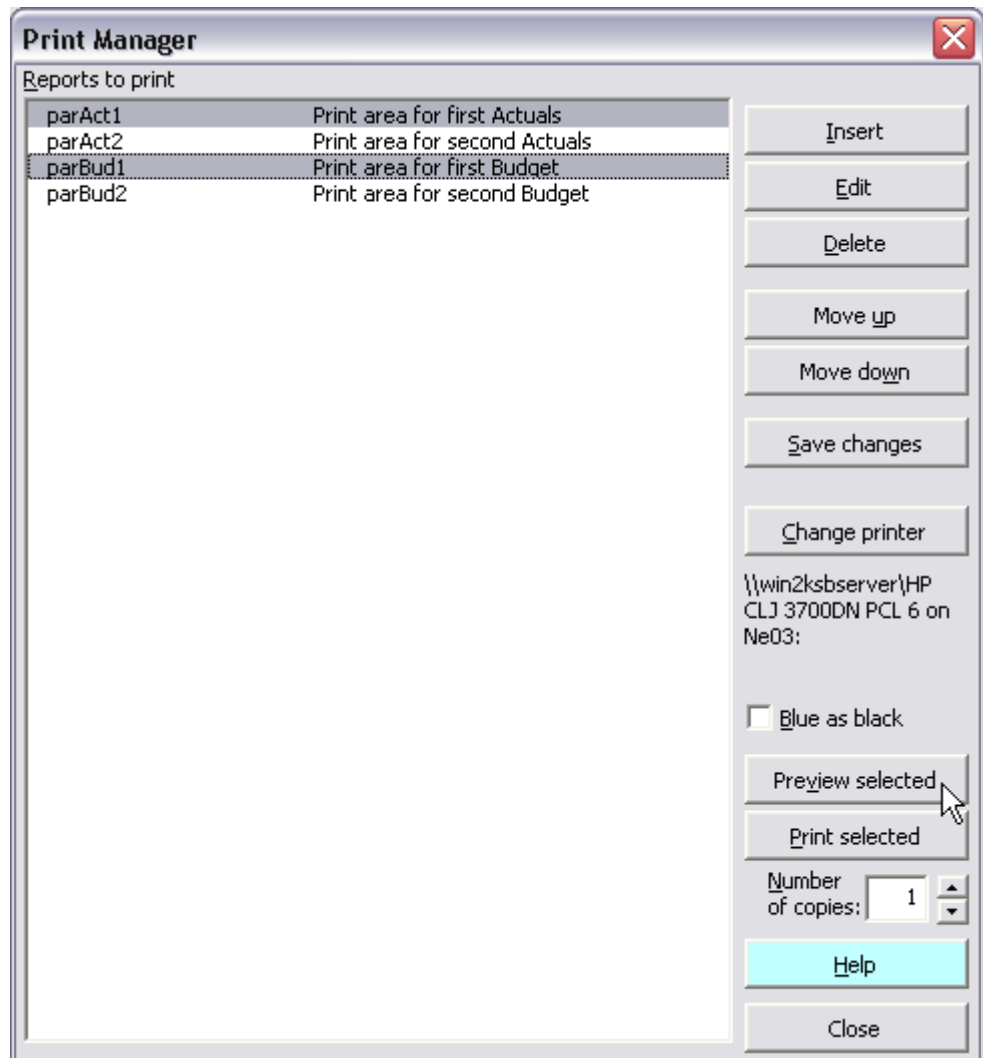
(1) In XL07/10, choose ESP | Workbook | Print (Alt S WP).

In XL02/03, choose ESP | Workbooks | Print (Alt S W P).



In the example below, the text to the right of each range name is the comment you entered for each range name when you created it.

(2) Select the names of the par ranges you wish to print. Use **Shift** to select adjacent names and **Ctrl** to select non-adjacent par ranges. In the screenshot below, the user has selected parAct1 and then held down **Ctrl** to select parBud1.



**File:** ActBud.xls

### Preview and print the reports

(3) Choose *Preview selected* to see a Print Preview of each selected par range. Close the current Print Preview to see the preview of the next par range.

(4) Use the spinner control to select the number of copies required, then choose *Print selected* to print the contents of the range names selected.

Note that once you choose the *Save changes* button in the *Print Manager* dialog box, you need to choose *Insert* to include further par names that you create in the workbook.

# Put entries behind panes and switch quickly

>>Files: [BigSheetNavigate.xls](#), [SmallSheetNavigate.xls](#)

## Objectives

In this chapter, you will learn how to:

- ◆ Freeze and unfreeze panes quickly.
- ◆ Divide each sheet into four and display only the bottom right quadrant.

## Place certain entries out of view to left and above frozen panes

### Place entries that are best out of view behind the frozen panes

You might wonder why the top left of the sheet is K11 and not A1. The reason is that there is often a need to put various entries in the rows above row 11 and in the columns to the left of column K. If those entries were in the area that is normally visible, they would only confuse. Furthermore, it is important that the entries not be tampered with; so better out of sight of the tamperers!

In the example below from a different file, K10:Q10 has alternative titles used by formulas elsewhere in the workbook. Q8 has a formula that sometimes needs to be copied to cells below Q14. K6 and M6 have documentation that further describes entries in columns K and M.

fQtr		fx =SUM(N8:P8)							
	K	L	M	N	O	P	Q	R	
6	The numbered codes are GL codes. The other codes are created for this application.		Opening balances as at 31/12.						
7									
8							Formula below		
9	Titles used by formulae on other sheets								
10	Code	Description	Open	Period01	Period02	Period03	PeriodQ1		
11	<b>Database</b>		AbleOwl © 2008						
12			4-Aug-2008 9:14 AM						
13	<b>Actual month 12 (Dec-07)</b>		PL single month values, BS balances -->						
14	Posting_code	Description	OpenBal	Jan	Feb	Mar	Qtr1		
15	<b>Imported data</b>								
16	01-95-299999-00	Stat Clear PROD - Clearing		2	0	0	2		
17	05-20-510000-00	CHL-SALE-Sales-3rd Party		(842,028)	(699,962)	(689,001)	(2,230,990)		

File: [SmallSheetNavigate.xls](#), sheet: [iDatabase](#)

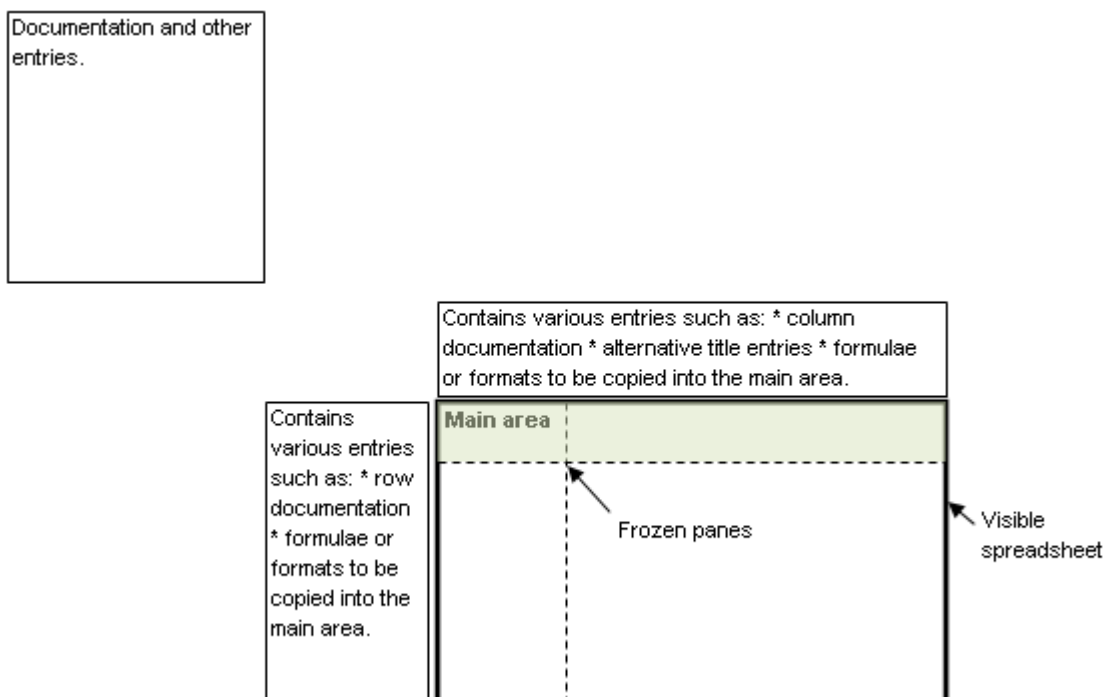
Similarly, there may be entries to the left of column K. The example below contains documentation of certain rows.

	I	J	K	
6			The numbered codes are GL codes. The other codes are created for this application.	
7				
8				
9			Titles used by formulae on other sheets	
10			Code	Des
11			<b>Database</b>	
12			<b>Actual month 12 (Dec-07)</b>	
13			Posting_code	Des
14				
15	Text file imported from ACCTRAN system			<b>Imported data</b>
16			01-95-299999-00	Stat Clear PRC
17			05-20-510000-00	CHL-SALE-Sales
18			05-20-510005-00	CHL-SALE-Sales
19	All inputs for the model are in this area			<b>Inputs</b>
20				<b>Adjustments</b>
21			99-01-218255-00	GEN-BSGE-Sa
22				<b>Tonnes</b>
23			TonnesHOT	TonnesCHL
24			TonnesLIQ	TonnesLIQ
25				<b>Splits %</b>
26				<b>Factory</b>
27			SplitPctFACTHOT	CHL
28			SplitPctFACTLIQ	LIQ
29	Data from other workbooks			<b>Linked data</b>
30				<b>Intercompany</b>

**Documentation and items that don't relate to specific rows and columns need to be placed in a non-overlapping location**

There is often a need to include on the sheet documentation and other items that don't relate to specific rows or columns. Those items don't need to be visible, but they need to be easily accessible. These items should not be affected by insertion and deletion of columns and rows in the main area. So, where might you place such items?

The solution as depicted below is to use the top left of the sheet. There are no intersecting rows and columns between that and the main area or its column entries above or row entries to the left.



In the example below, the top left of the sheet contains additional documentation about the sheet.

	A	B	C	D	E	F	G
1	<b>Additional sheet documentation</b>						
2	The imported data comes from ACCTRAN as text files. Find the text files in folder						
3	f:\data\production\reporting\2008						
4	Copy the cell named fQtr to the right of the imported data.						
5							

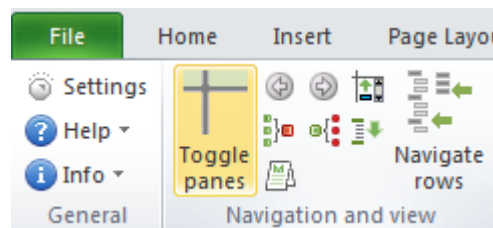
One disadvantage of not having the top-left cell as A1 is that it takes a little more effort to freeze the panes. If A1 is the top-left cell, you can press Ctrl+Home to place A1 in the top-left corner of the display. You then still need to move the active cell to the cell at which to freeze the panes, but overall, there is less work if A1 is the top-left cell.

However, we at AbleOwl have a solution for you that makes freezing and unfreezing panes much faster. First of all, you need to attach the ESP add-in.

## Freeze panes quickly

(1) Open BigSheetNavigate.xls and go to sheet iDatabase.

(2) In XL07/10, on the Utils ribbon, click the *Toggle panes* button as shown right in Excel 2010. XL02/03 has the same button at the left side of the GenieUtils toolbar.



That unfreezes the frozen panes.

(3) Press **Ctrl+Home** to go to A1.

(4) Press **Ctrl+Alt+f**

That freezes panes again as below. The shortcut has the same effect as clicking the *Toggle panes* button. Note that all Genie shortcuts require Ctrl and Alt to be held down.

	K	L	M	N
11	<b>Database</b>		AbleOwl © 2008	
12			20-Jul-2008 4:07 PM	
13	<b>Actual month 12 (Dec-07)</b>			PL single month
14	Posting_code	Description	OpenBal	Jan
15		<b>Imported data</b>		
16	01-95-299999-00	Stat Clear	PROD - Clearing	2
17	01-95-399999-00	Stat Clear	HCNT - Clearing	0
18	01-95-499999-00	Stat Clear	SALE - Clearing	0
19	05-20-510000-00	CHL-SALE-Sales-3rd Party		(842,028)

File: [BigSheetNavigate.xls](#), sheet: [iDatabase](#)

### Genie looks for a range name of prefix afb

Range K11:L14 has a range name afbSheet. Genie's *Toggle panes* looks on the sheet for a range name that begins with the letters afb. If it finds one, it freezes those rows and columns into the corner of the display as above. All ESP sheets have a range name afbSheet.

Note that afbSheet is a range name of worksheet scope, which allows each sheet to have that same name. See [The difference between worksheet- and workbook-scope names](#) on page 70.

(5) Press **F5** to display the Go To dialog box, type **I1111** and press **Enter**.  
The active cell becomes I1111.

	I	J	K	L
1108			ProfitBeforeTaxIS	IS
1109			90-85-643000-00Dup	GEN-OTFC-Tax Exp.
1110	Excludes deferred tax			<b>Tax</b>
1111			90-85-643000-00HOT	CHL
1112			90-85-643000-00LIQ	LIQ
1113			90-85-643000-00SOL	SOL
1114			90-85-643000-00SSP	SSP

(6) Press **Ctrl+Alt+f** to freeze panes.

The panes are frozen again but with row 1111 still the active row.

	K	L	M	N
11	<b>Database</b>		AbleOwl © 2008	
12			20-Jul-2008 4:15 PM	
13	<b>Actual month 12 (Dec-07)</b>		PL single mont	
14	Posting_code	Description	OpenBal	Jan
1111	90-85-643000-00HOT	CHL		123,520
1112	90-85-643000-00LIQ	LIQ		(9,119)
1113	90-85-643000-00SOL	SOL		(44,487)
1114	90-85-643000-00SSP	SSP		(27,388)

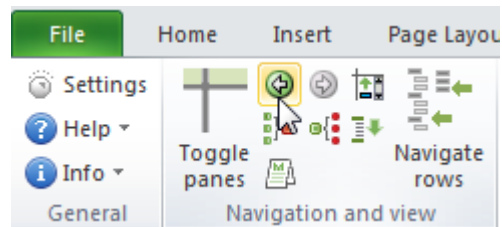
(7) Press **Ctrl+Alt+f** to unfreeze panes.

(8) Press **Ctrl+Home** to go to A1.

**Alt+Left arrow to go back**

(9) Press **Alt+Left arrow** to return to where you were (K1111).

Alt+Left arrow is the keyboard shortcut for the Back button, which you can see on the Utils ribbon of XL07/10 as shown right. XL02/03 has the Back button in the middle of the GenieUtils toolbar.



When you unfreeze panes with Genie, it records the current cell into the hyperlink trail.

**Alt+Right arrow** is Forward.

## Unfreeze or freeze all sheets

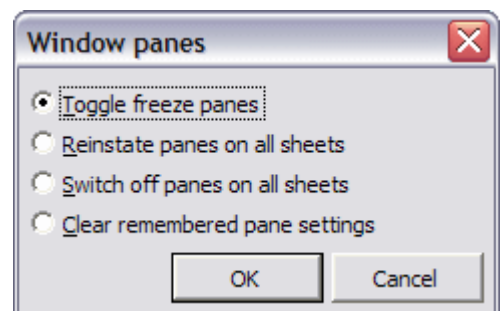
**The Window panes dialog box provides more freezing options**

Sometimes, you want to unfreeze or refreeze all sheets. To do that:

Hold down **Shift** and choose the Genie *Toggle panes* button to open the *Window panes* dialog box shown in the screenshot below.

**Freeze or unfreeze several panes simultaneously**

There are options to quickly reinstate or switch off frozen panes on all sheets.



Use the ESP keyboard shortcut

Genie includes a keyboard shortcut: **Ctrl+Alt+f** toggles frozen panes on and off, while **Ctrl+Alt+Shift+f** opens the *Window panes* dialog box above.

## Exercise - Manipulate range names with the ESP Range Names Manager

>>Files: [ExRangeNames2.xls](#)

- (1) Open the file [ExRangeNames2.xls](#).
- Create 3 worksheet-scope names**
  - (2) Use the **A**dd command in the Genie Range Names Manager to simultaneously create 3 worksheet-scope names, all called `afbSheet`, that refer to the following ranges: `mAccounts!$K$11:$K$14`, `mAdmin!$K$11:$K$14`, `mSales!$K$11:$K$14`.
- See how the creation of the worksheet-scope names makes for the easy freezing of panes**
  - (3) Go to the `mAccounts` sheet and click the *Toggle panes* button or press **Ctrl+Alt+f**.  
See how rows 11 to 14 and column K are now always visible no matter where you are on the sheet.  
  
Click *Toggle panes* to unfreeze the window again. Select a cell near the top of the sheet, such as A1. Press the *Toggle panes* button again to restore the frozen panes to the way they were before.
  - (4) Hold down **Shift** and click on the *Toggle panes* button. The *Window panes* dialog box should appear. Select *Reinstate panes on all sheets*. Take a trip to the `mAdmin` and `mSales` sheets and note how the worksheet-scope names you created in Step (2) have caused the panes in `mAdmin` and `mSales` to freeze too.
- Optional exercise**
  - (5) Create `hc`-prefix names to hide `Qtr3` and `Qtr4` columns of `m`-prefix sheets.
  - (6) Create `hs`-prefix names to hide/unhide `Changes`, `Params` and `Lists` sheets.
  - (7) Create the named range `parAccounts` that refers to `mAccounts!$K$11:$S$26`.  
  
Use the Genie Print Manager to preview both `par` reports.

## Navigate quickly

>>Files: [BigSheetNavigate.xls](#), [AASalesComplete.xls](#)

### Objectives

In this chapter, you will learn how to:

- ◆ Navigate the side headings of a long sheet.
- ◆ Quickly jump to sheets in a workbook that has many.
- ◆ Show two sheets of the same workbook side by side.

## Navigate a long sheet

### Navigate to side headings

There is a sheet of many hundreds of rows. You want to navigate to certain side headings. You can see one side heading below in L15. Suppose you want to go to the side heading `R&D`, which is a subheading below top-level side heading `Calculations`.

You could set up your sheet with lots of `aa`-prefix names as described in [Use range names to jump quickly around a workbook](#) on page 50. However, for many names, that takes time, and there is a better solution with Genie.



(1) Open BigSheetNavigate.xls and go to sheet iDatabase.

(2) If frozen panes are not on, press **Ctrl+Alt+f**

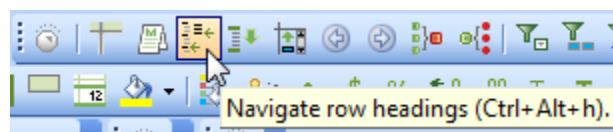
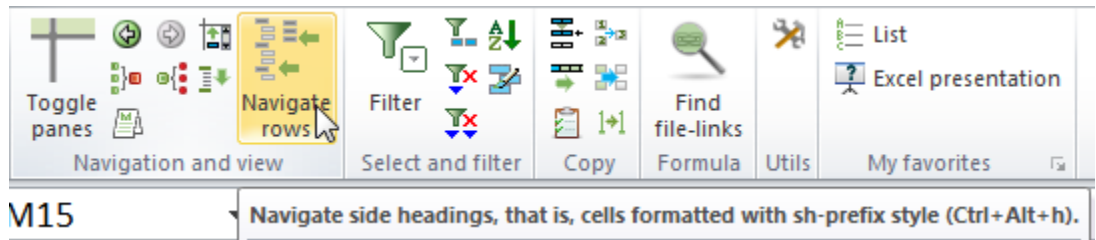
You can tell whether frozen panes are on by the vertical line as you see below between columns L and M.

