

Can you do the following using Microsoft Excel

- Look at each page and see if you know how to do it? Tick off the ones you know!
- Often there is more than one way to achieve anything in Excel. We can show you all the ways so that you can choose the best to suit your needs.
- If you spend more than **15 minutes** on any task in Excel there must be a better way!
- We can show you all these tricks and more at our live courses!

Courses we offer

[Advanced Excel](#)

[Pivot Tables](#)

[Graphing](#)

[Excel Fundamentals](#)

[VBA Macros](#)

[Financial Modelling](#)

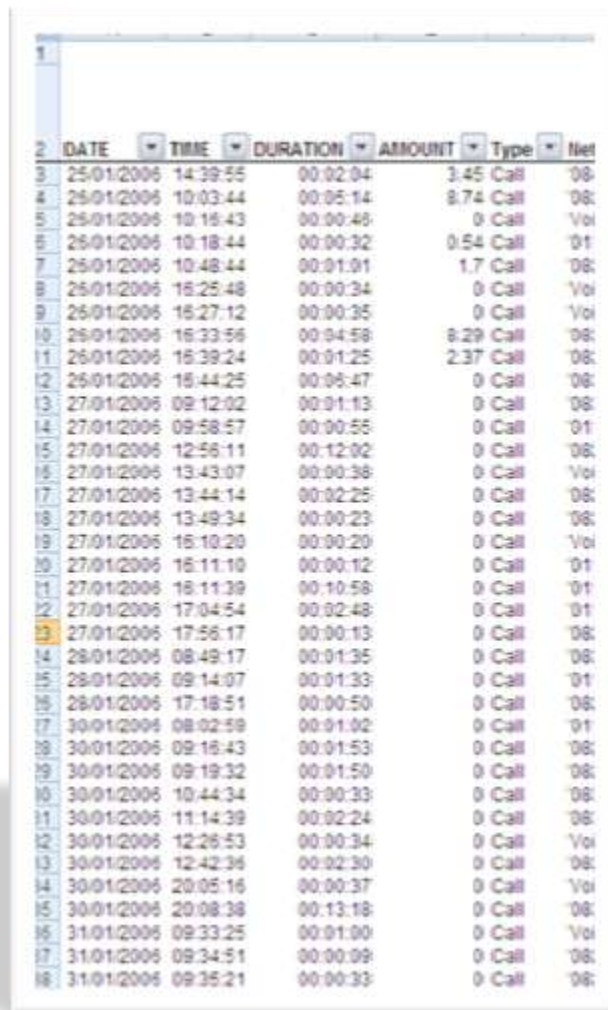
Book Downloads

[Handling Dates in Excel](#)

[Pivot Tables in Excel](#)

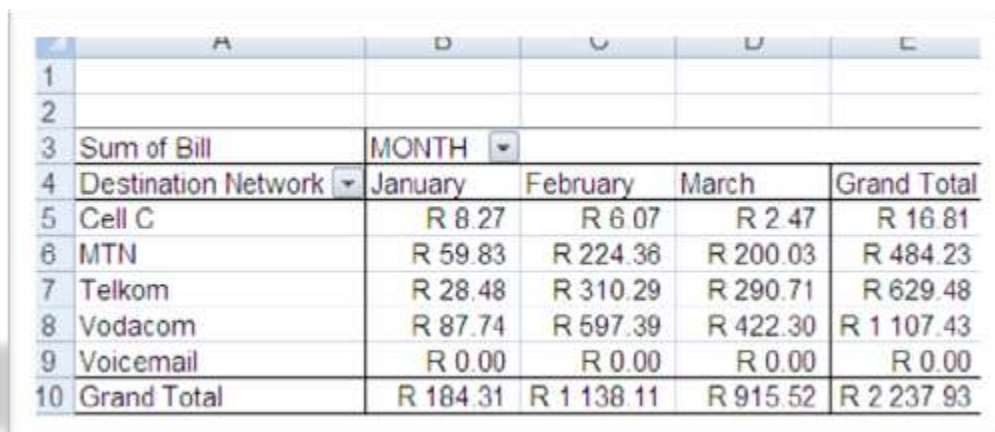
Create Reports from Big Dataset (quickly)

Turn a list of data like this (actually has 1000's rows of data)



