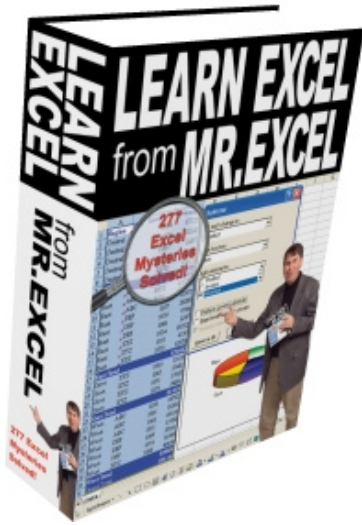




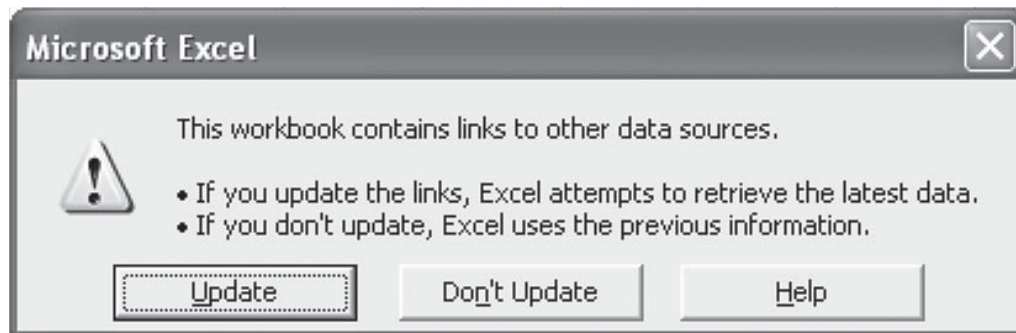
Free Preview – Week #36
Learn Excel from Mr Excel
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Encourage your friends to sign up at
<http://www.mrexcel.com/learn-excel.html>

This week - six various topics. Everything from
links to e-mail, to text files, to word processing.

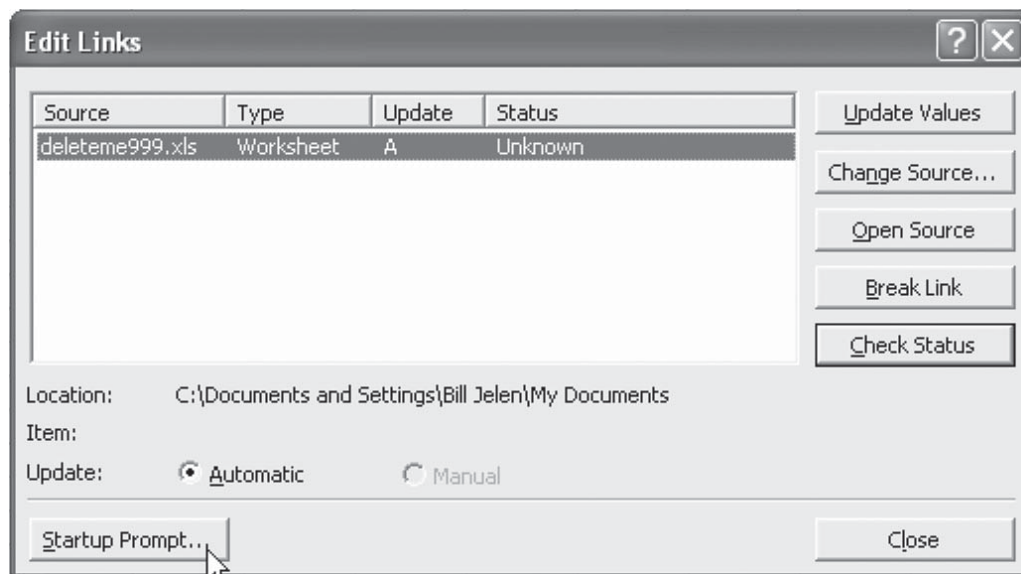
SUPPRESS THE UPDATE LINKS MESSAGE

Problem: You have a model that you send to others. When they open the model, they are always asked if they should update the links, as shown in Fig. 81. They need to answer Don't Update and the workbook will open fine. Is there any way to suppress the question in the first place?

