

# Sum Product

NEWSLETTER #42 - May 2016

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## It's time to play 20 Questions this month

as we play catch up on some readers' questions. You may have noticed that the last few months we've not responded to many due to fairly full newsletters. So this month we thought we'd make it up to you!

That doesn't mean we don't mention anything else here though. For those of you in Europe, the Amsterdam Excel Summit is nigh upon you and it's not too late to grab a ticket and pick the brains of the Excel experts.

We also take a high-level summary look at Zebra BI, a business intelligence tool for add-in, so with our usual mentions of training and keyboard shortcuts, hopefully there's a little something for everyone.

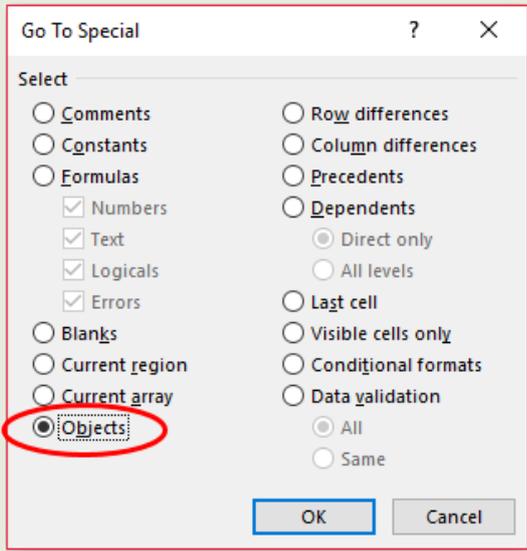
Until next month.

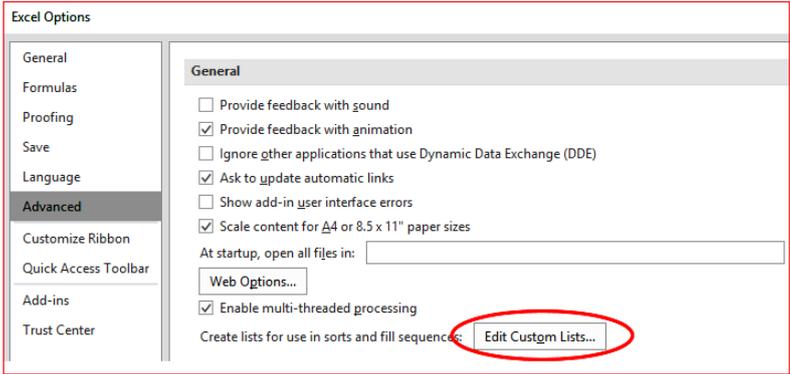
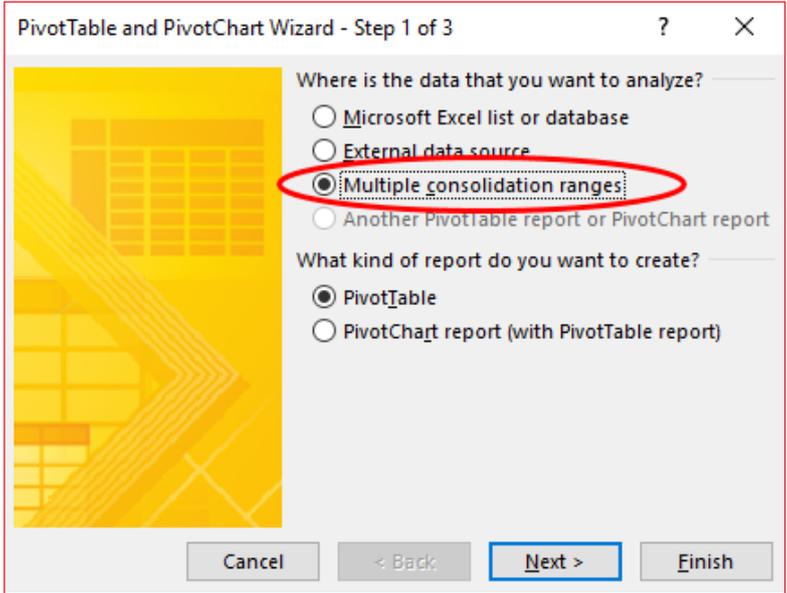
*Liam Bastick*, Managing Director, SumProduct

