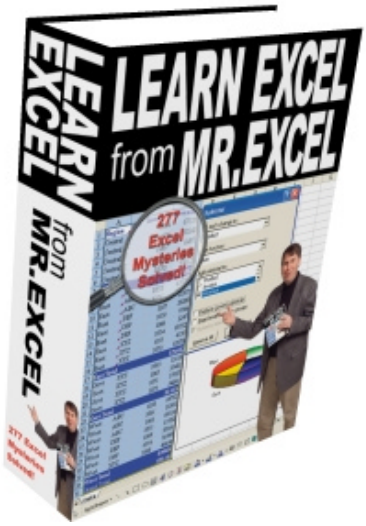

Free Preview – Week #45
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This week - 7 topics - I love the 2 topics dealing with the camera tool. 3 topics on printing. Watch Window & more.

TEMPORARILY SEE A HIDDEN COLUMN WITHOUT UNHIDING

Problem: You have data hidden in column E, as shown in Fig. 1231. You want to quickly view data in the hidden column without actually unhiding it.

	A	B	D	E
1	Section 1: Historical Trends (Per Month)			
2				
3		Store Type	Rent	Sales
4		Regular	2400	12456
5		BigBox	5200	34500
6				

Fig. 1231

Strategy: Use this trick to temporarily view a hidden column. Note that this trick only works if you use Transition Navigation Keys. If you regularly work with hidden data, this cool trick might be enough to tip you over to turning on this setting.

1) From the menu, select Tools – Options. On the Transition tab, choose Transition Navigation Keys, as shown in Fig. 1232.

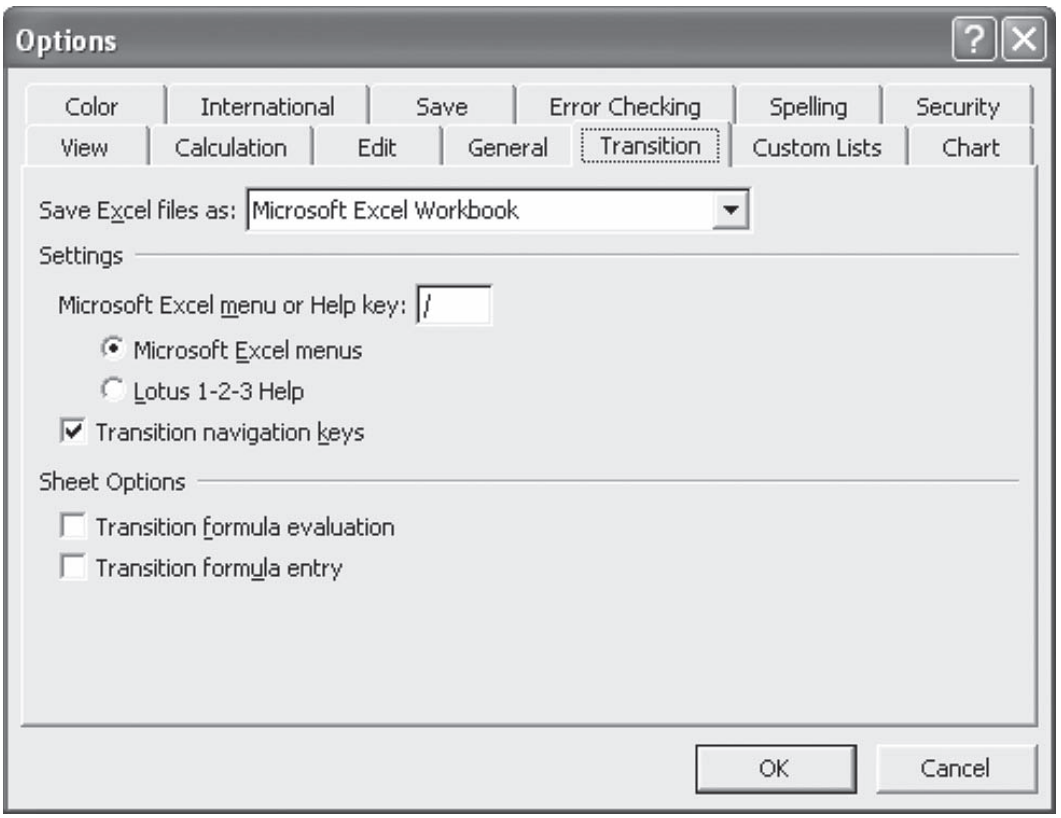

Fig. 1232

2) In the image, column C is hidden. Place the cell pointer in column D, in a blank cell. Type the Equal sign to start entering a formula.

3) Hit the Left Arrow key as if you were going to enter a formula using the arrow keys. Excel magically unhides the hidden columns, as shown in Fig. 1233. You can now arrow through the worksheet to look at hidden data.

4) When you are done, hit the Esc key to cancel entering the formula. The hidden ranges will be hidden again.

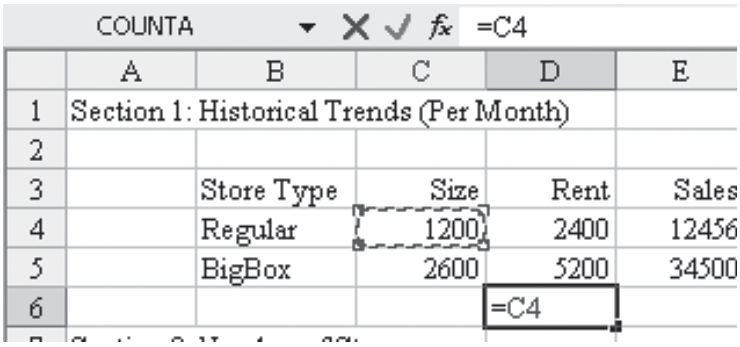

Fig. 1233

Gotcha: Beware, users could employ this method to see hidden data. To avoid this behavior, you need to protect the worksheet.

