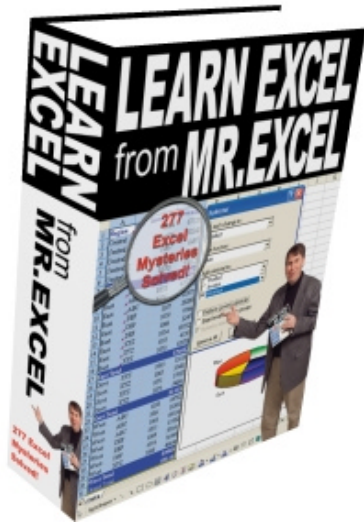




Free Preview – Week #15
Learn Excel from Mr Excel
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Encourage your friends to sign up at
<http://www.mrexcel.com/learn-excel.html>

This week - 6 tips on unique ways to open workbooks.
Be sure to check out the topic on Controlling the
Settings for every new workbook that you open - this
was a great timesaver for me - every new workbook
would inherit my favorite "Page 1 of n" footer settings
without me typing it.

Alternate Strategy: You can specify one folder to act as an additional XLStart folder. Follow these steps.

- 1) Move the Excel workbook or workbooks to a new folder.

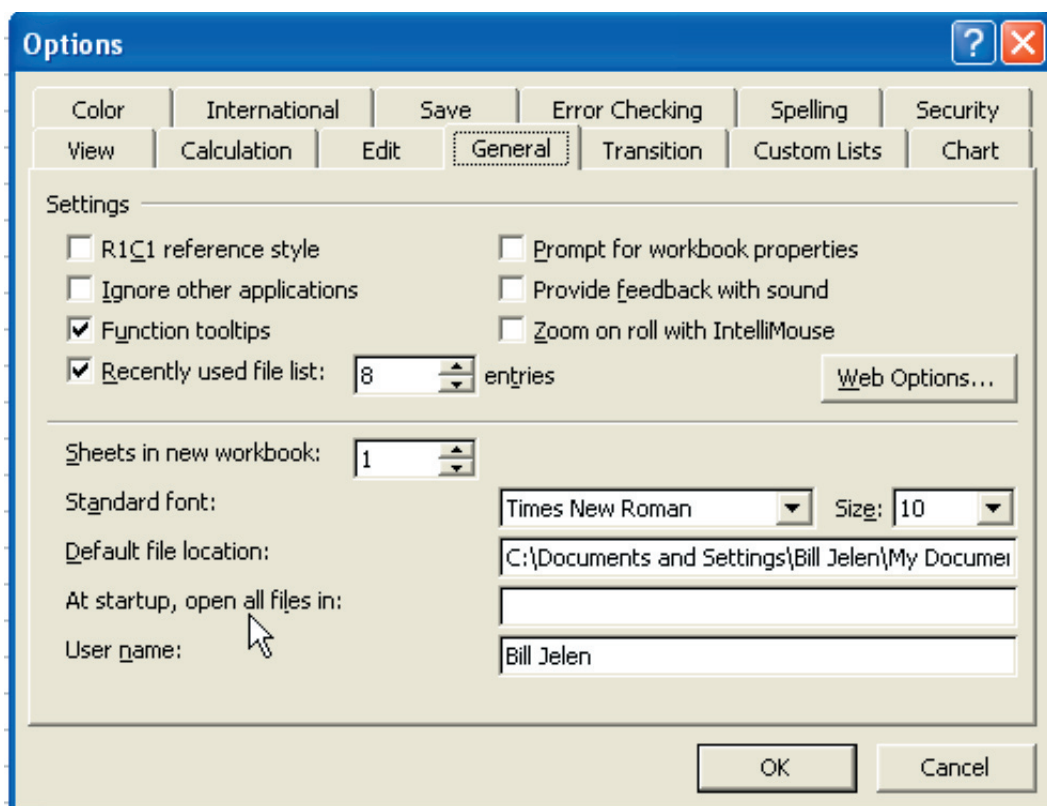
Excel will try to open every file in this folder, so make sure that you do not have other files in it.

- 2) Open Excel. From the Tools menu, select Options.

- 3) In the Options dialog box, find the General tab.

There are five fields at the bottom of the General tab. As shown in Fig. 61, in Excel 2002 and later versions, the penultimate field is called At Startup, Open all Files in:. In Excel 2000 and earlier versions, this same field was called Alternate Startup File Location, as shown in Fig. 62. In either case, enter the path to the folder in this field.

