

## Feeling tip top for some top tips?

No tiptoeing, after last month's tip-off, we tip what we think might top top tips elsewhere – top that! We also report back on the Amsterdam Excel Summit and give you an exclusive on future summits south of the Equator...

Until next month.

*Liam Bastick*, Managing Director, SumProduct



## Best Excel Tips Ever – The Top Five

So we asked you for your best Excel tips. Aside from, “Get someone else to do it”, we present below the five most popular ones received. Just to be clear, these five have been placed based on how many suggested it – we haven't fiddled with the results – so if you don't agree, you only have yourselves to blame!



*Is this a top tip..?*

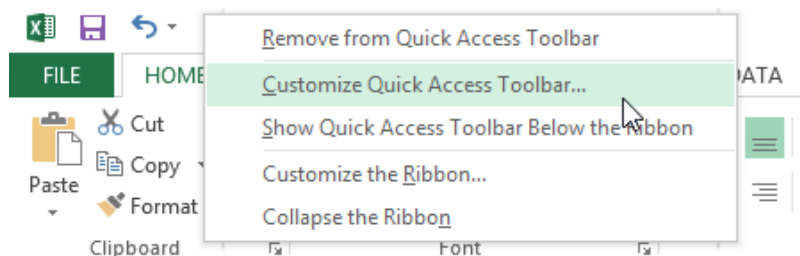
In reverse order...

### 5 Close Files, Not Excel 2013

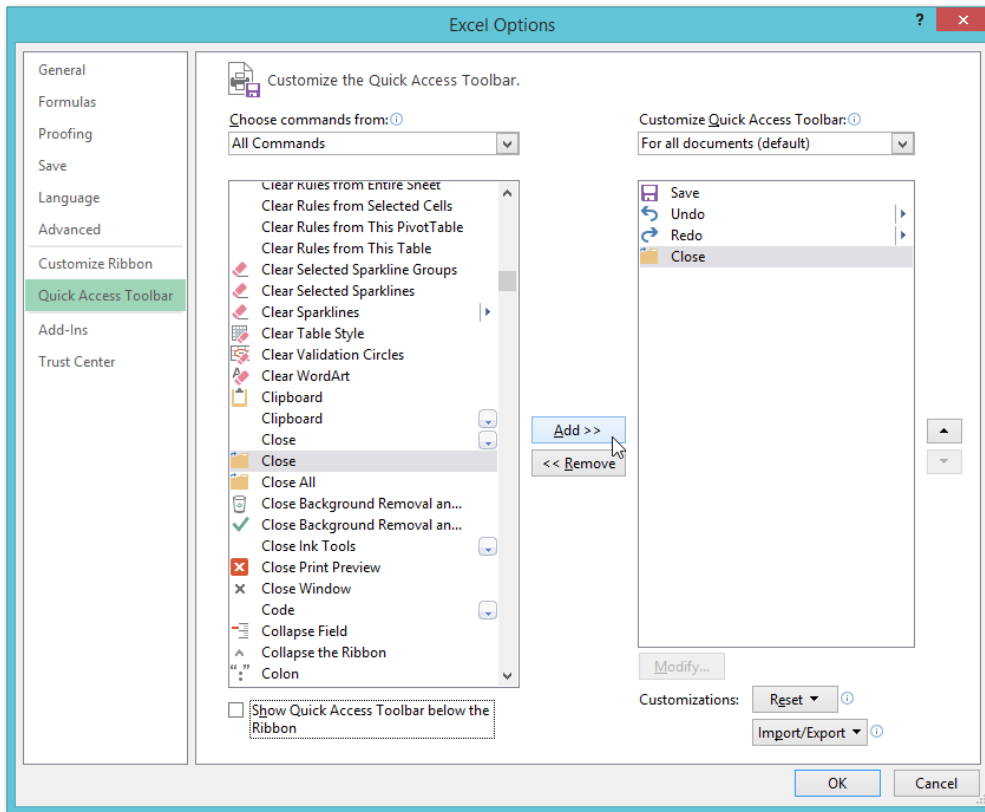
We mentioned this one originally back in November.

Ever closed that final file in Excel 2013 only for the application to close down as well? This is the Excel 2013 way of the world but there is a workaround and we thank **Wyn Hopkins** once more of Access Analytic for bringing this to our attention.

In Excel 2013, simply right-click on the Quick Access Toolbar and select 'Customize Quick Access Toolbar...' viz.