Gotcha: This behavior can be incredibly annoying. If you are in cell D3 and hope to enter a formula of =2*A3, you might think this is only five keystrokes:

=, 2, *, Left Arrow, Enter (a total of five strokes)

However, when you actually try to do this, after the fourth keystroke the hidden columns will open. You usually just catch this out of the corner of your eye, as you incorrectly enter =2*D3 in the formula.

Summary: To quickly view hidden data in a worksheet, select a cell in the column to the hidden data's immediate right, type an Equal sign, and then hit the Left Arrow key.

Commands Discussed: Tools – Options – Transition

BUILD COMPLEX REPORTS WHERE COLUMNS IN SECTION 1 DON'T LINE UP WITH SECTION 2

Problem: You need to duplicate a fairly complex form. The form has several sections. The column widths needed for the first section do not line up with the column widths needed for the other two sections.

Strategy: This is a wildly amazing and obscure solution. It has been floating around Excel Web sites for years as a novelty. However, we

recently used it in a production application to produce great looking customer statements.

1) Set up various sections of the form on individual worksheets. Make the column widths as wide as they need to be for that section of the form. In my sample, I have four different sections.

The statement header has a logo that stretches across the page, as shown in Fig. 1234.

Fig. 1234

The next section has five columns, as shown in Fig. 1235.

	A	B	C	D	E
1	**Section 1: Orders Shipped this Period**				
2					
3	Date	Invoice #	Your Reference #	Via	Total
4	11/2/2004	1021	PO AJHOIP	FedEx Ground	225
5	11/4/2004	1027	PO KJKJLK	FedEx Ground	499
6	11/8/2004	1030	PO YUOIU	FedEx Ground	510
7	11/9/2004	1031	PO KJL DADS	FedEx Ground	461
8	11/13/2004	1034	Verbal per Marc	FedEx Next Day	410
9	11/17/2004	1038	PO 9LKJD	FedEx Ground	546
10	Total Shipments				2651

Fig. 1235

The next section has just three columns, as shown in Fig. 1236.

	A	B	C	D	E
1	**Section 2: Payments Received This Period**				
2					
3	Date	Ck#	Total		
4	11/2/2004	113783	272		
5	11/4/2004	113865	161		
6	11/8/2004	113919	600		
7	11/9/2004	113990	244		
8	11/13/2004	114070	114		
9	11/17/2004	114168	485		
10	Total Payments		1876		

Fig. 1236

The final section has six columns, as shown in Fig. 1237.

	A	B	C	D	E	F
1	**Section 3: Outstanding Invoices from Prior Periods**					
2						
3	Date	Invoice #	Original Amount	Amt Paid	Amt Due	Your Reference #
4	1/10/2004	601	1029	929	100	PO AJHOIP
5	4/3/2004	685	393	0	393	PO YUOIU
6	4/20/2004	702	203	200	3	Verbal per Marc
7	5/18/2004	730	850	100	750	PO KJL DADS
8	9/6/2004	841	251	0	251	PO 9LKJD
9	10/10/2004	875	946	875	71	PO KJKJLK
10	Total Due from Prior Periods				1568	

Fig. 1237

You will build a printable statement on the worksheet that has the company header. On that page, you will paste three linked pictures that give a view of the back worksheets.

2) As shown in Fig. 1238, select the cells for Section 1. Use Ctrl+C to copy.

	A	B	C	D	E
1	**Section 1: Orders Shipped this Period**				
2					
3	Date	Invoice #	Your Reference #	Via	Total
4	11/2/2004	1021	PO AJHOIP	FedEx Ground	225
5	11/4/2004	1027	PO KJKJLK	FedEx Ground	499
6	11/8/2004	1030	PO YUOIU	FedEx Ground	510
7	11/9/2004	1031	PO KJL DADS	FedEx Ground	461
8	11/13/2004	1034	Verbal per Marc	FedEx Next Day	410
9	11/17/2004	1038	PO 9LKJD	FedEx Ground	546
10	Total Shipments				2651
11					

Fig. 1238

3) Go to cell A7 on the main worksheet. Hold down the Shift key while you select the Edit menu. A secret option will appear in the menu for Paste Picture Link, as shown in Fig. 1239.

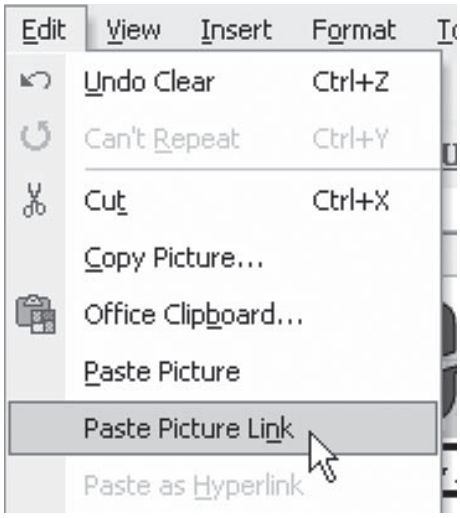

Fig. 1239

You will now have a live picture on Sheet1 of the cells on Sheet2, as shown in Fig. 1240.