**Part
I***Fig. 81*

Strategy: Control this message by using the Edit Links dialog box.

- 1) From the Excel menu, select Edit – Links to display the Edit Links dialog box. Choose the Startup Prompt button in the lower left corner of the dialog box, as shown in Fig. 82.

*Fig. 82*

- 2) In the Startup Prompt dialog, choose the second option, Don't Display the Alert and Don't Update Automatic Links, as shown in Fig. 83. Choose OK.

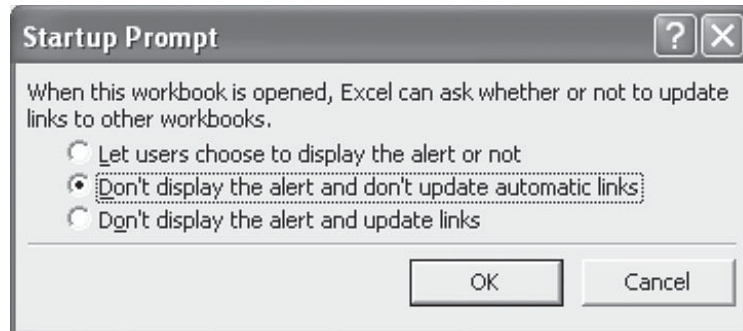


Fig. 83

This setting will only affect the current workbook.

Additional Details: On your own PC, in order to have the links updated, you should visit the Edit – Links dialog and choose the Update Now button.

Summary: You can suppress the Update Links dialog box.

Commands Discussed: Edit – Links

SEND EXCEL FILE AS AN ATTACHMENT

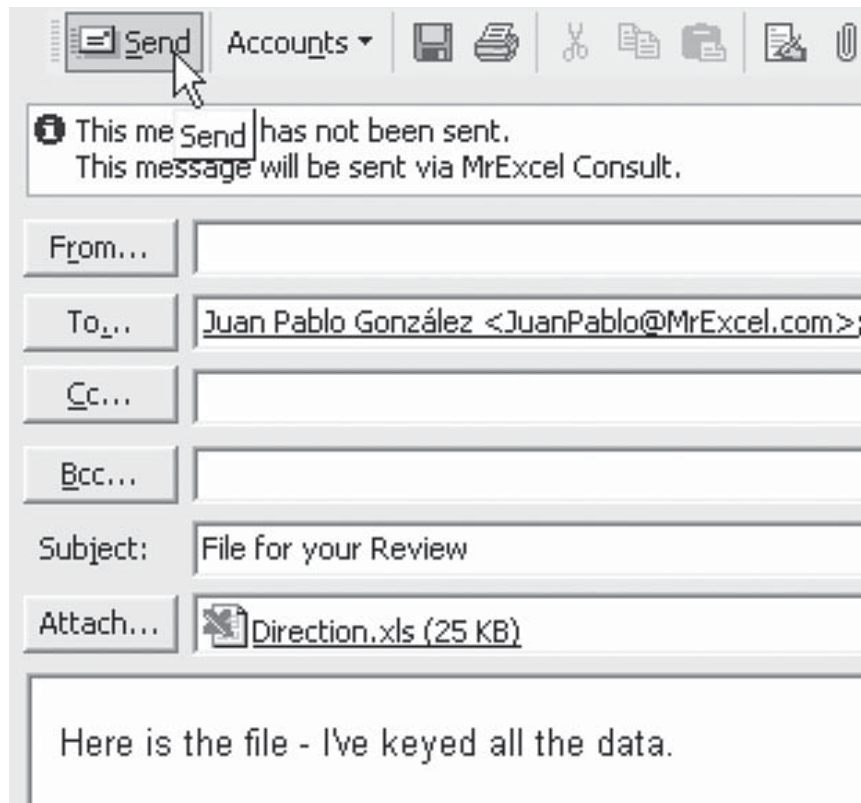
Problem: You need to send the currently open Excel workbook as an attachment to Outlook e-mail.