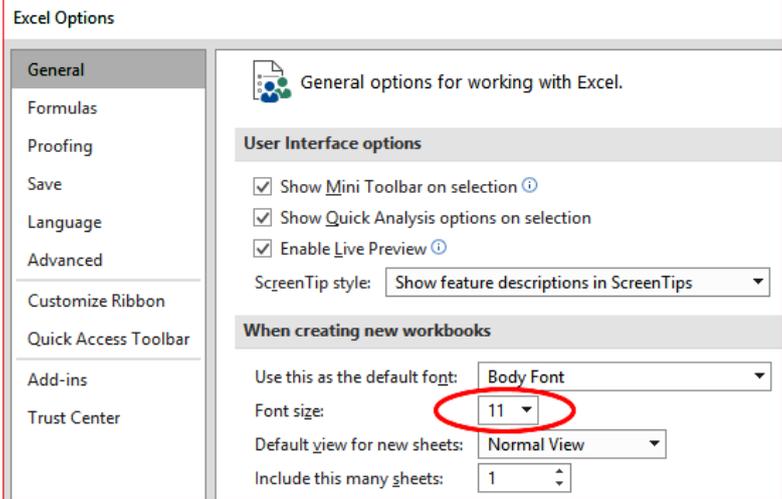
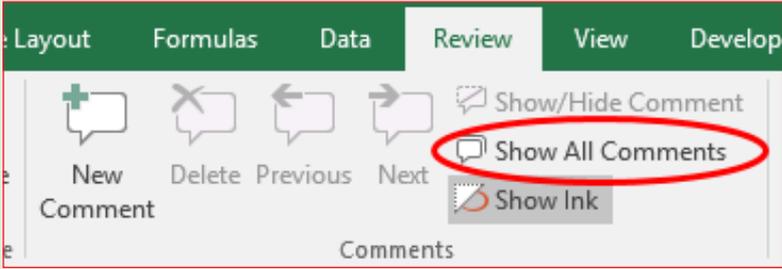
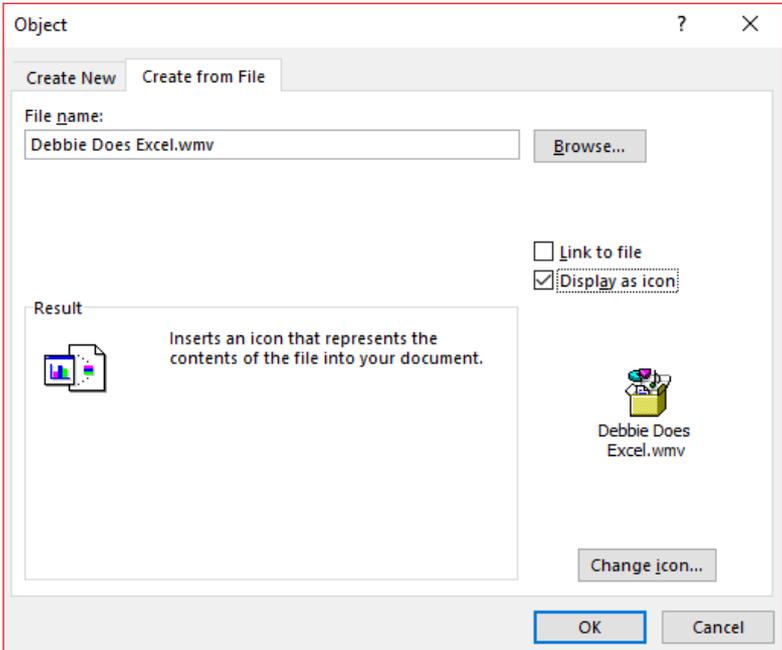


