

Sum Product

NEWSLETTER #28 - March 2015

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Hey copycats, ever want to get pasted?

This month's copy considers the humble task of copying and dealing with copies in Excel. So we have to ask the question: do you copy copy?

Until next month.

Liam Bastick, Managing Director, SumProduct



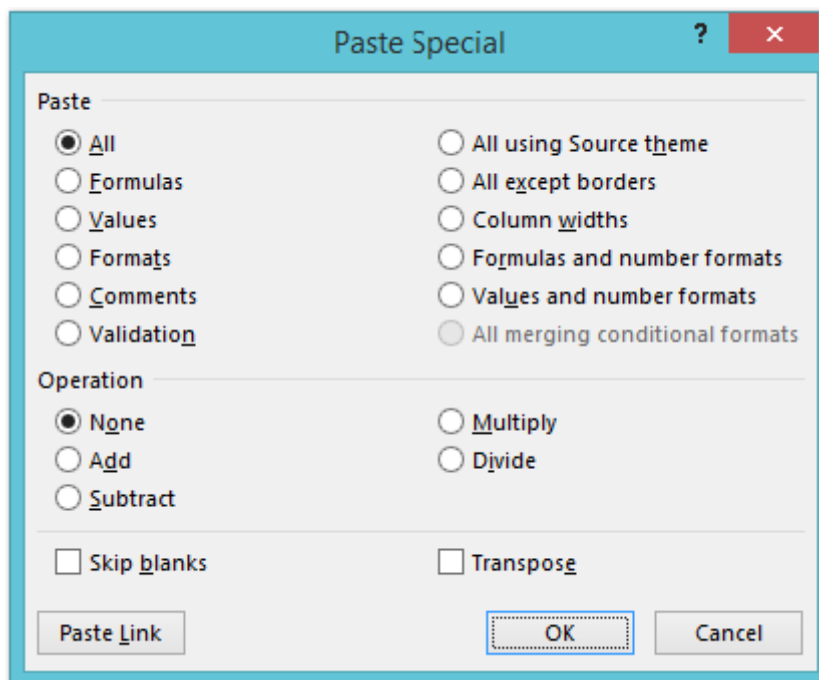
More to Copy

One of the first things we all are taught in Excel is how to copy, either using the toolbar icon, the right-click on the mouse or the keyboard shortcut, **CTRL + C**. But what to do with the copied item?

Most are familiar with the simple paste (**CTRL + V**). This copies *everything*, including comments, formats, etc. This is usually what we want – but not

always. Filling right (**CTRL + R**) and down (**CTRL + D**) allow users to copy over pre-filled ranges, but not all items are copied (e.g. comments).

A more 'controllable' way of pasting is to use Paste Special. This can be accessed by **ALT + E + S** having already copied your selection:



This is fairly well known, but it's amazing how little people use its functionality. If you have never seen this before (unlikely!), take a good look. If you use this all of the time, take a *really* good look.

Want to just copy cell formulae as values? Copy -> paste special as values (**ALT + E + S + V**).

Want to just copy cell formulae (not their formats)? Copy -> paste special as formulas (**ALT + E + S + F**), etc.

But have you ever tried to copy a selection of data which is being totalled and find you get borders in many of the copied cells? Did you know you

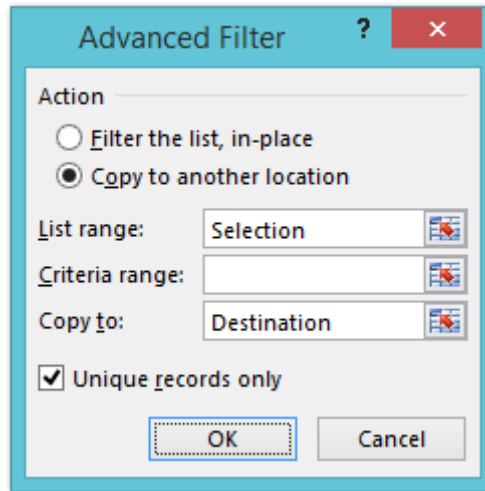
copy and paste special as "all except borders" (**ALT + E + S + X**)? Few seem to know this.