	DATE	TIME	DURATION	AMOUNT	Type	Net
3	25/01/2006	14:39:55	00:02:04	3.45	Call	08
4	25/01/2006	10:03:44	00:05:14	8.74	Call	08
5	25/01/2006	10:15:43	00:00:46	0	Call	Voi
6	25/01/2006	10:18:44	00:00:32	0.54	Call	01
7	25/01/2006	10:48:44	00:01:01	1.7	Call	08
8	25/01/2006	18:25:48	00:00:34	0	Call	Voi
9	25/01/2006	18:27:12	00:00:35	0	Call	Voi
10	25/01/2006	18:33:56	00:04:58	8.29	Call	08
11	25/01/2006	18:39:24	00:01:25	2.37	Call	08
12	25/01/2006	18:44:25	00:06:47	0	Call	08
13	27/01/2006	09:12:02	00:01:13	0	Call	08
14	27/01/2006	09:58:57	00:00:55	0	Call	01
15	27/01/2006	12:58:11	00:12:02	0	Call	08
16	27/01/2006	13:43:07	00:00:38	0	Call	Voi
17	27/01/2006	13:44:14	00:02:25	0	Call	08
18	27/01/2006	13:49:34	00:00:23	0	Call	08
19	27/01/2006	15:10:20	00:00:20	0	Call	Voi
20	27/01/2006	18:11:10	00:00:12	0	Call	01
21	27/01/2006	18:11:39	00:10:58	0	Call	01
22	27/01/2006	17:04:54	00:02:48	0	Call	01
23	27/01/2006	17:56:17	00:00:13	0	Call	08
24	28/01/2006	08:49:17	00:01:35	0	Call	08
25	28/01/2006	09:14:07	00:01:33	0	Call	01
26	28/01/2006	17:18:51	00:00:50	0	Call	08
27	30/01/2006	08:02:59	00:01:02	0	Call	01
28	30/01/2006	09:16:43	00:01:53	0	Call	08
29	30/01/2006	09:19:32	00:01:50	0	Call	08
30	30/01/2006	10:44:34	00:00:33	0	Call	08
31	30/01/2006	11:14:39	00:02:24	0	Call	08
32	30/01/2006	12:26:53	00:00:34	0	Call	Voi
33	30/01/2006	12:42:36	00:02:30	0	Call	08
34	30/01/2006	20:05:16	00:00:37	0	Call	Voi
35	30/01/2006	20:08:38	00:13:18	0	Call	08
36	31/01/2006	09:33:25	00:01:00	0	Call	Voi
37	31/01/2006	09:34:51	00:00:09	0	Call	08
38	31/01/2006	09:35:21	00:00:33	0	Call	08

Into this- **In 3 minutes/ 3 steps**



	A	B	C	D	E
1					
2					
3	Sum of Bill	MONTH			
4	Destination Network	January	February	March	Grand Total
5	Cell C	R 8.27	R 6.07	R 2.47	R 16.81
6	MTN	R 59.83	R 224.36	R 200.03	R 484.23
7	Telkom	R 28.48	R 310.29	R 290.71	R 629.48
8	Vodacom	R 87.74	R 597.39	R 422.30	R 1 107.43
9	Voicemail	R 0.00	R 0.00	R 0.00	R 0.00
10	Grand Total	R 184.31	R 1 138.11	R 915.52	R 2 237.93

Courses to Consider: [3 Day Advanced Excel/ Pivot Table Course](#)

Book Downloads: [Pivot Tables in Excel](#)

Clean your data extracts

Turn a messy report (pdf extract, accounting system download etc) like this

Reporting Level		Financial				
Reporting Context						
Accounting Method		Accts				
Accounting Currency		ZAR				
Example Company						
Account		Accts				
Sales Person Code		000-000-JE-1000				
	Date	Product A Sales	Product B Sales	Product C Sales	Total	
1						
2	SP002	00-Sep-04	875	831	803	250
3	SP005	07-Sep-04	131	724	231	108
4	SP006	31-Aug-04	489	339	62	89
5	SP007	07-Sep-04	192	118	88	39
6	SP008	06-Sep-04	189	815	400	140
7	SP008	31-Aug-04	515	300	181	101
8	SP001	10-Sep-04	448	587	383	141
9	SP004	00-Sep-04	87	81	887	71
0	SP000	00-Sep-04	190	209	910	131
1	SP000	00-Sep-04	600	787	744	221
2						
3		Subtotal	3885	4841	4415	1314
4	SP002	Mbr	875	831	803	250
5	SP007	Mbr	192	118	88	39
6						
7	Example Company				Report Date	30 Sep-4
8	Page 1					
9						
0	Reporting Level		Financial			
1	Reporting Context					
2	Accounting Method		Accts			
3	Accounting Currency		ZAR			
4	Example Company					
5	Account		Accts			
6	Sales Person Code		000-000-JE-1000			
7		Date	Product A Sales	Product B Sales	Product C Sales	Total
8						
9	SP000	00-Sep-04	600	787	744	221
0	SP005	08-Sep-04	372	889	600	186