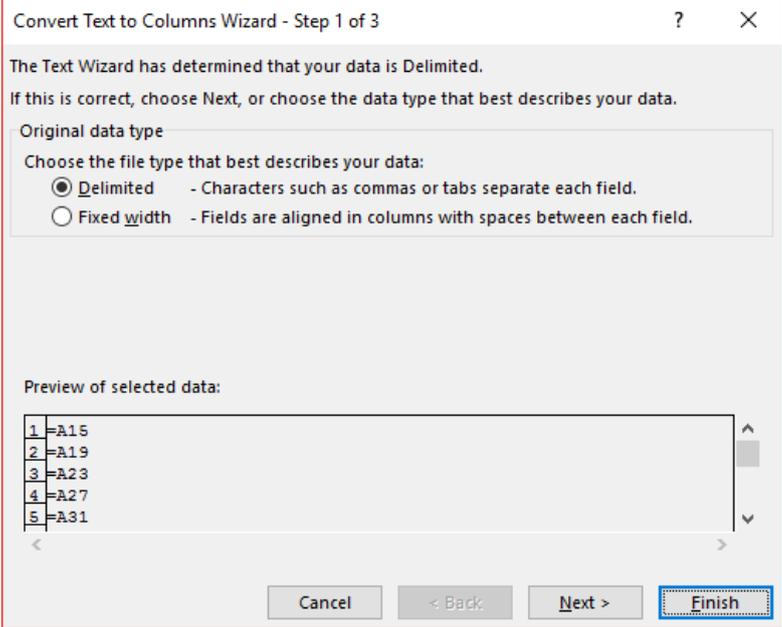
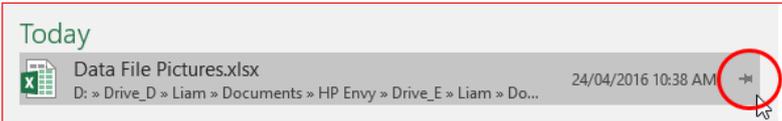
## 20 Questions

This month we thought we'd play catch up on recent readers' questions. Here's a 20/20 view of the Excel world...

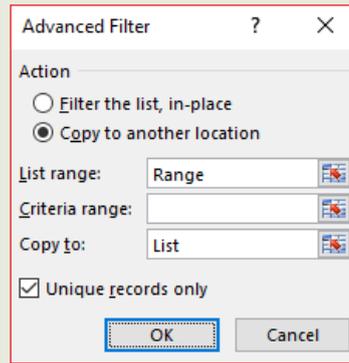
Question	Answer
1 What is the maximum number of functions you nest in an Excel formula?	Excel 2003 and earlier allows seven nesting levels; Excel 2007 and later allows 64. We will only allow you two. After this you will be taken outside and shot. Nesting functions usually occur when the modeller is unaware there is a better function / formula to use.
2 How do you round a number to the nearest odd or even number?	Use the formulae <code>=ODD(ROUND(Number,0))</code> and <code>=EVEN(ROUND(Number,0))</code>
3 Is it possible to select all objects in a sheet simultaneously?	Yes: <ul style="list-style-type: none"><li>• Press the shortcut key <b>F5</b> to open the 'Go To' dialog box</li><li>• Click on the 'Special...' button</li><li>• Select 'Objects' radio button</li><li>• Click 'OK'</li><li>• All objects will get selected</li></ul> 

4	<p>I notice if I enter 'January' in one cell and then 'February' in the next cell and drag down (or across) the remaining months autofill. Is it possible to do this with common lists used at my company?</p>	<p>Absolutely! Assuming you are in Excel 2007 or later, go to 'Excel Options' (<b>ALT + T + O</b>) and select 'Advanced' from the column menu. Scroll down the main pane to 'General' and click on the 'Edit Custom Lists...' button. Type in your list or import it from an Excel range and click the 'Add' button. Done!</p> 
5	<p>I cannot find where something is on the Ribbon – or even if it is there. How can I find it and make it easier to find going forward?</p>	<p>Microsoft has developed a range of interactive guides such as those that can be found at <a href="https://www.microsoft.com/en-us/download/search.aspx?q=interactive+menu+to+ribbon+guide">https://www.microsoft.com/en-us/download/search.aspx?q=interactive+menu+to+ribbon+guide</a>.</p> <p>They are ok, but another useful resource often forgotten about is the Quick Access Toolbar. Right-click on the Quick Access Toolbar in Excel and then choose 'Customize Quick Access Toolbar...' from the shortcut menu (or else select 'Excel Options, <b>ALT + T + O</b> and then 'Quick Access Toolbar' from the columnar menu). Select 'All Commands' from the 'Choose commands from:' drop down menu. All commands will be listed alphabetically in the pane below the drop down box. Seek out what you are looking for, highlight the command and press the 'Add' button. It will now be on your Quick Access toolbar for easy future access.</p>
6	<p>Is it possible to create a PivotTable from more than one source?</p>	<p>There are ways and means to wriggle around this problem. It's easy if the data is all in multiple ranges of the same workbook (simply use the hidden 'wizard', <b>ALT + D + P</b>) and select 'Multiple consolidation ranges'. However, it is simpler to use Power Pivot if you are using Excel 2010 or later.</p>  <p>Drop us a line at <a href="mailto:training@sumproduct.com">training@sumproduct.com</a> for more details on Power Pivot.</p>
7	<p>I have accidentally created an add-in by saving one of my Excel files as an "add-in" type. Going to Tools-&gt; Add-Ins, I cannot seem to remove it. How can it be deleted?</p>	<p>Easy. Move the offending file to a different location temporarily whilst Excel is closed. You may get an error message about this add-in upon opening Excel. Then, open Excel and open the 'Add-ins' dialog box. Check on the 'phantom' add-in. Excel will say it cannot find it and ask whether you wish to delete it from the list. Click 'Yes' and then move your Excel file back to its original location. All done.</p>