What about putting together a dashboard and want your template to be separated into equal sections – copy and paste special column widths (**ALT + E + S + W**). That can be a lifesaver. Fewer people know that.

Need to make a selection of numbers negative? Type "-1" in cell A1 (say, it's arbitrary where this value is situated). Copy this cell then select the data to be negated. Then, paste special multiply (**ALT + E + S + M**). Easy when you know how!

Working with Copies

Sometimes you work with data and suspect you may have duplicates. Assuming your data is in the form of a list (*i.e.* one column only), if you highlight your data set and then activate the Advance Filter on the 'Data' tab in the Ribbon (**ALT + D + F + A**), *viz.*



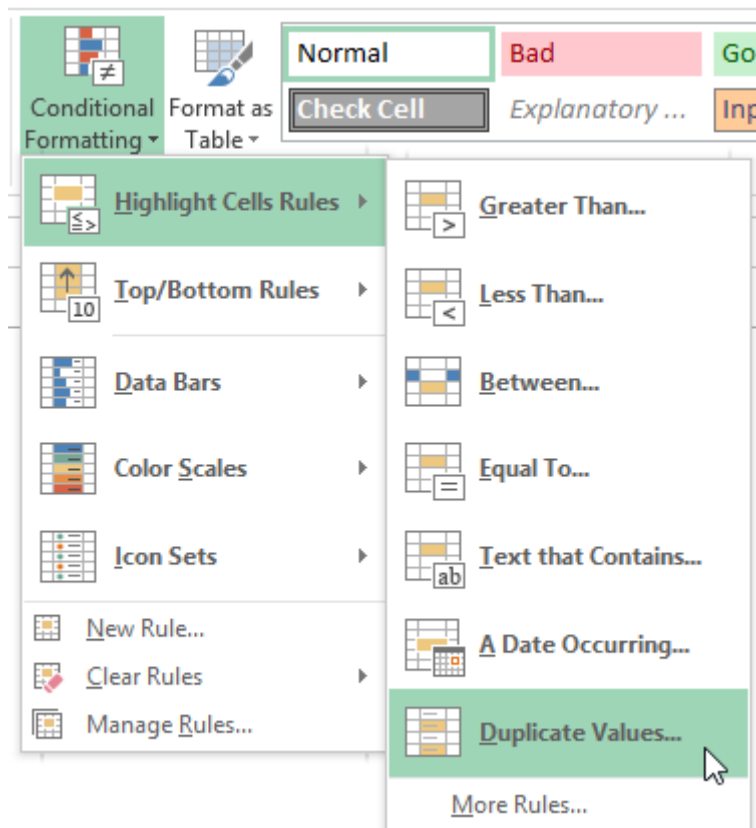
where 'Selection' is the list and 'Destination' is where you wish to copy your data to, after checking the 'Unique records only' box, only the unique records are copied.

If the number in each list is equal, then there are no duplicates. If not, the duplicates can be detected by using the formula

=COUNTIF(Original_List,Unique_Item)

where **Original_List** refers to the original data set and **Unique_Item** refers to one of the unique items pasted using the advanced filter. **COUNTIF** counts the number of occurrences of each item, so if any of the **Unique_Items** has a count of greater than one then there is a duplicate item.

There are various ways to deal with duplicates. One easy approach is to simply highlight them. Using Conditional Formatting on the 'Home' tab, then Highlight Cells Rules -> Duplicate values (**ALT + H + L + H + D**)



allows you to seek out unique or duplicate values. Sorting the lists can then be done by colour to expose the line items you're looking for. This can help identify new trial balance codes for the new financial year, duplicate invoices, *etc.*

Amsterdam Excel Summit: April 13 and 14, 2015 Update

One-eleventh (i.e. eight) of the current Excel MVPs have now been confirmed to present at the Excel Summit in Amsterdam on April 13 and 14. We suspect several others may be in the audience given the MVP conference later in the week (although we cannot be held to this).