In the subsequent dialog box, select 'All Commands' in the 'Choose commands from' drop down box and then select 'Close' (with the folder icon, please see the illustration below). Next, click on the 'Add>>' button to add it to the Quick Access Toolbar and finally click on 'OK' to exit the dialog box.



From now on, simply click on this 'Close' icon in the Quick Access Toolbar and you will never have to say goodbye to Excel 2013 again. Breaking up can just be so very hard to do!

## 4 Finding Inconsistent Formulae Easily

Kim Ho and Minh Lee were two that suggested this one. Consider the following block of data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	16	80	79	80	17	12	46	20	63	67	28	
2	64	58	72	39	63	90	73	15	29	36	45	
3	94	79	30	21	1	49	63	66	85	49	97	
4	87	73	36	88	44	27	59	0	1	21	19	
5	88	74	87	16	78	39	56	98	40	84	21	
6	96	98	15	63	59	89	70	36	99	25	50	
7	6	65	10	27	12	4	55	32	71	74	72	
8	64	0	51	1	14	34	18	81	46	62	94	
9	18	67	18	89	23	8	52	51	17	48	0	
10	7	47	57	31	24	38	30	5	90	75	37	
11	60	1	67	62	89	41	10	99	10	36	72	
12	12	53	3	0	53	58	29	95	28	7	65	
13	99	70	28	81	10	25	14	31	47	7	25	
14	42	82	51	46	18	79	33	63	9	53	20	
15	49	63	47	95	95	25	82	49	76	1	58	
16	55	88	77	95	73	60	25	37	20	87	48	
17	59	97	20	68	12	82	3	23	90	69	78	
18												

Let's assume this data is supposed to refer to a similar block of data elsewhere. How can we tell if the formula has been copied across and down correctly? Inspection by eye achieves nothing here.

One option is to use the keyboard shortcut **CTRL + `** (the character is the key to the left of the 1 on a standard QWERTY keyboard):

	A	B	C	D	E	F	G	H	I	J	K	L
1	=A23	=B23	=C23	=D23	=E23	=F23	=G23	=H23	=I23	=J23	=K23	
2	=A24	=B24	=C24	=D24	=E24	=F24	=G24	=H24	=I24	=J24	=K24	
3	=A25	=B25	=C25	=D25	=E25	=F25	=G25	=H25	=I25	=J25	=K25	
4	=A26	=B26	=C26	=D26	=E26	=F26	=G26	=H26	=I26	=J26	=K26	
5	=A27	=B27	=C27	=D27	=E27	=F27	=G27	=H27	=I27	=J27	=K27	
6	=A28	=B28	=C28	=D28	=E28	=F28	=G28	=H28	=I28	=J28	=K28	
7	=A29	=B29	=C29	=D29	=E29	=F29	=G29	=H29	=I29	=J29	=K29	
8	=A30	=B30	=C30	=D30	=E30	=F30	=G30	=H30	=I30	=J30	=K30	
9	=A31	=B31	=C31	=D31	=E31	=F31	=G31	=H31	=I31	=J31	=K31	
10	=A32	=B32	=C32	=D32	=E32	=F32	=G32	=H32	=I32	=J32	=K32	
11	=A33	=B33	=C33	=D33	=E33	=F33	=G33	=H33	=I33	=J33	=K33	
12	=A34	=B34	=C34	=D34	=E34	=F34	=G34	=H34	=I34	=J34	=K34	
13	=A35	=B35	=C35	=D35	=E35	=F35	=G35	=H35	=I35	=J35	=K35	
14	=A36	=B36	=C36	=D36	=E36	=F36	=G36	=H36	=I36	=J36	=K36	
15	=A37	=B37	=C37	=D37	=E37	=F37	=G37	=H37	=I37	=J37	=K37	
16	=A38	=B38	=C38	=D38	=E38	=F38	=G38	=H38	=I38	=J38	=K38	
17	=A39	=B39	=C39	=D39	=E39	=F39	=G39	=H39	=I39	=J39	=K39	
18												

This shortcut toggles cell values with their content (i.e. formulae). This will show formulae which have not been copied across properly, but this is still fraught with user error (can you spot the relevant cells?) and would be cumbersome with vast arrays of data.

Instead, there is a simpler, automatic approach. Select all of the data (click anywhere in the range and press **CTRL + \*** – see below for more on this shortcut). Then use the keyboard shortcut **CTRL + \** viz.

