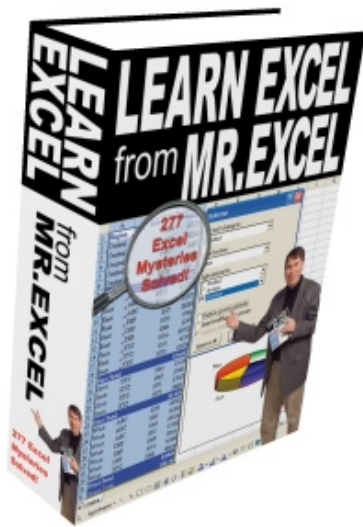




Free Preview – Week #3

Learn Excel from Mr Excel

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<http://www.mrexcel.com/learn-excel.html>.

This Week: 5 Tips for Freezing headings
in printouts and the display, plus cursor direction.

Next Week: tips on headers, windows, and
more.

AUTOMATICALLY MOVE THE CELL POINTER IN A DIRECTION AFTER ENTERING A NUMBER

Problem: If you type a number and then press a direction arrow key, Excel will enter the number and move the cell pointer in the direction of the arrow key. However, if you are using the numeric keypad, it is much more convenient to use the Enter key on the numeric keypad rather than the arrow keys. By default, Excel will move the cell pointer down one cell when you type Enter. When entering data in a worksheet such as the one shown in Fig. 21, is there a way to have Excel automatically move the cell pointer to the next cell to the right after each entry?

	A	B	C	D	E	F	G	H
1	Region	Jan	Feb	Mar	Apr	May	Jun	Jul
2	City of London	432	754	136	302	91	194	89
3	Barking and Dagenham	95	238	183	713	601	772	559
4	Barnet	590	643	564	87	325	295	413
5	Bexley	454	657	455	354	542		
6	Brent							
7	Bromley							
8	Camden							
9	Croydon							
10	Ealing							
11	Enfield							

Fig. 21

Strategy: Go to Tools – Options. On the Edit tab, go to the Move Selection after Enter Direction dropdown. Choose Right, as shown in Fig. 22.

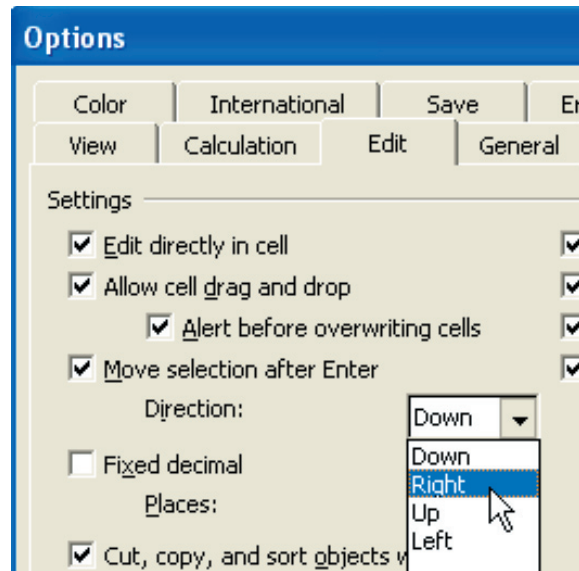


Fig. 22

Result: The cursor will automatically move one cell to the right every time you press the Enter key.

Summary: You can have the cell pointer move in any direction after using Enter by changing this setting on the Edit tab of the Options menu.

Commands Discussed: Tools – Options – Edit

HOW TO SEE HEADINGS AS YOU SCROLL AROUND A REPORT

Problem: You have a spreadsheet with headings at the top, as shown in Fig. 23. You want to be able to scroll through the data and always see the headings.

	A	B	C	D	E
1	Sales Report - 2006				
2					
3	Rep	Customer	Product	Sales	Revenue
4	Joe	RST Company	GHI	624	55536
5	Mary	EFG Pty Ltd	GHI	605	53845
6	Dan	TUV Company	DEF	733	65237
7	Dan	CDE GmbH	XYZ	634	56426
8	Bob	BCD Corporation	ABC	795	70755
9	Dan	CDE Pty Ltd	ABC	447	39783
10	Mary	NOP, LLC	ABC	627	55803
11	Bob	RST, Inc.	GHI	740	65860
12	Joe	LMN, Inc.	DEF	787	70043
13	Joe	JKL, Inc.	XYZ	626	55714
14	Dan	HIJ Company	GHI	587	52243
15	Bob	DEF & Sons	DEF	764	67996

Fig. 23

Strategy: Use the Freeze Panes command on the Window menu. It is not obvious, but in order to make the Freeze Panes command work, you must place the cell pointer in the correct location before using the command.