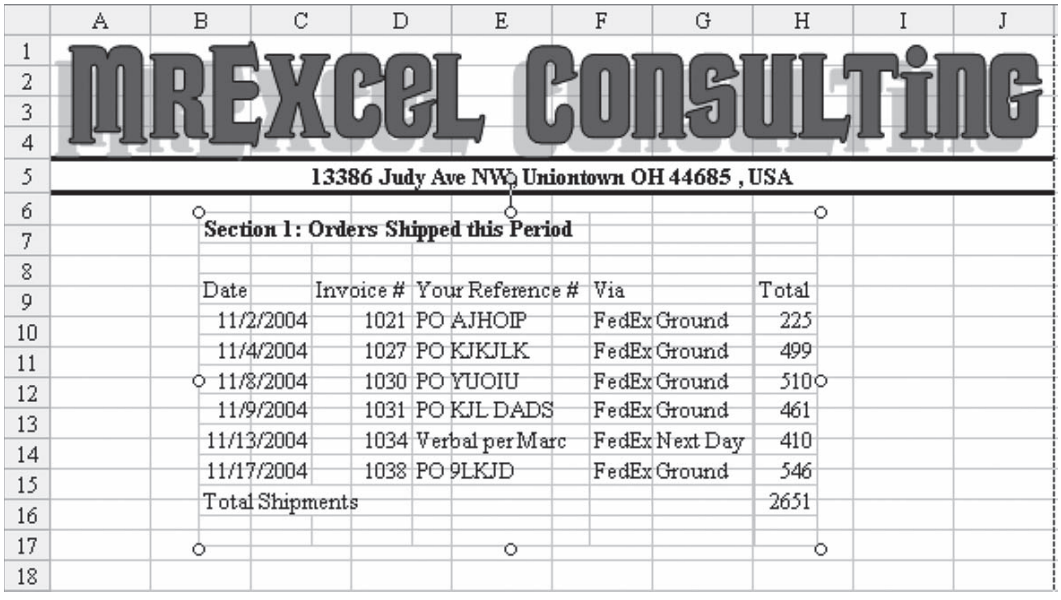

Fig. 1240

4) You can drag this picture so that it is centered on the page.

5) Select A18:H18 and then select Format – Cells – Border. Choose a thick border and click the bottom Border section to draw a thick border along the bottom of row 18, as shown in Fig. 1241.

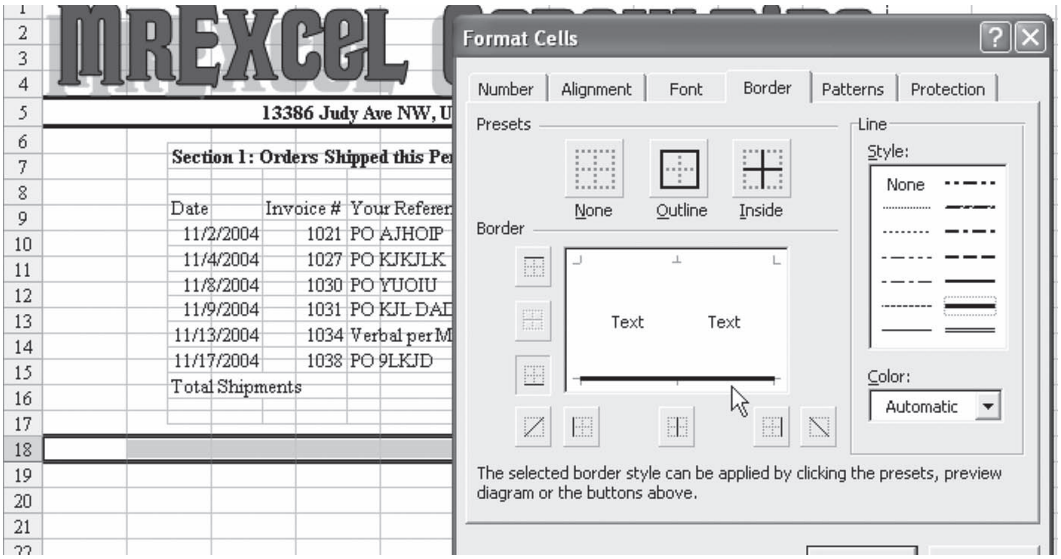

Fig. 1241

Part IV

6) Repeat for Section 2: Go to Sheet3. Select the Cells. Hit Ctrl+C to Copy. Return to Sheet1, cell A20. Hold down the Shift key while you do Edit – Paste Picture Link.

7) Repeat for Section 3.

The pictures in the new sheet can be resized so that all have the same width or you can simply center them on the page.

Result: You can print one unified form that does not look like it came from Excel. As shown in Fig. 1242, fields in section 2 are not necessarily lined up with fields in sheet 1.

MrExcel Consulting

13386 Judy Ave NW, Uniontown OH 44685 , USA

Section 1: Orders Shipped this Period

Date	Invoice #	Your Reference #	Via	Total
11/2/2004	1021	PO AJHOIP	FedEx Ground	225
11/4/2004	1027	PO KJKJLK	FedEx Ground	324
11/8/2004	1030	PO YUOIU	FedEx Ground	113
11/9/2004	1031	PO KJL DADS	FedEx Ground	498
11/13/2004	1034	Verbal per Marc	FedEx Next Day	531
11/17/2004	1038	PO 9LKJD	FedEx Ground	869
Total Shipments				2560

Section 2: Payments Received This Period

Date	Ck#	Total
11/2/2004	113783	272
11/4/2004	113865	161
11/8/2004	113919	600
11/9/2004	113990	244
11/13/2004	114070	114
11/17/2004	114168	485
Total Payments		1876

Section 3: Outstanding Invoices from Prior Periods

Date	Invoice #	Original Amount	Amt Paid	Amt Due	Your Reference #
1/10/2004	601	1029	929	100	PO AJHOIP
4/3/2004	685	393	0	393	PO YUOIU
4/20/2004	702	203	200	3	Verbal per Marc
5/18/2004	730	850	100	750	PO KJL DADS

Fig. 1242

Additional Details: In our real statement application, the process of putting together the sections is handled by a VBA macro. This macro can paste a different number of rows each time.

Summary: Using the obscure Paste Picture Link command from the Shift+Edit menu allows you to paste a live picture of cells in a new section of the workbook. In this case, you can use this to avoid trying to align Section 1 column widths with Section 3 column widths.

Commands Discussed: Shift+Edit – Insert Picture Link; Format – Cells – Border

PASTE A LIVE PICTURE OF A CELL

Problem: You have a massively large spreadsheet. You are working on calculations in the top of the spreadsheet, but need to monitor a result in W842. It is a pain to travel back and forth to monitor that cell.

Strategy: Take a picture of the cell and paste it where you can keep and eye on it.

1) As shown in Fig. 1243, select the cell W842. Hit Ctrl+C to copy.