<p>8</p>	<p>How can I make the text on my formula bar larger?</p>	<p>Go to 'Excel Options' (ALT + T + O), then select 'General' from the columnar menu. In the 'When creating new workbooks' section, change the font size. You will need to restart Excel for the effects to take place.</p> 
<p>9</p>	<p>How can I make all comments in the cells on a particular worksheet appear simultaneously?</p>	<p>This appears to be a little-known feature in Excel for some reason. Go to the 'Review' tab on the Ribbon and in the 'Comments' grouping select 'Show All Comments'.</p> 
<p>10</p>	<p>Can you embed videos in Excel?</p>	<p>This is an unusual query, but yes, you can although we are not sure we recommend it. Go the 'Insert' tab on the Ribbon and then click on 'Object' in the 'Text' grouping (obviously!). Click on the 'Create from File' tab in the 'Object' dialog box and browse to the video. Check the 'Display as icon' box (checking 'Link to file' links rather than embeds the video) and then click 'OK' (you can change the icon by pressing the 'Change icon...' button).</p>  <p>Do note this make the Excel file very large!!</p>

<p><b>11</b></p>	<p>I need to refer to every fourth row in a block of cells, e.g. cell <b>A1</b> has the formula =<b>A15</b>, cell <b>A2</b> has the formula =<b>A19</b>, cell <b>A3</b> has the formula =<b>A23</b> and so on. Is there a quick way to create these formulae without having to write out the calculation in each row?</p>	<p>Yes – and this technique works for any pattern where an equal number of rows is omitted each time. Type an apostrophe in front of the formula in cell <b>A1</b>, so that it becomes '=A15'. Do the same for <b>A2</b>, i.e. the formula becomes '=A19'. Now copy these formulae down. You will get '=A23', '=A27' and so on. Now highlight all of these formulae and on the 'Data' tab, click on the 'Text to Columns' icon in the 'Data Tools' grouping. When the dialog box appears, just click on the 'Finish' button. It's as simple as that!</p> 
<p><b>12</b></p>	<p>I use certain files all of the time, although they may not appear in my recent list. Is there a quick way to access them without having to go File-&gt;Open and browse to the appropriate directory?</p>	<p>Yes. Open the file in Excel and then return to what is known as the 'backstage' area by clicking on the file tab. You will now see your file in the list of recently opened files.</p> <p>You will see a 'pin' to the right of each file recently opened. Click on this and it will 'pin' this file so that it is always visible when you are selecting a file to open.</p> 
<p><b>13</b></p>	<p>How can I find the first item in a list that is a case sensitive match for what I am searching for?</p>	<p>Use the formula</p> <p><b>{=MATCH(TRUE,EXACT(Criterion,List),0)}</b></p> <p>This is entered as an array formula (CTRL + SHIFT + ENTER) – so braces are not manually entered. Please see <a href="https://www.sumproduct.com/thought/index-match.html">https://www.sumproduct.com/thought/index-match.html</a> for further information.</p>
<p><b>14</b></p>	<p>How can I count the number of unique items in an Excel list?</p>	<p>Use the formula</p> <p><b>=SUMPRODUCT((List&lt;&gt;"")/COUNTIF(List,List&amp;""))</b></p> <p>to count the number of unique items in the <b>List</b>. For more information, please see <a href="https://www.sumproduct.com/thought/sumproduct-squared.html">https://www.sumproduct.com/thought/sumproduct-squared.html</a>.</p>
<p><b>15</b></p>	<p>How can I create a list of the unique entries from a list in Excel which may contain duplicates?</p>	<p>This is when you should use the 'Advanced Filter' in Excel, located in the 'Sort &amp; Filter' grouping of the 'Data' tab.</p> <p>Depending upon whether your list has a heading or not, the 'Advanced Filter' may prompt you to elect whether the list contains a heading (to be ignored).</p>