Look at the spreadsheet shown in Fig. 23. It would be really handy to have rows 1 through 3 always visible while you scroll. Here's how to do that.

- 1) Place the cell pointer in cell A4, as shown in Fig. 24, before you select the Freeze Panes command. The Freeze Panes command will freeze all visible rows above the cell pointer and all visible columns to the left of the cell pointer. By placing the cell pointer in column A, you will not freeze any columns, only the rows.

	A	B	C	D	E
1	Sales Report - 2006				
2					
3	Rep	Customer	Product	Sales	Revenue
4	Joe	RST Company	GHI	624	55536
5	Mary	EFG Pty Ltd	GHI	605	53845
6	Dan	TUV Company	DEF	733	65237

Fig. 24

- 2) With the cell pointer in cell A4, select Window – Freeze Panes. A solid horizontal line will be drawn between rows 3 and 4. As you scroll down past row 30, you will always be able to see the heading rows, as shown in Fig. 25.

	A	B	C	D	E
1	Sales Report - 2006				
2					
3	Rep	Customer	Product	Sales	Revenue
32	Dan	GHI GmbH	ABC	613	54557
33	Bob	UVW, Inc.	ABC	514	45746
34	Bob	JKL, Inc.	XYZ	691	61499

Fig. 25

Additional Details: To turn off this feature, go to the Window menu and select Unfreeze Panes. This menu item is only visible after you have frozen the panes.

If you want to maximize the number of rows visible, it is possible to freeze only row 3.

- 1) First, unfreeze the panes using Window – Unfreeze Panes. Place the cell pointer in the last visible row in the window. Hit the Down Arrow twice to force rows 1 and 2 to scroll above the window. Row 3 is now the first visible row, as shown in Fig. 26.

	A	B	C	D	E
3	Rep	Customer	Product	Sales	Revenue
4	Joe	RST Company	GHI	624	55536
5	Mary	EFG Pty Ltd	GHI	605	53845
6	Dan	TUV Company	DEF	733	65237

Fig. 26

- 2) Place the cell pointer in cell A4 and invoke the Window – Freeze Panes command. You will now be able to scroll with only row 3 frozen at the top of the window, as shown in Fig. 27.

	A	B	C	D	E
3	Rep	Customer	Product	Sales	Revenue
64	Bob	VWX Pty Ltd	XYZ	645	57405
65	Mary	GHI GmbH	ABC	481	42809
66	Dan	RST Company	GHI	477	42453

Fig. 27

Summary: Use the Window – Freeze Panes command to keep certain rows visible at the top of the window as you scroll through the data.

Commands Discussed: Window – Freeze Panes; Window – Unfreeze Panes

Cross Reference: How to Print Titles at the Top of Each Page;