	K	L	M	N	O
11	<b>Database</b>		AbleOwl © 2008		
12			16-Oct-2012 4:45 p.m.		
13	<b>Actual month 12 (Dec-07)</b>		PL single month values, BS		
14	Posting_code	Description	OpenBal	Jan	Feb
15	<b>Imported data</b>				
16	01-95-299999-00	Stat Clear PROD - Clearing		2	0
17	01-95-399999-00	Stat Clear HCNT - Clearing		0	0
18	01-95-499999-00	Stat Clear SALE - Clearing		0	0
19	05-20-510000-00	CHL-SALE-Sales-3rd Party		(842,028)	(699,962)
20	05-20-510005-00	CHL-SALE-Sales-IC		(85,181)	(166,073)
21	05-20-510030-00	CHL-SALE-Sales-Adj Sundry		(91)	54
22	05-20-510040-00	CHL-SALE-Sales-Rebates		5,543	5,283
23	05-20-510050-00	CHL-SALE-Trade Bill Charges		0	0
24	05-25-601005-00	CHL-RMCC-Sales-Raw/PackMat		0	0
25	05-25-601010-00	CHL-RMCC-COS-Raw/PackMat		4,046	0
26	05-25-601015-00	CHL-RMCC-COS-3rd Party		494,683	415,226

File: BigSheetNavigate.xls, sheet: iDatabase

Press **Ctrl+Alt+h**

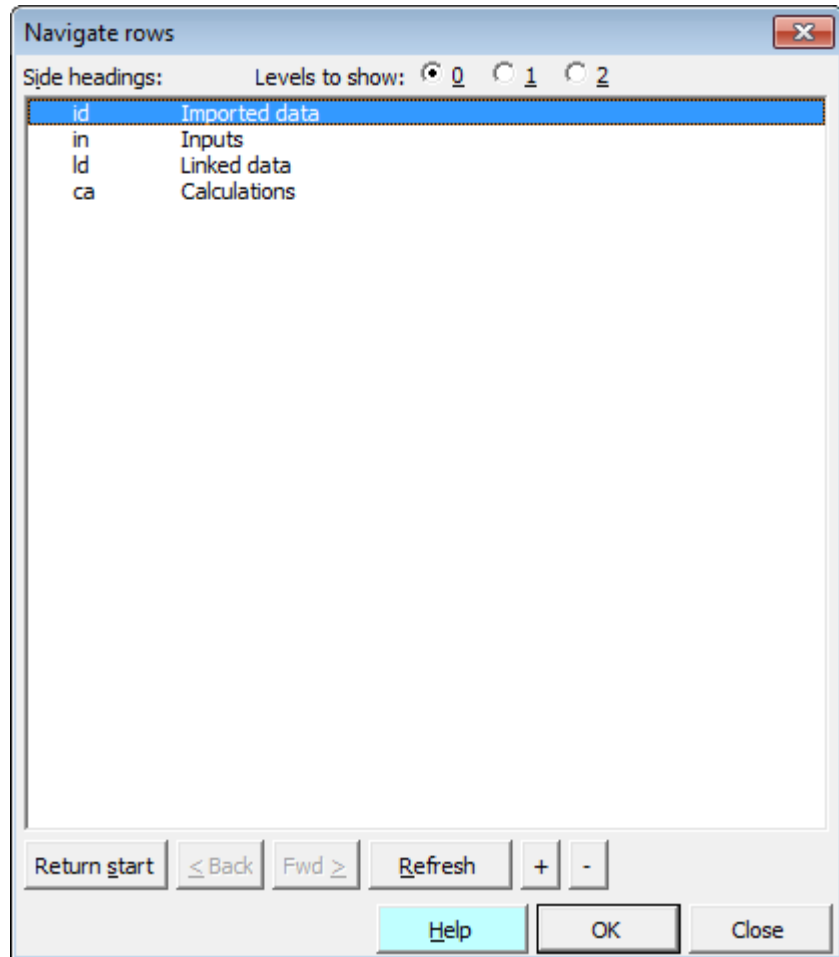
(3) Press **Ctrl+Alt+h** or click the *Navigate rows* button. In XL07/10, find the button on the Utils ribbon as shown below.



In XL02/03, find the button on the GenieUtils toolbar as shown left.

**Navigate rows displays side headings to navigate to**

The *Navigate rows* dialog box appears as below. There are four side headings formatted to the top-level ESP side heading style sh0. See the topic [Format quickly and consistently with styles](#) on page 19. So, *Navigate rows* looks for SideHeading styles, that is, ones that begin with prefix sh.

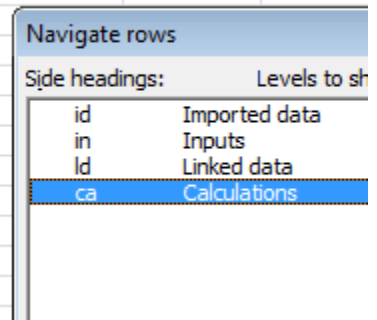


Select a side heading and press the Right arrow key

(4) Press the **Down arrow** key three times to select Calculations and then press the **Right arrow** key.

The active cell moves to the Calculations row as shown below.

750	ProvisRMCreatedIS	Created			0	0
751	ProvisRMUtilisedIS	Utilised			0	0
752	ProvisRMReleasedIS	Released				
753	ProvisWIPCreatedIS	Created				
754	ProvisWIPUtilisedIS	Utilised				
755	ProvisWIPReleasedIS	Released				
756	SLOBIS	SLOB				
757	FinGoodsAdj	Total Finished Goods				
758	InventoryWelbecELP	Welbec inventory				
759	HeadCountConsFACLADH	Facilities Consultants/Employee equivalents				
760		<b>Calculations</b>				
761		<b>Factory</b>				
762	SalenWageTotalFACT	Manufacturing salary & wage				

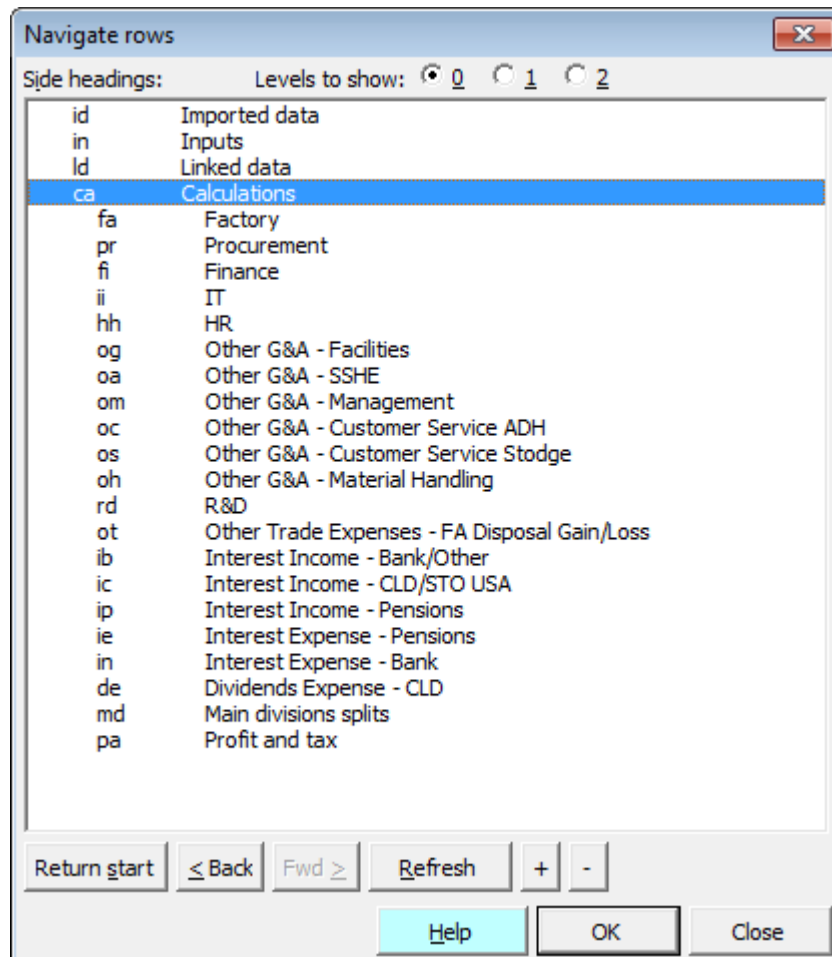


File: [BigSheetNavigate.xls](#), sheet: [iDatabase](#)

Press the + key to expand to the next level of side headings

(5) Press the + key.

The next level of side headings below Calculations expands as shown below.



(6) Arrow down to select R&D.

(7) Press the **Right arrow** key.

That moves the active cell to the R&D side heading row, row 896.

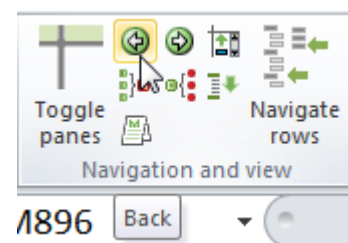
(8) Arrow down to select *Profit and tax* and then press the **Right arrow** key.

That moves the active cell to the *Profit and tax* side heading row, row 1101.

(9) Press **Esc** to close the dialog box.

**Press Alt+Left arrow to navigate back through the hyperlink trail**

(10) Press **Alt+Left arrow**. Alternatively, click the Back button. In XL07/10, find the button in the *Navigation and view* group of the Utils ribbon as shown right. In XL02/03, find the button on the GenieUtils toolbar.



The active cell returns to the R&D row, row 896.

(11) Press **Alt+Left arrow** again.

The active cell returns to the Calculations row, row 760.

(12) Press **Alt+Left arrow** again.

The active cell returns to the *Imported data* row, row 15.

## The Genie *Navigate rows* utility records into the hyperlink trail

So the Genie *Navigate rows* utility records into what might be called the hyperlink trail. You can use Alt+Left arrow and Alt+Right arrow to navigate back and forward along the trail. You can also use the Back and Forward buttons for the same purpose.

## Navigate sheets

This feature is available only to Genie with subscription.

You might have a workbook with many more sheets than you can see listed in the visible sheet tabs. If there is some particular sheet you want to get to, but its sheet tab is not visible, how do you get there quickly?

Genie provides one effective solution.

(1) Open AASalesComplete.xls.

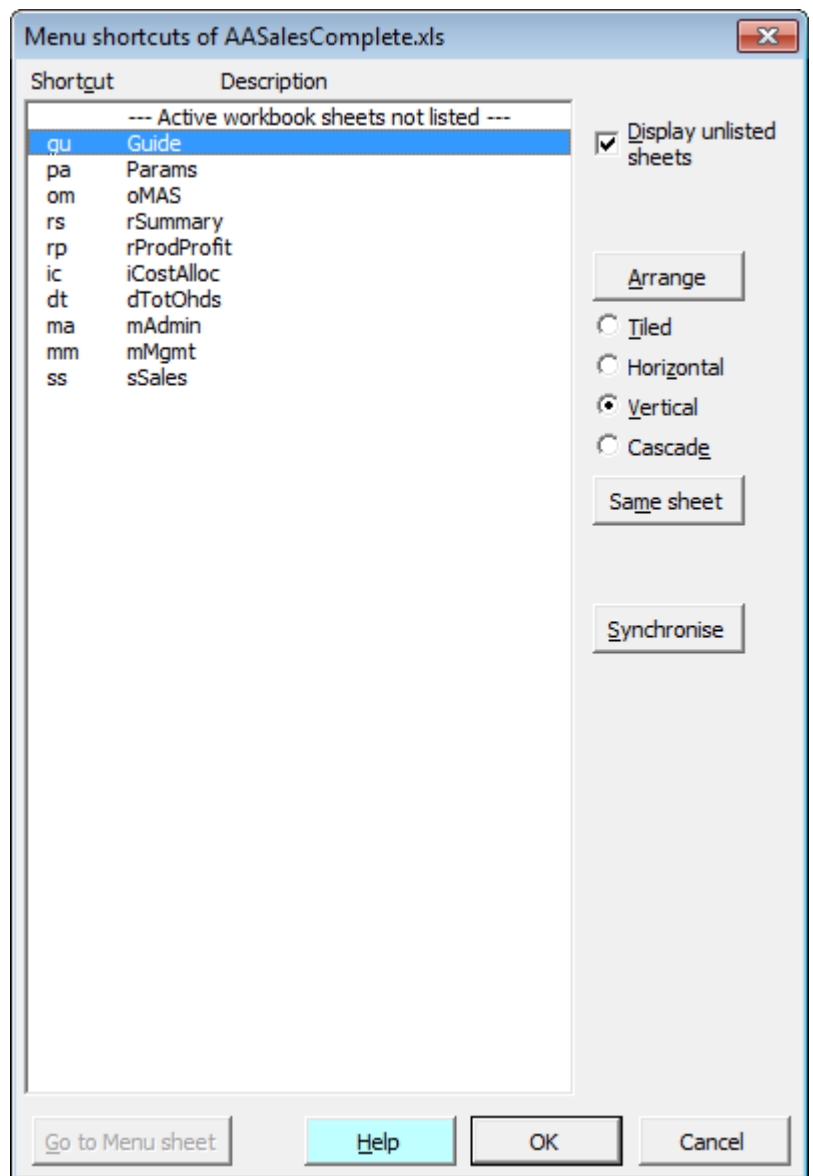
Press Ctrl+Alt+g to display a dialog box of sheet names

(2) Press Ctrl+Alt+g

The dialog box shown right appears, which lists the sheets of the workbook. This example file does not have many sheets, but you can imagine one that does.

(3) Either double-click on the sSales sheet or type ss

The sSales sheet becomes the active sheet.



(4) Press Alt+Left arrow to return to the previous active sheet.

Genie automatically assigns the shortcuts. It is possible to assign shortcuts and structure the list by including a Menu sheet in the workbook, but that's another topic. If you use the workbook frequently, you will soon become familiar with the shortcuts.

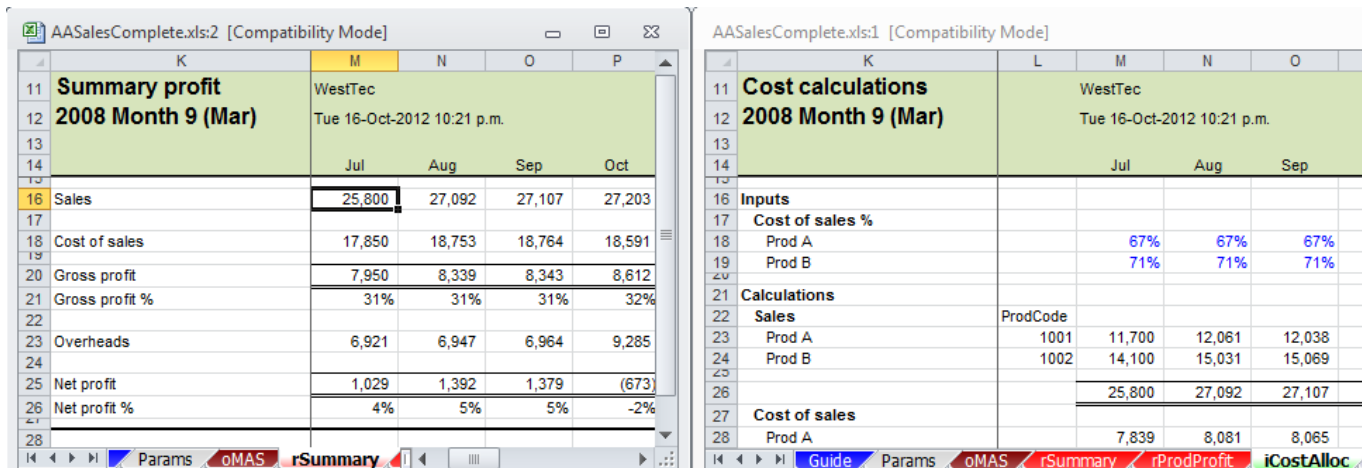
# Show two sheets of the same workbook side by side

This feature is available only to Genie with subscription.

The task is to display the rSummary and iCostAlloc sheets side by side as below. In that way, you can change numbers in the iCostAlloc sheet and immediately see the impact in the rSummary sheet.

The task takes time with Excel's commands; also, panes need to be refrozen

With Excel's own commands, you can create a new window and arrange the windows. Not only does that take a long time, but also none of the sheets in the new window have frozen panes.

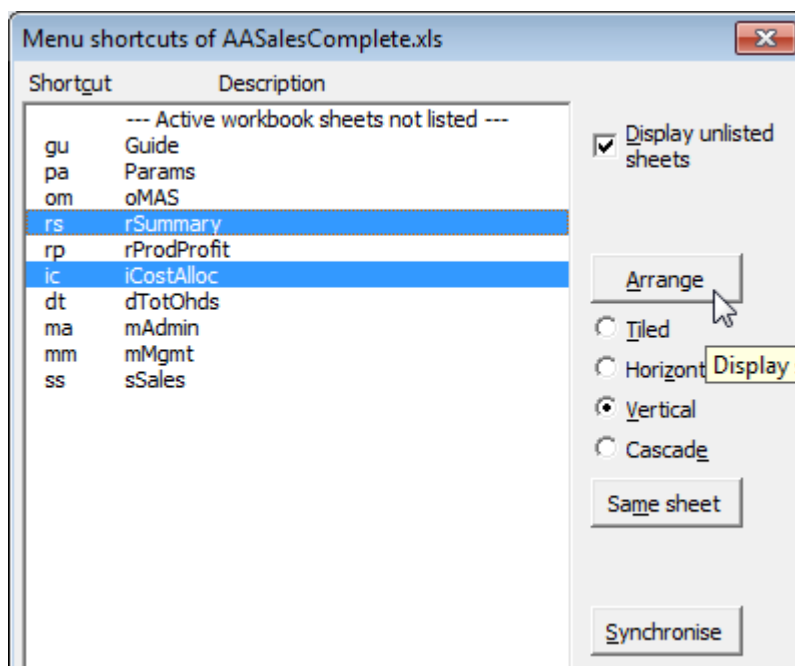


File: AASalesComplete.xls, sheets: rSummary, iCostAlloc

(1) Open AASalesComplete.xls.

(2) Press **Ctrl+Alt+g**

The *Menu shortcuts* dialog box appears.



(3) Select rSummary, hold down **Ctrl** and click iCostAlloc.

(4) Choose **A**rrange

With the Vertical option left on, the two sheets show in windows left and right as in the screenshot above.

Note that screenshot above has not shown the whole tooltip, which displays *Display selected sheets in layout as specified below*. The tooltip appears when you position the mouse over the Arrange button.

# Copy

>>Files: [BigSheetNavigate.xls](#), [AASalesComplete.xls](#)

## Objectives

In this chapter, you will learn how to:

- ◆ Quickly copy to the right.
- ◆ Quickly insert a copy of the row above.

## Copy to the right

Copying right is a common task. So, how do you do it quickly and accurately?

In the sheet below, the entry in M20 needs to be copied to the cells to the right. Copying right is a frequent task. How do you do it quickly and accurately? In many cases, you can't see all the columns to copy to. You risk copying too far and overwriting entries, or, alternatively, not copying far enough. Genie has the solution.

	M20					
	K	L	M	N	O	P
11	<b>Management overheads</b>	WestTec				
12	<b>2012 Month 9(Mar)</b>	Wed 17-Oct-2012 10:24 a.m.				
13						
14		Jul	Aug	Sep	Oct	N
15						
16	<b>Office</b>					
17	<b>Establishment</b>					
18	Rent		1,560	1,560	1,560	1,560
19	Rates		110	110	110	110
20	Services		100	90	90	90
21	Property insurance		20	20	20	20
22						
23	<b>Total</b>		1,790	1,780	1,780	1,780
24	<b>Utilities</b>					
25	Telephone		59	63	69	75

File: [AASalesComplete.xls](#), sheet: **mMgmt**

(1) Open [AASalesComplete.xls](#) and select mMgmt!M20.

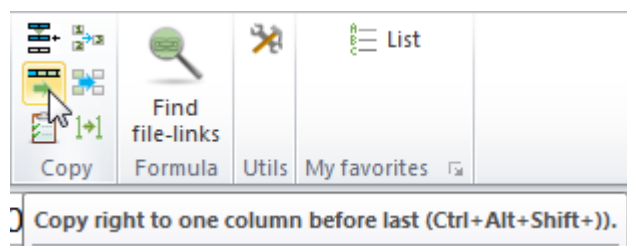
(2) Enter 100

Press **Ctrl+Alt+Shift+**

(3) Press **Ctrl+Alt+Shift+**

That copies the entry to N20:X20.

If you prefer to click a button rather than use the shortcut, you can. In XL07/10, find the button in the Copy group of the Utils ribbon. In XL02/03, find the button on the GenieUtils toolbar.



Excel 2010 Copy right button

If you cannot see the end of the range copied to, there's an Excel shortcut you can use.

Move active cell to the opposite edge with Ctrl+.

(4) Press Ctrl+.

That moves the active cell to the opposite side of the selected range as shown below.

