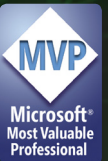


# Sum Product

NEWSLETTER #21 - August 2014

[www.sumproduct.com](http://www.sumproduct.com) | [www.sumproduct.com/thought](http://www.sumproduct.com/thought)



*As our newsletter comes of age* we bring you an update on what SumProduct is doing on the road, with training, presentations and Masterclasses in full swing.

But don't let turning 21 mean everyone should have a key to the door. Take care with the latest crop of VBA Trojan viruses out to steal your wares – more details below. And maybe they should be brought to book – we Table an idea for you...

Until next month.

*Liam Bastick*, Managing Director, SumProduct



## Out and About in August

Apologies to our readers not Down Under, but SumProduct hits the road in Oz having been invited to present for the Certified Practising Accountants of Australia (CPA Australia).



There will be four half-day CPA Excel Masterclasses held as follows (all from 9am – 12:30pm local time):

**Melbourne:** Tuesday, 19 August 2014 RACV City Club, Melbourne  
**Sydney:** Thursday, 21 August 2014 Rydges World Square, Sydney

**Brisbane:** Tuesday, 26 August 2014 The Hilton, Brisbane  
**Perth:** Thursday, 28 August 2014 Hyatt Regency Perth

Attendees will be shown how to produce better reports in Excel with tricks and tips to suit all from the spreadsheet novice to the hardened Office guru. Topics are to include:

- Setting up smarter dashboards for an at-a-glance summary
- Constructing useful charts (e.g. waterfall chart, tornado chart and dynamic histograms)
- Making use of PivotTables
- Using conditional formatting carefully
- Why you need Excel 2013: Power BI tools and Recommendations

If interested, do remember to pack a laptop. For more details, please visit CPA Australia's website: <http://www.cpaaustralia.com.au/training-and-events/conferences/management-accounting-conference>. Updates will also be posted nearer the time at <http://www.sumproduct.com/news>.

For those elsewhere, keep reading these newsletters. Future presentations / training sessions are presently being arranged for Dubai, Frankfurt, Hong Kong, London and New York. If you're interested in organising a session, you can drop us a line at [contact@sumproduct.com](mailto:contact@sumproduct.com) too.

## VBA Warning

We know some of our readers love to dabble in Visual Basic for Applications (VBA), so we thought we ought to provide you with a potentially worrying story doing the rounds. Recently, macro malware seemed to have become almost non-existent, but there appears to have been a recent resurgence via trojans.

You may wish to take care, although it should be noted that the current assault seems to be on Excel's cousin, Word, but it's better to be safe than sorry. For more information on these current threats, please visit <https://www.virusbtn.com/virusbulletin/archive/2014/07/vb201407-VBA>.



## Tabling a Coffee Table Table Book..?

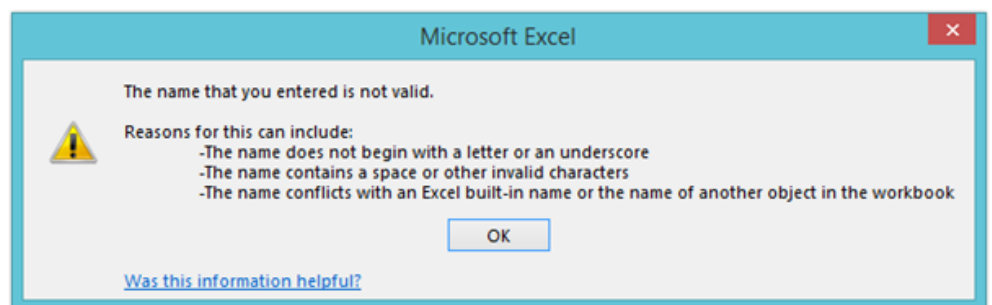
One of SumProduct's regular contributors, Zack Barresse, has combined with fellow Excel expert Kevin Jones to write a warts and all tell-all book on Excel Tables. The two Excel MVPs have combined to write a book that explains what Tables are and how to create them. But that's not all. The book also explains how this useful functionality may be used for reporting, utilising slicers, filtering and even VBA macros. It even discusses how to use Tables in the Excel web applications. It's the only specialist book we know of specifically on Excel Tables.

Novice Excel users and experts alike should find this relevant, useful and authoritative. The physical edition is out soon but in the meantime it is available to order electronically at the bargain basement price of US\$9.99 from <http://www.e-junkie.com/211017/product/498411.php#Excel+Tables+PDF+e-Book>. Well worth a look.