HOW TO SEE HEADINGS AND ROW LABELS AS YOU SCROLL AROUND A REPORT

Part
I

Problem: As shown in Fig. 28, you have a wide spreadsheet. There are headings at the top of the spreadsheet and there are several columns of labels at the left side of the spreadsheet. You also have monthly sales figures that extend far to the right. You need to be able to scroll through the sales figures while always seeing both the headings at the top and the labels at the left of the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K	L
1	OurCo LLC											
2	Sales Report by Month, Customer and Region											
3	12 Months Ending 12/31/2006											
4												
5	Country	Region	District	Sales Rep	Customer	Product	Jan	Feb	Mar	Q1	Apr	Ma
6	USA	West	No. California	Joe	RST Company	GHI	37	44	26	107	87	2
7	Australia	Australia	Australia	Mary	EFG Pty Ltd	GHI	40	92	72	204	33	2
8	USA	Central	Chicago	Dan	TUV Company	DEF	86	55	74	215	83	8
9	Germany	Germany	Germany	Dan	CDE GmbH	XYZ	73	20	5	98	58	5
10	USA	Central	Minneapolis	Bob	BCD Corporation	ABC	65	81	93	239	50	5
11	Australia	Australia	Australia	Dan	CDE Pty Ltd	ABC	55	26	23	104	1	
12	USA	East	MidAtlantic	Mary	NOP, LLC	ABC	86	87	33	206	74	2
13	USA	Central	Cleveland	Bob	RST, Inc.	GHI	98	10	90	198	33	3
14	USA	Central	Cleveland	Joe	LMN, Inc.	DEF	61	99	67	227	47	2
15	USA	East	New England	Joe	JKL, Inc.	XYZ	36	96	94	226	83	8
16	USA	Central	Chicago	Dan	HU Company	GHI	83	86	34	203	50	2
17	USA	East	Southeast	Bob	DEF & Sons	DEF	68	12	61	141	70	8
18	USA	Central	Cleveland	Bob	LMN, Inc.	ABC	18	90	52	160	59	5

Fig. 28

Strategy: Use the Freeze Panes command on the Window menu. Remember, to make the Freeze Panes command work, you must place the cell pointer in the correct location before using the command.

In the spreadsheet shown in Fig. 28, you might want row 5 and columns A through F visible at all times. You would then be able to scroll through the monthly figures, while always being able to see the customer information in the left columns and the month name information in row 5.

- 1) First, you want to scroll the worksheet so that cell A5 is in the upper left visible corner. You could try to do this with the scrollbars or the arrows, but this method will always work:
 - Scroll A5 out of view by hitting PgDn a few times and the Tab key a few times.
 - Hit the F5 key to bring up the Go To dialog.
 - Enter A5 in the Reference box and hit Enter. Cell A5 will now be the first visible cell in the window.
- 2) Place the cell pointer in cell G6. Select Window – Freeze Panes. You will see a solid line between columns F and G and between rows 5 and 6.

Result: As shown in Fig. 29, you can scroll through any numeric data while being able to look at the row and column headings.

	A	B	C	D	E	F	S	T	U
5	Country	Region	District	Sales Rep	Customer	Product	Oct	Nov	Dec
97	USA	East	MidAtlantic	Mary	NOP, LLC	ABC	99	79	62
98	USA	East	New England	Dan	MNO Company	DEF	61	62	32
99	USA	Central	Chicago	Dan	IJK Company	DEF	82	2	47
100	England	England	England	Dan	UVW Ltd	ABC	81	16	20
101	USA	West	So. California	Bob	EFG, Inc.	ABC	7	43	62

Fig. 29

Gotcha: In Fig. 29, rows 1 through 4 cannot be accessed. You will have to unfreeze the panes to change those rows.

Gotcha: If you have many columns frozen at the left of the report and then make those columns wider, it is possible that the entire window will be filled with the frozen columns. You then have a situation where the arrow keys will move the cell pointer to other cells that you cannot

see. The Address Bar and the Formula Bar will show you the active cell, but you cannot see it. You need to either make the frozen columns less wide, or use the Window – Unfreeze Panes command to unfreeze the panes.

Summary: Use the Window – Freeze Panes command to keep certain rows and columns visible at the top of the window as you scroll through the data. It is critical that you place the cell pointer in the first cell that is not to be frozen before invoking the command.

Commands Discussed: Window – Freeze Panes; Edit – Go To

Cross Reference: How to See Headings as You Scroll Around a Report

**Part
I**

HOW TO PRINT TITLES AT THE TOP OF EACH PAGE

Problem: The report shown in Fig. 30 has 90 rows of data. You want to have the title rows print at the top of each printed page.