Strategy: Use File – Send To – Mail Recipient (as Attachment), as shown in Fig. 84.



Fig. 84

This will open something that you will swear is the Outlook Send Mail dialog. Fill out the addressee list, a subject, and click send as shown in Fig. 85.



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Fig. 85

Gotcha: Although this looks like Outlook, you are actually using an Excel version of the dialog. You will find that while this dialog is displayed, you cannot access other Outlook e-mails.

This is a problem. What if you receive a file from someone not in your address book, edit the file and then need to send it back? You will find that you need to access the original e-mail to get the sender's e-mail address, but you cannot switch to another e-mail message until you've sent this one.

The solution is to press the Save icon in the Standard toolbar of the e-mail dialog. Then use the Close X icon in the upper right corner of the window. This will save the unfinished e-mail from Excel to the Outlook

inbox and return you to Excel. You can now safely switch back to the original Outlook e-mail to get the address.

Summary: To send an Excel file without leaving Excel, use File – Send To.

Commands Discussed: File – Send To – Mail Recipient (as Attachment)

SAVE EXCEL DATA AS A TEXT FILE

Problem: You have an Excel file as shown in Fig. 86. You need to produce a file for another application to read. This application can only read .txt files.

	A	B	C	D	E	F	G	H
1	Region	Product	Date	Customer	Quantity	Revenue	COGS	Profit
2	East	XYZ	1-Jan-04	Ford	1000	22810.00	10220	12590
3	Central	DEF	2-Jan-04	Verizon	100	2257.00	984	1273
4	East	ABC	2-Jan-04	Molson, Inc	500	10245.00	4235	6010
5	Central	XYZ	3-Jan-04	Aineworth	500	11240.00	5110	6130

Fig. 86

Strategy: There are a couple of options. Typically, the other application will either want each column to be separated by a fixed number of spaces or separated by a comma. Files with columns separated by a comma are called Comma Separated Values, or CSV files. CSV files are easier to create than space-separated files.

Method 1: Create a CSV file.

- 1) Use File – Save As. In the Save as Type dropdown, choose CSV, as shown in Fig. 87.

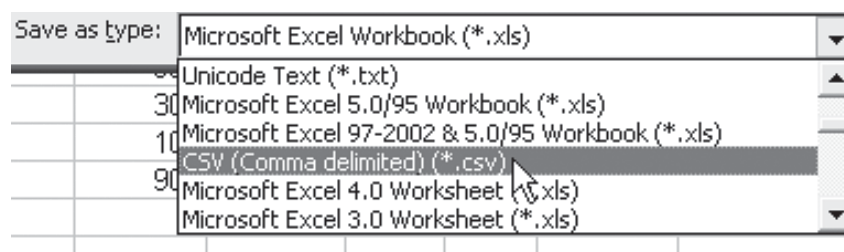


Fig. 87

- 2) Choose the Save button. *Important: Only the current worksheet is saved in the CSV file.* If you have multiple worksheets in the workbook, you will have to save each worksheet separately. Also, Excel will generally warn you that you are saving the file in a format that will leave out incompatible features, as shown in Fig. 88.