Select the **Range** and the **Location** where the unique list should be created. Then, complete the dialog box as follows:



**16** How can I get numbers in millions to appear in millions, numbers in thousands in thousands and others in units?

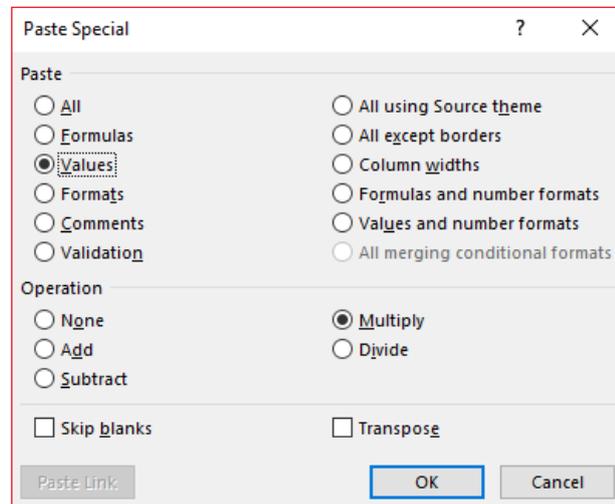
Use custom number formatting. Click on the cells to be formatted and then use the keyboard shortcut CTRL + 1 to Format Cells. Select 'Custom' on the 'Number' tab and use syntax such as  
`[>=1000000]#,###,,"m";[>=1000]#,##0,"k";#,###`  
 For more information on number formatting, please refer to <https://www.sumproduct.com/thought/number-formatting.html>.

**17** How can I express a decimal as a fraction in Excel?

Use the formula  
`=TEXT(Decimal,"? ?/?")`

**18** What is the quickest way to negate a set of input data?

Of course, you can always fall back on the formula `=-Cell_Reference`, but if you just want all of the inputs to be negated in one go, simply type -1 into a cell and then copy it. Then, highlight the data you wish to negate and Paste Special as Values (**ALT + E + S + V**) using the Multiply operator. Simple!



**19** How do I find the third largest value in a set of data?

Use the **LARGE** function: `=LARGE(Data,n)` returns the *n*th largest value in the Data. **SMALL** works similarly but finds the *n*th smallest.

**20** How do I find the sum of the first 10 items in a list even if the list may have rows inserted or deleted (*i.e.* it always sums the first 10)?

Assume the range to be summed initially is the selection **A1:A10**. The formula `=INDIRECT("A1:A10")` will always sum this range regardless of how many rows are added or deleted.  
 For more information on the **INDIRECT** function, please see <https://www.sumproduct.com/thought/being-direct-about-indirect.html>.