	A	B	C	D	E	F	G	H	I	J	K	L
1	16	80	79	80	17	12	46	20	63	67	28	
2	64	58	72	39	63	90	73	15	29	36	45	
3	94	79	30	21	1	49	63	66	85	49	97	
4	87	73	36	88	44	27	59	0	1	21	19	
5	88	74	87	16	78	39	56	98	40	84	21	
6	96	98	15	63	59	89	70	36	99	25	50	
7	6	65	10	27	12	4	55	32	71	74	72	
8	64	0	51	1	14	34	18	81	46	62	94	
9	18	67	18	89	23	8	52	51	17	48	0	
10	7	47	57	31	24	38	30	5	90	75	37	
11	60	1	67	62	89	41	10	99	10	36	72	
12	12	53	3	0	53	58	29	95	28	7	65	
13	99	70	28	81	10	25	14	31	47	7	25	
14	42	82	51	46	18	79	33	63	9	53	20	
15	49	63	47	95	95	25	82	49	76	1	58	
16	55	88	77	95	73	60	25	37	20	87	48	
17	59	97	20	68	12	82	3	23	90	69	78	
18												

This automatically selects all of the cells whose contents are different from the comparison cell in each row (for each row, the comparison cell is in the same column as the active cell).

In this example, where a formula is supposed to be copied across and down, there will be no difference.

**CTRL + SHIFT + \** selects all cells whose contents are different from the comparison cell in each column (for each column, the comparison cell is

These cells can now be highlighted and reviewed at leisure.

### 3 The 39 Steps of Range Names

Excel MVP **Bob Umlas** was a great proponent of the following tip for identifying range names quickly. We first brought this to your attention in last July's newsletter.

An interesting quirk relating to range names is what happens if you actually reduce the scale of Zoom View (ALT + W + Q) to 39% or below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
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25															
26															

It can be a simple way of tracking down some of those pesky critters.

### 2 Selecting an Active Range

Interestingly, this one was most popular with the Excel MVPs, including **Ken Puls** and **Frederic le Guen**. Consider you have been working with an Excel range.

	A	B	C	D	E	F
1	1	2	3	4	5	6
2	7	8	9	10	11	12
3	13	14	15	16	17	18
4	19	20	21	22	23	24
5	25	26	27	28	29	30
6	31	32	33	34	35	36
7						

Clicking anywhere in this range and then pressing **CTRL + \*** will then select the whole range,

	A	B	C	D	E	F
1	1	2	3	4	5	6
2	7	8	9	10	11	12
3	13	14	15	16	17	18
4	19	20	21	22	23	24
5	25	26	27	28	29	30
6	31	32	33	34	35	36
7						

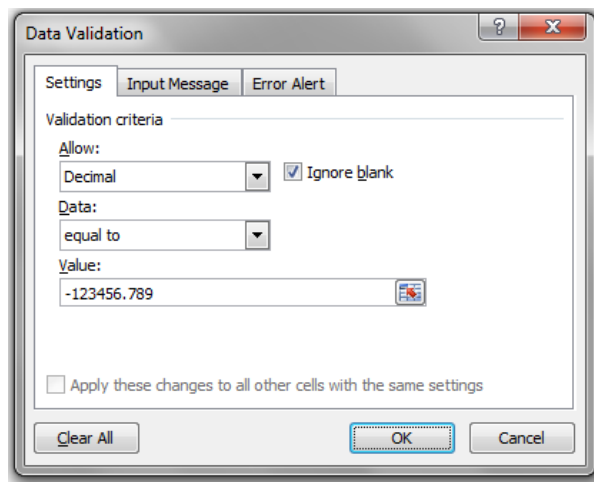
## 1 Demonic Data Validation

We have some twisted individuals reading this newsletter! By far and away the most popular 'trick' (in all sense of the word!) was this monster first divulged in our very first newsletter. We have elected not to name all the people who suggested this – partly to save printing costs and partly to protect the guilty. You know who you are!!