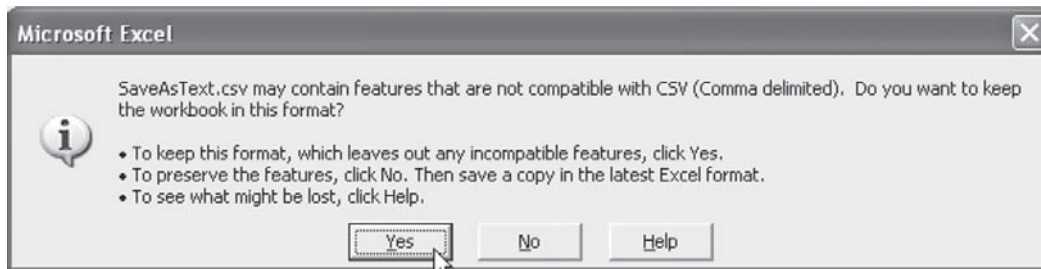


Fig. 88

- 3) You can generally keep two versions of each file. Save it as XLS and then save it as CSV.

Result: Fig. 89 shows the created file as it appears when edited with Notepad. Pay particular attention to the “Molson, Inc” entry. Because cell D4 already had a comma, Excel was smart enough to surround Molson, Inc with quotation marks, as shown in Fig. 89.

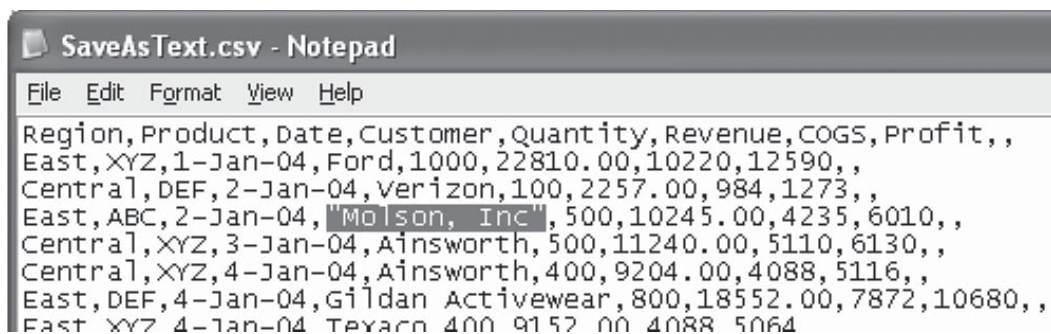


Fig. 89

Gotcha: The dates in column C are written to the file in the same format as they were shown on the worksheet. Most programs will not understand a date such as “1-Jan-04”. You probably should format column C to appear as mm/dd/yyyy before exporting to CSV. Check the documentation of the program that will import the information.

Method 2: The second option is to create a file where each field is supposed to take a fixed number of characters. In this case, the other

application will usually give you a file specification for you to follow. It might indicate:

Field Name	Start	Length	Decimals
Region	1	12	
Product	13	10	
Date	23	10	
Customer	33	20	
Quantity	53	8	0
Revenue	61	10	2
Cost	71	10	2
Profit	81	10	2

- 1) If this is the case, you will have to go through the columns in the worksheet, resetting the column width. If the other program expects the Region field to be 12 characters wide, select column A and use Format – Column – Width to change to 12, as shown in Fig. 90.

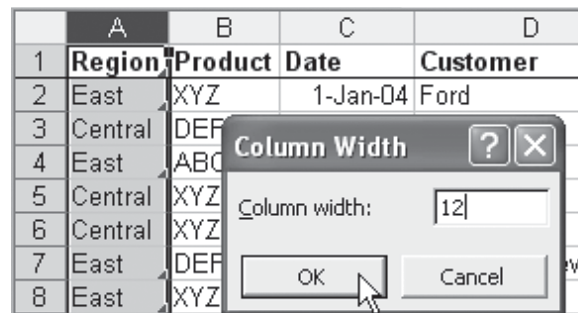


Fig. 90

- 2) As shown in Fig. 91, format the dates as specified by the other system. Make sure that the Revenue, Cost, and Profit columns show two decimal places. The other system probably will not want field headings. Delete row 1.