	A	B	C	D	E
1	XYZ Corporation				
2	Sales by Rep & Day				
3	January 2006				
4					
5	Sales Rep	Date	Quota	Sales	Over Quota
6	Joe	1/2/2006	800	666	0
7	Dan	1/2/2006	800	1290	490
8	Mary	1/2/2006	800	896	96
9	Joe	1/3/2006	800	559	0
10	Dan	1/3/2006	800	192	0
11	Mary	1/3/2006	800	703	0
12	Joe	1/4/2006	800	1131	331
13	Dan	1/4/2006	800	199	0
14	Mary	1/4/2006	800	320	0
15	Joe	1/5/2006	800	550	0
16	Dan	1/5/2006	800	552	0
17	Mary	1/5/2006	800	770	0
18	Joe	1/6/2006	800	615	0
19	Dan	1/6/2006	800	220	0

Fig. 30

Strategy: Printing options are controlled on the fourth tab of the Page Setup dialog box. In this case, you want rows 1 through 5 to print at the top of each page.

- 1) Select Page Setup from the File menu. The dialog box offers four tabs. Select the fourth tab, called Sheet. See Fig. 31.
- 2) Enter 1:5 in the box called Rows to Repeat at Top, as shown in Fig. 31, in order to have rows 1 through 5 repeated at the top of each printed page. Select Print Preview to ensure that the results are what you desire.

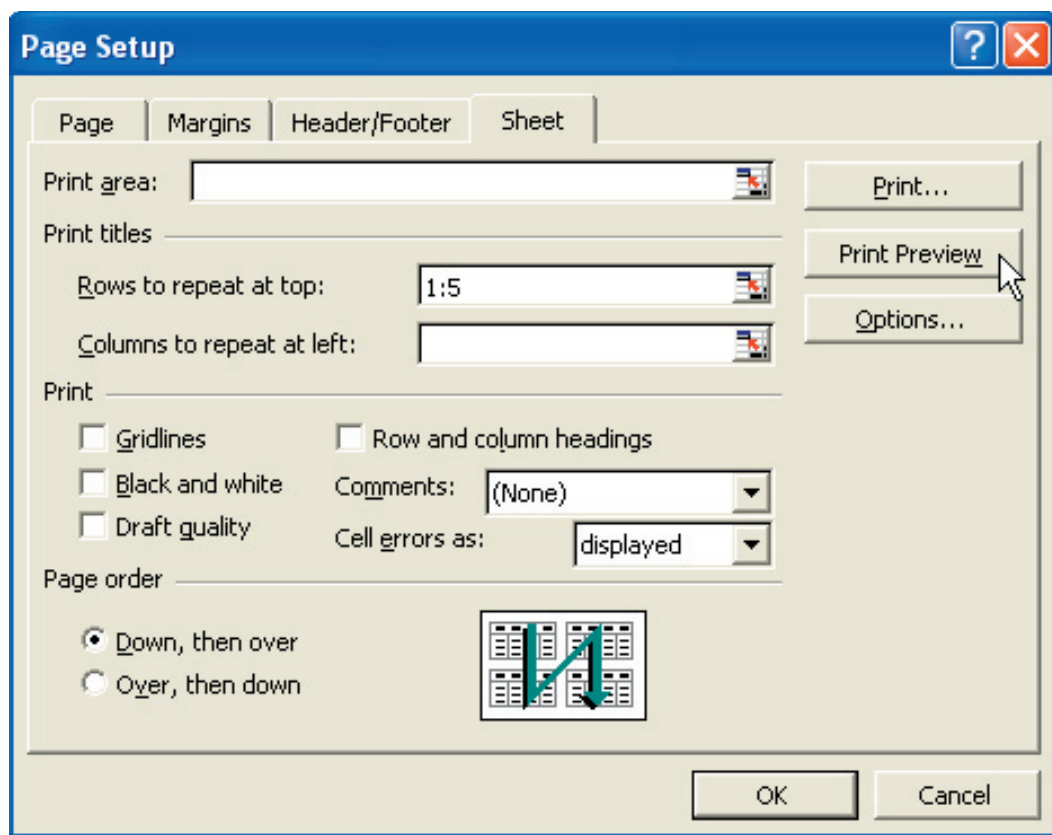


Fig. 31

Alternate Solution: Rather than typing 1:5 in the text box, you could click the reference icon on the right side of the box, as shown in Fig. 32.