## Reader's Question

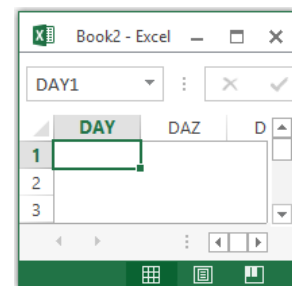
One of our readers has followed up last month's newsletter on range names and found an interesting problem: they tried to name a range "Day1" and Excel refused to cooperate: →

While Day\_1, Day01 and Days1 all seemed fine, Excel cited that Day1 was a reserved name. And guess what? Indeed it is.



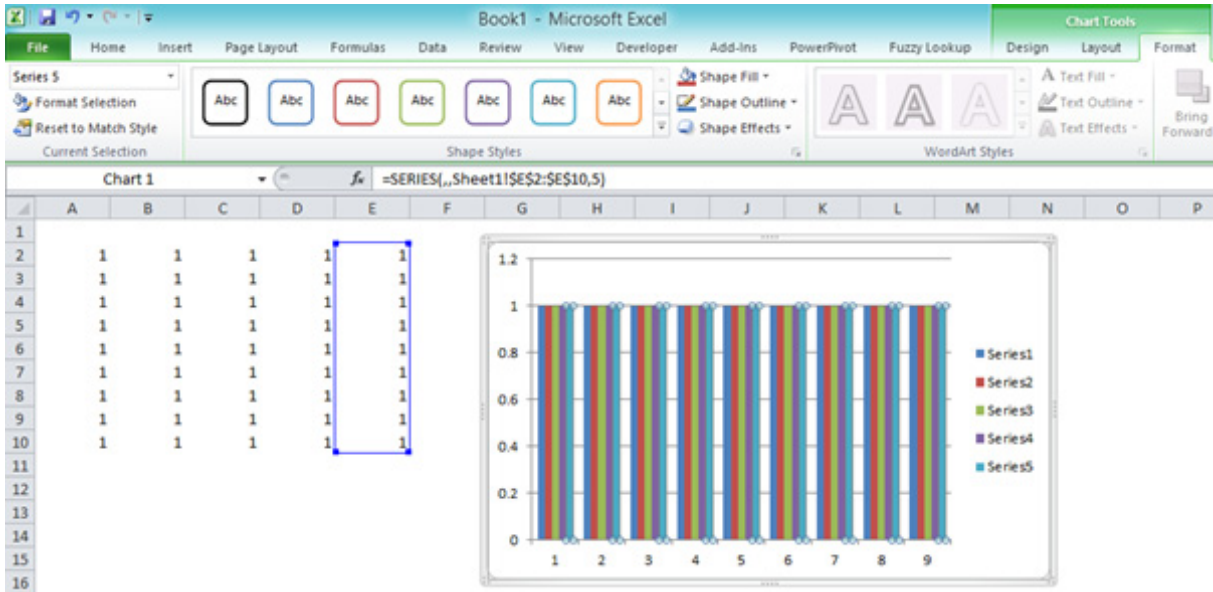
Since Excel 2007, the spreadsheet has grown to 16,384 columns (A to XFD) and 1,048,576 rows. Since range names cannot be called potential cell references (can you imagine how much fun that would be – we'd call cell A1 F5 and son), this means many three-letter range names are not available. DAY1 is in fact a cell reference: →

At least we now have the answer to the age-old question, Car54 where are you?



# Charting Progress

We have had a couple of readers highlight the following anomaly in Excel 2010, whether you are using 32-bit or 64-bit variants.



For those that construct charts on a regular basis, one shortcut often employed to add new data was to select the Chart Area in the 'Current Selection' group of the 'Chart Tools – Format' tab of the context-specific Ribbon and simply type a formula such as

```
=SERIES(,Sheet1!$E$2:$E$10,5)
```

in the Formula bar. Whilst this approach may not necessarily appear intuitive to the uninitiated, this is much quicker than going through the 'Select Data...' Graphical User Interface (GUI) and has been a godsend to those that need to edit charts on a regular basis.

Unfortunately, Microsoft appears to have issued an update to Excel 2010 (<http://support.microsoft.com/kb/2837600> which also explains how to uninstall this update) that makes adding a new element in this way impossible, although existing formulae may still be edited. The weird thing is – at the time of writing at least (mid-July 2014) – *this affects Excel 2010 only*. Prior versions of Excel and Excel 2013 still appear to allow this shortcut, at least for the time being.

Experienced users / readers may wish to edit all of your charts as quickly as possible in case this gets rolled out through all versions of Excel!

## Training Update: PowerPivot

It has been a busy time for SumProduct recently with two courses being particularly popular. One of those two is **Power Pivot Training**, which has been run publicly and in-house regularly over the past few months.