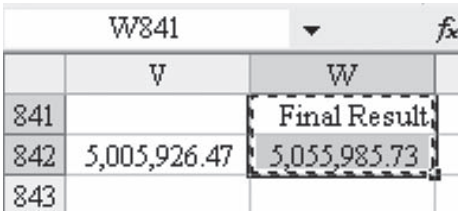

Fig. 1243

2) Return to the top of the worksheet. Select an area with a few blank cells. Hold down the Shift key while you access the Edit menu. A Paste Picture Link choice is magically available, as shown in Fig. 1244.

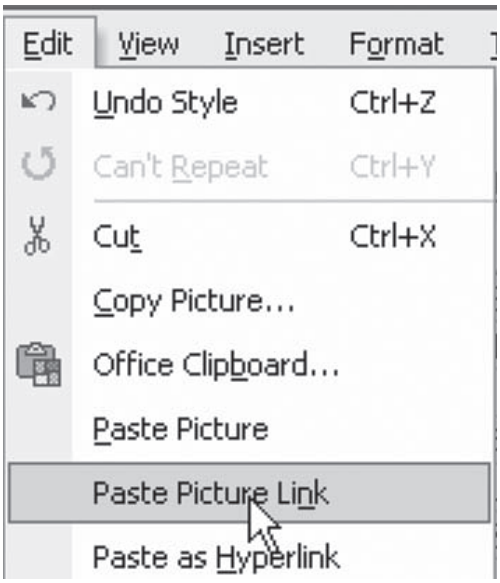

Fig. 1244

3) Choose Paste Picture Link. A live picture of the cell will be pasted, as shown in Fig. 1245.

	A	B	D	E	F	G	H
1	Section 1: Historical Trends (Per Month)						
2							
3		Store Type	Rent	Sales	Profit	Labor	Net
4		Regular	2400	12456	6228	6480	-2652
5		BigBox	5200	34500	17250	8640	3410
6							
7	Section 2: Number of Stores					Final Result	
8						5,055,985.73	
9		Regular					
10		BigBox					

Fig. 1245

As you make changes and the calculations cause the result to change, the picture will update, as shown in Fig. 1246.

E5 fx 36500

	A	B	D	E	F	G	H
1	Section 1: Historical Trends (Per Month)						
2							
3		Store Type	Rent	Sales	Profit	Labor	Net
4		Regular	2400	12456	6228	6480	-2652
5		BigBox	5200	36500	18250	8640	4410
6							
7	Section 2: Number of Stores					Final Result	
8						5,975,966.76	
9		Regular					

Fig. 1246

Additional Information: The picture can be of multiple cells. Also, it is possible to move the picture by dragging it to a new location.

Summary: You can paste a live picture of distant cells. Copy the cells. Then, while holding down the Shift key, select Edit – Paste Picture Link. Paste the picture in your spreadsheet where you need to monitor its results.

Commands Discussed: Shift+Edit – Paste Picture Link

MONITOR FAR-OFF CELLS IN EXCEL 2002 AND LATER VERSIONS

Problem: You have a massively large spreadsheet. You are working on calculations in the top of the spreadsheet, but need to monitor results in several other worksheets. It is a pain to travel back and forth to monitor those cells.

Strategy: Microsoft added the Watch Window in Excel 2002. This window is a favorite tool of VBA programmers and Microsoft added it to the regular Excel interface.

1) From the menu, select Tools – Formula Auditing – Show Watch Window, as shown in Fig. 1247.

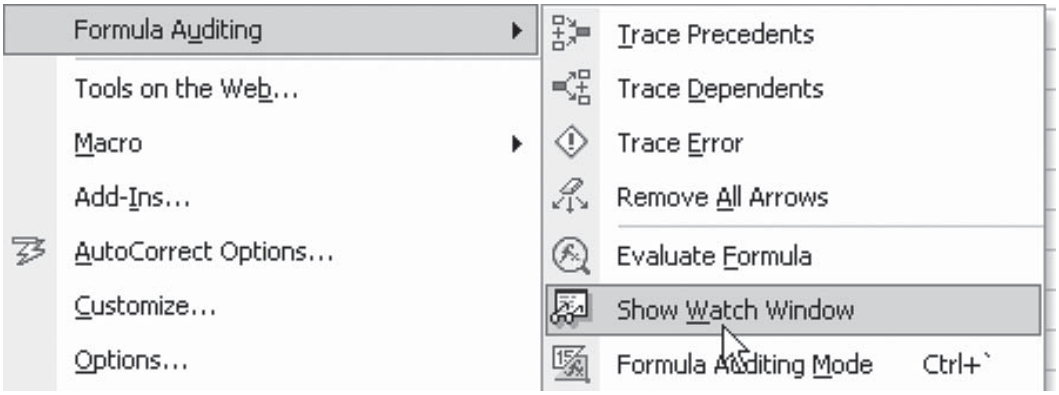

Fig. 1247

2) The Watch Window is a floating dialog box that you can move around your screen. Select Add Watch..., as shown in Fig. 1248.

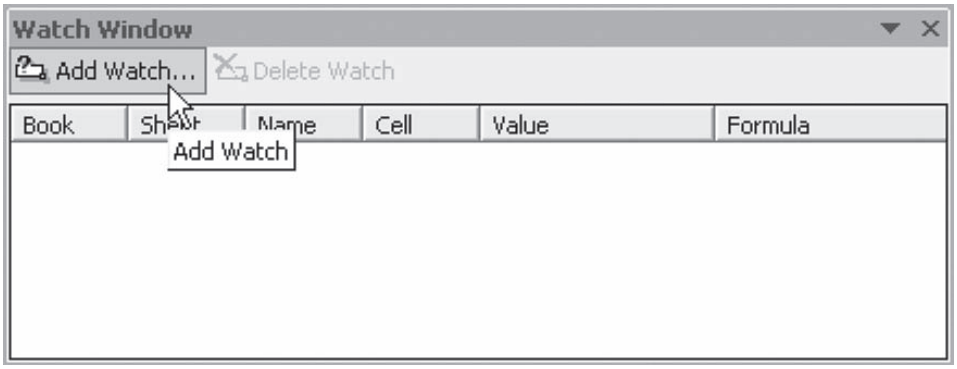

Fig. 1248

3) Using the Add Watch dialog, navigate to and touch the cell that you want to watch. Alternatively, you can first navigate to the cell, select Add Watch and choose Add, as shown in Fig. 1249

Fig. 1249

For each cell that you Add to the Add Watch dialog, you can always see the formula and the result of that formula in the Watch window. You can add cells from other sheets and even other workbooks, as shown in Fig. 1250.