	A	B	C	D	E	F	G	H
1	East	XYZ	01/01/04	Ford	1000	22810.00	10220.00	12590.00
2	Central	DEF	01/02/04	Verizon	100	2257.00	984.00	1273.00
3	East	ABC	01/02/04	Molson, Inc	500	10245.00	4235.00	6010.00
4	Central	XYZ	01/03/04	Ainsworth	500	11240.00	5110.00	6130.00
5	Central	XYZ	01/04/04	Ainsworth	400	9704.00	4099.00	5115.00

Fig. 91

- 3) Use File – Save As. In the Save as Type dropdown, select Formatted Text (Space Delimited), as shown in Fig. 92.

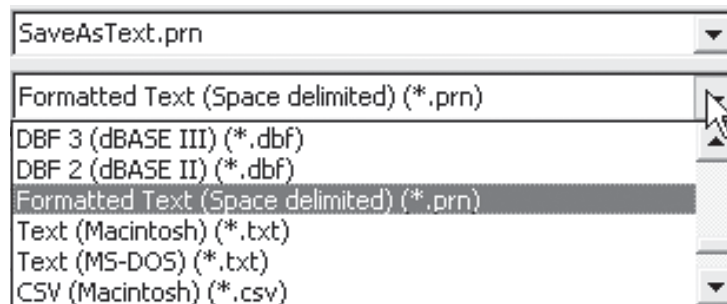


Fig. 92

Note: Excel changes the file name to have a .prn extension. Even if you try to change the extension to .txt here, Excel will still save the file as SaveAsText.Txt.Prn, as shown in Fig. 93. It is best to leave it as .prn and then rename in Windows Explorer.

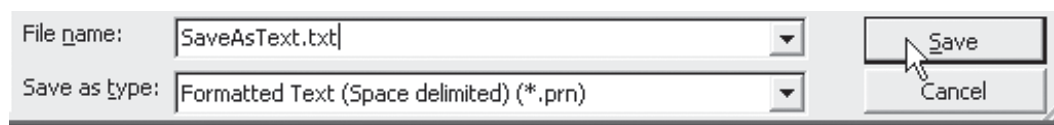


Fig. 93

- 4) As shown in Fig. 94, Excel will warn you that you will lose features if you have multiple sheets. Choose OK.

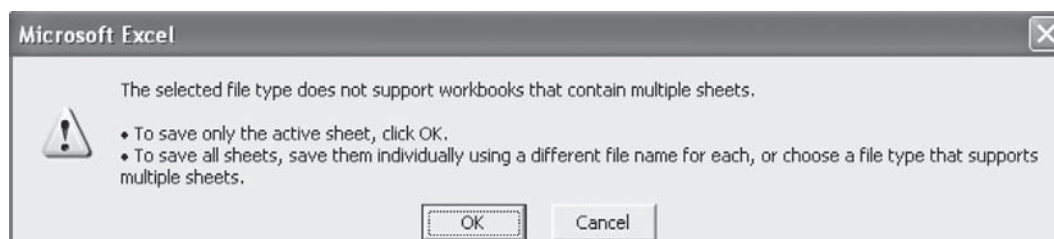


Fig. 94

Fig. 95 shows the resulting file as viewed in Notepad:

SaveAsText.txt.prn - Notepad							
File	Edit	Format	View	Help			
East	XYZ	01/01/04	Ford	1000	22810.00	10220.00	12590.00
Central	DEF	01/02/04	Verizon	100	2257.00	984.00	1273.00
East	ABC	01/02/04	Molson, Inc	500	10245.00	4235.00	6010.00
Central	XYZ	01/03/04	Ainsworth	500	11240.00	5110.00	6130.00
Central	XYZ	01/04/04	Ainsworth	400	9204.00	4088.00	5116.00
East	DEF	01/04/04	Gildan Activewear	800	18552.00	7872.00	10680.00

Fig. 95

Summary: Data in Excel can easily be exported to a text file. Determine if the receiving system needs CSV or text formatted by spaces before exporting.