Into this in 5 minutes, 3 steps, 2 different ways

	Date	Product A Sales	Product B Sales	Product C Sales	Total	
1	SP002	00-Sep-04	875	831	803	250
2	SP005	07-Sep-04	131	724	231	108
3	SP006	31-Aug-04	489	339	62	89
4	SP007	07-Sep-04	192	118	88	39
5	SP008	06-Sep-04	189	815	400	140
6	SP008	31-Aug-04	515	300	181	101
7	SP001	10-Sep-04	448	587	383	141
8	SP004	00-Sep-04	87	81	887	71
9	SP000	00-Sep-04	190	209	910	131
0	SP000	00-Sep-04	600	787	744	221
1	SP005	08-Sep-04	372	889	600	186
2	SP001	07-Sep-04	504	151	773	151
3	SP002	06-Sep-04	883	510	380	184
4	SP004	31-Aug-04	812	788	918	218
5	SP001	08-Sep-04	838	825	885	250
6	SP004	10-Sep-04	458	312	821	160
7	SP005	31-Aug-04	232	482	838	150
8	SP002	29-Sep-04	474	848	411	153
9	SP002	31-Aug-04	104	243	358	78
0	SP003	00-Sep-04	100	30	970	111
1	SP005	08-Sep-04	344	290	30	111
2	SP007	08-Sep-04	257	227	882	138
3	SP003	10-Sep-04	826	501	238	160
4	SP002	10-Aug-04	412	808	838	188
5	SP002	08-Sep-04	184	112	892	118
6	SP006	01-Sep-04	870	874	842	248
7	SP001	00-Sep-04	88	48	418	52
8	SP005	08-Sep-04	82	318	887	138
9	SP007	10-Sep-04	87	718	54	88
0	SP007	10-Sep-04	782	812	500	220
1	SP002	00-Sep-04	710	7	87	80

Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

Fill in the spaces in a report

Turn a report with empty cells that need to be filled

	City	Salesperson	Product	Sales
2	London	Ben	Deluxe	1 000
3			Standard	500
4			Basic	200
5		Mary	Deluxe	2 000
6		Susan	Standard	300
7			Deluxe	50
8	New York	Joe	Deluxe	2 500
9			Standard	200
10		Michael	Deluxe	1 000
11			Standard	1 000
12	Paris	Michelle	Deluxe	1 250
13		Antoinette	Standard	750
14		Gary	Deluxe	560
15			Standard	100
16	Johannesburg	Trevor	Standard	4 000
17		Adrian	Deluxe	100
18			Basic	300

Into a usable database in **2 minutes, 3 clicks, 2 different ways**

	City	Salesperson	Product	Sales
2	London	Ben	Deluxe	1 000
3	London	Ben	Standard	500
4	London	Ben	Basic	200
5	London	Mary	Deluxe	2 000
6	London	Susan	Standard	300
7	London	Susan	Deluxe	50
8	New York	Joe	Deluxe	2 500
9	New York	Joe	Standard	200
10	New York	Michael	Deluxe	1 000
11	New York	Michael	Standard	1 000
12	Paris	Michelle	Deluxe	1 250
13	Paris	Antoinette	Standard	750
14	Paris	Gary	Deluxe	560
15	Paris	Gary	Standard	100
16	Johannesburg	Trevor	Standard	4 000
17	Johannesburg	Adrian	Deluxe	100
18	Johannesburg	Adrian	Basic	300

Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)
info@AuditExcel.co.za www.AuditExcel.com

011 563 3805

Remove Duplicate entries from a list

Turn a report with duplicate records in it (yellow rows)

1	Sales Person Code	Date	Product A Sales	Product B Sales	Product C Sales
2	SP002	03-Sep-04	975	831	863
3	SP005	07-Sep-04	131	724	231
4	SP006	31-Aug-04	489	339	62
5	SP007	07-Sep-04	192	118	68
6	SP006	06-Sep-04	169	915	400
7	SP008	31-Aug-04	515	320	181
8	SP001	10-Sep-04	446	587	363
9	SP002	03-Sep-04	975	831	863
10	SP002	03-Sep-04	975	831	863
11	SP002	03-Sep-04	975	831	863
12	SP002	03-Sep-04	975	831	863
13	SP002	03-Sep-04	975	831	863
14	SP002	03-Sep-04	975	831	863
15	SP002	03-Sep-04	975	831	863
16	SP004	03-Sep-04	67	61	587
17	SP008	03-Sep-04	195	259	916
18	SP002	03-Sep-04	975	831	863
19	SP005	03-Sep-04	897	568	421

Into a report with only the unique records in 3 steps, 1 minute, 2 different ways

1	Sales Person Code	Date	Product A Sales	Product B Sales	Product C Sales
2	SP002	03-Sep-04	975	831	863
3	SP005	07-Sep-04	131	724	231
4	SP006	31-Aug-04	489	339	62
5	SP007	07-Sep-04	192	118	68
6	SP006	06-Sep-04	169	915	400
7	SP008	31-Aug-04	515	320	181
8	SP001	10-Sep-04	446	587	363
9	SP004	03-Sep-04	67	61	587
10	SP008	03-Sep-04	195	259	916
11	SP005	03-Sep-04	897	568	421
12					
13					
14					
15					
16					
17					
18					
19					

Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

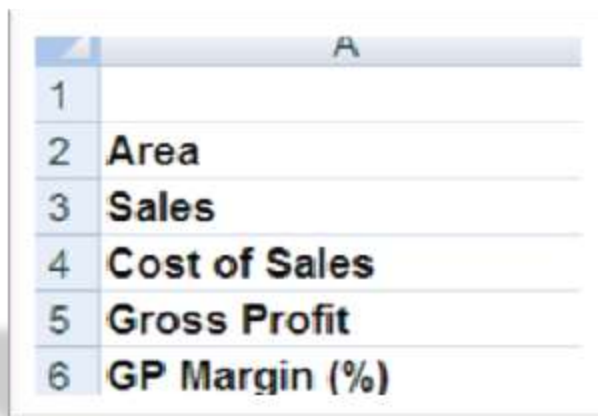
Change cells from rows to columns or vica versa (and keep them linked!)