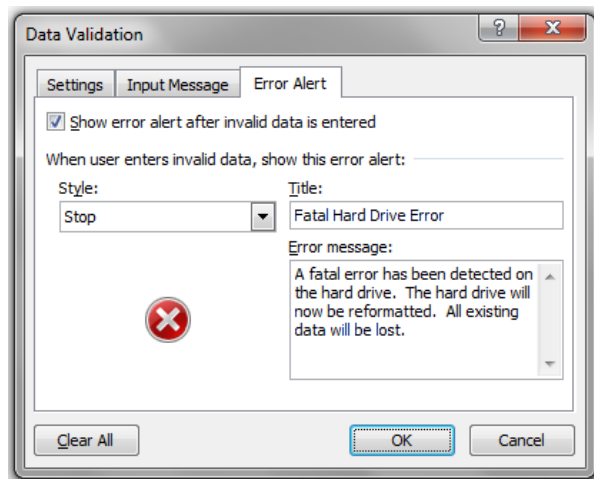
Data Validation is a useful way to control what end users can type into a worksheet cell (see <http://www.sumproduct.com/thought/data-validation>).

You can use this functionality to play a trick. Please use this at your own risk: if you get fired, you will get no sympathy here.

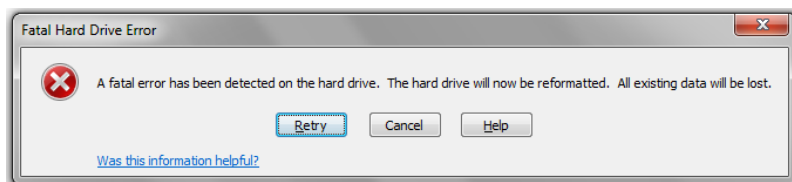
If someone is unfortunate to leave a spreadsheet unprotected, simply highlight the whole worksheet and then activate Data Validation (**ALT + D + L**). In the 'Settings' tab, select settings similar to the following (the aim is to pick a number the user won't use):



Then, select the 'Error Alert' tab:



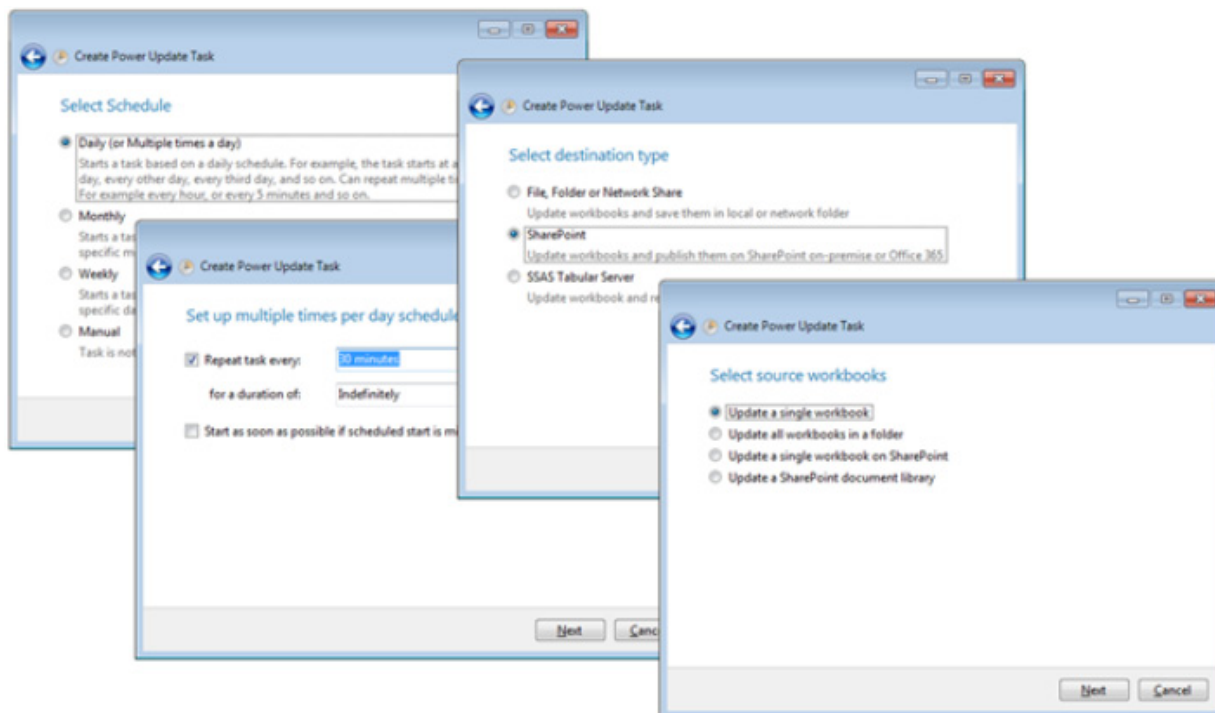
Now, de-select the range and wait for your victim to use the worksheet. As soon as they type an invalid entry, they will be greeted with the following error alert:



Who says spreadsheets can't be fun..?