	K	V	W	X	Y	Z	AA	AB	AC
11	<b>Management overheads</b>								
12	<b>2012 Month 9(Mar)</b>								
13									
14		Apr	May	Jun	Full year	% of total	Current month	YTD	
15									
16	<b>Office</b>								
17	<b>Establishment</b>								
18	Rent	0	0	0	14,040	40%	1,560	1,560	
19	Rates	0	0	0	990	3%	110	110	
20	Services	100	100	100	1,200	3%	100	100	
21	Property insurance	0	0	0	180	1%	20	20	
22									
23	<b>Total</b>	100	100	100	16,410	47%	1,790	1,790	

File: AASalesComplete.xls, sheet: mMgmt

To return to the left, press the same shortcut. Note that if the range has multiple rows and columns, Ctrl+. moves the active cell around the four corners.

Copy right stops at a certain column

How far right does the copy right copy to? It stops at whichever of three columns described below is furthest left:

- (A) One column before the last referred to by range name ttSheet. Note that every ESP sheet has that worksheet-scope name. In the above sheet, the range name refers to K14:AC14. Therefore, the copy right stops at column AB if not sooner.
- (B) At the column that has a range name that begins with tcCopyRightStop. So, for example, if Y14 has range name tcCopyRightStop1, the copy right stops at column Y.
- (C) If the cell copied has a style that begins with the letter i, such as ic0 - InpComma and there are other i-prefix styles directly to the right, copy right copies to the last cell of i-prefix style. i-prefix styles are for input cells and have blue font. M20 has i-prefix style, as do N20:X20. As Y20 is not of i-prefix style, copy right stops at X20.

In the case of M20 above, copy right stops in column X because of reason C.

(5) Press Ctrl+. again to return the active cell to M20.

(6) Select M23.

(7) Press Ctrl+Alt+Shift+)

That copies to N23:Y23. Copy right stops at column Y because of reason B. Y14 has range name tcCopyRightStop1.

(8) Change the data in M18:P18 to that shown below, that is, enter 0, 0, 5000, 0.

(9) Select N18:P18.

	K	M	N	O	P
11	<b>Management overheads</b>	WestTec			
12	<b>2012 Month 9(Mar)</b>	Wed 17-Oct-2012 11:59 a.m.			
13					
14		Jul	Aug	Sep	Oct
15					
16	Office				
17	Establishment				
18	Rent	0	0	5,000	0
19	Rates	110	110	110	110

File: [AASalesComplete.xls](#), sheet: **mMgmt**

### Copy multiple columns

(10) Press **Ctrl+Alt+Shift+**

That copies the cells right. There are three cells to copy to eight. Cells seven and eight copied to (W18:X18) are a copy of N18:O18. The screenshot below shows the right-hand end of the range.

	K	S	T	U	V	W	X	Y
11	<b>Management overheads</b>							
12	<b>2012 Month 9(Mar)</b>							
13								
14		Jan	Feb	Mar	Apr	May	Jun	Full year
15								
16	Office							
17	Establishment							
18	Rent	0	0	5,000	0	0	5,000	20,000
19	Rates	110	110	110	0	0	0	990

## Insert a copy of the row above

Reduce a frequent task of 20 seconds to 1 second

Suppose you need two new rows inserted below row 27 below. How would you do it? Inserting two rows is quick enough, but then the entries in the new rows need to be set up. Some cells need formulas and some need to be set to zero, ready for inputting. So, there are a few steps.

If you are quick, it might take, say, 20 seconds, but if you can do it in 1 second, why wouldn't you, especially if the insertion of such rows is a frequent task? Genie has a utility to do this. Here's how to use it:

(1) Open [AASalesComplete.xls](#) and select **mAdmin!K28:K29**.

	K	T	U	V	W	X	Y	Z
11	<b>Admin overheads</b>							
12	<b>2012 Month 9(Mar)</b>							
13								
14		Feb	Mar	Apr	May	Jun	Full year	
24	<b>Utilities</b>							
25	Telephone	198	189	0	0	0	1,920	
26	Electricity	167	167	0	0	0	1,499	
27	Gas	26	34	0	0	0	635	
28								
29	<b>Total</b>	391	390	0	0	0	4,054	
30	<b>Supplies &amp; leases</b>							
31	Stationery	100	100	0	0	0	990	

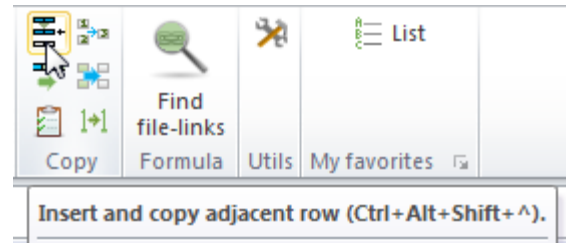
File: [AASalesComplete.xls](#), sheet: **mAdmin**



Press Ctrl+Alt+Shift+^

(2) Press Ctrl+Alt+Shift+^

Alternatively, there is a button you can click. In XL07/10, it is in the Copy group of the Utils ribbon, as shown right. In XL02/03, the button is on the GenieUtils toolbar.



The result is as shown below. Genie copied the entire row above to the inserted rows and resets the input cells to zero.

	K	T	U	V	W	X	Y	Z
11	<b>Admin overheads</b>							
12	<b>2012 Month 9(Mar)</b>							
13								
14		Feb	Mar	Apr	May	Jun	Full year	
24	<b>Utilities</b>							
25	Telephone	198	189	0	0	0	1,920	
26	Electricity	167	167	0	0	0	1,499	
27	Gas	26	34	0	0	0	635	
28	Gas	0	0	0	0	0	0	
29	Gas	0	0	0	0	0	0	
31	<b>Total</b>	391	390	0	0	0	4,054	
32	<b>Supplies &amp; leases</b>							
33	Stationery	100	100	0	0	0	900	

File: AASalesComplete.xls, sheet: mAdmin

Insert rows in multiple places simultaneously

Sometimes you want to insert rows in multiple places. In the example right, a Prod C needs to be inserted in four places.

With Excel's tools alone, not only will the task take some time, but such a change often results in formulas pointing to the wrong cells if steps are not completed in the correct order.

	K	L	M	N
11	<b>Cost calculations</b>		WestTec	
12	<b>2012 Month 9(Mar)</b>		Wed 17-Oct-2012 5:39 p.m.	
13				
14			Jul	Aug
16	<b>Inputs</b>			
17	<b>Cost of sales %</b>			
18	Prod A		67%	67%
19	Prod B		71%	71%
21	<b>Calculations</b>			
22	<b>Sales</b>	ProdCode		
23	Prod A	1001	11,700	12,061
24	Prod B	1002	14,100	15,031
26			25,800	27,092
27	<b>Cost of sales</b>			
28	Prod A		7,839	8,081
29	Prod B		10,011	10,672
31			17,850	18,753
32	<b>Overheads</b>			
33	Overheads		7,414	7,453
34	<b>Overheads allocated</b>			
35	Prod A		3,362	3,318
36	Prod B		4,052	4,135

File: AASalesComplete.xls, sheet: iCostAlloc

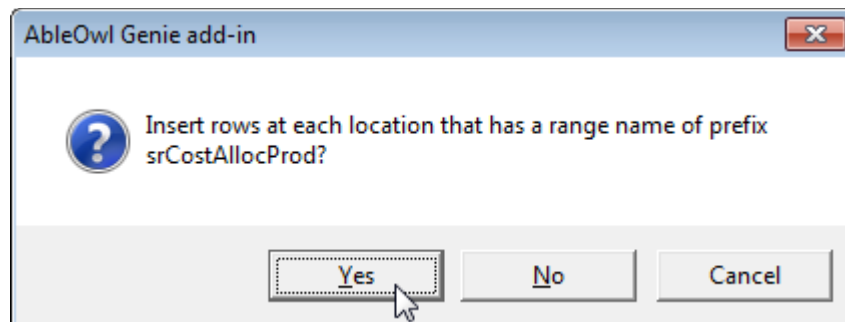
It's important to insert rows in all places first, and then copy adjacent rows.

Not only does Genie's *Copy above* utility do this task instantly, it does so in the correct order every time.

(1) Open AASalesComplete.xls and select iCostAlloc!K20.

(2) Press **Ctrl+Alt+Shift+^**

A prompt appears as below.



	K	L	M	N
11	<b>Cost calculations</b>		WestTec	
12	<b>2012 Month 9(Mar)</b>		Wed 17-Oct-2012 8:09 p.m.	
13				
14			Jul	Aug
15				
16	<b>Inputs</b>			
17	<b>Cost of sales %</b>			
18	Prod A		67%	67%
19	Prod B		71%	71%
20	Prod B		0%	0%
21				
22	<b>Calculations</b>			
23	<b>Sales</b>	ProdCode		
24	Prod A	1001	11,700	12,061
25	Prod B	1002	14,100	15,031
26	Prod B	1002	14,100	15,031
27				
28			39,900	42,123
29	<b>Cost of sales</b>			
30	Prod A		7,839	8,081
31	Prod B		10,011	10,672
32	Prod B		0	0
33				
34			17,850	18,753
35	<b>Overheads</b>			
36	Overheads		7,414	7,453
37	<b>Overheads allocated</b>			
38	Prod A		2,174	2,134
39	Prod B		2,620	2,659
40	Prod B		2,620	2,659

(3) Choose Yes.

Genie inserts rows in four places with the result as shown left.

File: AASalesComplete.xls, sheet: iCostAlloc

(4) Change K20 to **Prod C**

The other entries in K26, K32 and K40 change to Prod C too because they contain formulas.

### Use range names

How does it work? The short answer is range names. There is a range name with the same prefix on each side heading. K17 has range name srCostAllocProd1, K23 has srCostAllocProd2, K29 has srCostAllocProd3 and K37 has srCostAllocProd4.

Begin each name with sr, end with a number and place on sh-style cell

The rules for the names are: (A) The first two letters must be sr. (B) The name must end in a number. (C) The name must be on a cell that has a SideHeading style, that is, one that begins with sh.

For more about range names, see [Discover the benefits of range names](#) on page 50. For more about styles, see [Format quickly and consistently with styles](#) on page 19.

# Filter

>>Files: [AASalesComplete.xls](#)

## Objectives

In this chapter, you will learn how to:

- ◆ Quickly add filter drop-down arrows in the correct places.
- ◆ Set a filter to selected cells.
- ◆ Clear a filter entirely or just from selected columns.

## Add or remove a filter

Excel often requires you to select the table range before you apply a filter

If you add a filter with Excel's tools, you often have to select the table range first. Otherwise, Excel guesses at the range and may get it wrong, as it has in the example shown right.

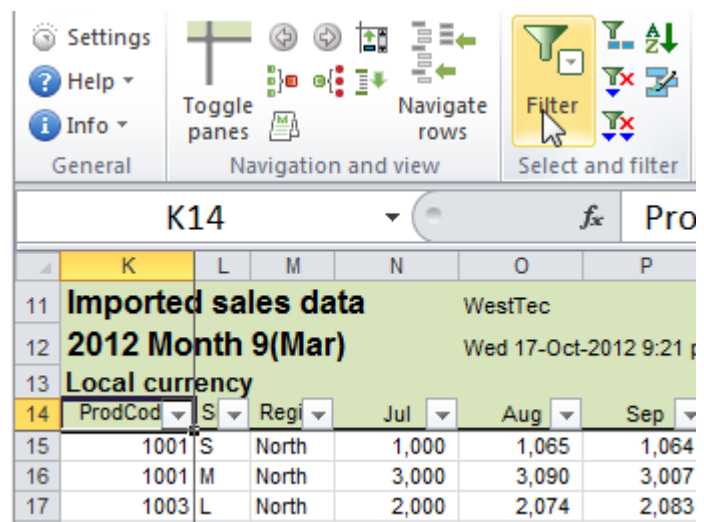
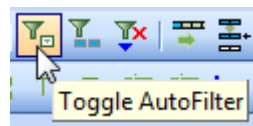
ProdCode	Size	Region	Jul	Aug	Sep
1001	S	North	1,000	1,065	1,064
1001	M	North	3,000	3,090	3,007
1003	L	North	2,000	2,074	2,083
1003	M	East	1,200	987	1,212
1001	S	South	999	976	976

File: [AASalesComplete.xls](#), sheet: [sSales](#)

Excel has incorrectly put filter drop-down arrows on row 11, rather than on row 14.

Genie locates the correct range automatically

The Genie filter button locates the correct range. In XL07/10, find the button on the Select and filter group of the Utils ribbon. In XL02/03, find the button on the GenieUtils toolbar as shown below.



Genie looks for range name ttSheet

The Genie filter looks for a range name ttSheet, which all ESP sheets have. In this example, the range name refers to K14:Z14. That row becomes the row for the filter drop-down arrows.

- (1) Open [AASalesComplete.xls](#) and go to the [sSales](#) sheet.
- (2) Click the Genie Utils filter button.

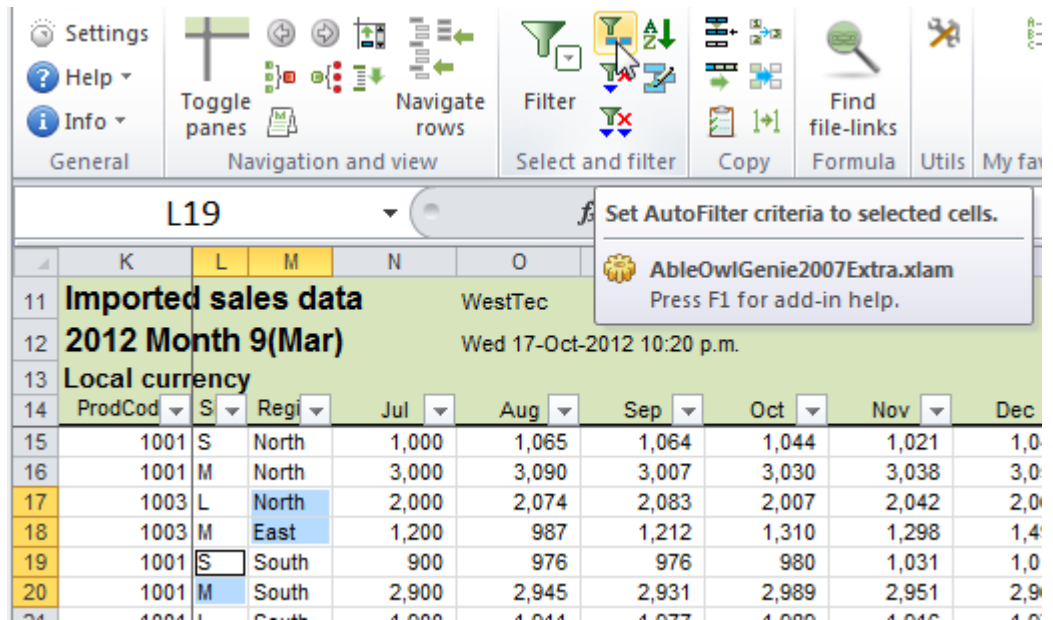
# Set filter to selected cells

This feature is available only to Genie with subscription.

**Genie has a quick way to apply a filter just to selected cells**

Often, it would be convenient to apply a filter just to selected cells, rather to all cells as Excel does. In the example below, you want to show records that have S or M in column L and North or East in column M. To do that with Genie:

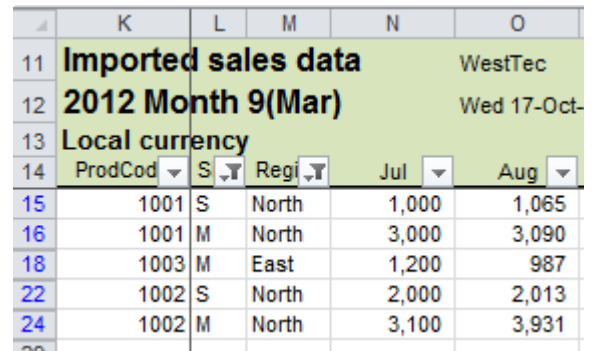
- (1) Open AASalesComplete.xls and go to sheet sSales.
- (2) Select L19:L20 and M17:M18



File: AASalesComplete.xls, sheet: sSales

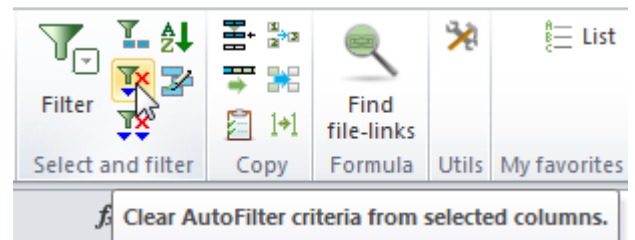
- (3) Click the *Set AutoFilter criteria to selected cells* button as shown above.

The sheet filters as required (shown right).



**Clear filters from selected or all columns**

You can clear the criteria from selected or all columns. The top icon to which the arrow is pointing at right clears selected columns. The icon below it clears all criteria but leaves the drop-down arrows.



To remove the drop-down arrows, that is, remove the filter completely, click the Filter button. XL02/03 has the same buttons on the GenieUtils toolbar.

**(4)** Select a cell in column M and click the *Clear AutoFilter criteria from selected columns* button.

That clears the filter from column M.

**(5)** Click the *Clear AutoFilter from all columns* button.

That clears the filter criteria from all columns, but it leaves the filter drop-down arrows.

**(6)** Click the Filter button.

That removes drop-down buttons; in other words, it removes the filter altogether.

# Conventions for layout of a sheet

---

## Objectives

In this chapter, you will learn how to:

- ◆ Include, position and shade sheet headings.
- ◆ Include narrow last column and row.
- ◆ Indent side text and employ the ESP conventions for that.
- ◆ Make inputs blue font and format consistently with styles.

Once you have learnt how to format and create basic formulas, probably the most important skill to learn is how to make a spreadsheet understandable. Otherwise:

- You waste much time when you cannot understand your own spreadsheets ...and you soon forget how you organised each spreadsheet.
- Others who use your spreadsheets waste time, too.
- When you move on, it's likely that the person who inherits your spreadsheets will scrap them simply because he or she can't understand them.
- Errors creep in unnoticed because of careless mistakes. There is a correlation between quality and orderliness.

The following is not an exhaustive list of recommended conventions, but it contains many important points.

## Give everything a heading

The sheet below is an example of a sheet without a heading. Perhaps if you created it and use it regularly, you'll instantly recognise it and never mistake it for another sheet. But there will no doubt be some cases in which that isn't true. Clear labelling is one key part of orderliness. Include headings that uniquely identify both the sheet and the data within it. Such information might include the period, division, department or product.

	A	B	C	G	H	I	J	
1								
2			<b>Totals</b>	<b>532,165</b>	<b>169,229</b>	<b>575,785</b>	<b>1,026,365</b>	<b>30</b>
3				1				
4				<b>1048 Digger</b>				
5							<b>9948</b>	
6	<b>Pit</b>	<b>Strip</b>	<b>Material</b>	<b>Last Month</b>	<b>Month</b>	<b>Total</b>	<b>Last Month</b>	<b>Month</b>
7	<b>SLAKE WEST</b>			<b>95,314</b>	<b>54,565</b>	<b>87,605</b>	<b>88,376</b>	<b>14</b>
8		14	Topsoil					
9			Prestrip					
10			Overburden					
11			Parting					
12		15	Topsoil					
13			Prestrip					
14			Overburden					
15			Parting					
16		16.00	Topsoil					
17			Prestrip					
18			Overburden					
19			Parting					
20		17.00	Topsoil					
21			Prestrip					
22			Overburden	11599		8,285	24843	
23	<b>Stake</b>		Parting	34684	<b>76,391</b>	79,339	33214	<b>2</b>

Put headings that uniquely identify the sheet at the top left

What are the three reports below reports of?