Commands Discussed: File – Save As

USE A LASER PRINTER TO HAVE EXCEL CALCULATE FASTER

Problem: Believe it or not, Excel uses your print driver to draw the screen.

Strategy: Having an HP LaserJet as your default printer can allow Excel operations to finish in one-fourth of the time it takes if you have a cheap inkjet driver as the default. We've tested this.

If response time is critical, download and install the print drivers for an HP LaserJet. Set it as the default printer during calculations.

Gotcha: If you don't actually have a LaserJet hooked to your printer, you will have to refrain from using the printer icon. You will always have to print with File – Print and choose a non-default printer.

Summary: Using an HP LaserJet driver during Excel calculations can speed up your Excel operations time.

Commands Discussed: File – Print

USE EXCEL AS A WORD PROCESSOR

Problem: You need to type some notes at the bottom of the report, as shown in Fig. 96. How can you make the words fill each line as if you had typed them in Word?

	A	B	C	D	E	F	G	H	I	J	K	L	M
21													
22													
23	This prospectus includes forward-looking statements.												
24	All statements other than statements of historical facts contained in this prospectus,												
25	including statements regarding our future financial position, business strategy and plans												
26	and objectives of management for future operations, are forward-looking statements.												
27	The words "believe," "may," "will," "estimate," "continue," "anticipate," "intend," "expect" and												
28	similar expressions are intended to identify forward-looking statements. We have based these												
29	forward-looking statements largely on our current expectations and projections about future events												
30	and financial trends that we believe may affect our financial condition, results of operations,												
31	business strategy, short term and long term business operations and objectives, and financial needs.												
32													

Fig. 96

**Part
I**

Strategy: Use the Justify command on the Fill menu.

- 1) If you want the words to fill columns A through K, then select a range such as A23:K35. Note that you are including a few blank rows in the selection, as shown in Fig. 97.

	A	B	C	D	E	F	G	H	I	J	K	L
21												
22												
23	This prospectus includes forward-looking statements.											
24	All statements other than statements of historical facts contained in this prospectus,											
25	including statements regarding our future financial position, business strategy and plans											
26	and objectives of management for future operations, are forward-looking statements.											
27	The words "believe," "may," "will," "estimate," "continue," "anticipate," "intend," "expect" and											
28	similar expressions are intended to identify forward-looking statements. We have based these											
29	forward-looking statements largely on our current expectations and projections about future eve											
30	and financial trends that we believe may affect our financial condition, results of operations,											
31	business strategy, short term and long term business operations and objectives, and financial ne											
32												
33												
34												
35												
36												

Fig. 97

- 2) From the menu, select Edit – Fill – Justify, as shown in Fig. 98.

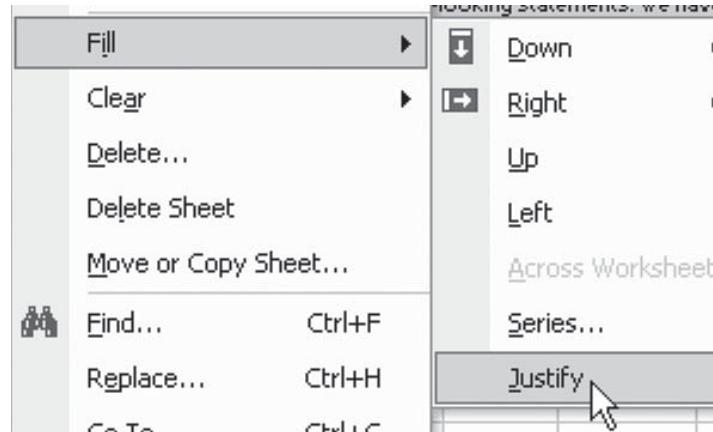


Fig. 98

Result: Excel will rearrange the text to fill each row, as shown in Fig. 99.