## Power Update

For those of you working with the Power Business Intelligence (Power BI) tools in Excel, you may be interested in **Power Update**, a new Excel add-in for users who wish to refresh any Power Pivot / Power BI workbook from any data source and publish to any location (e.g. SharePoint).



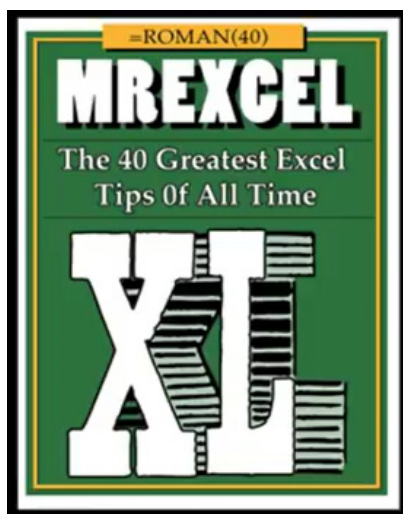
Championed by fellow MVP Rob Collie over at PowerPivot(Pro), it allows users to auto-refresh data on their terms without the drawbacks of some other methodologies.

Technically, this add-in has been available for a little while now, but Power Update has recently been, er, updated to add email notifications, macro support and a “100% free version” allowing users to use all of the functionality for one scheduled workbook. A nice idea – try it before you buy it.

For more information on Power Update in Rob’s own inimitable style, please go to <http://www.powerpivotpro.com/2015/02/introducing-power-update/> for more on the Power Update add-in. For the “100% free version”, please refer to <http://www.powerpivotpro.com/2015/03/power-update-adds-email-notifications-macro-support-and-100-free-version/>. And yes, for regular readers who just might have been caught out recently, this offer is legitimate – it’s no longer April 1!!

## Excel at Excel Tips XL

April’s newsletter challenges our readers to come up with what they think is the “Best Excel Tip Ever”, with results to be published in a couple of months. In the meantime, reader Brian Canes has drawn our attention to a new book in the pipeline from fellow Excel MVP Bill Jelen – “Mr. Excel” himself.



Bill is producing his 40th book – number XL, get it? – and has aptly decided to write it on what he sees as the 40 greatest tips in Excel. Sounds like it will be a fascinating read and you can find out more about it including a myriad of pre-order / funding options at Indiegogo here.

As Mr. Burns would say, “XL-ent” ...

## How the West Was Won

April saw SumProduct back in Amsterdam for the Annual Excel Summit and follow-up European Excel MVP Summit. The sessions were well received as attendees chose one of two streams as concurrent sessions were held on Power BI, programming, Excel tips and financial modelling.



Socially, the event went down well as presenters, MVPs, Microsoft staff and attendees co-mingled at various watering holes and international restaurants. We were even pleased to reunite the Chart Wizard himself Jon Peltier with his long-lost twin:



*For those who are confused the 'real' Jon Peltier is the one in the middle...*

We have more exciting news. The MVP Excel Summit will be coming south of the Equator in March next year. Presently, it looks like SumProduct's Liam Bastick, as well as fellow MVPs Formula 1 fanatic Roger Govier, Mr. Excel's Bill Jelen, the real Jon Peltier, Excel Guru's Ken Puls and Fast Excel's Charles Williams.

Pencil in the following dates for your diary:

**Thu 3 – Fri 4 Mar:** Auckland    **Mon 7 – Tue 8 Mar:** Sydney    **Thu 10 – Fri 11 Mar:** Melbourne

Watch this space for more information later in the year.

## Upcoming SumProduct Training Courses

**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



## 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 select the top five most commonly cited useful keyboard shortcuts which were mentioned in our "Best Excel Tip Ever" free-for-all:

Keystroke	What it does
F11	Quick chart creation (after data has been selected)
CTRL + *	Highlight active section
CTRL + .	Rotate through the corners of the highlighted section
CTRL + ~	Toggle to display formulae as formulae / values
ALT + E + S + X	(After copying:) Paste 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>.

## 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).

## 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".

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.

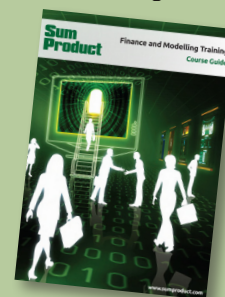
## Any Questions?

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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