**Part
I**



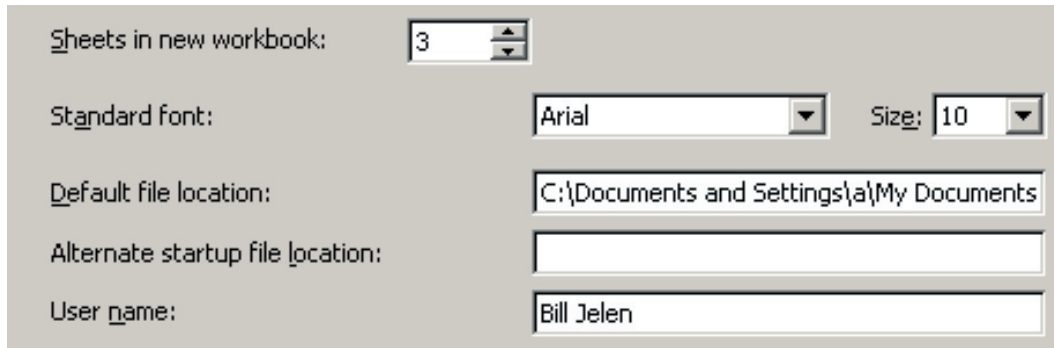


Fig. 62

Alternate Strategy: A third strategy is to use a command line switch. This is discussed in the next topic.

Summary: Excel will automatically open all files in the XLStart folder or in one additional alternate startup folder that you specify.

Commands Discussed: Tools – Options – General

Cross Reference: Set up Excel Icons to Open a Specific File on Start-up

SET UP EXCEL ICONS TO OPEN A SPECIFIC FILE ON STARTUP

Problem: You routinely use the same five files in your job. You want a series of five icons on your desktop, with each opening one of the specific files.

Strategy: Use a startup switch in the shortcut. Excel offers startup switches to open a specific file, to open a file as read-only, to suppress the startup screen, or to specify an alternate default file location. Follow these steps.

- 1) Minimize all open windows with Win+M.

The Win key is usually located between the left Ctrl and left Alt keys. It has a picture of a flying Window icon, as shown in Fig. 63.

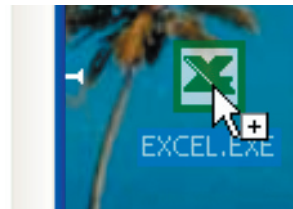


Fig. 63

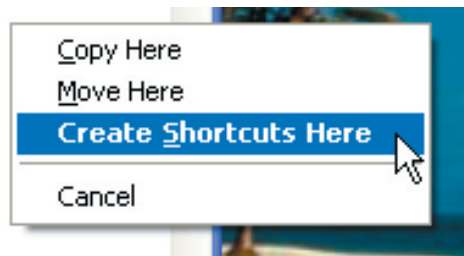
- 2) Open Windows Explorer with Win+E.
- 3) Browse to one of these locations:
 - For Excel 2003: \Program Files\Microsoft Office\Office11
 - For Excel 2002: \Program Files\Microsoft Office\Office10
 - For Excel 2000: \Program Files\Microsoft Office\Office
- 4) If Windows Explorer is in full screen mode, choose the Restore Down button in the upper right corner of the Window, as shown in Fig. 64.

**Part
I***Fig. 64*

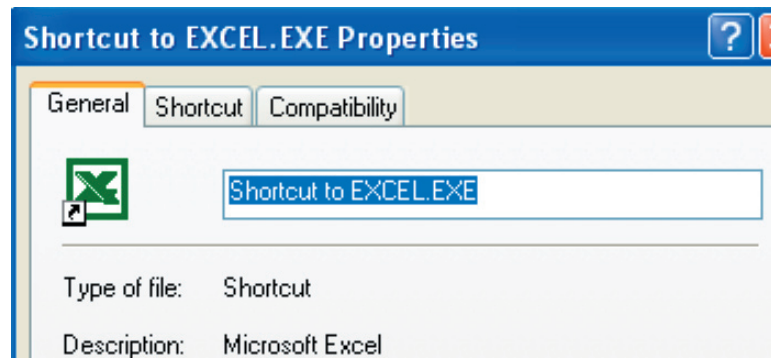
- 5) Using the mouse, grab the blue title bar of the Windows Explorer window and move it so that you can see part of the desktop.
- 6) Find the Excel icon in Windows Explorer. Right-click and drag the item to the desktop, as shown in Fig. 65.