	E	F	G	H	I	J	K	L
3								
4	<b>ABC Rental</b>	<b>Summary</b>			<b>All depts</b>			
5			Current Month			YTD		
6	<b>Actual month=3</b>		Budget	Actual	Variance	Budget	Actual	Variance
7								
8	<b>Salaries</b>		21,583	17,458	4,125	65,972	52,125	13,847
9	Bonuses		895	0	0	0	0	0
10	Benefits		4,814	4,820	(20)	14,400	14,505	(105)
11								
12	<b>Staff costs</b>		27,292	22,278	4,105	80,372	66,630	13,742
13	% of total		51.5%	40.5%		58.7%	53.6%	

	B	C	D	E	F	G	H	I
4	<b>EXPENSES</b>	<b>ABC RENTALS</b>						
5	<b>ACTUAL MONTH=3</b>		12:46 p.m. 24-Jan-2004					
6	<b>ALL DEPTS</b>		CURRENT MONTH			YTD		
7			BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE
8								
9	<b>ESTABLISHMENT</b>							
10	RENT		3,000	2,700	300	9,000	8,100	900
11	RATES		1,444	1,444	0	4,796	4,796	0
12	SERVICES		1,552	1,686	(134)	4,298	4,432	(134)
13	PROPERTY INSURANCE		1,060	1,060	0	3,350	3,350	0

	D	E	F	G	H	I	J	K
2				<b>CAPEX</b>				
3				<b>ABC Rentals</b>		Actual month=3		
4	<b>ALL DEPTS</b>		Current Month			YTD		
5			Budget	Actual	Variance	Budget	Actual	Variance
6								
7	<b>OFFICE EQUIPMENT</b>							
8	Accounts		0	0	0	0	0	0
9	Sales		0	10,000	-10000	10,000	10,000	0
10	<b>SOFTWARE</b>							
11	Accounts		0	0	0	500	500	0

What are the three reports below reports of?

	K	L	M	N	O	P	Q	R	S
10	<b>Summary</b>	ABC Rentals							
11	<b>Actual month=3</b>	20-May-2009 8:10 AM							
12	<b>All depts</b>	Current month				YTD			
13		Budget	Actual	Variance	Budget	Actual	Variance		
14									
15	<b>Costs</b>								
16	<b>Staff</b>								
17	Salaries		21,583	17,458	4,125	65,972	52,125	13,847	
18	Bonuses		895	0	0	0	0	0	
19	Benefits		4,814	4,820	(20)	14,400	14,505	(105)	
20									
21	Staff costs		27,292	22,278	4,105	80,372	66,630	13,742	

	K	L	M	N	O	P	Q	R	S
10	<b>Expenses</b>	ABC Rentals							
11	<b>Actual month=3</b>	20-May-2009 9:49 AM							
12	<b>All depts</b>	Current month				YTD			
13		Budget	Actual	Variance	Budget	Actual	Variance		
14									
15	<b>Establishment</b>								
16	Rent		3,000	2,700	300	9,000	8,100	900	
17	Rates		1,444	1,444	0	4,796	4,796	0	
18	Services		1,552	1,686	(134)	4,298	4,432	(134)	
19	Property insurance		1,060	1,060	0	3,350	3,350	0	

	K	L	M	N	O	P	Q	R	S
10	<b>Capex</b>	ABC Rentals							
11	<b>Actual month=3</b>	20-May-2009 9:49 AM							
12	<b>All depts</b>	Current month				YTD			
13		Budget	Actual	Variance	Budget	Actual	Variance		
14									
15	<b>Office equipment</b>								
16	Accounts		0	0	0	0	0	0	
17	Sales		0	10,000	(10,000)	10,000	10,000	0	
18	<b>Software</b>								
19	Accounts		0	0	0	0	0	0	

In both sets of examples, the three reports are a Summary, Expenses and Capex, respectively. They are each for month 3 and for all departments. You can quickly see that information in the second set of examples.

Scattered headings cause you to waste time as you scan for those required

People have a tendency to scatter headings around. That means the eye has to scan for headings information. If it's not in the frozen panes, heading information might not be on display, which means the user wastes time moving around the screen looking for it. In the example below, the information that identifies the sheet is in B2, J2, M2, N2 and O2. Only B2 is inside the frozen panes; the other cells may well not always be in view.

	B	I	J	K	L	M	N	O	P	Q
1	<b>Janestown Iron Operations</b>						<b>Month</b>	<b>No.</b>		
2	<b>Stock Movements - Mine Plan</b>	<b>2009</b>				<b>E7 Fcst</b>	<b>29-Jul</b>	<b>7</b>		
3										
4		<b>Dec-08</b>	<b>Jan-09</b>	<b>Feb-09</b>	<b>Mar-09</b>	<b>Apr-09</b>	<b>May-09</b>	<b>Jun-09</b>	<b>Jul-09</b>	<b>Aug-09</b>
5		<b>12</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
6	<b>S.D.N. ( Ramp 4)</b>	1.51								
7	<b>Overburden Drilling (bm3)</b>									
8	Opening Balance	0	37,087	43,707	43,707	43,707	43,707	43,707	43,707	65,56
9	Drilled	37,087	6,620	0	0	0	0	0	0	0
10	Blasted	0	0	0	0	0	0	0	0	0
11	Adjustment	0	0	0	0	0	0	0	0	0
12	Closing Balance	37,087	43,707	43,707	43,707	43,707	43,707	43,707	43,707	65,56

Place in the frozen pane

'Top left' refers to the cells in the top-left frozen pane, which always remains on screen.



The reformatted sheet below has the headings all within the frozen panes of K11:K14. Such information as appears in K12 and K13 may well appear on other sheets. There should be one standard place to store such information. In AbleOwl conventions, there is: it is called the Params sheet. For details, see page 109.

**Concatenate to fit necessary information in top left pane**

K13 joins three cells of data into one long text string. You can join (the correct word is concatenate) entries with the & operator.

The formula in K13 is =kYear & " month " & kMonthNo & " @ " & kEndDateText

	K	R	S	T	U	V	W	X	Y	Z
11	<b>Stock movements -Mine plan</b>	Janestown Iron Operations								
12	<b>E7 Fcst</b>	8-Oct-2009 6:46 PM								
13	<b>2009 month 7 @ 29-Jul-09</b>	Dec-08	Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09
14		12	1	2	3	4	5	6	7	8
15	<b>Production units</b>									
16	<b>S.D.N. ( Ramp 4)</b>									
17	<b>Overburden drilling (bm3)</b>									
18	Opening balance	0	37,087	43,707	43,707	43,707	43,707	43,707	43,707	65,561
19	Drilled	37,087	6,620	0	0	0	0	0	0	
20	Blasted	0	0	0	0	0	0	0	0	
21	Adjustment	0	0	0	0	0	0	0	0	
22	Closing balance	37,087	43,707	43,707	43,707	43,707	43,707	43,707	43,707	65,561

**Do not centre report headings across a report**

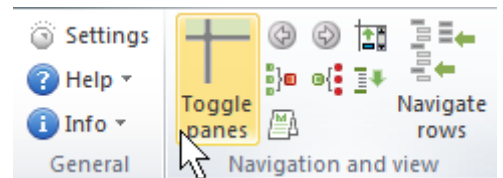
Some people centre the main heading or headings across the entire range that prints. Most of the same issues that impede productivity on screen affect printed reports.

The negatives are:

- (i) Because reports are all different widths, a centred main heading means an inconsistent position from one report to another.
- (ii) With some headings on the left and some centred, the eye has to flit about.
- (iii) If the main heading in K11 above were centred across the sheet, there would be nowhere to put the organisation name that is in S11.
- (iv) As explained above, headings not top left can disappear from view. More and more reports are viewed electronically, as opposed to in printed form.
- (v) For the reasons given above, centred headings look unprofessional and impair the credibility of the reports.

**Always have panes frozen**

The majority of client files seen here at AbleOwl do not have frozen panes on most sheets. A fair amount of time is likely to be wasted and errors made because of this one small issue. With the Genie *Toggle frozen panes* tool, there is now no excuse for not having panes frozen.



Excel 2007/2010

**Shade the headings and column titles range**

The pale green column titles area used in this manual's spreadsheets make it easy for the eye to quickly home in on information searched for.

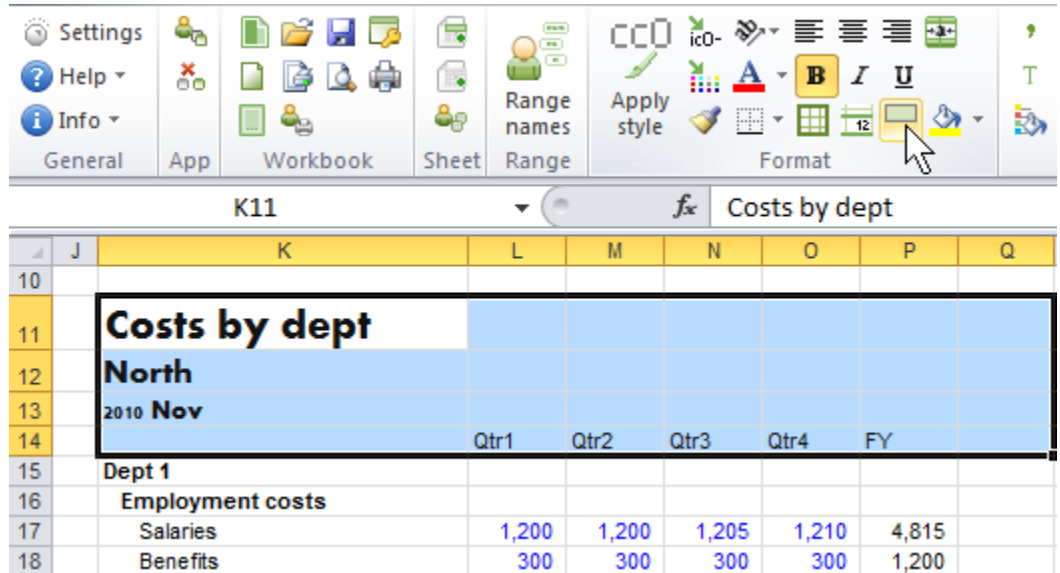
**For different applications, you might colour the column titles ranges differently**

If you have different spreadsheet applications, you might use different colours in the column titles area. In that way, you can quickly recognise which application is on display. For example, one application may be made up of several workbooks. Make all of the column titles areas on all sheets of that application a pale blue. Another application might be a different shade of green to that used in this manual.

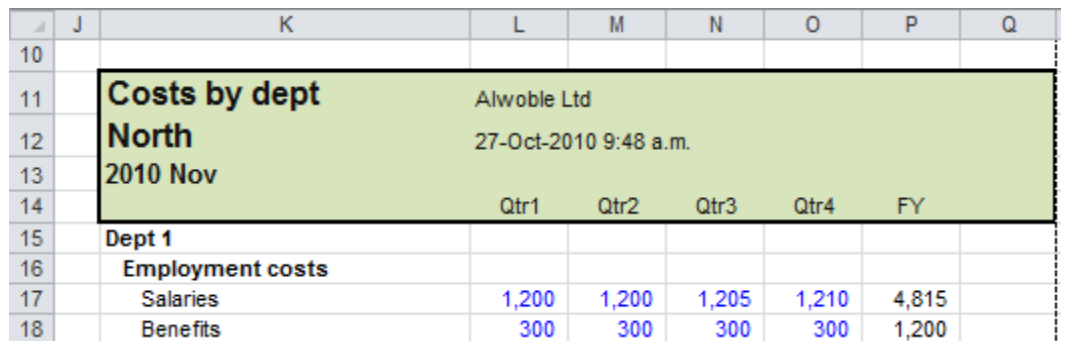
Use pastel colours for shading, that is, light rather than dark colours, so cell contents remain visible.

**Apply to existing worksheets**

Genie provides a button that you can use to add a column titles range to an existing sheet that does not have it. To use, simply select the range and click the button as shown below.



The command does not overwrite any existing entries; it applies fill, wide surrounding border, and styles, and it creates range names. The command applies the range name `afbSheet` to the left-hand column of the selected range (K11:K14 in this example). The Genie *Toggle frozen panes* tool uses the range name.



## Have a narrow last column and row

Formulas, range names and print areas then automatically adjust; borders are not lost

Notice the narrow column T and narrow row 32 in the example below. There are several benefits to always incorporating these into your spreadsheets: (i) It is easy to insert and delete rows and columns at the bottom and right of the sheet. Formulas, range names and the print areas that refer to the whole range automatically expand with inserted columns and rows. (ii) If the border were at the right of column S, you would lose it from S25 below if you copied P25 to Q25:S25.

	K	L	M	N	O	P	Q	R	S	T	
11	<b>Steaming iron output</b>				Janestown Iron Operations						
12	<b>E7 Fcst</b>				8-Oct-2009 10:52 PM						
13	<b>2009 month 7 @ 29-Jul-09</b>				Units and rate			End prev. period			
14					Unit	Qty	Rate	Qty	Amount		
15	<b>Janestown steaming iron</b>										
16	<b>4a</b>	<b>Mining ,Hauling &amp; Misc. Works</b>									
17	4a.1	Slag West			\$/ROM t	828,182	\$3.2882	241,537	\$1,350,192		
18	4a.2	Slag Under Bowen			\$/ROM t	587,612	\$3.0765	162,655	\$850,683		
19	4a.3	Slag West			\$/ROM t	659,537	\$3.2647	464,751	\$2,579,369		
20	4a.4	No.2 Mine			\$/ROM t	0	\$0.0000	0	\$0		
21	4a.5	Re-Cycle Iron for Re-Washing			\$/ROM t	115,611	\$1.5824	656	\$1,766		
22	4a.6	Out-of-Pit Stockpiling of Iron - Rate Only			\$/ROM t	0	\$0.9941	272,773	\$460,987		
23	4a.7	Slag Central West			\$/ROM t	0		0	\$0		
24	4a.8	Slag A West			\$/ROM t	328,370	\$2.8294	\$0.00	\$0		
25	<b>Total Steam Iron Incl Out of Pit SP</b>					<b>\$2,190,942</b>	<b>\$4</b>	<b>\$1,142,373</b>	<b>\$5,242,997</b>		
26	<b>4b</b>	<b>Processing and Loadout</b>									
27	4b.1	Unwashed (Bypass)			\$/prod t	1,004,265	\$0.8235	373,182	\$522,456		
28	4b.2	Janestown Power Station			\$/prod t	0	\$0.8235	80,321	\$112,449		
29	4b.3	Dry Screened / Bypass (Track Vol only)			\$/prod t	0	\$0.0000	2,389	\$1,307		
30		(Rate covered in Washing)									
31	4b.4	Fines Iron Addition			\$/prod t	2,529	\$11.8588	232	\$4,678		
32											

The narrowing of the last column and row deters their use later on when they otherwise might be assumed to be a spare column and row.

## Indent to show the side splits

Without indents, you may not be able to identify the subsections

The sheet below splits into two main sections across the page: Current month and YTD. What are the main splits down the page? Though the sheet is short, the main splits are still not easy to discern.

	E	F	G	H	I	J	K	L
3								
4	<b>ABC Rentals</b>	<b>Summary</b>			<b>All depts</b>			
5			Current Month			YTD		
6	<b>Actual month=3</b>		Budget	Actual	Variance	Budget	Actual	Variance
7								
8	<b>Salaries</b>		<b>21,583</b>	<b>17,458</b>	<b>4,125</b>	<b>65,972</b>	<b>52,125</b>	<b>13,847</b>
9	Bonuses		895	0	0	0	0	0
10	Benefits		4,814	4,820	(20)	14,400	14,505	(105)
11								
12	<b>Staff costs</b>		<b>27,292</b>	<b>22,278</b>	<b>4,105</b>	<b>80,372</b>	<b>66,630</b>	<b>13,742</b>
13	% of total		54.5%	49.5%		58.2%	53.6%	
14	<b>Total expenses</b>		<b>21,990</b>	<b>22,712</b>	<b>(722)</b>	<b>57,681</b>	<b>57,674</b>	<b>7</b>
15								
16	<b>Total costs</b>		<b>49,282</b>	<b>44,990</b>	<b>3,383</b>	<b>138,053</b>	<b>124,304</b>	<b>13,749</b>
17								
18	<b>Capital expenditure</b>		<b>6,000</b>	<b>14,000</b>	<b>(8,000)</b>	<b>17,500</b>	<b>17,500</b>	<b>0</b>

The subsections of Costs and Capital expenditure are clearly identified as are Staff and Expenses within Costs

The screenshot below is of the same sheet reformatted. The splits down the side are clear: the main split is Costs and Capital expenditure. Within Costs, there is the split of Staff and Expenses. What makes the splits much easier to identify? The indents are the main reason. Bold side headings also help.

	K	L	M	N	O	P	Q	R	S
10	<b>Summary</b>	ABC Rentals							
11	<b>Actual month=3</b>	8-Oct-2009 11:20 PM							
12	<b>All depts</b>	Current month			YTD				
13		Budget	Actual	Variance	Budget	Actual	Variance		
14									
15	<b>Costs</b>								
16	<b>Staff</b>								
17	Salaries	21,583	17,458	4,125	65,972	52,125	13,847		
18	Bonuses	895	0	0	0	0	0		
19	Benefits	4,814	4,820	(20)	14,400	14,505	(105)		
20									
21	Staff costs	27,292	22,278	4,105	80,372	66,630	13,742		
22	% of total	54.5%	49.5%		58.2%	53.6%			
23	<b>Expenses</b>								
24	Total expenses	21,990	22,712	(722)	57,681	57,674	7		
25									
26	Total costs	49,282	44,990	3,383	138,053	124,304	13,749		
27									
28	<b>Capital expenditure</b>								
29	Capital expenditure	6,000	14,000	(8,000)	17,500	17,500	0		

## Give everything a side heading

Include a heading, even if the subsection has only a single item

In the above sheet, the word Costs in K15 might be omitted, but then Staff and Expenses are not so easily understood to be part of a Costs split. Therefore, every split needs a side heading even if there is only one item in the split section.

*Capital expenditure* is a case in point. If you move the number in row 29 up to row 28, you could delete row 29. However, it is then less clear that *Capital expenditure* is a separate split and not, perhaps, a value calculated from values above.

## Right-align numbers

Centring reduces apparent magnitude and ragged columns impede the eye's ability to track down the page

Right-align numbers. Many people centre numbers, but that makes them hard to follow. Large numbers don't stand out as much. The ragged display disturbs the eye as it scans down a column. There isn't an easy straight line for the eye to follow down.

1,000	1,128	1,000	1,128
800	882	800	882
1,420	1,387	1,420	1,387
3,220	3,397	3,220	3,397
1,268	1,522	1,268	1,522
982	1,312	982	1,312
5,230	5,671	5,230	5,671
628	314	628	314
89	91	89	91
8,860	9,571	8,860	9,571
21,990	22,712	21,990	22,712

## Identify input cells with a blue font

Use font colour rather than fill

Some people apply a fill colour to identify input cells. However, a blue font has a number of advantages:

Fill colours are sometimes used for other purposes

(i) If in some cases you use a fill colour to identify different data, say, actual and budget columns, you cannot also use a fill colour to identify inputs. (ii) Patches of filled cells here and there make the sheet look, well, patchy. (iii) It is not often necessary to identify inputs in printed reports. Blue font cells print black if you print in black and white, whereas filled cells print with a grey shading.

	K	L	M	N	O	P	Q
24	<b>Screen loss &amp; transfers or tonnage adjust</b>						
25							
26	<b>2010 month 5 (Nov)</b>						
27	Coal type	Coal type description	Report month	Net tonnes	Density factor	Total tonnes	
28	LPLA	Low Phos Low Ash BCM's	Oct-09	120,110	1.05	126,116	
29	MPHA	Mid Phos High Ash BCM's	Oct-09	97,893	1.05	102,788	
30	UHPHA	Ultra High Phos High Ash BCM's	Oct-09	109,010	1.05	114,461	
31	CONT PROD	Contaminated BCM's	Oct-09	109,290	1.05	114,755	
32	LPLA	Low Phos Low Ash BCM's	Oct-09	98,102	1.05	103,007	
33	MPHA	Mid Phos High Ash BCM's	Oct-09	87,129	1.05	91,485	
34	Contam	Contaminated BCM's	Oct-09	101,028	1.05	106,079	
35	HPHA	High Phos High Ash BCM's	Nov-09	19,903	1.06	21,097	

## Keep formatting consistent: use Genie's ESP styles

### Inconsistent formatting is rife

People who create and use their own spreadsheets often don't apply much, if any, consistency of formatting. For example, different sheets have different font sizes, different font styles, some number formats with commas and some without, negatives sometimes in parentheses and sometimes not, underlines here and there, a variety of colours applied to fonts, fills and borders ....

### The reports are hard to read and look amateurish

It's all intended to make the sheets easier to understand and to improve appearance. The result is exactly the opposite. No one will have confidence in the reports. You might expect a strong correlation between consistency and accuracy.

### The use of styles helps enforce consistency

Stick to the Genie ESP styles and make limited use of borders and fills. Colour can sometimes be useful, but when you use it, have a clearly-defined purpose, keep the convention simple and provide a legend if it is not immediately obvious what the colour is for.