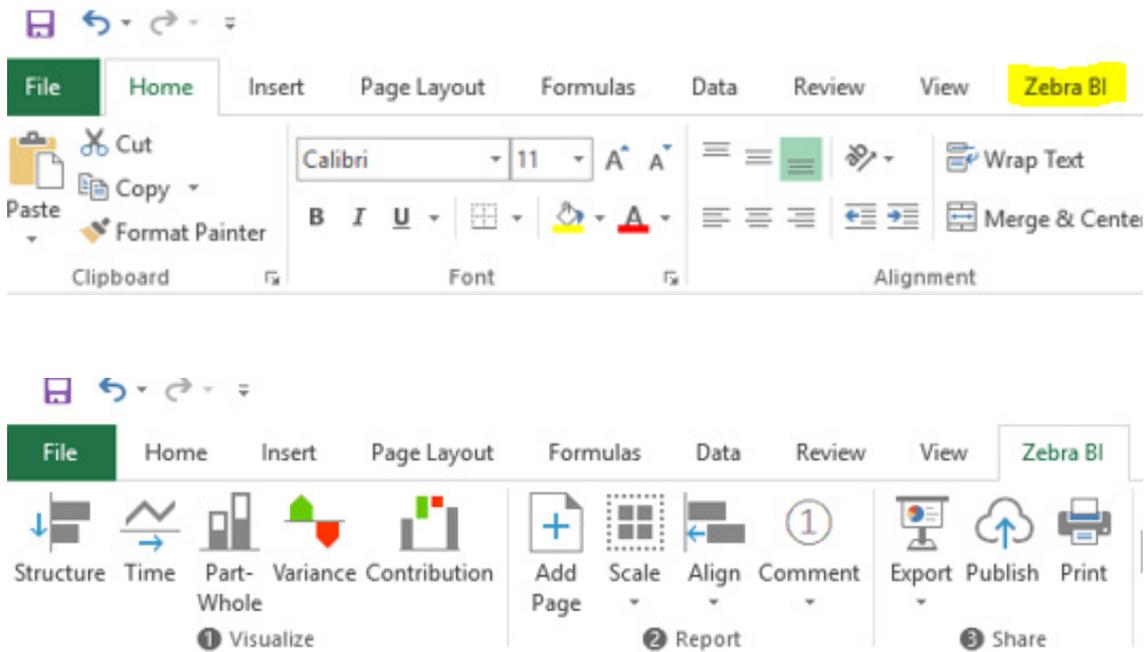
# Not All Black and White with Zebra BI

SumProduct recently had the opportunity to have a play with the relatively new Excel add-in, Zebra BI. One of our Sydney based staff, **Stefenie Long**, took a look at it.

Zebra BI is a relatively new Excel add-in providing quick, efficient alternatives to Excel reporting in the form of graphs and charts. It essentially summarises data into three key components: **Visualize**, **Report** and **Share**.

## Visualize

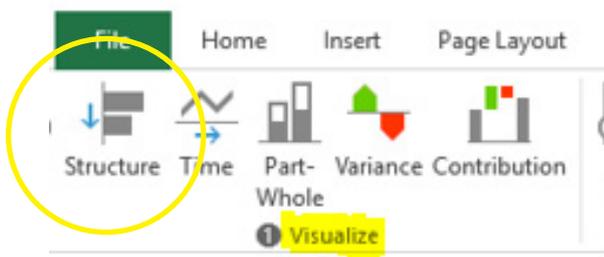
Once downloaded, Zebra BI sits adds a tab to the Excel Ribbon allowing for easy access:



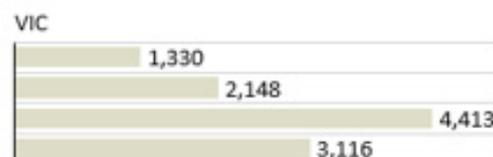
Beginning with 'Visualize', this grouping allows you to first choose graphs quickly for data presentations. You simply highlight the data you wish to include, click on one of the icons in the 'Visualize' group and select a report. In seconds you already have a functioning report and while detailed, is also very clear, making it easy for your audience to read.

This functionality definitely appears aimed at the time-poor or those who struggled with Excel's existing chart interfaces.

An advantage of Zebra BI is having the ability to quite literally put a graph together in seconds and have it looking presentation ready, e.g.