	A	B	C	D	E	F	G	H	I	J	K	L
21												
22												
23	This prospectus includes forward-looking statements. All statements other than											
24	statements of historical facts contained in this prospectus, including statements regarding											
25	our future financial position, business strategy and plans and objectives of management											
26	for future operations, are forward-looking statements. The words "believe", "may", "will",											
27	"estimate", "continue", "anticipate", "intend", "expect" and similar expressions are											
28	intended to identify forward-looking statements. We have based these forward-looking											
29	statements largely on our current expectations and projections about future events and											
30	financial trends that we believe may affect our financial condition, results of operations,											
31	business strategy, short term and long term business operations and objectives, and											
32	financial needs.											
33												
34												

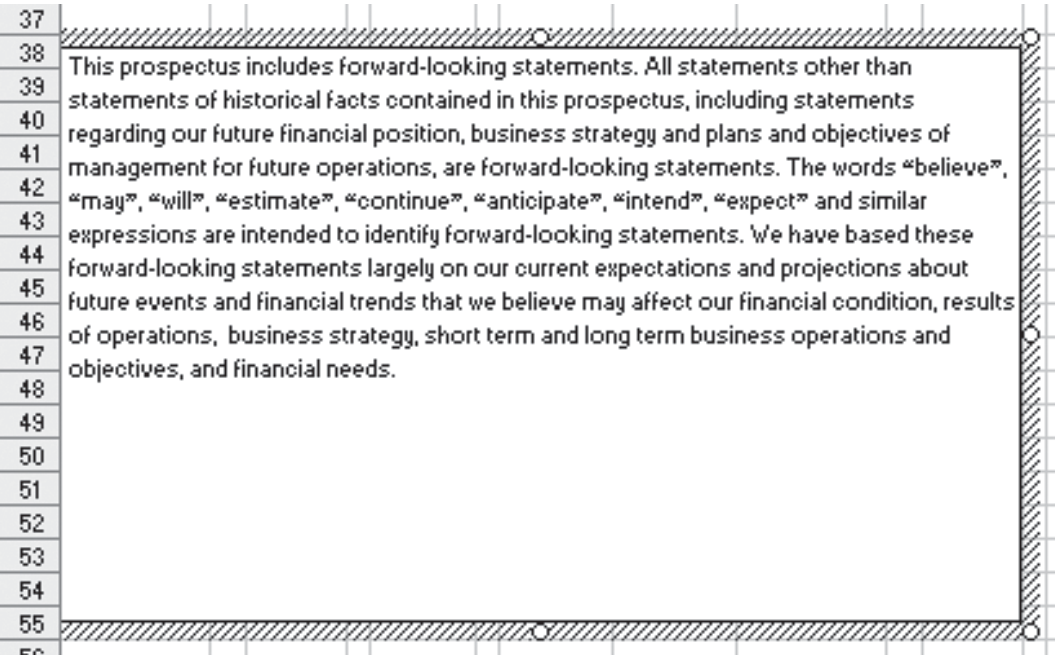
Fig. 99

Gotcha: As shown in Fig. 100, if you have a few words in bold in one cell, this formatting will be lost.

This prospectus includes forward-looking statements . All
statements of historical facts contained in this prospectus, includ
our future financial position, business strategy and plans, and obje

Fig. 100

Alternate Strategy: Textboxes also solve this problem. Draw a text-box to fill columns A through K and paste your text into the textbox, as shown in Fig. 101.



Part
I

Fig. 101

You can format the textbox to hide its border. Ctrl+Right-click on the border of the text box and choose Format Textbox. On the Colors and Lines tab, choose No Line from the Line color dropdown, as shown in Fig. 102.