Take a row/s of cells



1	Area	Sales	Cost of Sales	Gross Profit	GP Margin (%)
---	------	-------	---------------	--------------	---------------

And turn them into a column/s of cells in **1 minute, 3 clicks**

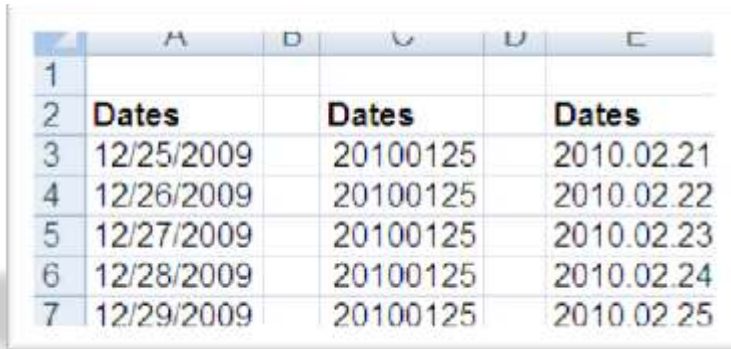


	A
1	
2	Area
3	Sales
4	Cost of Sales
5	Gross Profit
6	GP Margin (%)

Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

Change dates into formats acceptable for excel

Turn dates that Excel struggles to recognise



	A	B	C	D	E
1					
2	Dates		Dates		Dates
3	12/25/2009		20100125		2010.02.21
4	12/26/2009		20100125		2010.02.22
5	12/27/2009		20100125		2010.02.23
6	12/28/2009		20100125		2010.02.24
7	12/29/2009		20100125		2010.02.25

Into recognisable dates in **2 minutes, +-6 clicks, 2 different ways**



	A	B	C	D	E
1					
2	Dates		Dates		Dates
3	25/12/2009		25/01/2010		21/02/2010
4	26/12/2009		25/01/2010		22/02/2010
5	27/12/2009		25/01/2010		23/02/2010
6	28/12/2009		25/01/2010		24/02/2010
7	29/12/2009		25/01/2010		25/02/2010

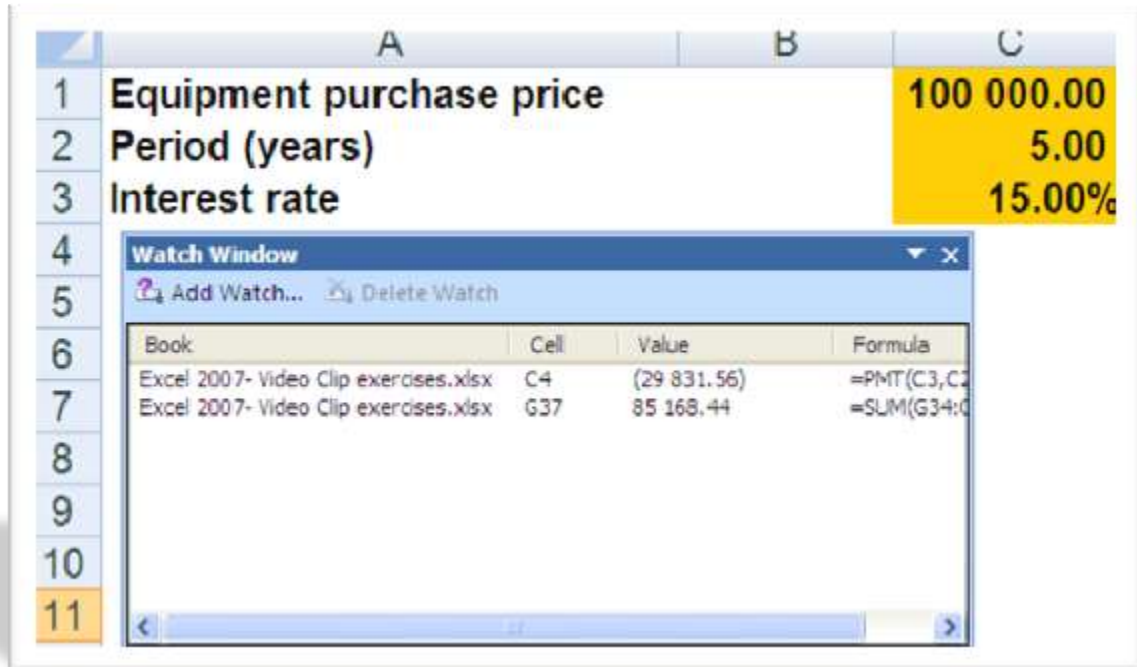
Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

Book Downloads: [Handling Dates in Excel](#)

Watch other areas of a spreadsheet while you work

Watch one area of your spreadsheet while you work on another (or another spreadsheet!)