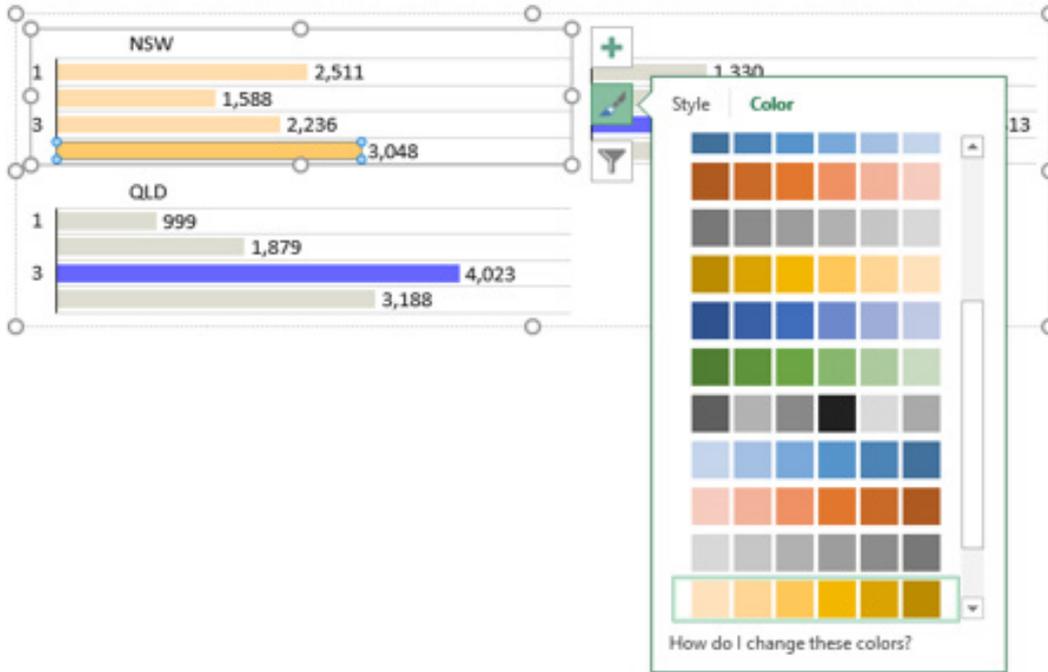
	NSW	VIC	QLD
January	\$ 2,511.30	\$ 1,330.41	\$ 998.56
February	\$ 1,588.36	\$ 2,147.96	\$ 1,879.21
March	\$ 2,236.12	\$ 4,413.02	\$ 4,022.57
April	\$ 3,048.47	\$ 3,115.83	\$ 3,187.67



## Report

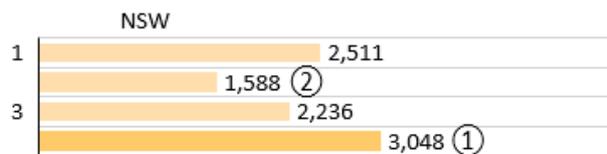
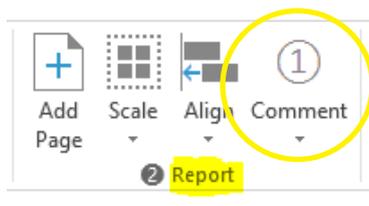
We felt this interface took a little more understanding. After a few attempts it proved to work reasonably well for customising and personalising reporting. For example, it may be company policy that all your reports be presenting in corporate colours or schemes or you could just be love playing around with colour combinations, given most of us have plenty of time to play with Excel (!). Whatever the case is, Zebra BI allows you to achieve these goals smoothly using the Edit function, which can be found when you right click on your report and select the paintbrush symbol.

Another option is to view Zebra BI's 'Default Styles' via the Ribbon. Personalised colours and schemes can be saved conveniently for future use, should you choose to use them on a regular basis. We developed this customised report below by highlighting best sales for the year so far, which clearly becomes the focal point of the report:



Another useful feature of Zebra BI is that it provides the ability to insert numbered or symbol referenced comments. This feature is also found on in the 'Report' section of the Ribbon and allows for a smooth referencing system throughout your report. Regardless of whether

you need a referencing system hidden or would prefer it be obvious to your audience, this feature keeps your project looking clean when you're needing to associate any necessary mentions in and throughout your report.

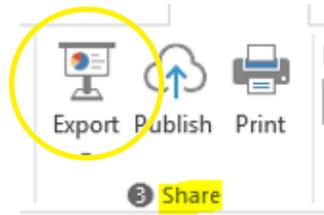


- ① Highest Sales - April
- ② Lowest Sales - February

## Share

One issue that many people come across from time to time is exporting their work out of Excel. Spending time and effort on a report then having the formatting and figures distort on your page can definitely frustrate even the most patient of people. In the 'Share' group on the Zebra

BI Ribbon there is an 'Export' function that allows you to export your work to a PDF or to PowerPoint. It is worth noting that if you change or update any details on your Zebra BI report in Excel, your PowerPoint Presentation version will simultaneously update.



You can find out more about Zebra BI by visiting their website, [www.zebrabi.com](http://www.zebrabi.com).

