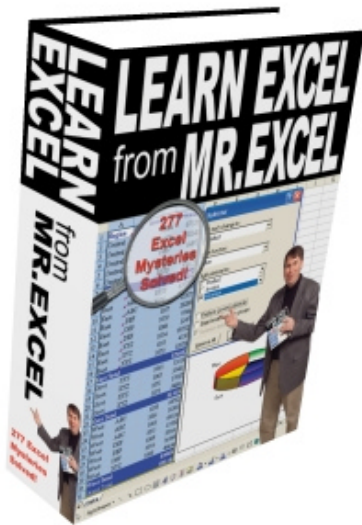




Free Preview – Week #2

Learn Excel from Mr Excel

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This Week: 3 Tips for Closing and Opening multiple files at once.

Next Week: Four new tips on headings and more.

CLOSE ALL OPEN WORKBOOKS

Problem: You have 22 Excel workbooks open. You want to keep Excel open but close all of the workbooks. Doing File – Close 22 times can get monotonous.

Strategy: Hold down the Shift key on the keyboard before selecting the File menu. This will allow you to see an alternate File menu with Close All in place of Close, as shown in Fig. 16.

Summary: Hold down the Shift key to access the timesaving Close All command.

Commands Discussed: File – Close All

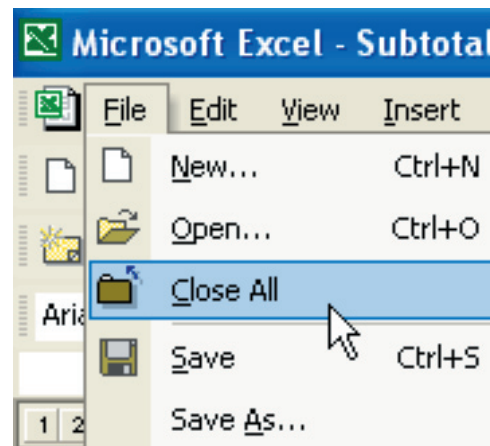


Fig. 16

DOUBLE THE VALUE OF THE RECENTLY USED FILE LIST

Problem: You routinely open the same six workbooks. The File menu shows only the last four workbooks that you opened or saved. It sure would be nice if it showed at least the last six workbooks.

Strategy: Good news! You can increase the Recently Used File List (located at the bottom of the File menu) from four to nine workbooks. Go to Tools – Options – General. Use the spin button to dial the Recently Used File List from 4 to 9, as shown in Fig. 17.

**Part
I**

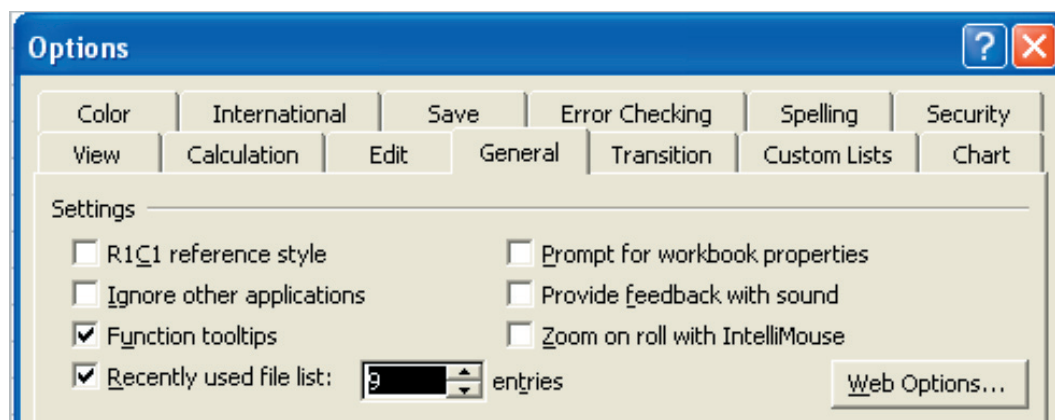


Fig. 17

Gotcha: Immediately after changing the value, your list may only show four files. You have to open and close additional files to expand the list, as shown in Fig. 18.

Summary: To have the File menu show more than the last four workbooks used, use Tools – Options – General and select the number of recently used files for it to show.

Commands Discussed: Tools – Options – General – Recently Used File List

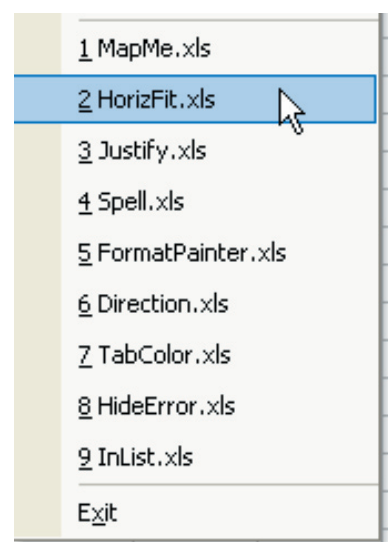


Fig. 18

REMEMBER WORKBOOKS TO OPEN USING A WORKSPACE

Problem: You need to open seven files in order to prepare a weekly report. It is tedious to open all seven workbooks.

Strategy: Open the seven workbook files and save them as a workspace. Follow these steps.

- 1) Open the workbooks and then select File – Save Workspace, as shown in Fig. 19.

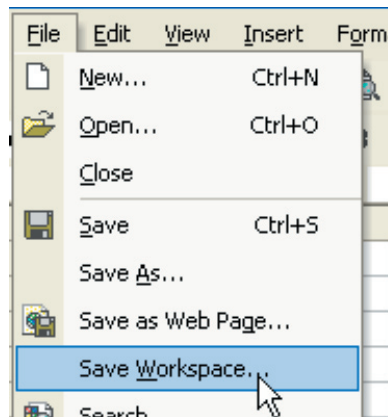


Fig. 19

- 2) Give the workspace file a name, such as MyFiles. As shown in Fig. 20, note that the file saved will have an .xlw extension instead of .xls.



Fig. 20

- 3) You can now close Excel and open MyFiles.xlw. All seven workbooks will open at once.

Gotcha: This workspace does not actually store the seven files, but only points to them. If you were to move one of the seven files to a new folder using Windows Explorer, Excel would not be able to open that file.

Gotcha: Excel does not remember the arrangement of the workbooks in the workspace. Although your original workbooks may have been maximized, Excel might open them in a tiled arrangement. Choose the Maximize icon at the top of one workbook to return all workbooks to their original maximized state. This problem was worse in Excel 97, where Excel would frequently forget the zoom and frozen panes in the workspace.

Summary: To reduce the time in opening more than one workbook, use File – Save Workspace when opening workbooks, and then name the workspace.

**Part
I**

Commands Discussed: File – Save Workspace