*Fig. 65*

- 7) When you release the right mouse button, a menu will appear, as shown in Fig. 66. Choose Create Shortcuts Here.

*Fig. 66*

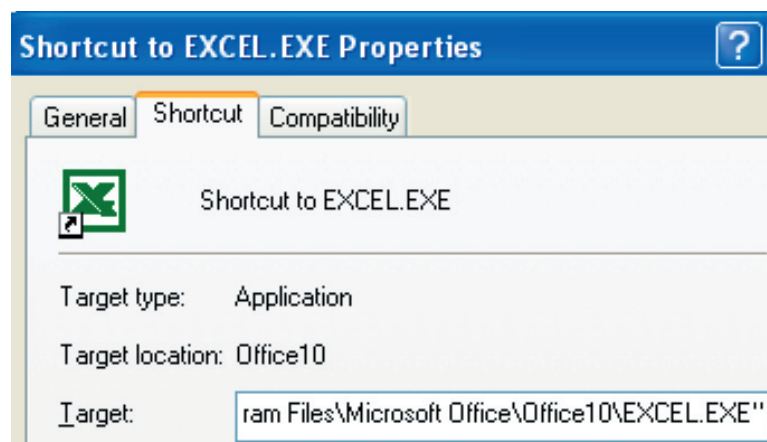
- 8) Close Windows Explorer.
- 9) On the Desktop, right-click the new Shortcut to Excel icon and choose Properties.

*Fig. 67*

- 10) There are three tabs in the Properties dialog, as shown in Fig. 67. Choose the General tab.
- 11) Change the name in the top textbox to something meaningful. If this icon will be used to open the Sales file, a short name like Sales would work.
- 12) On the Shortcut tab, locate the Target field.

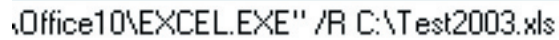
This field contains the complete path and filename to EXCEL.EXE. The path and file name are wrapped in quotes. See Fig. 68.

- 13) The field is never big enough to display the entire path, so you must click in the field and hit the End key in order to see the end of the entry, as shown in Fig. 68.

*Fig. 68*

14) The startup switch should be added after the final quotation mark. Type a space, and then the startup switch. If you use multiple startup switches, each must be separated by a space.

- To open a file in read-only mode, use the /R switch followed by the complete path and file name, as shown in Fig. 69.

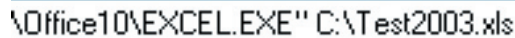


```
"Office10\EXCEL.EXE" /R C:\Test2003.xls
```

Fig. 69

**Part
I**

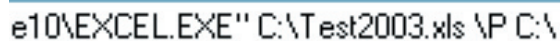
- To open a file in normal mode, leave out the /R switch. Just have a space followed by the path and file name, as shown in Fig. 70.



```
"Office10\EXCEL.EXE" C:\Test2003.xls
```

Fig. 70

Gotcha: If you start Excel normally, use File – Open and browse to the C:\ folder. All subsequent Open or Save As dialogs will start in the C:\ folder. Frustratingly, neither of the above switches will change the current path to the folder as the open file. In order to do that, use the /P switch with the same path as your file, as shown in Fig. 71



```
"Office10\EXCEL.EXE" C:\Test2003.xls /P C:\
```

Fig. 71

Additional Details: Try the /E switch to suppress the Excel splash screen as your file opens.

Summary: Customize your shortcut to Excel to open a specific file or to use a specific path as the current folder.

USE A MACRO TO FURTHER CUSTOMIZE STARTUP

Problem: Every time that you open a workbook, you would like to put the file in Data Form mode, as shown in Fig. 72, or to invoke any other Excel menu as the file opens.