17.00	Topsoil			
	Prestrip			
	Overburden	16238		16,238
	Parting	48557	<b>106,948</b>	155,505
16.00	Topsoil			
	Prestrip			
	Overburden	8281		8,281
	Parting	56284		56,284
18.00	Topsoil	4080		4,080
	Prestrip			
	Overburden			
	Parting			
		<b>133,440</b>	<b>106,948</b>	<b>240,388</b>

# Conventions for layout of sheets within a workbook

## Objectives

In this chapter, you will learn how to:

- ◆ Categorise data sheets into six types.
- ◆ Arrange the order of sheets into a right-to-left flow.
- ◆ Understand and use two standard sheets: Params and Guide.
- ◆ Standardise a workbook to make it easier to understand in a similar way that standardisation makes a book easier to follow.

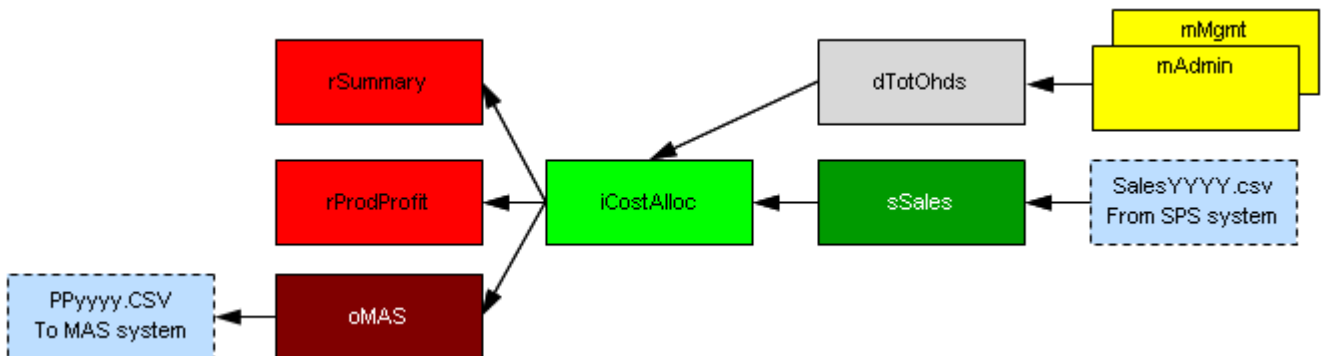
## Include a Guide and a Params sheet. There are six types of data sheet.

Just about every workbook should contain two sheets: Guide and Params, which you will learn about shortly. These sheets do not contain data, but there are six types of data sheet (as you will discover) that do.

The sheet types and names are conventions developed by AbleOwl over more than twenty years of specialising on spreadsheets. We call the convention the AbleOwl ESP convention or ESP for short. ESP=Excel Standardisation Programme.

Suppose you need to create the application depicted by the diagram below.

Data imported from another system goes to the sSales sheet. Two department sheets, mAdmin and mMgmt, consolidate to a total on sheet dTotOhds. Data passes from dTotOhds and sSales to iCostAlloc. iCostAlloc contains input cells and calculates various amounts. Data passes from iCostAlloc to reports on sheets rSummary and rProdProfit, and to sheet oMAS. Data from oMAS gets saved as a text file for exporting to another system.



## Each of the six types has a different sheet tab colour and lower-case first letter

The sheet tabs of the workbook are as below. From the first letter of the data sheet names, much can be understood about data flows. There is also a convention for the colour of sheet tabs.



## A diagram communicates data flows quickly

A diagram of data flows communicates far more quickly and clearly than paragraphs of text. You will learn how to create such a diagram.

## Step-by-step procedures are vital

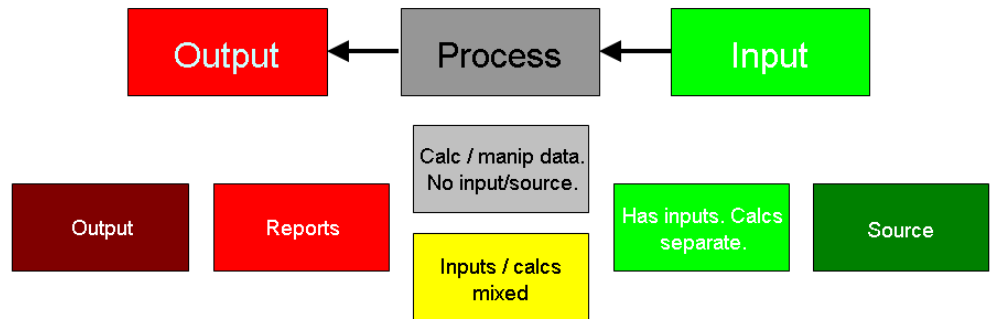
Another key inclusion in documentation is step-by-step procedures that explain not only how to use the workbook, but also the tasks needed to maintain the workbook.

# Structure the sheets of a workbook for clarity

>>Files: [AASales.xls](#)

The ESP conventions communicate data flow of input, process and output. Green is for input and red for output.

The ESP conventions for sheet names and sheet tab colour convey the input-process-output flow of data. Input is either imported data or data entered by the user. Process is calculations or manipulations of data. Output is reports or data to be exported. There is a colour spectrum convention from green (input) to red (output). Think of it as green for go and red for stop.



A sheet that imports data (such as a text file) has a dark-green sheet tab and a name that begins with lower-case s. The table below gives the convention for the six data sheet types. The Mixed type sheet is for any sheet that does not fit one of the other categories.

Sheet type	Comment	Definitely has	Definitely does not have	Prefix	Tab colour
Source		Imports	Exports	s	Dark green
InputsCalcs	Has input cells Use this if sheet cannot be categorised as one of other five. Typically has inputs and calcs mixed in multiple areas.	Inputs	Imports	i	Green
Miscellaneous		Inputs		m	Yellow
Data				Inputs, Imports, Exports	d
Report			Inputs, Imports, Exports, Data passed elsewhere	r	Red
Output		Exports		o	Dark red

Data flows among sheets, in general, from right to left

Another ESP convention is that the flow of data is, in general, from right to left. So, source and inputs are on the right, and reports and output are on the left. Sometimes, data will flow to the right but the predominant flow is from right to left. Think of it as a river with eddies.

On the far left are various standard sheets. The only ones provided by the GenieMini Add-In are Guide and Params. More about that follows later.

The task is to create the workbook with the sheets as below.



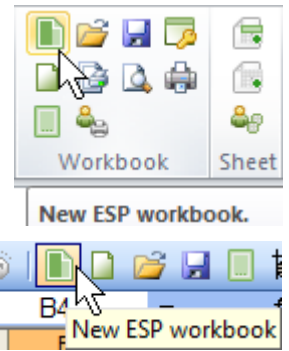
You can build it all from scratch or you can use the Genie/GenieMini Add-In to do it ten times faster.



(1) If you have Genie/GenieMini attached:

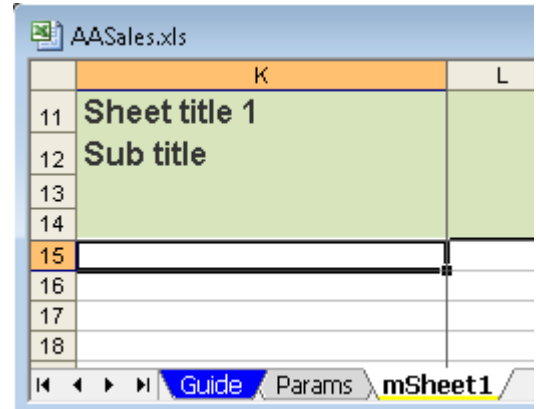
In XL07/10, click the *New ESP workbook* button, shown right on the ESP ribbon.

In XL02/03, choose **ESP** | **New ESP workbook** or click the button shown right on either the GenieESPStandard toolbar or the GenieMiniESPStandard toolbar.



If you don't have Genie, open the file AASales.xls.

A workbook with three sheets (as right) appears.



File: AASales.xls, sheet: mSheet1

### Change sheet name and tab colour

(3) Double-click the mSheet1 tab and change the name to sSales

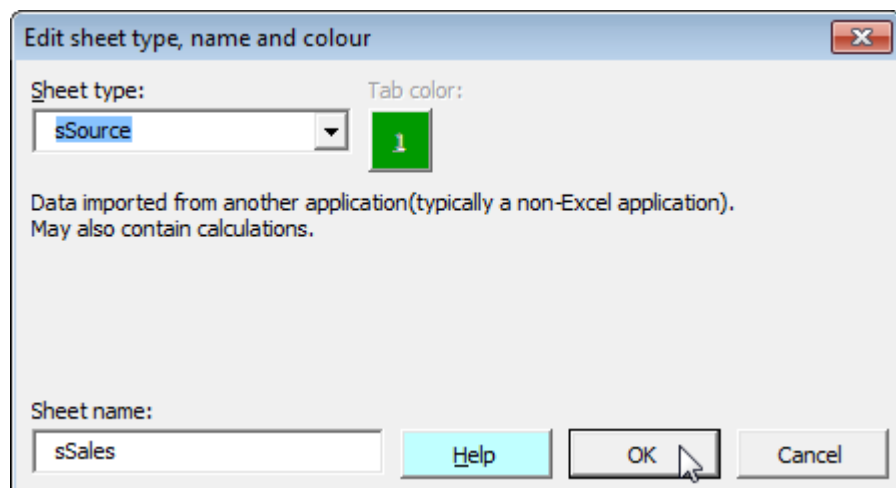
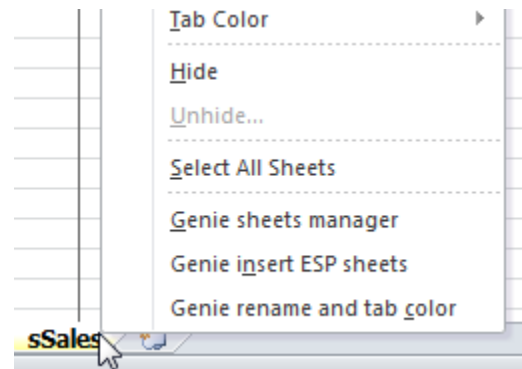
The sheet tab colour needs to change to the dark green for source sheets.

(4) Right-click the sheet tab.

The bottom of the shortcut menu has three Genie commands.

(5) Choose *Genie rename and tab colour*.

The dialog box below appears.

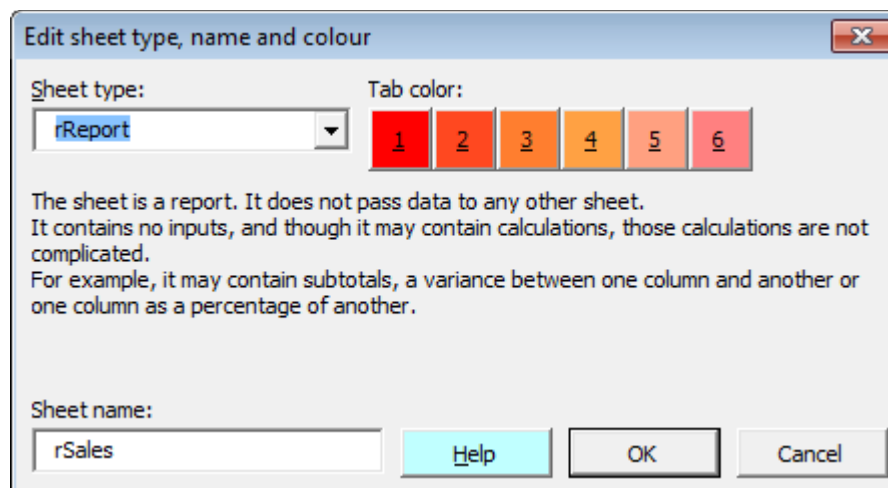


There is only one colour for a source sheet.

(6) Choose OK.

The dialog box closes and the sheet tab colour changes to dark green.

Note that some sheet types have a choice of colour. For example, the report sheet type has six colour options as shown below. To choose a particular colour, simply click the button of the required colour and then choose OK.



You will next insert a number of different data sheets. You could use Excel's Insert Sheet feature (XL07/10: Home | Cells | Insert | Insert sheet (Alt H I S); XL02/03: Insert | Worksheet (Alt I H)).

However, then you would need to apply colour to sheet tabs and, for each sheet: set up the titles area, create a range name for toggling frozen panes and set the print titles. That would be several minutes' work for each sheet. You can accomplish all of this within about one minute with Genie.

## Insert new sheets

(7) Click the *New ESP sheets* button.

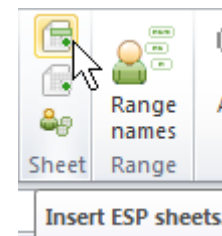
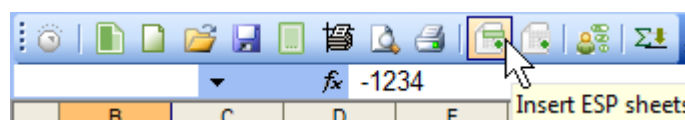
Alternatively, use the keyboard:

In XL07/10, press Alt S E S.

In XL02/03: ESP | Sheets | New ESP sheets (Alt S S S).

In XL07/10, the button is as shown right.

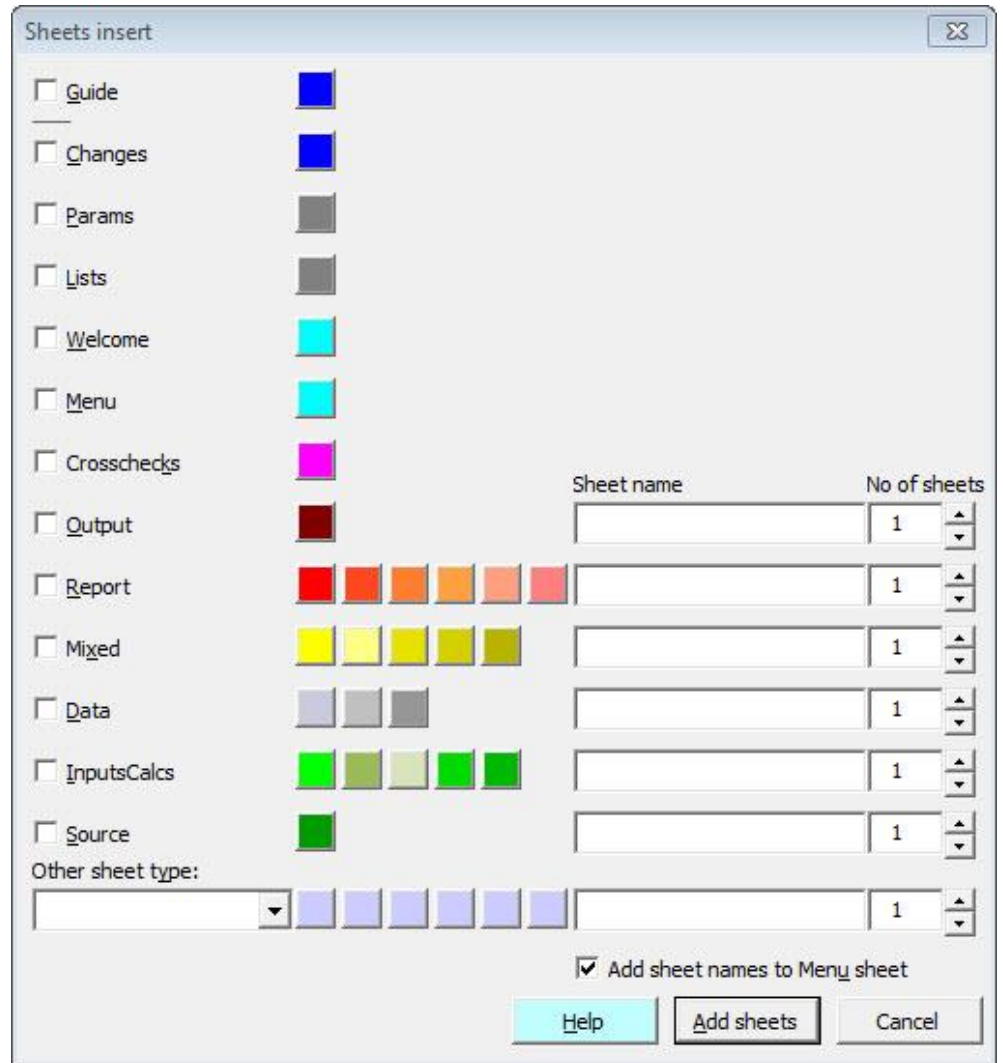
In XL02/03, the button is as shown below.



The *Sheets insert* dialog box appears. The dialog box has options for inserting Guide, Params and the six types of data sheet. The full version of Genie includes options for List, Welcome, Menu and Crosscheck sheets.

There is a choice of sheet tab colours for some of the data sheet types. Through the use of colour, you can group related sheets. For example, reports for one division can be a different colour to those for another division.

## Dialog box in Genie



(8) Click the Output option.

Alternatively, press **Alt+o**

A lower case o appears in the *Sheet name* box. The cursor appears directly right of the letter o.

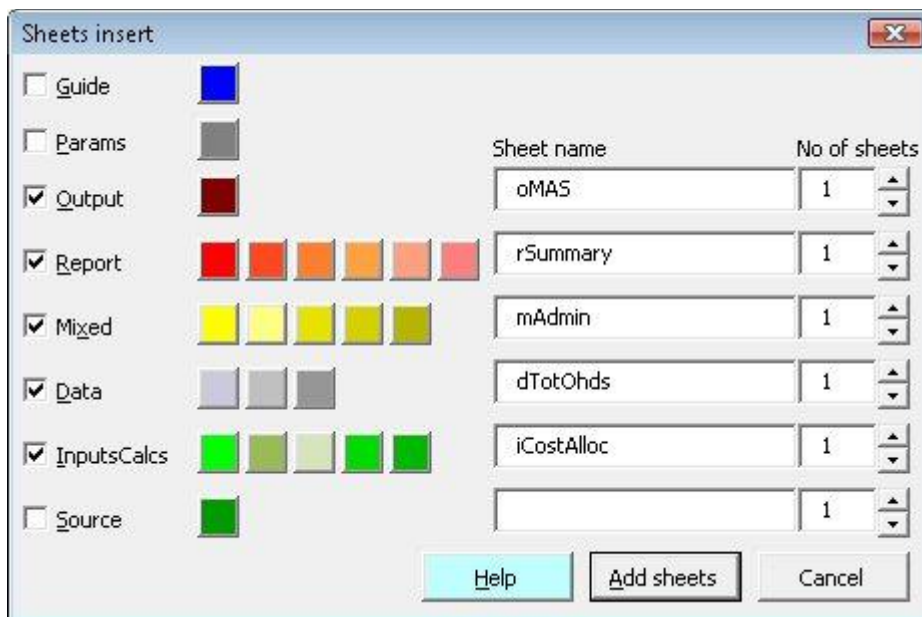
(9) Type MAS to complete the sheet name.

## Dialog box in GenieMini



(10) Complete the rest of the dialog box as below.

Where there is a choice of colour, you can select one simply by clicking the button of the colour required. Otherwise, the sheet tab colour will be the one farthest left.



(11) Choose Add sheets.

You see five sheets inserted into the workbook. You need two more.

(12) Display the *Sheets insert* dialog box again and insert sheets rProdProfit and mMgmt.

### Rearrange the order of sheets

The sheets need to be rearranged into the order below.



You can easily do that by dragging.

(13) Position the mouse pointer over a sheet tab and drag to the correct position.

(14) Repeat for other sheet tabs until you have the sheets in the above order.

# Create a Params sheet for settings

>>Files: [AASales.xls](#), [AASalesNew2.xls](#) , [AASalesBeforeParams.xls](#)

## Section objectives

In this section, you will learn:

- ◆ The purpose of the Params sheet.
- ◆ To navigate to a cell that a formula refers to and to navigate back.
- ◆ To make simultaneous changes to several sheets by grouping them.