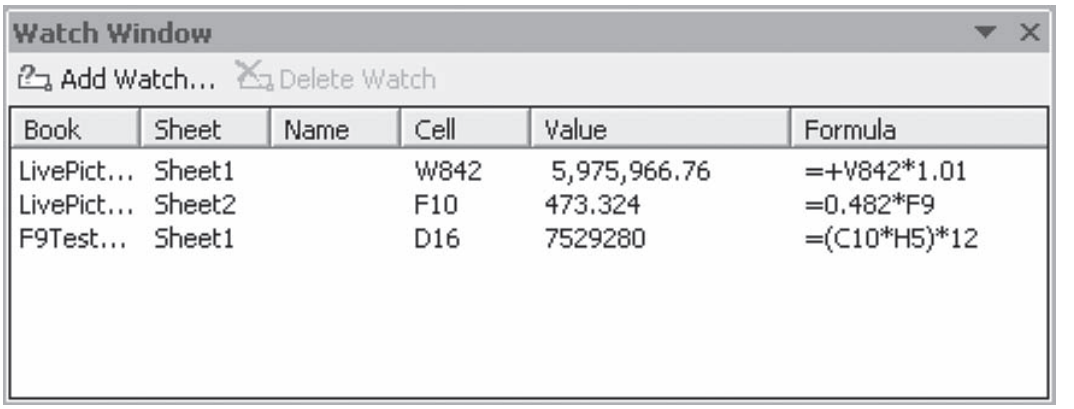

Fig. 1250

Summary: If you have Excel 2002 or a newer version, the Watch Window is a great tool for keeping an eye on far-off cells in your worksheet.

Commands Discussed: Tools – Formula Auditing – Add Watch

ADD A PAGE BREAK AT EACH CHANGE IN CUSTOMER

Problem: Your data is sorted by customer in column A, as shown in Fig. 1251. You want to put each customer on a different page.

	A	B	C	D	E	F
1	**Customer**	**Region**	**Date**	**Quantity**	**Product**	**Revenue**
2	Ainsworth	Central	3-Jan-04	500	XYZ	11240
3	Ainsworth	Central	4-Jan-04	400	XYZ	9204
4	Ainsworth	Central	6-Feb-04	200	DEF	4280
5	Ainsworth	East	6-Feb-04	900	DEF	21708
6	Ainsworth	Central	20-Feb-04	800	DEF	18504
7	Ainsworth	East	24-Feb-04	1000	XYZ	20940
8	Ainsworth	East	2-Mar-04	400	XYZ	8620
9	Air Canada	West	31-Mar-04	300	ABC	5859
10	Air Canada	Central	19-Apr-04	200	XYZ	4948
11	Air Canada	West	24-Aug-04	800	XYZ	17856
12	Air Canada	East	7-Oct-04	100	DEF	2358
13	Bell Canada	East	13-Apr-04	600	DEF	14004
14	Bell Canada	Central	24-Jun-04	200	DEF	4060
15	Bell Canada	West	31-Aug-04	800	XYZ	18072
16	Bell Canada	West	4-Nov-04	800	ABC	15104
17	Chevron	Central	26-Feb-04	900	DEF	20610

Fig. 1251

Strategy: The easiest way to do this is to add a subtotal by using the Data – Subtotals command. You can choose to have a page break between groups, as shown in Fig. 1252.

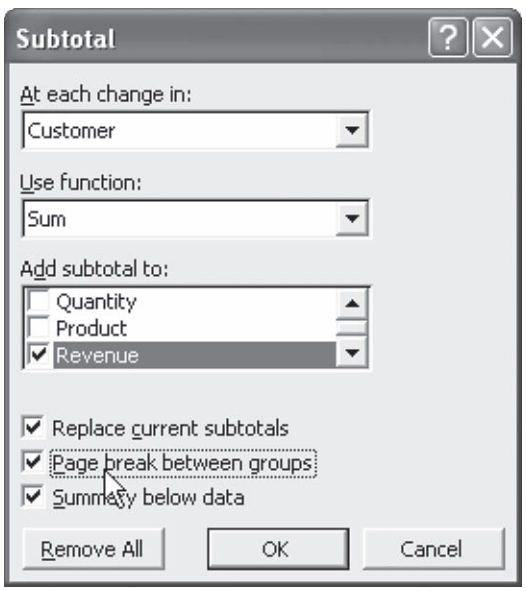

Fig. 1252

However, let's assume that you cannot use the automatic Subtotals feature for some reason. It helps to understand page breaks.

Excel page breaks can either be automatic or manual. If you use the Print Preview icon, as shown in Fig. 1253, and then close the Print Preview window, Excel will draw in the automatic page breaks. The Print Preview icon is in the Standard toolbar.

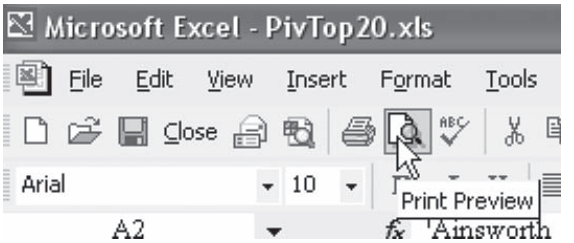

Fig. 1253

In this particular report, it turns out that with the margins and print size, Excel would normally offer an automatic page break after row 52. After you do a Print Preview, Excel draws in a dashed line after row 52 to indicate that this is an automatic page break, as shown in Fig. 1254.