1 click, <1 minute

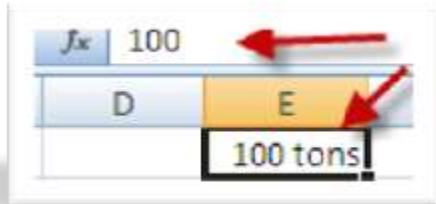


Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

Format cells to include the units in the cell (but not have it affect your calculations)

Incorporate the unit of measure into the cell (without affecting its ability to do calculations)

1 click, <1 minute

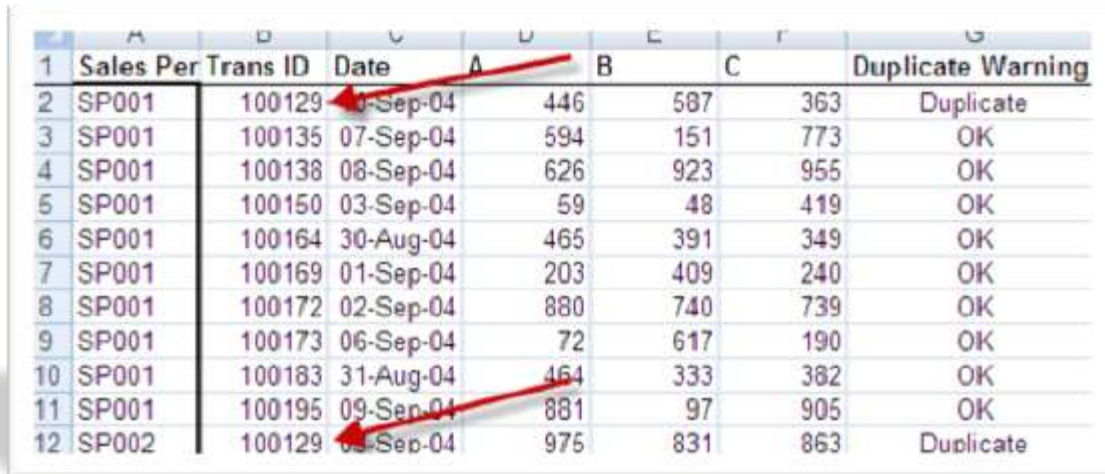


Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

Find the Duplicate entries in a list

Create formula to determine where the duplicates are in a spreadsheet

1 click, <1 minute, 2 different ways



	A	B	C	D	E	F	G
1	Sales Per	Trans ID	Date	A	B	C	Duplicate Warning
2	SP001	100129	09-Sep-04	446	587	363	Duplicate
3	SP001	100135	07-Sep-04	594	151	773	OK
4	SP001	100138	08-Sep-04	626	923	955	OK
5	SP001	100150	03-Sep-04	59	48	419	OK
6	SP001	100164	30-Aug-04	465	391	349	OK
7	SP001	100169	01-Sep-04	203	409	240	OK
8	SP001	100172	02-Sep-04	880	740	739	OK
9	SP001	100173	06-Sep-04	72	617	190	OK
10	SP001	100183	31-Aug-04	464	333	382	OK
11	SP001	100195	09-Sep-04	881	97	905	OK
12	SP002	100129	09-Sep-04	975	831	863	Duplicate

Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

Automatically Change the colours of your cells based on the content of your cells

Highlight cells based on their contents (e.g. green is good, red is bad and yellow is in between)