As we have mentioned previously, Power Pivot was developed for Excel 2010 and enhanced for 2013. It is a powerful data analysis tool that delivers unmatched computational power. Our courses illustrate how you can generate rich and interactive PowerPivot analysis tools that look like they have spent weeks in development.

There are two versions of this course available:

- the two-day course assumes little pre-existing knowledge and develops a sophisticated case study exploiting many of Power Pivot's powerful tools and functionalities from a standing start using hands-on examples throughout
- the one-day course is aimed at those already very familiar with dealing with multiple criteria and arranging PivotTables. This course is more intensive providing the basics of Power Pivot, but it is not for everyone.



Readers may observe that our next scheduled Power Pivot training is not until later in the year, but we are presently considering September dates due to the recent heightened popularity – and of course, in-house training can always be supplied on mutually convenient dates.

If you are interested but unsure what course is for you and / or your team, drop us a line at [training@sumproduct.com](mailto:training@sumproduct.com) and we will send you out our new, no-obligation self-survey that should point you in the right direction.

## Upcoming SumProduct Training Courses

**Melbourne 19th Aug 2014:** Excel Masterclass

**Sydney 21st Aug 2014:** Excel Masterclass

**Brisbane 26th Aug 2014:** Excel Masterclass

**Perth 28th Aug 2014:** Excel Masterclass

**Perth 1st Sep 2014:** Power Pivot training

**Perth 2nd - 5th Sep 2014:** Financial Modelling for Mergers & Acquisitions

**Brisbane 9th Sep 2014:** Excel Update

**Kuala Lumpur 13th - 17th Oct 2014:** Accounting, Finance & Decision-Making

**Sydney 21st Oct 2014:** Excel Update

**Sydney 22nd Oct 2014:** Excel Tips & Tricks

**Sydney 22nd Oct 2014:** Tabling Tables

**Singapore 18th - 21st Nov 2014:** Strategic Planning, Forecasting and Budgeting

**Melbourne 1st - 2nd Dec 2014:** Power Pivot training

**Sydney 3rd - 4th Dec 2014:** Power Pivot training

**Brisbane 8th - 9th Dec 2014:** Power Pivot training

**Perth 10th-11th Dec 2014:** Power Pivot training

## Key Strokes

Each newsletter, we'd like to introduce you to several useful keystrokes you may or may not be aware of. This month we highlight the versatility of the F4 function key:

Keystroke	What it does
F4	Re-do
F4 (in Edit mode)	Toggle absolute / relative cell references
SHIFT + F4	Find Next (from most recent search)
CTRL + SHIFT + F4	Find Previous (from most recent search)
CTRL + F4	Close Window
ALT + F4	Close Application

There are over 540 keyboard shortcuts in Excel. For a comprehensive list, please download our Excel file at <http://www.sumproduct.com/thought/keyboard-shortcuts>.

## Our Services

We have undertaken a vast array of assignments over the years, including:

- Business planning
- Building three-way integrated financial statement projections
- Independent expert reviews
- Key driver analysis
- Model reviews / audits for internal and external purposes
- M&A work
- Model scoping
- Project finance
- Real options analysis
- Refinancing / restructuring
- Strategic modelling
- Valuations
- Working capital management

If you require modelling assistance of any kind, please do not hesitate to contact us at [contact@sumproduct.com](mailto:contact@sumproduct.com).

## Spread the Word

These newsletters are not intended to be closely guarded secrets. Please feel free to forward this newsletter to anyone you think might be interested in converting to "the SumProduct way".

If you have received a forwarded newsletter and would like to receive future editions automatically, please subscribe by completing our newsletter registration process found at the foot of any [www.sumproduct.com](http://www.sumproduct.com) web page.

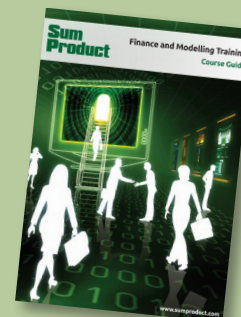
## Any Questions?

If you have any tips, comments or queries for future newsletters, we'd be delighted to hear from you. Please drop us a line at [newsletter@sumproduct.com](mailto:newsletter@sumproduct.com).

## Training

SumProduct offers a wide range of training courses, aimed at finance professionals and budding Excel experts. Courses include Excel Tricks & Tips, Financial Modelling 101, Introduction to Forecasting and M&A Modelling.

Check out our more popular courses in our training brochure:



Drop us a line at [training@sumproduct.com](mailto:training@sumproduct.com) for a copy of the brochure or download it directly from <http://www.sumproduct.com/training>.

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