## The Params sheet does not contain data

First, let's be clear that the Params sheet does not contain data. An alternative name for the sheet might be Properties, a term familiar to many IT people. The Params sheet contains a variety of entries, which may include: **(i)** descriptions such as the organisation name and the application name; **(ii)** settings such as the year or current month; **(iii)** a formula that returns the current date and time as text; **(iv)** the version number of the workbook; **(v)** a tolerance value to be used by crosschecks.

	kOrgName	fx	Org name
	A		B
1	<b>Key parameters</b>		
2	<b>Budget 2011</b>		
3			
4			
5			
6	Application name		Budget 2011
7	Version		25-Nov-2010A
8	Organisation name		Org name
9	Crosscheck tolerance		0.0010
10	Crosscheck text		Crosscheck error!
11	Now		1-Dec-2010 8:41 a.m.
12	HideWebToolbar		TRUE

File: [AASalesNew2.xls](#), sheet: [Params](#)

There are several benefits to having a Params sheet:

- When you need to change an entry, say, the year, that affects many sheets, there is only one place you need to make that change.
- You know where to find the common entries; they are on the Params sheet.
- If the original entry that other sheets refer to is on a data sheet, other sheets would be affected if you delete the sheet or cell that contains the original entry.
- If there are changes to several parameters, they are all conveniently located in one place.

The table below describes the Params sheet's entries. Any of the entries can be changed as required. Many of the entries can be deleted if not required.

## Key parameters

Parameter	Range Name	Description
Application name	kAppName	The name of the application. You might display the application name in various places in the workbook.
Version	kVersion	The version number of the workbook. This is particularly useful if others use your spreadsheet. You can then check whether they are using the latest version. The syntax we recommend for the version is dd-mmm-yyyy, for example, 01-Jun-2008A. a is the letter A unless you update the version on the same date, in which case, A becomes B and so on.
Organisation name	kOrgName	The organisation name.
Crosscheck tolerance	kCrosscheckTolerance	If the workbook is to include crosschecks that check whether one result is equal to another, the crosschecks should check whether the absolute difference is within this tolerance value.
Crosscheck text	kCrosscheckMsg	The message to display when a crosscheck formula indicates an error. You can change the entry but the word <i>error</i> should be included as part of the text.
Now	kNow	Contains a formula that returns the date and time as text. The fact that the result is text allows the date and time to overlap the next column when the entry is too wide for the one column.
HideWebToolbar	kHideWebToolbar	In Excel versions prior to Excel 2007, if you hyperlink to a workbook, the Excel Web toolbar appears. When this named cell contains TRUE, it causes the Web toolbar to remain hidden when you hyperlink to the file. For your information, each ESP workbook contains a macro to do the above.

Each of the cells in B6:B12 has a range name. For example, you can see right that B8 has the range name kOrgName.

kOrgName		fx Org name
	A	B
1	<b>Key parameters</b>	
2	<b>Budget 2011</b>	
3		
4		
5		
6	Application name	Budget 2011
7	Version	25-Nov-2010A
8	Organisation name	Org name
9	Crosscheck tolerance	0.0010
10	Crosscheck text	Crosscheck error!
11	Now	1-Dec-2010 8:41 a.m.
12	HideWebToolbar	TRUE

File: [AASalesNew2.xls](#), sheet: [Params](#)

Each of the range names has the prefix k. The prefix p might seem more representative of a parameter, but as the prefix p is for printing, the letter k is for parameters. To help you remember that, we call the entries on the Params sheet Key parameters.

(1) Open [AASalesBeforeParams.xls](#).

You will look at where the workbook uses various range names.

**View the Params sheet range names in use**

(2) Go to sheet oMAS, select M12 and look in the Formula bar. You see a formula that refers to range name kNow.

	M12	fx =kNow		
	K	L	M	N
11	Sheet title 1		Org name	
12	Sub title		2-May-2008 9:05 AM	
13				
14				
15				

**File:** AASalesBeforeParams.xls, sheet: oMAS

**Go to cell referred to by formula**

(3) Select M11. A formula refers to kOrgName.

(4) Press **Ctrl+[**

That selects the cell that the formula refers to, which is Params!B8. The Excel shortcut used here selects precedent cells, that is, ones that the formula refers to.

(5) Change Organisation name to **WestTec** and change the Application name.

(6) Return to oMAS. You can press **F5 Enter** to do that.

**Return**

(7) Press **F5 Enter** again to return to the Params sheet.

The next task is to create a new entry on the Params sheet.

**Insert a new 'Param'**

(8) Insert a row above row 9.

(9) In A9, enter **Current period**

(10) In B9, enter **Sep-08 period 3**

(11) Name the cell **kCurrentPeriod**

**Group sheets to place reference into multiple sheets**

(12) Group the sheets from oMAS to sSales. To do that, click oMAS, hold down **Shift** and click sSales.

(13) In K12, enter **=kCurrentPeriod**

(14) Check that the same entry appears in K12 of the other grouped sheets.

	K12	fx =kCurrentPeriod		
	K	L	M	N
11	To destination?		WestTec	
12	Sep-08 period 3		8-Aug-2008 3:14 PM	
13				
14				
78				

The most important thing to remember about grouping sheets is to ungroup them. Usually, the most convenient way to do that is to click on the tab of an ungrouped sheet. Alternatively, right-click a sheet tab and choose Ungroup.

**Ungroup sheets**

(15) Ungroup sheets by clicking on the tab of an ungrouped sheet.

(16) Return to the Params sheet.

**Include day name in kNow**

(17) Select the cell named kNow, which is B11.

The cell contains the formula **=TEXT(NOW(),"d-mmm-yyyy h:mm AM/PM ")**  
 You are going to change the formula in kNow to return a three-letter day name as well as the date and time.

(18) Include **ddd** in the formula so that it becomes =TEXT(NOW(),"ddd d-mmm-yyyy h:mm AM/PM")

(19) Check that the data sheets display the day name.

## Exercise – Structure sheets

(1) Create a new ESP workbook.

(2) Insert sheets sCalls, rCountCalls and rAvgDuration.

(3) Rename sheet mSheet1 as rCallsByMon and change the tab colour to red.

(4) Arrange the sheet tabs as below.



(5) On the Params sheet, enter the Application name as **NH calls**

(6) Change the Organisation name to Unlimited Ltd.

(7) Modify kNow to include the day name.

(8) Insert a row above the Crosscheck tolerance, enter description **Current week end** in column A, enter **To Fri 18-Apr-08** in column B and name the cell **kWeekEnd**

kWeekEnd		fx To Fri 18-Apr-08	
	A	B	
1	<b>Key parameters</b>		
2	<b>NH calls</b>		
3			
4			
5			
6	Application name	NH calls	
7	Version	09-Aug-2008A	
8	Organisation name	Unlimited Ltd	
9	Current week end	To Fri 18-Apr-08	
10	Crosscheck tolerance	0.0010	
11	Crosscheck text	Crosscheck error!	
12	Now	Sat 9-Aug-2008 12:06 PM	
13	HideWebToolbar	TRUE	

(9) Group the four data sheets and enter =kWeekEnd in K12.

K12		fx =kWeekEnd		
	K	L	M	N
11	Sheet title 1	Unlimited Ltd		
12	To Fri 18-Apr-08	Sat 9-Aug-2008 12:06 PM		
13				
14				
15				
16				

(10) Remember to do the most important thing with grouped sheets.

End of exercise



# Document for ease of use and maintenance

## Section objectives

In this section, you will learn:

- ◆ The purpose of the Guide sheet.
- ◆ To include step-by-step procedures.
- ◆ To create a diagram of data flows.

## Create step-by-step procedures

>>Files: [AASalesComplete.xls](#), [AASalesBad.xls](#)

### The steps of a procedure soon fade from memory

It doesn't take long before the steps to complete a task fade from memory. The steps need to be documented. Others who use the spreadsheet need the documented steps, too. Furthermore, the person who inherits the spreadsheet needs those steps. Otherwise, the spreadsheet is likely to be scrapped and the organisation loses the accumulated learning built into the spreadsheet.

Therefore, documentation of the steps is a critical component. It is easy to do and takes relatively little time. Therefore, there is no excuse not to document the procedures.

### Place the procedures on a sheet named Guide, which is the first sheet

The procedures need to be quickly located. Where would you put them? The AbleOwl ESP convention is to place them on a sheet named Guide, which is the first sheet on the left. Almost every workbook should have a Guide sheet.

We split the procedures into two categories: usage and maintenance. Usage tasks are the regular steps to be followed such as importing data, inputting data, updating reports or outputting data for use elsewhere. Maintenance tasks are those for changing the spreadsheet, say, for inserting new items or for updating the spreadsheet ready for use in the next year. In some cases, it is a subjective decision whether to include a task under Usage or Maintenance.

See the example below. There is nothing complicated about its creation. Enter the numbered steps by typing n), where n is the number. The format of the cells of the numbered steps is st2 -SideText. We separate menu commands with |, the pipe symbol. As in row 49 below, there is a space either side of the pipe. When an option name is several words, we italicise the words as in *Save as type* as shown below.

	A	B	C
38	<b>Procedures</b>		
39	<b>Usage tasks</b>		
40	<b>Import sales data</b>		
41	1)	Go to sSales sheet	
42	2)	Right-click in the data range and from the menu that appears, choose Refresh data .	
43	3)	Select the text file to import. The name of the file should be SALESyyyy.CSV where yyyy is year.	
44	<b>Create MAS output file</b>		
45	1)	Go to oMAS.	
46	2)	Select the range named dteOutput and copy it.	
47	3)	Create a blank workbook.	
48	4)	Select A1 in the first sheet of the blank workbook.	
49	5)	Right-click, choose Paste Special   Values   OK.	
50	6)	Choose File   Save As.	
51	7)	Set <i>Save as type</i> to Comma Delimited.	
52	8)	Enter the file name PP2008, where the year is the current relevant year.	
53	9)	Choose Save.	
54		Choose OK and Yes to the prompts that appear.	
55	<b>Maintenance tasks</b>		
56	<b>Insert new overheads data items</b>		
57	1)	Group the sheets dTotOhds, mAdmin and mMgmt.	
58		You can do that by clicking the first, holding down Shift and clicking the last.	
59	2)	Insert rows as required, copy other input rows into the inserted rows and modify as required.	
60		The changes that you make change all three sheets simultaneously .	
61	3)	Ungroup the sheets. You can do that by clicking on an ungrouped sheet.	
62	<b>Insert new products</b>		
63	1)	Go to iCostAlloc	
64	2)	Insert rows for additional products in the multiple places that products appear.	
65		Be sure to insert all rows in all places before the next step.	
66	3)	Copy adjacent product rows into the inserted rows.	
67	4)	Do the same as above for rSummary and oMAS sheets.	
68		Get MAS product codes from Melissa Shepherd.	

File: AASalesComplete.xls, sheet: Guide

## Keep procedure steps on display as you follow a task

### Keep steps on display

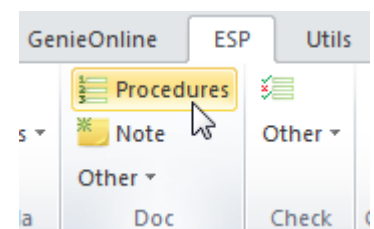
This next feature is available only to Genie with subscription.

If you are following a series of steps, it is not convenient to have to keep returning to the Guide sheet to see the next step. You could place the Guide sheet in a window. However, Genie provides a more convenient way.

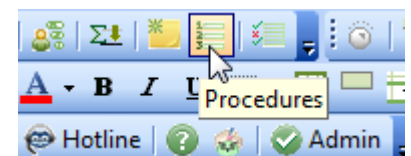
(1) Open AASalesComplete.xls.

(2) Click the Procedures button.

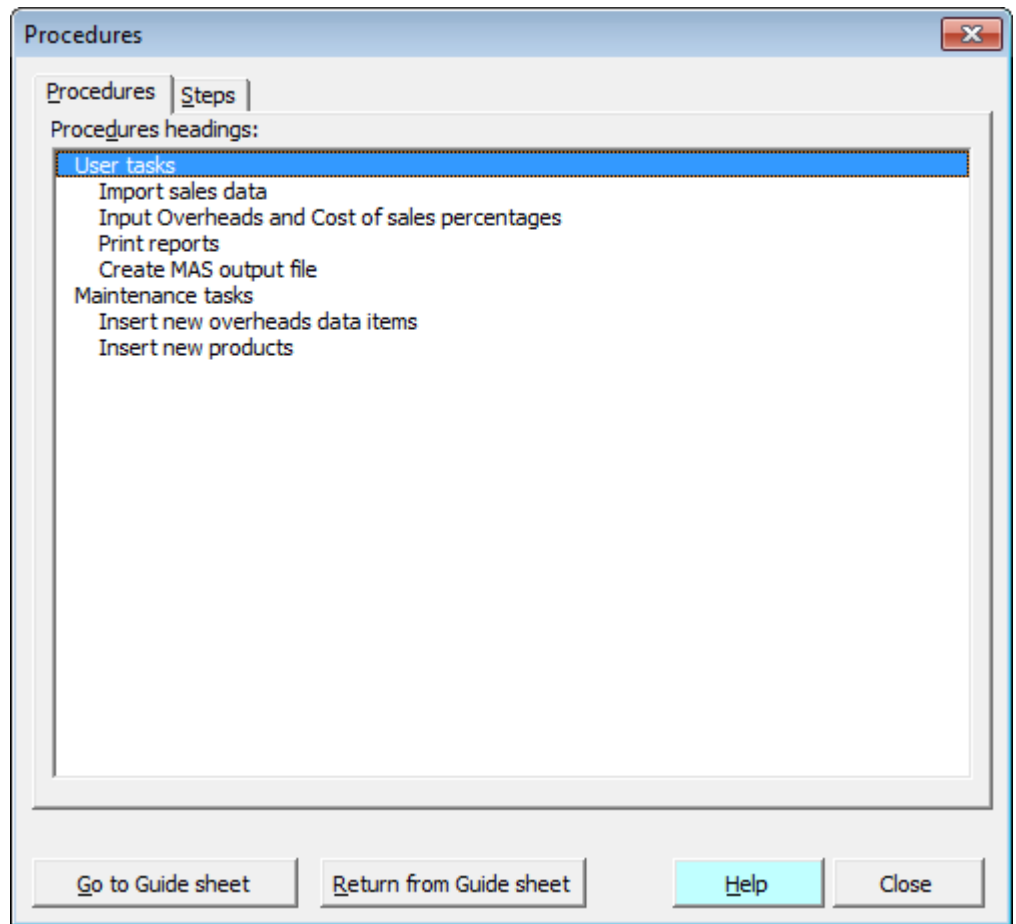
In XL07/10, find the button in the Doc group of the ESP ribbon (Alt S PR).



In XL02/03, find the button on the GenieESPStandard toolbar (Alt S D P).



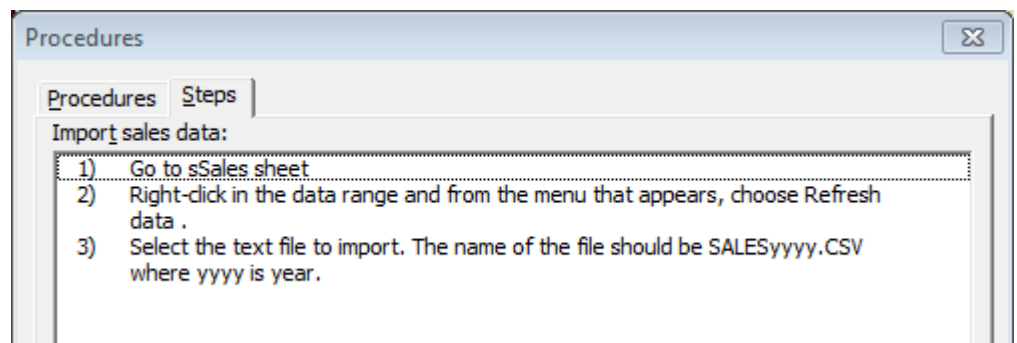
The Procedures dialog box appears as below.



The list displays from the Guide sheet the text formatted to styles of sh-prefix. For information about styles, see [Format quickly and consistently with styles](#) on page 19.

(3) Double-click *Import sales data*.

The Steps page of the dialog box appears as shown below.



(4) Click on the sSales sheet tab.

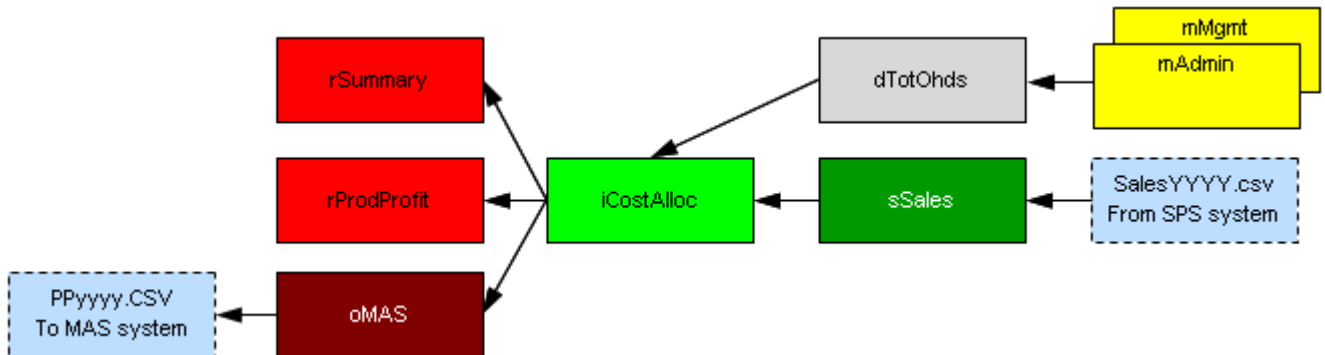
Note that you can work on the sheet as normal while the dialog box remains on display.

(5) Click the dialog box Close button.

## Create a flow-of-data diagram to enable comprehension

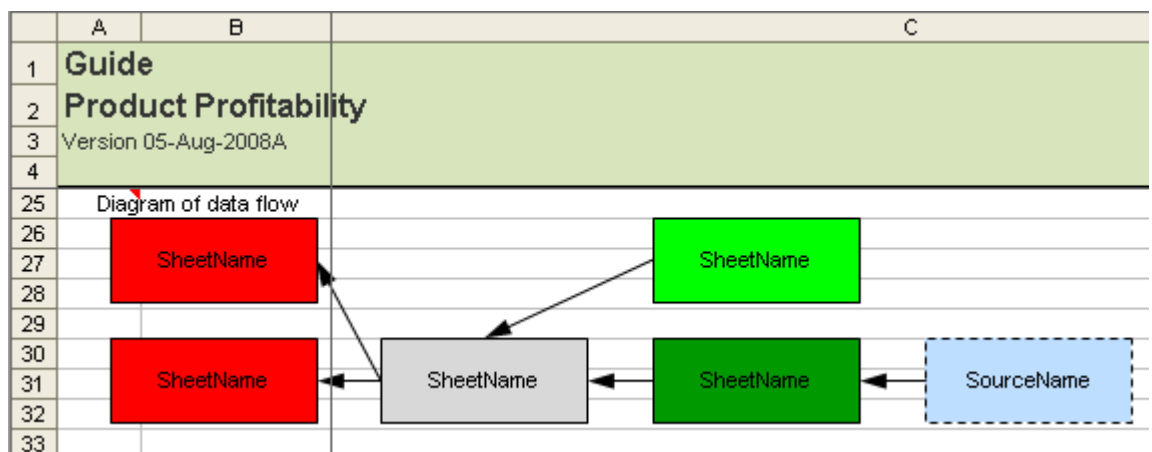
The sheet tabs convention goes a long way to help understanding of the flow of data through a workbook. To understand exactly from which sheet to which sheet data flows, there needs to be documentation. Paragraphs of text could explain the flows, but a diagram conveys that information faster and more clearly.

In the diagram below, each solid line box represents a sheet. The boxes made of dashed lines are files imported or exported.



Modify the diagram provided

Each new ESP workbook has a diagram, as below, to adapt. The diagram contains two types of drawing objects: *text box* and *straight arrow connector*. The diagram is easy to change.



File: [AASalesBeforeDiagram.xls](#), sheet: **Guide**

To change the text in a box, click it and change as required.

To change the fill colour of a box, click an edge of the box and choose a fill colour.

To copy a box, click an edge of the box, hold down **Ctrl**, drag and release the mouse button at the destination. Note that if you also hold down **Shift**, Excel constrains the copied box to remain in the same vertical or horizontal plane.

To copy an arrow, click to select it, drag and then release the mouse button at the destination. To connect the arrow to boxes, drag each end in turn to a point on a box that appears as the mouse pointer approaches the box.

To delete a drawing object, click it so that handles appear. Then, press the **Delete** key.