	A	B	C	D	E	F
1	**Customer**	**Region**	**Date**	**Quantity**	**Product**	**Revenue**
50	Exxon	West	23-May-04	200	XYZ	4388
51	Exxon	East	25-May-04	600	DEF	12048
52	Exxon	West	28-May-04	900	ABC	17964
53	Exxon	West	12-Jun-04	600	ABC	10404
54	Exxon	West	23-Jun-04	100	ABC	1882
55	Exxon	Central	25-Jun-04	700	ABC	13734

Fig. 1254

You can add a manual page break to any row. Position the cell pointer in column A on the first row for a new customer. From the menu, select Insert – Page Break, as shown in Fig. 1255.

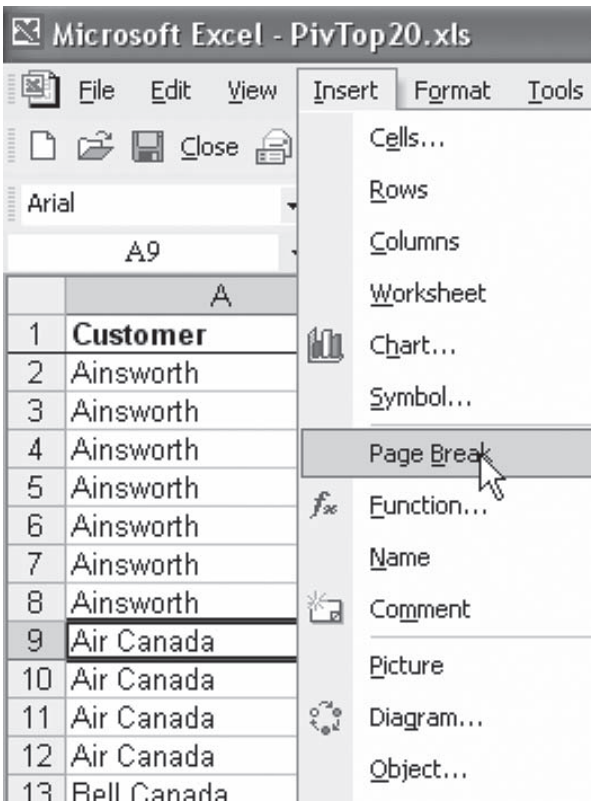

Fig. 1255

Part IV

Excel draws in a dotted line above the cell pointer to indicate that there is a page break after row 8, as shown in Fig. 1256.

	A	B	C	D	E	F
1	**Customer**	**Region**	**Date**	**Quantity**	**Product**	**Revenue**
2	Ainsworth	Central	3-Jan-04	500	XYZ	11240
3	Ainsworth	Central	4-Jan-04	400	XYZ	9204
4	Ainsworth	Central	6-Feb-04	200	DEF	4280
5	Ainsworth	East	6-Feb-04	900	DEF	21708
6	Ainsworth	Central	20-Feb-04	800	DEF	18504
7	Ainsworth	East	24-Feb-04	1000	XYZ	20940
8	Ainsworth	East	2-Mar-04	400	XYZ	8620
9	Air Canada	West	31-Mar-04	300	ABC	5859
10	Air Canada	Central	19-Apr-04	200	XYZ	4948

Fig. 1256

Since you've added a manual page break after row 8, Excel automatically calculates that it can fit rows 9 through 60 on page 2. As shown in Fig. 1257, the location for the next automatic page break is now shown at row 60 instead of row 52.

	A	B	C	D	E	F
1	**Customer**	**Region**	**Date**	**Quantity**	**Product**	**Revenue**
51	Exxon	East	25-May-04	600	DEF	12048
52	Exxon	West	28-May-04	900	ABC	17964
53	Exxon	West	12-Jun-04	600	ABC	10404
54	Exxon	West	23-Jun-04	100	ABC	1882
55	Exxon	Central	25-Jun-04	700	ABC	13734
56	Exxon	Central	26-Jun-04	400	XYZ	8804
57	Exxon	Central	29-Jun-04	100	DEF	2231
58	Exxon	East	29-Jun-04	500	XYZ	12425
59	Exxon	Central	4-Jul-04	700	DEF	16303
60	Exxon	East	7-Jul-04	900	DEF	21168
61	Exxon	West	21-Jul-04	200	ABC	3390
62	Exxon	Central	27-Jul-04	200	XYZ	4722

Fig. 1257

Automatic Page Breaks will move around. Say that you change the margins for the page, using File – Page Setup – Margins – Bottom, as shown in Fig. 1258.

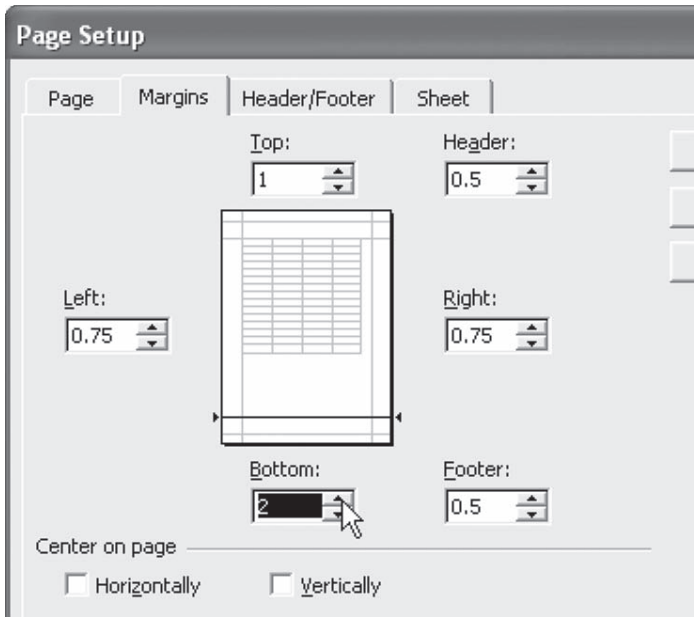

Fig. 1258

As shown in Fig. 1259, Excel will now calculate that the end of the second page is at row 54.