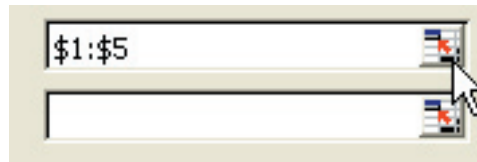


Fig. 32

This will shrink the Page Setup dialog box to just the Rows to Repeat at Top dialog. You can now use the mouse to select rows 1 through 5. Choose the icon at the right side of the text box to return to the Page Setup dialog box, as shown in Fig. 33.

**Part
I**

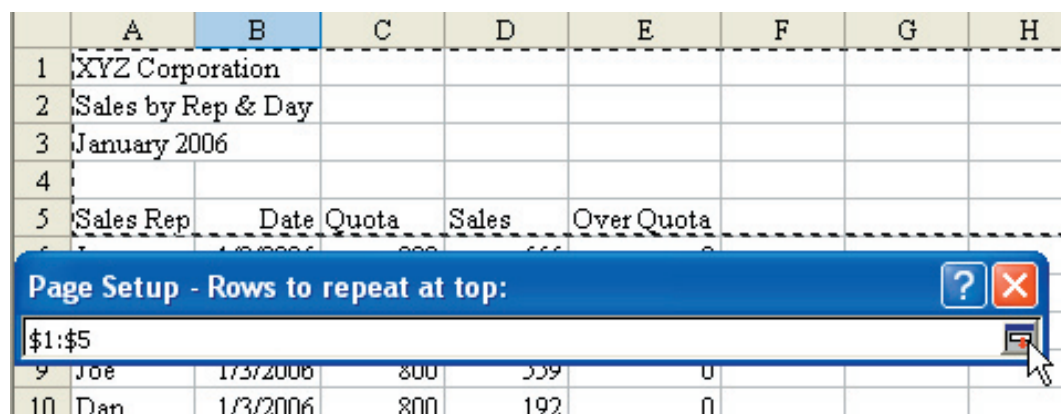


Fig. 33

Alternate Solution: If the rows you desire to repeat at the top are visible behind the dialog box, as shown in Fig. 34, use the mouse to highlight them while the cursor is in the Rows to repeat at top textbox.

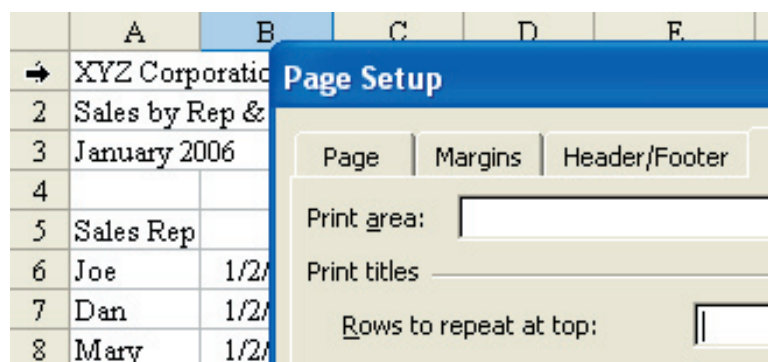


Fig. 34

Summary: Use the Page Setup command on the File menu to have titles and headings appear at the top of every page.

Cross Reference: Another way to have text appear at the top or bottom of every page is to use the Header/Footer command on the Page Setup dialog. See How to Print Page Numbers at the Bottom of Each Page on Page 19.

Commands Discussed: File – Page Setup

PRINT A LETTER AT THE TOP OF PAGE 1 AND REPEAT HEADINGS AT THE TOP OF EACH SUBSEQUENT PAGE

Problem: As shown in Fig. 35, you are sending out a worksheet that contains instructions, followed by a lengthy report. You would like the headings to appear at the top of each page after the first page. You don't want the headings to appear at the top of the letter on page one.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Welcome to the 2006-2007 Budget Process														
2															
3	Dear Manager,														
4															
5	This Excel workbook contains all of the worksheets that you need to complete in order														
6	to produce your forecast for our next fiscal year. The data below shows your actual sales														
7	by SKU for your region. You should build a sales forecast for the next year and then														
8	break the data out by month.														
9															
10	Your forecast should be sent to your regional VP for review no later than noon on														
11	March 12. Thank you for your attention to the forecast process.														
12															
13				Sincerely,											
14															
15				Joe Smith											
16				Director of Operations Analysis											
17				(330) 555-1212											
18															
19	SKU	Prior Sales	Planned Sales	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
20	S-001	562													
21	S-002	142													
22	S-003	451													
23	S-004	534													

Fig. 35

Strategy: Printing options are controlled on the fourth tab of the Page Setup dialog box. If you specify that a row in the middle of the print range should be repeated at the top of the pages, it will not begin repeating until the next page.