Compare to a non-standardised workbook

Open AASalesBad.xls, which is non-standardised. Compare to AASalesComplete.xls. Would you have understood AASalesBad.xls if you had not already understood AASalesComplete.xls?

# Apply AbleOwl ESP conventions to an existing workbook

## Exercise – Reformat existing workbook

>>Files: ExReformat.xls

(1) Open file ExReformat.xls and go to the ExReformat sheet (first screenshot below).

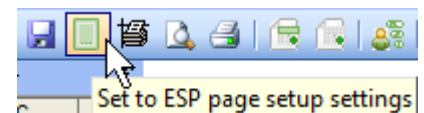
(2) Reformat it to the one further below. You'll need to follow the steps below.

Janestown Iron OPERATIONS							
			End prev. period		This period		
Unit	Qty	Rate	Qty	Amount	Qty	Amount	
<b>Janestown STEAMING Iron</b>							
<b>4a Mining ,hauling &amp; Misc. Works</b>							
4a.1	Slag West	\$/ROM t	828,182	\$ 3.2882	241,537	\$ 1,350,192	111,141
4a.2	Slag Under Bowser	\$/ROM t	587,612	\$ 3.0765	162,655	\$ 850,683	7,586

(3) Use the Genie buttons *Set columns title area*, *Merge ESP styles* and *Wide border around*. The column titles range appears in grey rather than green. See below for instructions on how to set the colour palette.

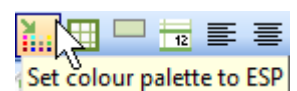
Steaming iron output										
E7 Fcst										
2009 month 7 @ 29-Jul-09										
Units and rate			End prev. period		This period		Period to date			
Unit	Qty	Rate	Qty (tonnes)	Amount	Qty (tonnes)	Amount	Qty (tonnes)	Amount		
<b>Janestown steaming iron</b>										
<b>4a Mining ,hauling &amp; misc.works</b>										
4a.1	Slag West	\$/ROM t	828,182	\$ 3.2882	241,537	\$ 1,350,192	111,141	\$ (190,503)	352,678	\$ 1,159,689
4a.2	Slag Under Bowser	\$/ROM t	587,612	\$ 3.0765	162,655	\$ 850,683	7,586	\$ (326,944)	170,240	\$ 523,740
4a.3	Slag West	\$/ROM t	659,537	\$ 3.2647	464,751	\$ 2,579,369	97,015	\$ (745,366)	561,767	\$ 1,834,003
4a.4	No.2 Mine	\$/ROM t	0	\$ 0.0000	0	\$ 0	0	\$ 0	0	\$ 0
4a.5	Re-Cycle Iron for Re-Washing	\$/ROM t	115,611	\$ 1.5824	656	\$ 1,766	0	\$ (727)	656	\$ 1,039
4a.6	Out-of-pit iron stockpiling - rate only	\$/ROM t	0	\$ 0.9941	272,773	\$ 460,987	41,452	\$ (148,610)	314,226	\$ 312,377
4a.7	Slag Central West	\$/ROM t	0	\$ 0.0000	0	\$ 0	0	\$ 0	0	\$ 0
4a.8	Slag A West	\$/ROM t	328,370	\$ 2.8294	0	\$ 0	0	\$ 0	0	\$ 0
Total steam iron incl out-of-pit SP			2,519,312	\$ 15.0353	1,142,373	\$ 5,242,997	257,195	\$ (1,412,150)	1,399,567	\$ 3,830,847
<b>4b Processing and loadout</b>										
4b.1	Unwashed (Bypass)	\$/prod t	1,004,265	\$ 0.8235	373,182	\$ 522,456	92,143	\$ (139,246)	465,326	\$ 383,210
4b.2	Janestown Power Station	\$/prod t	0	\$ 0.8235	80,321	\$ 112,449	15,737	\$ (33,343)	96,058	\$ 79,107
4b.3	Dry screened/Bypass	\$/prod t	0	\$ 0.0000	2,389	\$ 1,307	0	\$ (1,307)	2,389	\$ 0
4b.4	Fines iron addition	\$/prod t	2,529	\$ 11.8588	232	\$ 4,678	669	\$ 6,005	901	\$ 10,683

(4) Select the whole report, range K11:V32 above and click the button *Set page setup settings to ESP default*. That puts the file path and name in the footer, sets the margins, landscape and print compression to 80%.



### Update the colour palette

To make more pastel colours available to XL02/ 03, and to make earlier versions more colour consistent with XL07/10, Genie provides a slightly modified ESP colour palette. If a workbook does not have the Genie ESP colour palette, the column titles range has a grey fill. To update the colour palette, simply click the button shown right.



### End of exercise

# Appendices

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## Download, attach and use the AbleOwl Genie add-in

### Download Genie

Download from [www.ableowl.com/Genie/Download/AddIn.aspx](http://www.ableowl.com/Genie/Download/AddIn.aspx)

If your IT permissions prohibit the installation of the Genie add-in, you can instead use the GenieMini add-in. The GenieMini add-in is simply a collection of Excel macros and workbooks and, so, does not require installation permissions. GenieMini does not include all the tools of the full Genie add-in, but it does include all the essentials parts for this course. See page 124 for GenieMini installation instructions.

Much of Genie is for free, though a subscription to Genie unlocks full functionality. See sections below for details.

### What you can do with the Genie or GenieMini add-in

The AbleOwlGenie add-in contains a number of useful features as below. Note that the features on the page below work with or without subscription.

#### Free features

- Quickly freeze and unfreeze panes without the need to position the screen. The feature freezes the rows and columns of the range covered by a range name whose name begins with the three letters afb. The remaining characters of the name can be any you choose. See below for a demonstration of this feature.
- Range Names Manager. Create and modify range names. Filter to show just the range names of the active sheet. Double-click a name to select the range. Delete one or more range names at a time.
- Create a new workbook with named styles and Guide and Params sheets already in place.
- Insert data sheets with titles and afb range names already in place.
- Insert or extend SUBTOTAL and SUM formulas and apply formattings.
- Format with named styles.
- Merge AbleOwl ESP named styles into a workbook.
- Insert column titles range with titles and afb range already in place.
- Set borders and formats for subtotals.
- Insert a wide border around range, narrow last row and column, and set the print area.
- Set Page Setup settings.
- Copy right to the last column.
- Insert a copy of the row above.

## What else you can do with a Genie subscription

### Online services

You gain access to the online services below:

- Access monthly PDF and video magazines of: **(A)** Instant Excel, **(B)** InDepth Excel **(C)** Macros Excel and application builder.
- Access thousands of Excel articles in Genie's knowledge base.
- Watch online training videos.
- Use AbleOwl's hotline service.

### Add-in software

You unlock much extra capability of the Excel Genie add-in:

- Drill-down on VLOOKUP, INDEX-MATCH, SUMIF, COUNTIF, SUMIFS, DSUM, array formulas and much more...

- Include many different components to build your spreadsheets faster:

Formulas: IF for removing #DIV/0!, ROUND to make total add to detail, VLOOKUP with self-adjusting 3rd argument, INDEX-MATCH for links across workbooks, SUMIF for placing data in reports from database table. Enter month titles.

Crosschecks: Various crosscheck formulas, conditional formatting and range names.

Validation: Apply various data-entry validations.

Automations: For many common tasks. Includes: Placing data into reports from a database table. Drill-down from report value to source table. Insert or delete preset rows. Create on-sheet buttons to run a process or automation.

- Trace all links to show sources and destinations of all sheets.
- Create a fill legend in which you can quickly match a cell fill to legend entry and apply new fills.
- Structure links between sheets and workbooks with Source and Destination areas.
- Include other standard sheets:

A Menu sheet that has hyperlinks to all sheets and tasks to run. An integral accompaniment to the Menu sheet is the Menu sheet shortcuts dialog box, which can be displayed at any location and then used to navigate anywhere or to run any task.

A Crosschecks sheet that reports on all crosschecks in the workbook.

A Changes sheet that records changes throughout the workbook.

- Manage sheets with the Sheets Manager: Protect, synchronise, copy, move, hide, edit and delete sheets.

- Use Styles Manager: Apply changes to multiple styles. Delete duplicate styles.

- Select cells of like format and reformat.

- Change case.

- Apply protection: Quickly protect or unprotect an entire workbook.

- Work with applications: Open and close multi-workbook applications quickly.

Copy an application, say, for the next year.

- Maintain and use multi-workbook applications.

- Insert worksheets: Insert from a larger choice of sheet types and include your own types.

- Hide/unhide rows, columns and sheets quickly.

- Print selections of reports with the Print Manager.

- Check a workbook for many types of error.

- Apply and modify AutoFilters quickly.

- Use shortcuts: Navigational: use Navigate rows to jump to any heading in a worksheet, go down to heading of the same level, go to sources and destinations, scroll cell to top of display, ... and many more.

# Install Genie

## Install the add-in

You will need administrator rights on your computer to install Genie. If your network login doesn't have administrator rights, a message box will display during the installation process; the message box will ask for an administrator login and password. If this is the case, contact your IT department.

In the meantime, try the GenieMini add-in, which doesn't require administrator rights to set up. For GenieMini installation, go to page 124.

**(1)** Download and run the Genie installation program AbleOwlGenieInstall.msi from [www.ableowl.com/Genie/Download/AddIn.aspx](http://www.ableowl.com/Genie/Download/AddIn.aspx)

**(2)** Each version of Windows varies, but you need to find the Run button.

If you see an Actions button, click that, then click Run. The Setup Wizard appears.

**(3)** Follow the steps and accept the options suggested.

**(4)** Start Excel if it is not already started.

**(5)** Open the file AAableOwlGenieInstall.xls.

The file is located in the same folder that you installed the AbleOwl Genie Add-In into.

**(6)** Enable Macros if prompted.

**(7)** If required, follow the instructions displayed to alter Excel's settings.

Once the add-in is attached correctly, you will be prompted to close and reopen Excel.

If there is a prior version of the add-in already installed, you may be asked to close and reopen Excel and then repeat this process.

**(8)** Close Excel and reopen it.

The ribbon/menu options GenieOnline, ESP, and Utils should appear to the right.

If the ribbon/menu options don't appear or the attach process repeatedly faults on an error, see [Attach Genie or GenieMini from the dialog box](#) on page 127.



## Unlock full functionality with a Genie subscription

There is certain core functionality provided for free with Genie and GenieMini. To unlock full functionality, you need a subscription. There are some topics in this course that require a subscription, however, you can skip those topics if you wish.

For details of the additional functionality that can be unlocked, see [What else you can do with a Genie subscription](#) on page 119.

## Get a Genie subscription

(1) In Excel 2007/2010, choose GenieOnline | Admin | Subscribe (Alt G A S).

In Excel XP/2003, choose GenieOnline | Admin | Subscribe (Alt G M S).

The Subscribe to Genie dialog box appears.

You can subscribe online or via email.

There are two stages involved:

(A) Obtain a Proof of purchase (POP) key.

(B) Activate Genie.

The process below is the online process. For details of the *via email* option, see <http://www.ableowl.com/Genie/Help/GenieHelp.aspx?page=GenieSubscribeHelp#SubscribeViaEmail>

(2) Click Next

### Obtain a proof of purchase key

(3) Select *Purchase at AbleOwl website* and choose Next.

A form appears that needs to be completed.

(4) Enter your details into the form and click the Subscribe button.

(5) Follow the steps and choose your method of payment.

If you pay by credit card, you will be immediately emailed your POP key. Otherwise, you will be emailed the POP key on receipt of payment.

### Activate Genie

(6) In the email received, copy the text between COPY FROM HERE and TO HERE

(7) Display the Subscribe to Genie dialog box as in step 1.

(8) Choose *I have a 'proof of purchase' key* and click Next.

(9) Paste into the box the text copied in step 6 and click Next.

(10) Choose *Activate online* and click Next.

After a few seconds, a displayed message confirms activation. You are done.

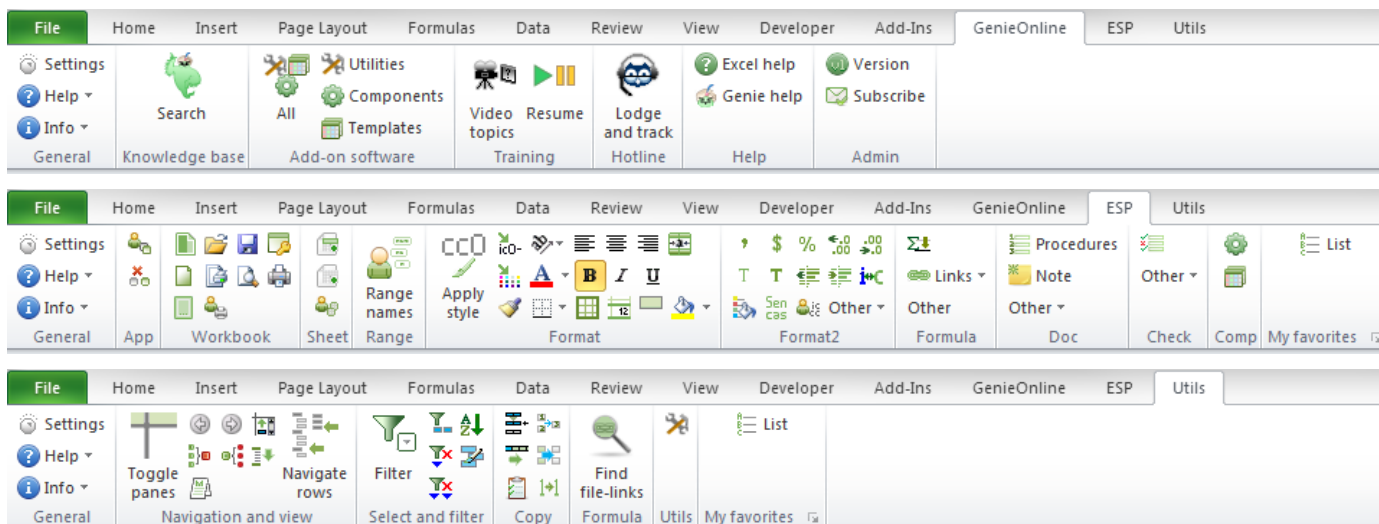
(11) Close the dialog box.

## Access Genie features

### Excel 2007/2010

#### Find Genie commands

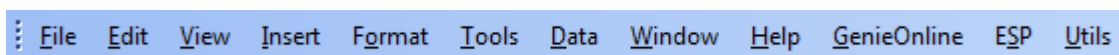
In Excel 2007/2010, three ribbons appear as shown below.



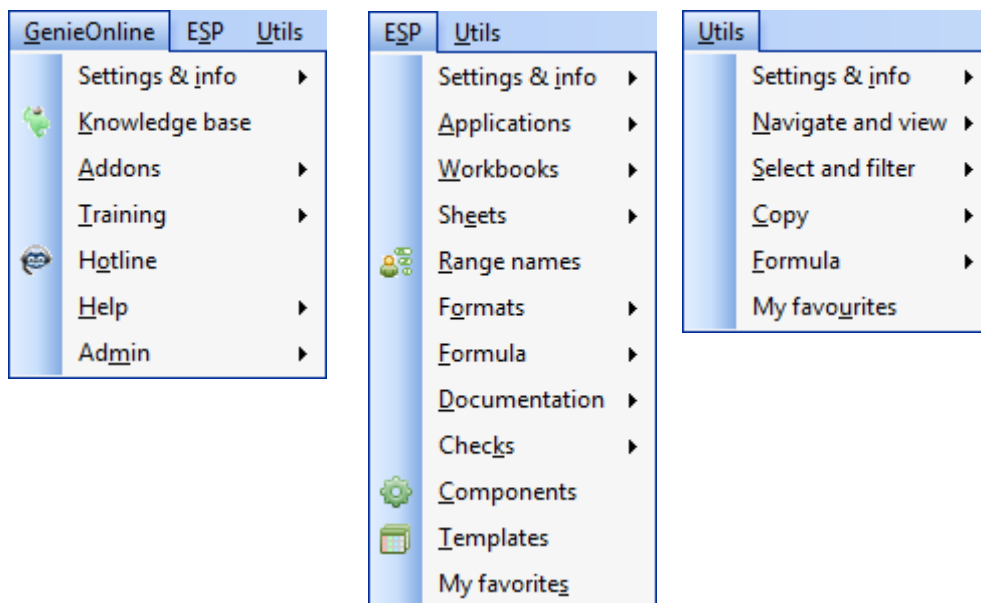
### Excel 2002/2003

#### Find the Genie commands in Excel 2002/2003

In Excel 2002/2003, the three new menus appear on the right of the Excel Menu bar, GenieOnline, ESP and Utils, as shown below.

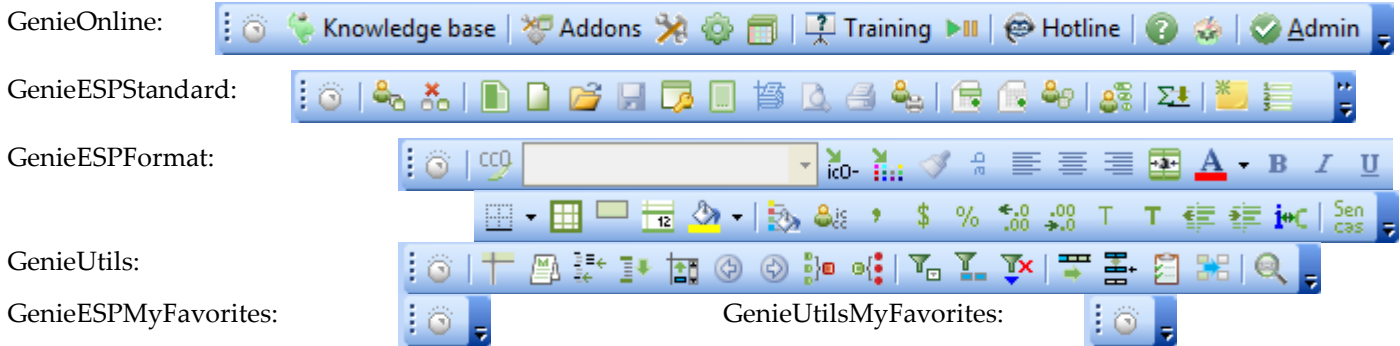


All Genie commands can be accessed by one of the three drop-down menus as shown below.



Genie also contains several toolbars, shown below. If any toolbars are not on display, choose **GenieOnline | Settings & info | Toolbars display**. In the *Genie options, help and admin* dialog box, select the Genie toolbars that you wish to display and choose OK.

To reposition a toolbar, drag its Title bar or, if the toolbar is docked, drag its left or top edge that displays four dots.



The GenieESPMFavorites and GenieUtilsMyFavorites toolbars can be customised by selecting the customise button on each toolbar.

### Toggle between Genie and Excel toolbars

When Genie is first activated, it replaces Excel's Standard and Formatting toolbars with the Genie toolbars.

Most of the commands on Excel's Standard or Formatting toolbars can be accessed through the Genie toolbars. However if you need to use a command from Excel's Standard or Formatting toolbars, you can toggle the toolbar display between Excel and Genie with the steps below.

- (1) Click the button with a circle icon, to the left of any toolbar. 

The *Genie options, help and admin dialog box* displays.

- (2) In the *Toolbars display* tab, select *Toggle display of Genie and Excel toolbars*.

Genie's toolbars are deselected and Excel's toolbars are selected.

- (3) Choose OK.

Excel's toolbars are now displayed. To turn the Genie toolbars back on, repeat the above steps. The button with the circle icon is found to the left of the Excel Standard toolbar.

# Install GenieMini

If you are unable to install the full version of Genie at your workplace, you can try the GenieMini add-in. GenieMini is comprised of Excel spreadsheets and macros and doesn't require you to run an installation program.

The AbleOwlGenieMini add-in contains all the free features listed in *What you can do with the Genie or GenieMini add-in*. In addition to those features, a Genie subscription grants you access to the thousands of articles in Genie's knowledge base, as well as to Genie's online training videos and AbleOwl's hotline service. In addition, you get three monthly journals in PDF and video format.

## Download the installation file

The steps to download and install are:

(1) Download GenieMini from [www.ableowl.com/Genie/Download/AddIn.aspx](http://www.ableowl.com/Genie/Download/AddIn.aspx)

(2) Save the file where you wish.

## Attach the add-in

(3) Start Excel.

(4) Open the file AbleOwlGenieMiniInstall.xls.

(5) Enable Macros if you are prompted to do so.