1 minute, 3 clicks

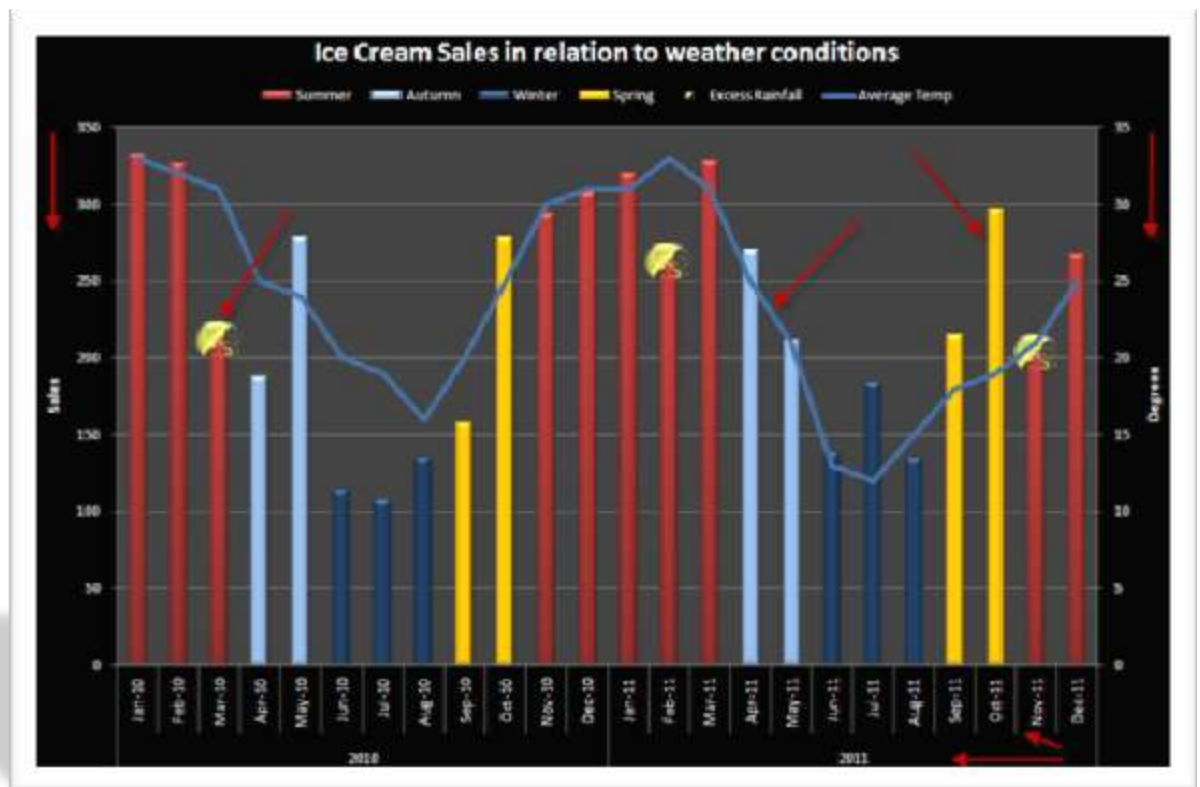
		Term				
Monthly Payments	R 10 943.45	60	120	180	240	300
Rate	8.0%	20 074	12 011	9 461	8 281	7 641
	9.0%	20 551	12 541	10 041	8 907	8 308
	10.0%	21 035	13 083	10 639	9 554	8 996
	10.5%	21 279	13 359	10 943	9 884	9 347
	11.0%	21 525	13 637	11 252	10 219	9 703
	12.0%	22 022	14 204	11 882	10 901	10 427
	13.0%	22 526	14 782	12 526	11 599	11 166

Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

Graphing

Create meaningful graphs that can incorporate the following features

- Add a second level of horizontal access (months and years shown)
- Have 2 axis's (sales and degrees centigrade)
- Have different chart types on the same file (column and line chart)
- Conditional Format the colours of chart (columns change colour for the seasons)
- Add your own icons into the chart so that they move automatically (umbrella for rainy months)

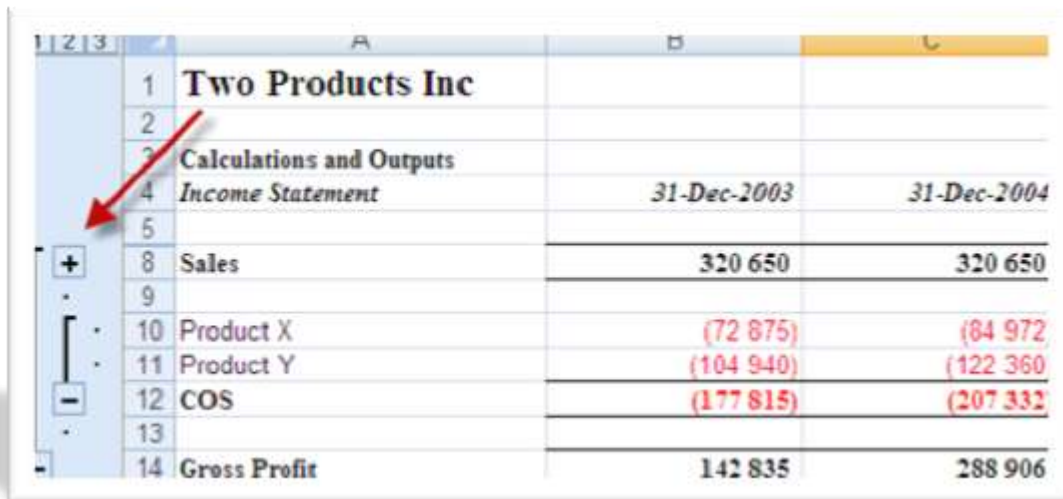


Courses to Consider: [3 Day Advanced Excel/ Graphing Course](#)

Hide rows and columns so that they are easy to navigate

Enhance the navigation of your spreadsheet when hiding rows and columns

1 minute, 2 clicks



	A	B	C
1	Two Products Inc		
2			
3	Calculations and Outputs		
4	<i>Income Statement</i>	<i>31-Dec-2003</i>	<i>31-Dec-2004</i>
5			
8	Sales	320 650	320 650
9			
10	Product X	(72 875)	(84 972)
11	Product Y	(104 940)	(122 360)
12	COS	(177 815)	(207 332)
13			
14	Gross Profit	142 835	288 906

Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

Make you spreadsheet operate like a web site and move around by clicking on the words