- 1) Select Page Setup from the File menu. The dialog box offers four tabs. Select the fourth tab, called Sheet. See Fig. 36.
- 2) Enter 19:19 in the box called Rows to Repeat at Top, as shown in Fig. 36, to have row 19 print at the top of each page after page 1.

**Part
I**

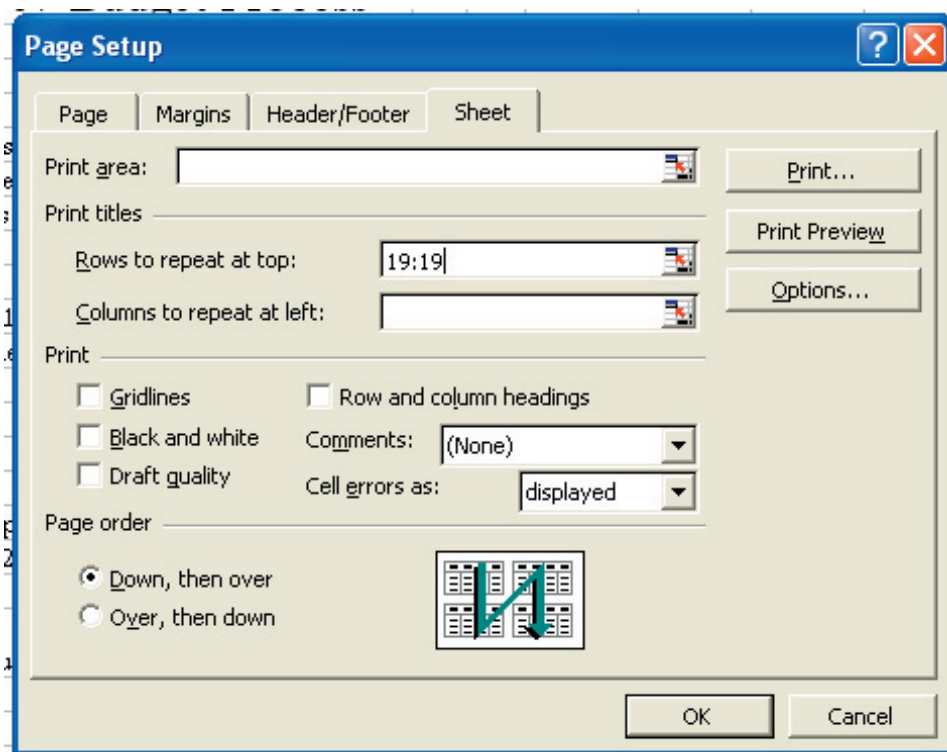


Fig. 36

Result: The headings do not print at the top of page 1, but at the top of pages 2 and beyond. Fig. 37 shows the first page in Print Preview mode.

Welcome to the 2006-2007 Budget Process

Dear Manager,

This Excel workbook contains all of the worksheets that you need to complete in order to produce your forecast for our next fiscal year. The data below shows your actual sales by SKU for your region. You should build a sales forecast for the next year and then break the data out by month.

Your forecast should be sent to your regional VP for review no later than noon on March 12. Thank you for your attention to the forecast process.

Sincerely,

Joe Smith
Director of Operations Analysis
(330) 555-1212

SKU	Prior Sales	Planned Sales	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
S-001	562													
S-002	142													
S-003	451													

Fig. 37

Fig. 38 shows the second page in Print Preview mode:

SKU	Prior Sales	Planned Sales	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
S-031	797													
S-032	465													
S-033	782													
S-034	667													
S-035	624													
S-036	503													

Fig. 38

Summary: The Rows to Repeat at Top figure does not have to be at the top of the print range. If your selection is in the middle of the print range, the headings will only print on subsequent pages.

Commands Discussed: File – Page Setup