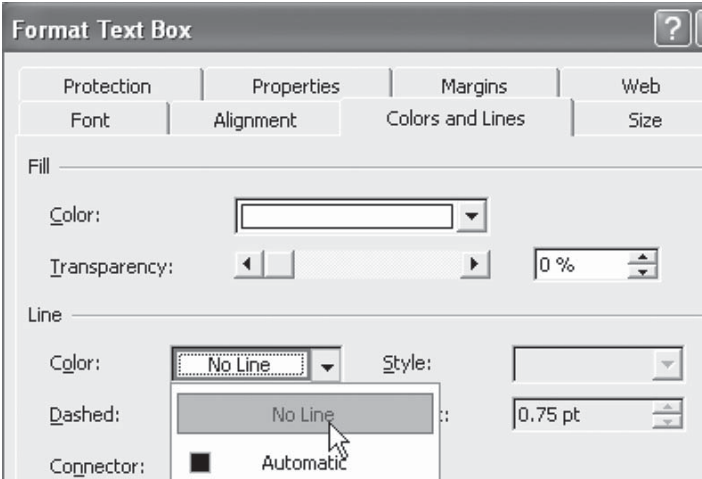


Fig. 102

Summary: When you need to add a bit of text to an Excel worksheet, the Justify command can make the range look as if it were created with a word processor.

Commands Discussed: Edit – Fill – Justify; Format Text Box – Colors and Lines – Line Color

SPELLCHECK A REGION

Problem: You want to spellcheck the notes at the bottom of your report, as shown in Fig. 103, but you don't want to spellcheck the customer names in the report.

	A	B	C	D	E	F	G	H
21								
22								
23	This prospectus includes forward-looking statements. All sta							
24	contained in this prospectus, including statements regarding							
25	and plans and objectives of management for future operation							
26	"believe", "may", "will", "estimate", "continue", "anticipate", "ir							
27	intended to identify forward-looking statements. We have ba							

Fig. 103

Strategy: Select the region to be spellchecked. From the menu, select Tools – Spelling or press the F7 key, as shown in Fig. 104.

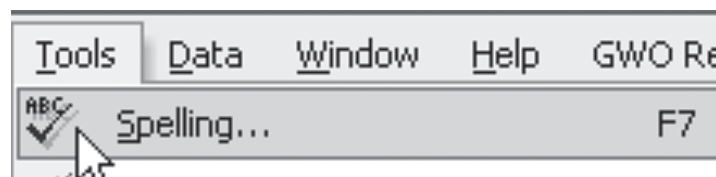
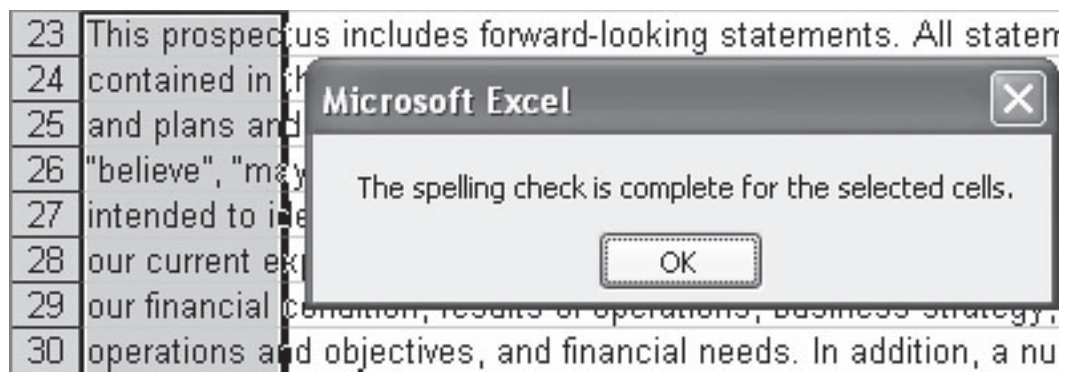


Fig. 104

Result: Excel will spellcheck just the selected cells, as shown in Fig. 105.

*Fig. 105***Part
I**

Summary: To spellcheck only a part of your worksheet, select the area to be checked and then use Tools – Spelling or the F7 key.

Commands Discussed: Tools – Spelling; F7 key