Use hyperlinks to make it easier to move around your spreadsheet

1 minute, 2 clicks

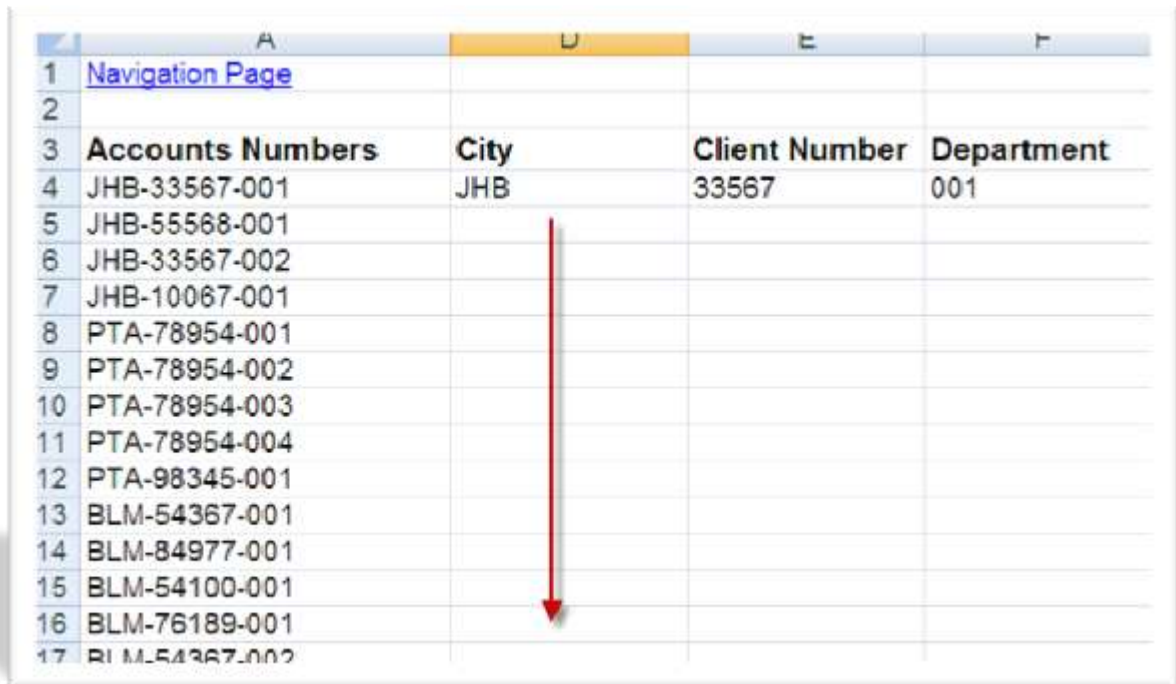


Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

Join Together/ Split cells

Easily break apart a cell or join many cells into a single cell

3 minutes, 3 steps, many ways



	A	D	E	F
1	Navigation Page			
2				
3	Accounts Numbers	City	Client Number	Department
4	JHB-33567-001	JHB	33567	001
5	JHB-55568-001			
6	JHB-33567-002			
7	JHB-10067-001			
8	PTA-78954-001			
9	PTA-78954-002			
10	PTA-78954-003			
11	PTA-78954-004			
12	PTA-98345-001			
13	BLM-54367-001			
14	BLM-84977-001			
15	BLM-54100-001			
16	BLM-76189-001			
17	BLM-54367-002			

Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

Extracting the Unique Items from a list

Identify only the unique items in a list, so turn this

	A	B	C	D	E
1	Sales Person Code	Date	Product A Sales	Product B Sales	Product C Sales
2	SP002	03-Sep-04	975	831	86
3	SP005	07-Sep-04	131	724	23
4	SP006	31-Aug-04	489	339	6
5	SP007	07-Sep-04	192	118	6
6	SP006	06-Sep-04	169	915	40
7	SP008	31-Aug-04	515	320	18
8	SP001	10-Sep-04	446	587	36
9	SP002	03-Sep-04	975	831	86
10	SP002	03-Sep-04	975	831	86
11	SP002	03-Sep-04	975	831	86
12	SP002	03-Sep-04	975	831	86
13	SP002	03-Sep-04	975	831	86
14	SP002	03-Sep-04	975	831	86
15	SP002	03-Sep-04	975	831	86
16	SP004	03-Sep-04	67	61	58
17	SP008	03-Sep-04	195	259	91
18	SP002	03-Sep-04	975	831	86
19	SP005	03-Sep-04	897	568	42
20	SP005	09-Sep-04	372	889	68
21	SP001	07-Sep-04	594	151	77
22	SP002	06-Sep-04	553	910	38
23	SP004	31-Aug-04	542	705	94
24	SP001	08-Sep-04	626	923	95
25	SP004	10-Sep-04	458	313	83
26	SP005	31-Aug-04	233	493	83
27	SP002	03-Sep-04	975	831	86
28	SP002	31-Aug-04	184	243	36