The file will check various settings in Excel.

(6) Click the button *Begin installation*.

The file will check various settings in Excel.

(7) Follow the instructions displayed to alter Excel's settings, should any such changes be required.

If there is a prior version of the add-in already installed, you may be asked to close and reopen Excel and repeat this process.

(8) Once the add-in is attached correctly, you will be prompted to close and reopen Excel.

The ribbon/menu options GenieOnlineMini, ESPMini and UtilsMini should appear to the right.

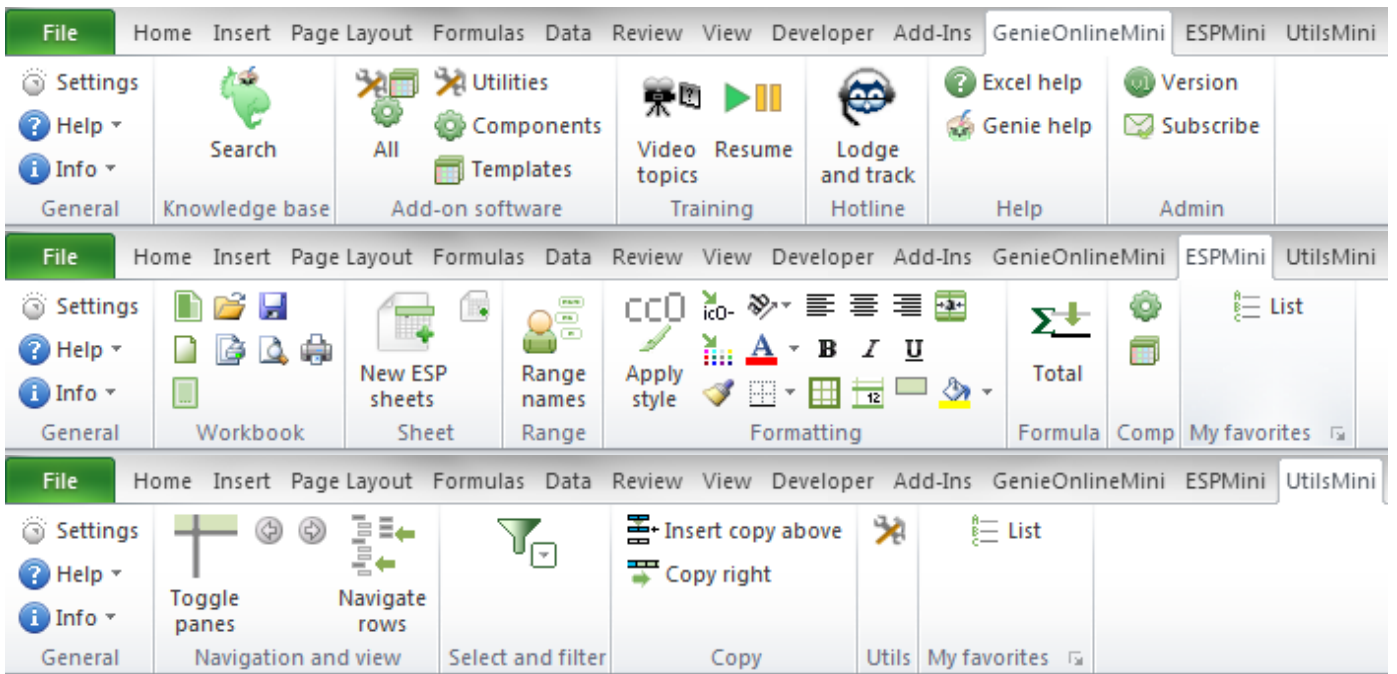
If these ribbon/menu options don't appear or the install process repeatedly faults on an error, see [Attach Genie or GenieMini from the dialog box](#) on page 127.

## Activate your Genie subscription

To get a subscription, follow the steps in [Get a Genie subscription](#) on page 121. If you already have a subscription, but just need to activate Genie, follow the steps at [Activate Genie](#) on page 121.

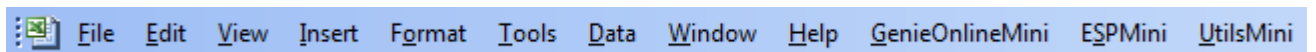
## Find GenieMini commands in Excel 2007/2010

In Excel 2007/2010, with the add-in attached, three menu options appear on the right of the menu bar: GenieOnlineMini, ESPMini and UtilMini. Each has an associated ribbon as shown below.

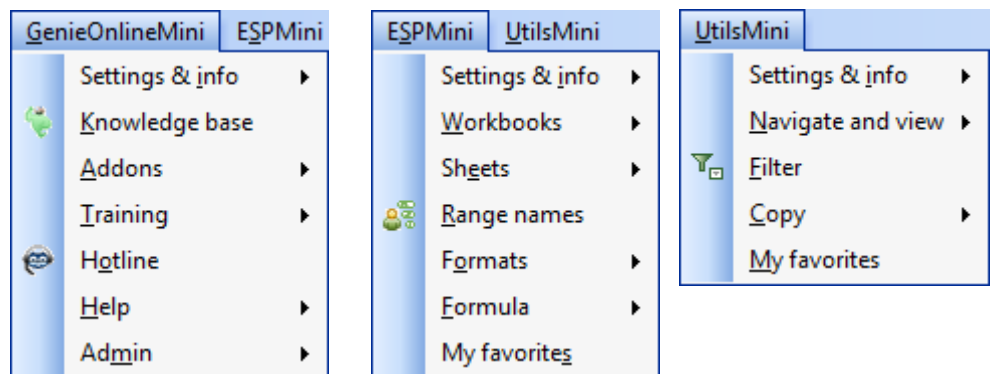


**Find the GenieMini commands in Excel 2002/2003**

In Excel 2002/2003, the three new menus appear on the right of the Excel Menu bar, GenieMini, ESPMini and UtilsMini, as shown below.



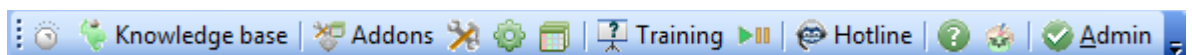
All GenieMini commands can be accessed by one of the three drop-down menus as shown below.



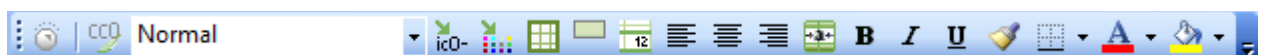
GenieMini also contains several toolbars, shown below. If any toolbars are not on display, choose GenieMini | Settings & info | Toolbars display. In the *Genie options, help and admin* dialog box, select the GenieMini toolbars that you wish to display and choose OK.

To reposition a toolbar, drag its Title bar or, if the toolbar is docked, drag its left or top edge that displays four dots.

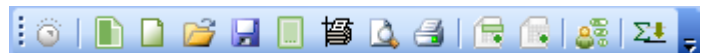
GenieMiniOnline:



GenieMiniESPFormat:



GenieMiniESPStandard:



GenieMiniUtils:



GenieMiniESPMYFavorites:



GenieMiniUtilsMYFavorites:



The GenieMiniESPMYFavorites and GenieMiniUtilsMYFavorites toolbars can be customised by selecting the customise button on each toolbar.

## Toggle between GenieMini and Excel toolbars

When GenieMini is first activated, it replaces Excel's Standard and Formatting toolbars with the GenieMini toolbars.

Most of the commands on Excel's Standard and Formatting toolbars can be accessed through the GenieMini toolbars. However, if you need to use a command from Excel's Standard or Formatting toolbars, you can toggle the toolbar display between Excel and GenieMini with the steps below.

**(1)** Click the button shown right. Locate the button on the left of any toolbar.



The *GenieMini options, help and admin dialog box* displays.

**(2)** In the *Toolbars display* tab, select *Toggle display of Genie and Excel toolbars*.

GenieMini's toolbars are deselected and Excel's toolbars are selected.

**(3)** Choose OK.

Excel's toolbars are now displayed. To turn the GenieMini toolbars back on, repeat the above steps. The button with the circle icon is found to the left of the Excel Standard toolbar.

## Attach Genie or GenieMini from the dialog box

Should Genie or GenieMini not be attached following installation or, perhaps, you want to detach and later reattach, you can do so from the Add-Ins dialog box.

(1) In Excel 2010, choose File | Options (Alt F T) and, in the Add-Ins category, set the Manage: drop-down to Excel Add-Ins and choose the Go button.

In Excel 2007, choose Office button | Excel Options (Alt F I) and, in the Add-Ins category, set the Manage: drop-down to Excel Add-Ins and choose the Go button.

In Excel 2002/2003, choose Tools | Add-Ins (Alt T I).

The Add-Ins dialog box appears.

(2) Choose Browse and locate the attachment file.

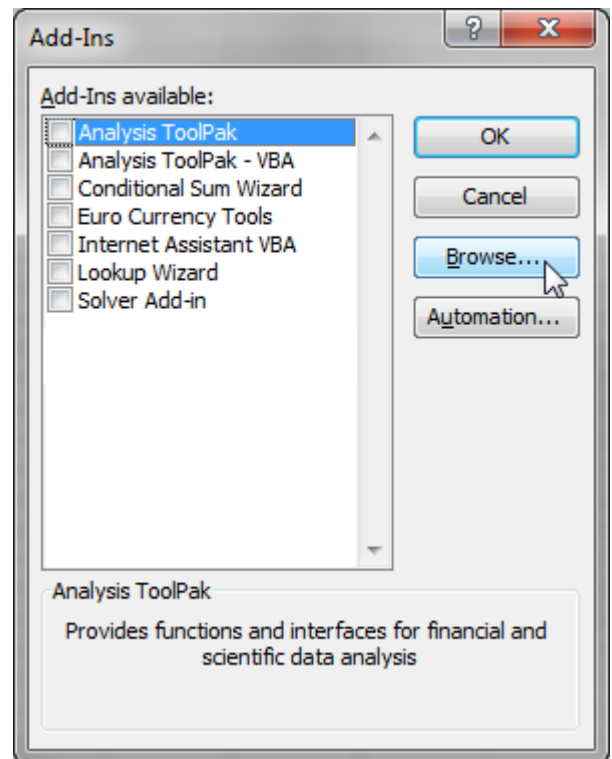
For Genie the file is:  
AbleOwlGenie.xla.

For GenieMini the file is:  
AbleOwlGenieMini.xla.

(3) Choose OK.

Depending on the version of Genie you are attaching, the name *AbleOwl Genie add-in* or *AbleOwl GenieMini add-in* appears in the list of Add-Ins available. There should be a tick next to the name.

(4) Choose OK to close the Add-Ins dialog box.



### Change an Excel setting

For the add-in to work, certain Excel options need to be set as follows:

In Excel 2010, choose File | Options (Alt F T).

In Excel 2007, choose Office button | Excel Options (Alt F I).

In Excel 2007 and 2010, choose the Trust Center page, choose the Trust Center Settings... button, choose *Add-ins* category and ensure *Require Application Add-ins to be signed by Trust Publisher* is not ticked. Choose the *Macros* category and select *Disable all macros with notification* and *Trust access to the VBA project object model*. Choose OK to close the Trust Center dialog box. Choose OK again to close the Excel Options dialog box.

In Excel 2002/2003, under Tools | Macro | Security | Trusted Publishers (Trusted Sources in Excel 2002) (Alt T M S T), place ticks against *Trust all installed add-ins and templates* and *Trust access to Visual Basic Project*. On the Security Level tab, select Medium. Choose OK to close the Security dialog box.

# AbleOwl Genie and GenieMini shortcuts

The shortcuts below work in all versions of Excel when the GenieMini add-in is attached.

Navigation and selection	
<b>Ctrl+Alt+f</b>	Toggle frozen panes.
<b>Ctrl+Alt+Shift+f</b>	Display Window panes dialog box.
Data entry	
<b>Ctrl+Alt+Shift+)</b>	Copy input cell to input cells to the right.
<b>Ctrl+Alt+Shift+^</b>	Copy row above and reset input cells in new row.
Formatting	
<b>Ctrl+Alt+'</b>	Style Apply dialog box.
<b>Ctrl+Alt+-</b>	Narrow row, single bottom border.
<b>Ctrl+Alt+Shift+-</b>	Narrow row, single bottom border, double bottom border on calculation row below.
Formulas	
<b>Ctrl+Alt+=</b>	Enter or extend SUM formula.
<b>Ctrl+Alt+Shift+=</b>	Enter or extend SUM formula and format bottom to double border.
<b>Ctrl+Alt+9</b>	Enter or extend SUBTOTAL(9, formula.
<b>Ctrl+Alt+Shift+9</b>	Enter or extend SUBTOTAL(9, formula and format bottom to double border row, single bottom border, double bottom border on calculation row below.

## AbleOwl Genie styles

Below is an abbreviated list of ESP styles. All input styles begin with letter i. To include the ESP styles into a workbook, click the *Merge ESP styles* button, which is on the GenieMiniESPFormat toolbar or ESPMini ribbon, Format group.

Heading			
h0 -Heading h1 -Heading h2 -Heading h3 -Heading	<b>Board reports</b> <b>Report A</b> <b>Report B</b> <b>Report C</b>		
Top			
ttn -TopTextNoWrap ttw -TopTextWrap	Current month Current month		
Side			
sh0 -SideHeading sh1 -SideHeading st2 -SideText	<b>Employment costs</b> <b>Salaries</b> A N Other	is2 -InpSideText	A N Other
Number			
cc0 -CalComma cc2 -CalComma cc0k -CalCommaThousand cr0 -CalCurr cp0 -CalPercent cf0 -CalFixed	(1,234,567) (1,234,567.00) (1,235) \$ (1,234,567) -12% 2010	ic0 -InpComma ic2 -InpComma ic0k -InpCommaThousand ir0 InpCurr ip0 -InpPercent if0 -InpFixed	(1,234,567) (1,234,567.00) (1,235) \$ (1,234,567) -12% 2010
Date and time			
cdDMM -CalDate cdDMMY -CalDate cdDMY -CalDate cdMMY -CalDate cmHM -CalTime cmHM24+ -CalTime	13-Apr 13-Apr-2009 13-04-2009 Apr-09 1:45 PM 13:45	idDMM -InpDate idDMMY -InpDate idDMY -InpDate idMMY -InpDate imHM -InpTime imHM24+ -InpTime	13-Apr 13-Apr-2009 13-04-2009 Apr-09 1:45 PM 13:45
Text in a table			
ltn -TableTextNoWrap ltw -TableTextWrap	Reasons for decline Value of High pipeline contracts	iln -InpTableTextNoWrap ilw -InpTableTextWrap	Injured. May was boosted by the stimulus package.
Normal			
Normal	Excel's default style.		



# AbleOwl hot-picks shortcuts

The shortcuts below work in all versions of Excel..

	<b>Navigation and selection</b>
<b>Shift+arrow</b> <b>Ctrl+arrow</b> <b>Ctrl+Shift+arrow</b> <b>Ctrl+Full stop</b> <b>Ctrl+Shift+*</b> <b>Ctrl+Home</b> <b>Ctrl+End</b> <b>Ctrl+Tab</b> <b>Alt+Tab</b> <b>End Enter</b> <b>Home</b> <b>Ctrl+PgDn</b> <b>Alt+PgDn</b> <b>F5</b> <b>Ctrl+F9</b> <b>Alt+Left arrow</b> <b>Alt+Right arrow</b>	Extend selection in direction of arrow. If there are entries in direction of arrow, go to last entry. Otherwise, stop at first entry. Extend selection to last entry or next entry as described above. Moves selection from corner to corner of a selected range. Selects current region, a rectangular range of cells that touch and include the active cell. Go to A1 or location of freeze panes. Go to cell at intersection of last row and column that have entries. Activate next Excel window. Activate next Windows window. Go to last active column of active row. Go to far left of active row. Go to next sheet right. Display next page of columns right. Opens Go To dialog box. Minimize workbook window. Ctrl+F5 restore. Ctrl+F10 maximize. Ctrl+F7 reposition. Hyperlink back. Hyperlink forward.
	<b>Clear, insert and delete</b>
<b>Alt EAA</b> <b>Alt IR</b> <b>Alt EDR Enter</b> <b>Alt IC</b> <b>Alt EDC Enter</b>	Clear contents and formats from cells. Insert row. Delete row. Insert column. Delete column.
	<b>Copy and paste</b>
<b>Ctrl+C</b> <b>Ctrl+X</b> <b>Enter</b> <b>Ctrl+V</b> <b>Alt ESV Enter</b> <b>Ctrl+' (same key as ")</b>	Copy. Cut. Paste & clear clipboard. Paste. Paste Special Values. Copy the cell contents above. Cells references do not change.
	<b>File print, preview, save and close</b>
<b>Ctrl+P</b> <b>Ctrl+S</b> <b>Alt FC</b>	Print. Save. File Close.
	<b>Formulas</b>
<b>F2</b> <b>F4</b> <b>Ctrl+Shift+Enter</b> <b>F9</b> <b>Ctrl+Alt+F9</b> <b>Alt+Enter</b> <b>Alt+=</b> <b>Ctrl+' (same key as ~)</b> <b>Ctrl+[</b> <b>Ctrl+] ]</b>	Edit. Change absolute and relative cell addresses. Enter array formula. In edit mode, calculate selected formula. Otherwise, calculate all open workbooks. Calculate all formulas whether or not they need to recalculate. Put line break in formula. Begin AutoSum formula. Toggles the display of formulas on the active sheet. Select formula precedents. Select formula dependents.
	<b>Format and enter data</b>
<b>Ctrl+Enter</b> <b>Ctrl+; (semi colon)</b> <b>Alt+Down arrow</b>	Enter and copy to all selected cells. Put today's date in a cell (a fixed value that does not update daily). Display selection list of column entries.
	<b>Miscellaneous favourites</b>
<b>Alt</b> <b>F3</b> <b>F4</b> <b>Ctrl+6</b> <b>Ctrl+8</b>	Activate menu bar. Select and paste a name. Redo the previous action. Alternate among hiding objects, showing objects or showing their placeholders. Show / hide outline symbols.

# AbleOwl website and email address

[www.ableowl.com](http://www.ableowl.com)  
[admin@ableowl.com](mailto:admin@ableowl.com)

## Glossary

Active cell	Should you type a value and press Enter, the entry goes into the active cell. Unless the selection has a range name, the active cell address appears in the Name Box.
Active window	The window in front. The active window displays a close button whereas non-active ones do not.
Active workbook	The workbook in front.
Argument	Most functions have one or more arguments. For example, the SUM function has a least one argument, which is the range to total. The ROUND function has two arguments: the number to round and the number of decimal places to round to.
Formula bar	The horizontal area of the screen above the column header letters. It displays the contents of the active cell. If the cell contains a formula, the formula appears. You can edit the contents of a cell in the formula bar.
Function	SUM is a function. There are over 300 functions. SUBTOTAL, AVERAGE, IF and ROUND are some more.
Name Box	The Name Box appears to the left of the <i>formula bar</i> . If the selected range has a name, the name appears in the name box. Otherwise, the name box displays the address of the <i>active cell</i> .
QAT	The Quick Access Toolbar in Excel 2007.
Ribbon	In XL07/10, it is the display of buttons and commands below a particular menu tab.
Status bar	The bottom bar of the Excel window. Contains various status indicators: Edit/Ready mode, Calculate, Caps lock, Num lock, Scroll lock and more.

## Course files

The files for this course are:

AASales.xls	ExRangeNames2.xls
AASalesBad.xls	ExReformat.xls
AASalesBeforeDiagram.xls	ExStyles.xls
AASalesBeforeParams.xls	ExStylesApply.xls
AASalesComplete.xls	ExSUBTOTAL.xls
AASalesNew.xls	NamedStyles.xls
AASalesNew2.xls	RangeNamesBigSheet.xls
ActBud.xls	SmallSheetNavigate.xls
BigSheetNavigate.xls	StylesApply.xls
ESPLinesConvention.xls	SUBTOTAL.xls
ExRangeNames.xls	

Completed files are in subfolder Complete. The files are:

- ExRangeNames2Complete.xls
- ExRangeNamesComplete.xls
- ExReformatComplete.xls
- ExStylesApplyComplete.xls
- ExStylesComplete.xls
- ExSUBTOTALComplete.xls
- StylesApplyComplete.xls
- SUBTOTALComplete.xls

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Ungroup .....	111	Ctrl+Alt+Shift+- Total borders		Delete .....	39
Unique code for range name	72	double below .....	46	Modify .....	39
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