Liam Bastick



Roger Govier



Jon Peltier



Jan Karel Pieterse



Ken Puls



Hank Vlootman



Charles Williams



Tony De Jonker

SumProduct's very own Liam Bastick will be amongst the MVPs presenting in this two-day conference covering:

- How to use Power Query to import, clean and convert data
- Learning the magic of Power Query's macro language M
- How to port PowerPivot models to a SQL Server tabular model
- Learning practices that make working with Excel charts less painful
- How to use GetPivotData in Pivot Tables and Multiple Criteria Analysis
- How to increase the performance of Power Pivot Models
- Creating stunning custom Excel charts
- Preventing mistakes in Valuation Modelling and audit your spreadsheets
- Learning how to accelerate the performance of Custom VBA functions
- Understanding when and how to use Slicers and Timelines
- Receiving many invaluable tips and tricks along the way

There will be lots of valuable files, giveaways, discounted products and, er photo opportunities (we can't imagine there's (m)any MVP groupies out there – it all sounds a little too "Big Bang Theory"!).

The 2014 Summit proved to be a sell-out and early indications are that 2015 will be even bigger and better. If you are interested to learn more, check out and register at their website at <http://topexcelclass.com/index.php/amsterdam-excel-summit/> where you can also find the detailed brochure.

Hopefully, we will see some of you there.

Reader's Question

In order to ensure I preserve model integrity, I have protected the worksheets in my workbook. However, there are grouped rows in the worksheets which I want end users to be able to access. However, when I protect the sheets this functionality is disabled. Is there a workaround?

Try using the following macro: →

The password "SumProduct" is optional!

For more information on this problem, please see <http://www.sumproduct.com/thought/avoiding-a-group-protection-racket>.

```
Sub Auto_Open()  
Application.ScreenUpdating = False  
For Each ws In Sheets  
    With ws  
        .Unprotect Password:="SumProduct"  
        .Protect Password:="SumProduct", UserInterfaceOnly:=True  
        .EnableOutlining = True  
    End With  
Next ws  
Application.ScreenUpdating = True  
End Sub
```

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 thought we thought we'd continue the copy theme:

Keystroke	What it does
CTRL + C	Copy
CTRL + X	Cut
CTRL + V	Paste
CTRL + D	Fill down
CTRL + R	Fill right
ALT + E + I + U	Fill up
ALT + E + I + L	Fill left
ALT + E + S + A	Paste special, all ("forced paste")
ALT + E + S + B	Paste special, skip blanks
ALT + E + S + C	Paste special, comments
ALT + E + S + E	Paste special, transpose
ALT + E + S + F	Paste special, formulae
ALT + E + S + M	Paste special, multiply
ALT + E + S + N	Paste special, validation
ALT + E + S + T	Paste special, formats
ALT + E + S + V	Paste special, values
ALT + E + S + W	Paste special, column widths
ALT + E + S + X	Paste special, all except borders

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>.



Upcoming SumProduct Training Courses

Dubai 21st - 23rd Mar 2015: Strategic Planning, Forecasting and Budgeting

Amsterdam 13th - 14th Apr 2015: Excel Summit

Hong Kong 5th - 8th May 2015: Strategic Planning, Forecasting and Budgeting

London 18th - 20th May 2015: Strategic Planning, Forecasting and Budgeting

Singapore 26th - 29th May 2015: Strategic Planning, Forecasting and Budgeting

New York 31st Aug - 2nd Sep 2015: Strategic Planning, Forecasting and Budgeting

London 19th - 21st Oct 2015: Strategic Planning, Forecasting and Budgeting

Hong Kong 26th - 29th Oct 2015: Strategic Planning, Forecasting and Budgeting

Dubai 8th - 10th Dec 2015: Strategic Planning, Forecasting and Budgeting

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.

Link to Others

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".

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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.

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 for a copy of the brochure or download it directly from <http://www.sumproduct.com/training>.

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