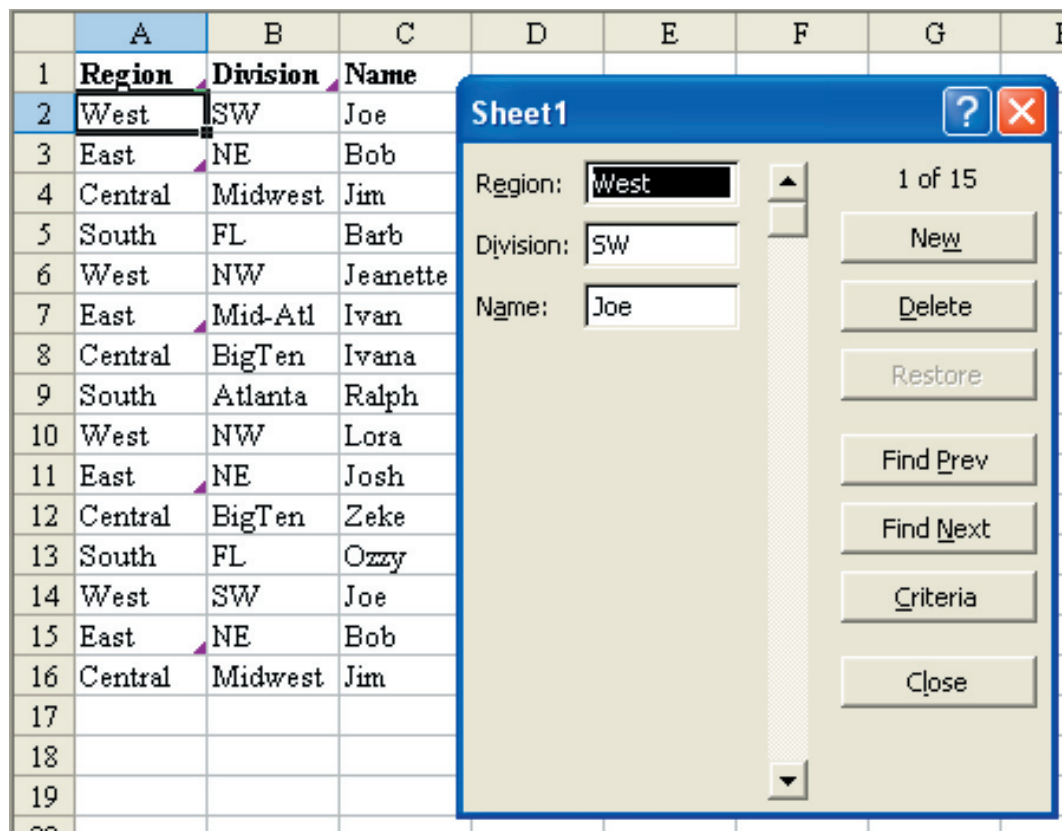
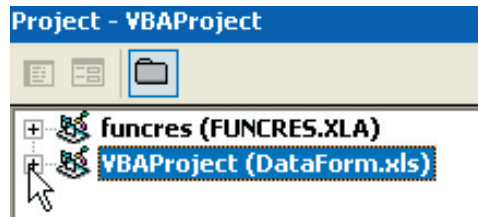


Fig. 72

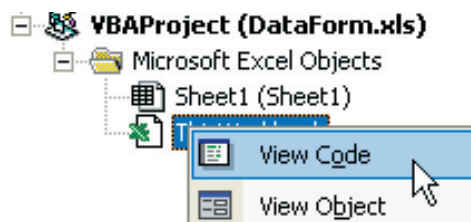
Strategy: Startup switches can only do so many things. You will have to use a Workbook_Open macro in order to force Excel into Data Form mode. Follow these steps:

- 1) In Excel, go to Tools – Macro – Security. Set the security level to Medium or lower.
- 2) Open your workbook.

- 3) Hit Alt+F11 to open the VBA Editor. (Caution: The Microsoft Natural Multimedia keyboard does not support Alt+F keys. You might have to use Tools – Macros – Visual Basic Editor, instead.)
- 4) Hit Ctrl+R to show the Project Explorer in the upper left corner. You should see something that looks like VBAProject (Your BookName) in the Project Explorer, as shown in Fig. 73.

**Part
I***Fig. 73*

- 5) If there is a + to the left of this entry, hit the + to expand it.
You will see a folder underneath, called Microsoft Excel Objects. If there is a + to the left of this entry, hit the + to expand it, also.
- 6) You will now see one entry for each worksheet, plus an entry called ThisWorkbook. Right-click on ThisWorkbook and choose View Code from the pop-up menu, as shown in Fig. 74.