## Amsterdam Excel Summit



# The Amsterdam Excel Summit

An event by [topexcelclass.com](http://topexcelclass.com)

Top Excel Class

Tony de Jonker  
Jan Karel Pieterse

It's not long to go now. Later this month, Thursday 26 May heralds the third Amsterdam Excel Summit. A one-day event this year, this event will still be action-packed as attendees can:

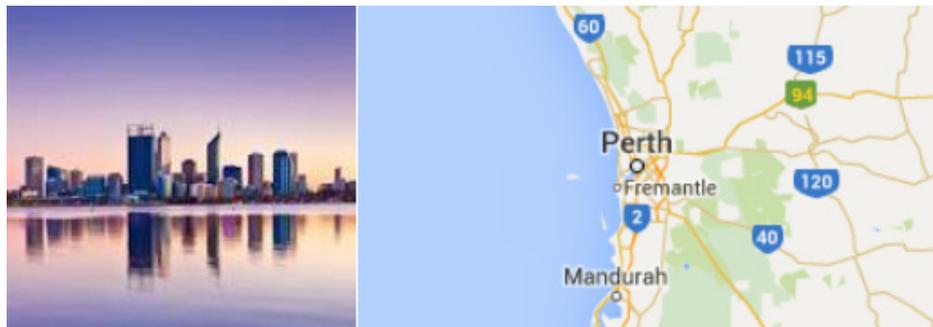
- Improve your Power Query skills
- Learn how to customise the Ribbon for your workbooks and add-ins
- Get insights into how to build Excel models based on ranges and positions
- Understand how to create involved array formulae
- Get advice on Best Practice in Power Pivot
- See how to use VBA to customise charts
- Receive Excel Tips and Tricks, documentation and lots of valuable files.

Due to pre-existing client commitments we will not be able to attend this year, but it's worth noting that gurus Jon Peltier, Jan Karel Pieterse, Roger Govier and Tony de Jonker will all be in attendance and that the Amsterdam Excel summit also features post-conference training the day after.

For more information and to book, check out <http://topexcelclass.com/index.php/amsterdam-excel-summit/>.

## A Perch in Perth

Monday 13 to Friday 17 June sees SumProduct on the road in Perth, Western Australia. Liam Bastick is making several presentations at local accounting conferences and anyone in the area is more than welcome to attend. Please see <http://www.cpaaustralia.com.au/training-and-events/conferences/cpa-week/day-two> (CPA Australia) and <http://www.charteredaccountants.com.au/AcctAudit/Program> (CAANZ) for more details.



However, if you cannot make these events, we'd be happy to catch up with you in any event, whether it's to discuss a technical query, have an on-site presentation on some of the latest advancements in Excel or to discuss training / consulting needs. Please drop our coordinator, Stefenie Long a line on [stefenie.long@sumproduct.com](mailto:stefenie.long@sumproduct.com). Happy to have a catch up!

## Upcoming SumProduct Training Courses

Location	Course	Date	Duration
Brisbane	Excel Tips & Tricks	16th May 2016	1 day
Brisbane	Financial Modelling	17th - 18th May 2016	2 days
Singapore	Excel Tips & Tricks	23rd May 2016	1 day
Singapore	Financial Modelling	24th - 25th May 2016	2 days
Singapore	Power of Power Pivot	26th - 27th May 2016	2 days
Melbourne	Excel Tips & Tricks	6th Jun 2016	1 day
Melbourne	Financial Modelling	7th - 8th Jun 2016	2 days
Melbourne	Mergers & Acquisitions Modelling	9th - 10th Jun 2016	2 days
Melbourne	Power of Power Pivot	14th - 15th Jun 2016	2 days
Auckland	Excel Tips & Tricks	20th Jun 2016	1 day
Auckland	Financial Modelling	21st - 22nd Jun 2016	2 days

## 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 would start a NEW:

Keystroke	What it does
ALT + SHIFT + F1	Insert new sheet
CTRL + ALT + F1	Insert new macro sheet
CTRL + ALT + F3	New name
F11	Insert chart on new sheet
CTRL + F11	Insert new macro sheet
CTRL + N	New workbook

And these alternatives don't begin address mouse-related solutions!

There are over 540 keyboard shortcuts in Excel. For a comprehensive list, please download our Excel file a [www.sumproduct.com/thought/keyboard-shortcuts](http://www.sumproduct.com/thought/keyboard-shortcuts). Also, check out our new daily **Excel Tip of the Day** feature on the [www.sumproduct.com](http://www.sumproduct.com) homepage.

## 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**
- **Power BI, Power Query & Power Pivot**
- **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 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

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