Into this in 3 steps, 1 minute, 3 different ways

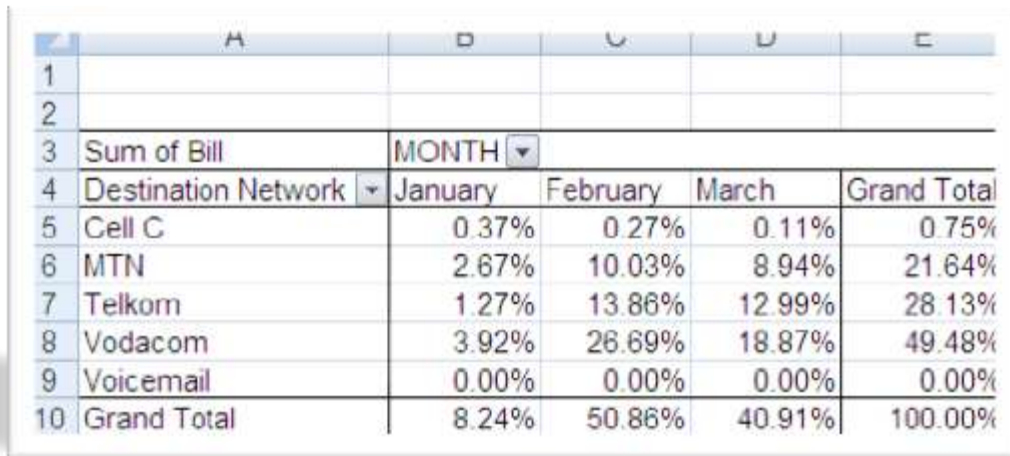
	A	B	C	D	E
1	Sales Person Code	Date	Product A Sales	Product B Sales	Product C Sales
2	SP002	03-Sep-04	975	831	86
3	SP005	07-Sep-04	131	724	23
4	SP006	31-Aug-04	489	339	6
5	SP007	07-Sep-04	192	118	6
6	SP008	31-Aug-04	515	320	18
7	SP001	10-Sep-04	446	587	36
8	SP004	03-Sep-04	67	61	58
9	SP003	08-Sep-04	500	38	97
10					

Courses to Consider: [3 Day Advanced Excel/ 2 Day Advanced Excel](#)

Create a % of WITHIN the Pivot Table

Incorporate your percentage calculations **into** your Pivot Tables

1 minute/ 1 step



The screenshot shows an Excel PivotTable with the following data:

Sum of Bill	MONTH			
Destination Network	January	February	March	Grand Total
Cell C	0.37%	0.27%	0.11%	0.75%
MTN	2.67%	10.03%	8.94%	21.64%
Telkom	1.27%	13.86%	12.99%	28.13%
Vodacom	3.92%	26.69%	18.87%	49.48%
Voicemail	0.00%	0.00%	0.00%	0.00%
Grand Total	8.24%	50.86%	40.91%	100.00%

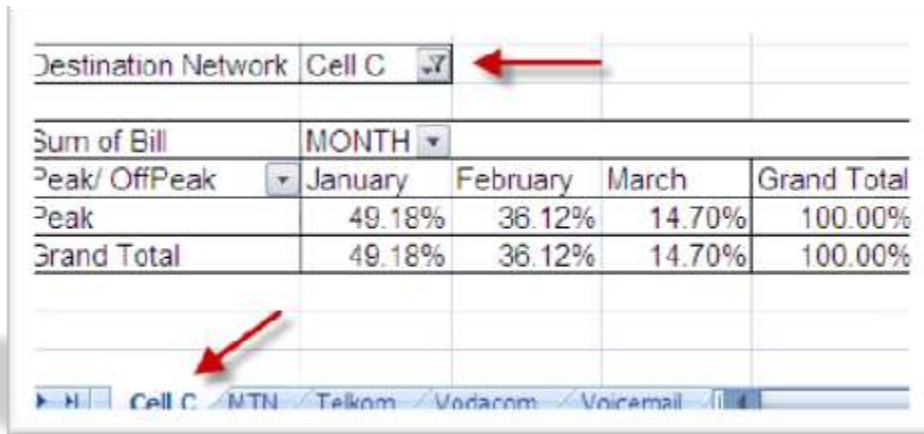
Courses to Consider: [3 Day Advanced Excel/ Pivot Table Course](#)

Book Downloads: [Pivot Tables in Excel](#)

Create Multiple sheets out of a single pivot

Create Multiple Pivot Tables for key segments

1 minute/ 1 step



Destination Network	Cell C			
Sum of Bill	MONTH			
Peak/ OffPeak	January	February	March	Grand Total
Peak	49.18%	36.12%	14.70%	100.00%
Grand Total	49.18%	36.12%	14.70%	100.00%

Courses to Consider: [3 Day Advanced Excel/ Pivot Table Course](#)

Book Downloads: [Pivot Tables in Excel](#)

Other time saving techniques you can learn

- Easily create drop down lists
- Control what you allow users to enter in a cell (e.g. only allow numbers less than 100%)
- How to create waterfall graphs (easily)
- Print your documents without seeing all the error messages (REF, NA, VALUE etc)