*Fig. 74*

- 7) Copy these three lines of code to the large white code window.

```
Private Sub Workbook_Open()  
    ActiveSheet.ShowDataForm  
End Sub
```
- 8) Hit Alt+Q to return to Excel.
- 9) Save the file.

10) Open the file. The data form should open.

Additional Information: This simple macro invokes on Menu command. It is possible to build highly complex macros that would control literally anything. For a primer on macros, consult VBA & Macros for Microsoft Excel from QUE.

Summary: Customize your shortcut to Excel to open a specific file or to use a specific path as the current folder.

CONTROL SETTINGS FOR EVERY NEW WORKBOOK AND WORKSHEET

Problem: Every time that you start a new workbook or insert a new worksheet, you always make the same customizations. These may include setting print scaling to fit to one page wide, setting certain margins, adding a “Page 1 of n” footer to the worksheet, as shown in Fig. 75, making the heading row to be in bold text, and so forth.

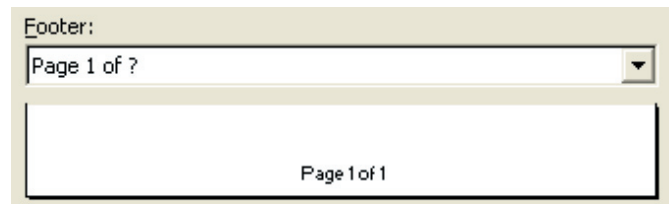


Fig. 75

Strategy: There are two files that control the defaults for new workbooks and inserted worksheets. You can easily customize a blank workbook to contain your favorite settings and then save the file as book.xlt or sheet.xlt. Any time that you choose either the New Workbook icon, as shown in Fig. 76, or the Insert – Worksheet command, the new book or sheet will inherit the settings from these files.

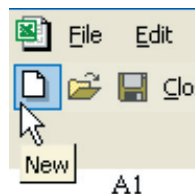


Fig. 76

Follow these steps to create book.xlt.

- 1) In Excel, open a new blank workbook by using the New icon in the Standard toolbar.
- 2) Customize the workbook.

Feel free to make adjustments to any of the following:

- File – Page Setup
- File – Set Print Area
- Cell Styles
- Format – Cells
- Data – Validation settings
- Number and type of sheets in the workbook
- Window view options from the Tools – Options – View tab

- 3) Decide where you want to save the file.

This can be either in the XLStart folder (generally C:\Program Files\Microsoft Office\Officenn\XLStart) or in the Alternate Startup folder. (Find or setup an Alternate Startup folder on the Tools – Options – General dialog.)

- 4) Select File – Save As. In the Save As dialog, Save as Type dropdown, choose Template, as shown in Fig. 77.

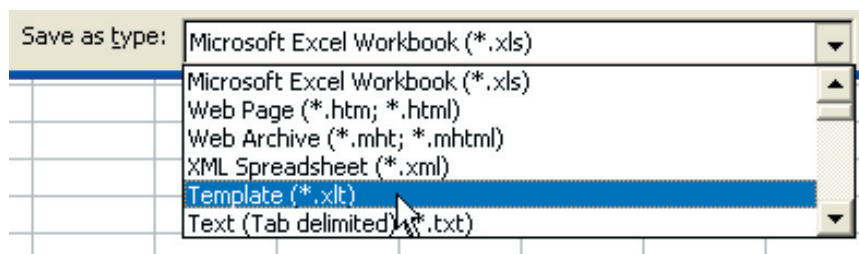


Fig. 77

- 5) Browse to the XLStart folder (see Step 3).
- 6) Save the file as Book.xlt

Result: All subsequent new workbooks will inherit the settings from this file.

Additional Information: You can also set up a workbook with one worksheet. Save this workbook as Sheet.XLT. All inserted worksheets will inherit the settings from this file.

Summary: Rather than constantly setting the same settings for all new workbooks, save your favorite settings in either book.xlt or sheet.xlt in the XLStart folder. All new workbooks will inherit these settings.

OPEN A COPY OF A WORKBOOK

Problem: You have an invoice.xls workbook. You want to keep the original file unchanged and save as a new workbook. Except, you tend to forget to use File – Save As.

Strategy: When using File – Open, you can specify that you want to open as a copy.

- 1) Instead of choosing the Open button, use the dropdown arrow next to the button. Choose Open as Copy, as shown in Fig. 78. The file that opens will be named “Copy (1) of invoice.xls”.