	A	B	C	D	E	F
1	**Customer**	**Region**	**Date**	**Quantity**	**Product**	**Revenue**
51	Exxon	East	25-May-04	600	DEF	12048
52	Exxon	West	28-May-04	900	ABC	17964
53	Exxon	West	12-Jun-04	600	ABC	10404
54	Exxon	West	23-Jun-04	100	ABC	1882
55	Exxon	Central	25-Jun-04	700	ABC	13734
56	Exxon	Central	26-Jun-04	400	XYZ	8804

Fig. 1259

Unlike Automatic Page Breaks, the Manual Page Break will never move.

To add the rest of the page breaks, move the cell pointer to the next cell in column A that has a new customer. From the menu, select Insert – Pagebreak. (Since you have 50 of these to insert, you might want to use the keyboard shortcut: Alt+IB.

Additional Details: Selecting each new customer is tedious. Microsoft has given you a shortcut for finding the next cell in the current column that is different from the active cell. However, it is difficult to use this shortcut. You will have to decide if it is worth the hassle.

Start with the cell pointer on Texaco. Hit Ctrl+Shift+Down Arrow to select all of the cells below the current cell. Type the F5 key. Press the Special button. Select Column Differences, as shown in Fig. 1260.

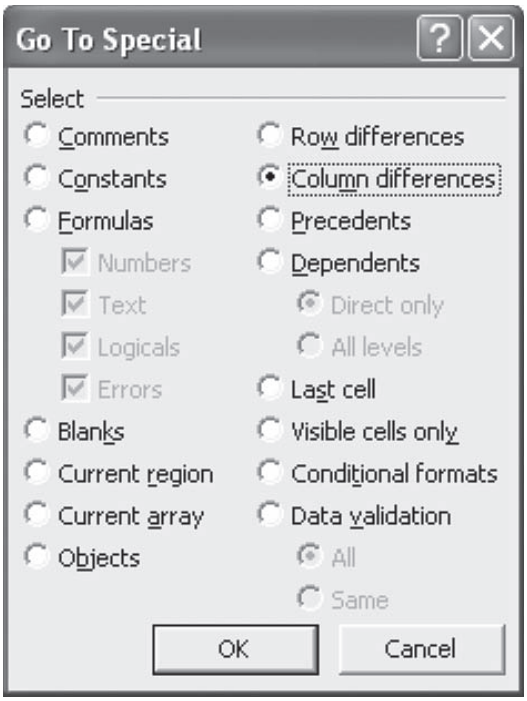

Fig. 1260

As shown in Fig. 1261, the cell pointer will move to the first row with Verizon.

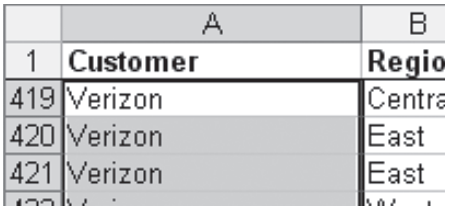

Fig. 1261

You can use the Insert – PageBreak command. This whole series of events can be repeated by holding down the Alt key while you type EGSM. Release the Alt key to hit Enter. Hold down the Alt key while you type IB. If you have hundreds of page breaks to add, mastering this keystroke might be worth the time.

Additional Details: To remove a manual page break, you should put the cell pointer in the first cell under the manual page break. When the cell pointer is in this location, the Insert Menu offers a Remove Page Break option, as shown in Fig. 1262.

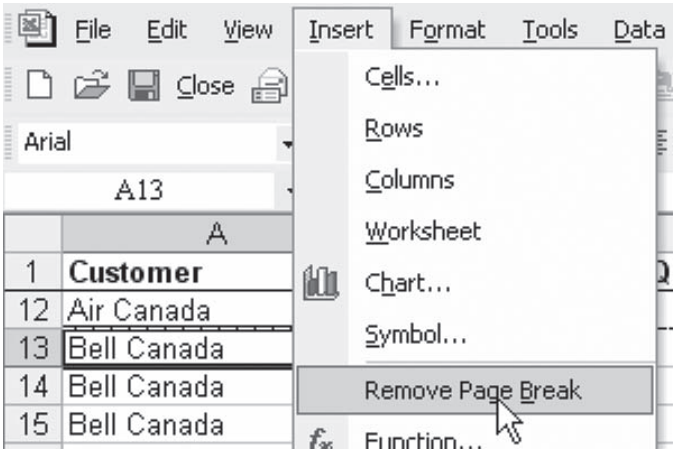

Fig. 1262

To remove all page breaks, select all cells using the box to the left of column A. The Insert menu will now offer an option to Reset All Page Breaks.

Gotcha: To insert a row page break, you must either select the entire row or have the cell pointer in column A. If you select Insert Page Break from cell C9, Excel will insert a horizontal page break above row 9 and also a vertical page break to the left of column C, as shown in Fig. 1263. This is rarely what you want.

	A	B	C	
1	**Customer**	**Region**	**Date**	**Q**
2	Ainsworth	Central	3-Jan-04	
3	Ainsworth	Central	4-Jan-04	
4	Ainsworth	Central	6-Feb-04	
5	Ainsworth	East	6-Feb-04	
6	Ainsworth	Central	20-Feb-04	
7	Ainsworth	East	24-Feb-04	
8	Ainsworth	East	2-Mar-04	
9	Air Canada	West	31-Mar-04	
10	Air Canada	Central	19-Apr-04	

Fig. 1263

Summary: Excel offers two kinds of page breaks. Automatic Page Breaks are calculated on the fly, based on row height and margins of the current page. Manual Page Breaks that you add are permanent and will not move.