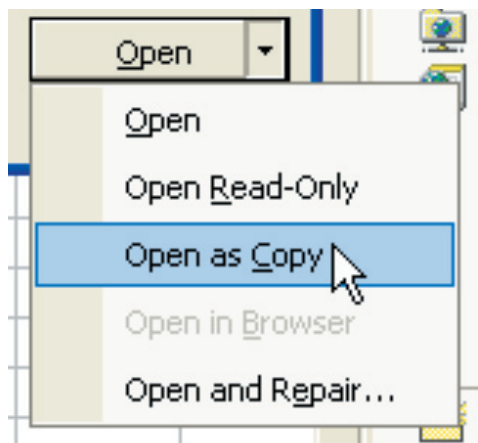


Fig. 78

- 2) Use File – Save As to save the file with a new name. However, even if you forget to use Save As, at least you will not overwrite the original invoice.xls.

Summary: To open a copy of a workbook, instead of choosing the Open button, use the dropdown arrow next to the button and choose Open as Copy.

Commands Discussed: File – Open as Copy; File – Save As

OPEN A SAVED FILE WHOSE NAME YOU CANNOT RECALL

Part
I

Problem: You created and saved a file on last Wednesday. It is no longer in your recently used file list on the File menu and you cannot remember its name.

Strategy: Use the Details icon to find the files you saved last Wednesday.

- 1) Select File – Open. At the top of the open dialog, choose the Details icon, as shown in Fig. 79.

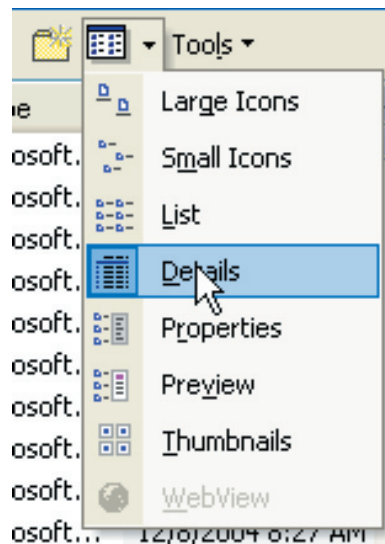
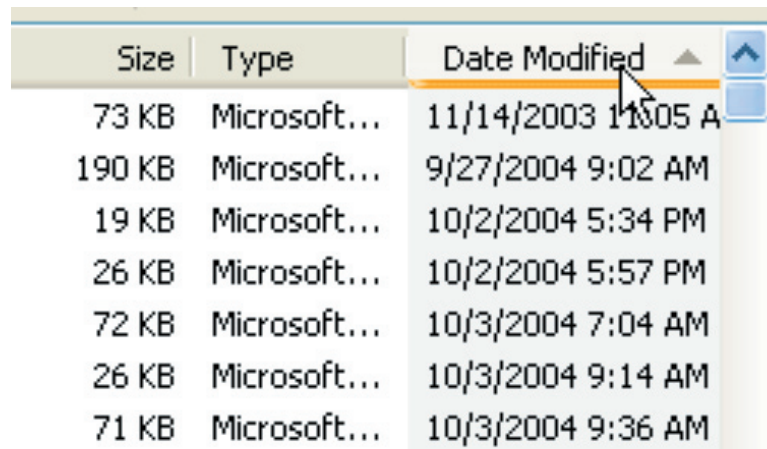


Fig. 79

- 2) You can now see file names and also dates and times of the last save. Sort by date by clicking on the Date Modified header, as shown in Fig. 80. The first click could sort either ascending or descending.



Size	Type	Date Modified
73 KB	Microsoft...	11/14/2003 1:05 AM
190 KB	Microsoft...	9/27/2004 9:02 AM
19 KB	Microsoft...	10/2/2004 5:34 PM
26 KB	Microsoft...	10/2/2004 5:57 PM
72 KB	Microsoft...	10/3/2004 7:04 AM
26 KB	Microsoft...	10/3/2004 9:14 AM
71 KB	Microsoft...	10/3/2004 9:36 AM

Fig. 80

- 3) Use the Scroll bar to go to the top of the list. If it does not contain recent files, click the date header again to sort descending. You can now scroll back to last Wednesday to find the file.

Summary: Use the Details mode of the Open dialog to sort files by date, time, or name.

Commands Discussed: File – Open