Commands Discussed: Insert – Page Break; Edit – Go To – Special – Column Differences; Insert – Remove Page Break; Insert – Reset All Page Breaks; File – Page Setup – Margins

USE HORIZONTAL PAGE BREAKS EVEN WHEN YOU USE FIT TO N PAGES WIDE

Problem: In general, if you use the Fit to N pages option, your manual page breaks are ignored.

As shown in Fig. 1264, the File – Page Setup dialog offers a scaling choice, where you can fit the report to be 1 page wide.

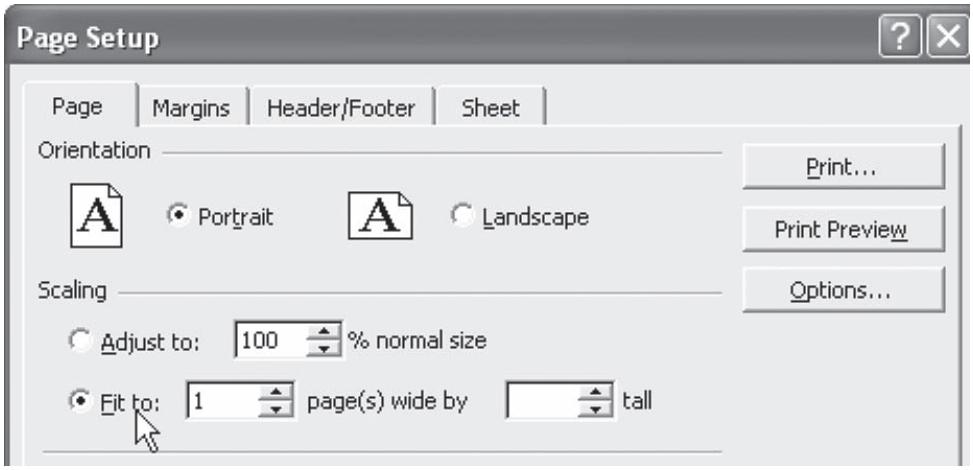

Fig. 1264

However, when you use this option, Excel 2000 and earlier versions will not display your manual page breaks!

Strategy: There is a workaround.

1) Select the Fit to: scaling option.

2) Do a Print Preview. Close the Print Preview.

3) Go back to File – Page Setup. As shown in Fig. 1265, the Adjust to: option will be filled in with the proper adjustment to force the report to fit to one page wide.

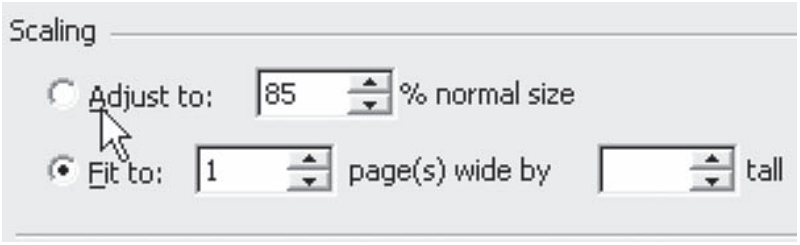

Fig. 1265

4) Choose the Adjust to option. Your manual page breaks will display correctly.

Gotcha: If you adjust column widths, you will need to repeat these steps.

Summary: The missing manual page break appears to be a bug in Excel 2000 and earlier version. Using the techniques described here, you can overcome the problem.

Commands Discussed: File – Page Setup – Page

HIDE ERROR CELLS WHEN PRINTING

Problem: You have a formula that does division. Occasionally, the divisor cell is zero, so you have a couple of Div/0 value errors, as shown in Fig. 1266. You just need to print this without the errors to get the report to the staff meeting, without having to rewrite all the formulas to test if the divisor is zero. What can you do?

D2 =B2/C2

	A	B	C	D
1	Region	Revenue	Units	Average
2	City of London	265.3	70	3.79
3	Barking and Dagenham	167.9	46	3.65
4	Barnet	179.01	51	3.51
5	Bexley	0	0	#DIV/0!
6	Brent	315.06	89	3.54
7	Bromley	318.75	85	3.75
8	Camden	248.88	68	3.66
9	Croydon	0	0	#DIV/0!

Fig. 1266

Strategy: Go to File – Page Setup. Go to the Sheet tab. There is a dropdown for (Print) Cell Errors As:. Choose this dropdown and select <blank>, as shown in Fig. 1267.

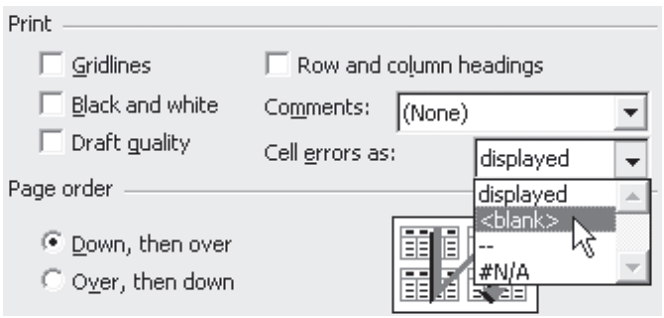

Fig. 1267

Part IV

Result: Although the error will still appear in the worksheet, when you print, the error cells will print as blanks, as shown in Fig. 1268.

Region	Revenue	Units	Average
City of London	265.3	70	3.79
Barking and Dagenham	167.9	46	3.65
Barnet	179.01	51	3.51
Bexley	0	0	
Brent	315.06	89	3.54
Bromley	318.75	85	3.75
Camden	248.88	68	3.66
Croydon	0	0	
Ealing	260.13	69	3.77

Fig. 1268

Alternate Strategy: Perhaps the "right" way to solve this problem is to change the formula to test if the divisor is zero. In this case, a proper formula would be =IF(C2=0,"",B2/C2).

Summary: To print a worksheet without the error cells, change the setting on the Sheet tab of the Page Setup dialog.

Commands Discussed: File – Page Setup – Sheet