

# Microsoft Excel

## Tips & Tricks - Advanced Level

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### To import data from Internet Explorer:

- In Internet Explorer, browse to the Web page that contains the data you want.
- From the toolbar, click on the **Edit** icon arrow, and select **Edit with Microsoft Excel**.
- From the preview area of the **New Web Query** dialog box, locate the data you want to import, and click on its corresponding yellow arrow icon.
- When all the data you want to import is selected, click on the **Import** button.
- From the **Import Data** dialog box, select the **Existing worksheet** radio button to import the data into the existing worksheet, or select the **New worksheet** radio button to import the data into a new worksheet.

### To refresh external data without losing the formatting:

- Select one of the cells that contains external data.
- From the main menu, choose **Data > Import External Data > Data Range Properties**.
- To preserve the cell formatting, select the **Preserve cell formatting** checkbox.
- To keep any custom column widths, deselect the **Adjust column width** checkbox.
- Click **OK** to close the **External Data Range Properties** dialog box.
- To refresh the data, choose **Data > Refresh Data**.

### To copy Styles from another Workbook:

- Open the Workbook with the styles you want to copy.
- Switch to the Workbook that the styles will be copied to.
- From the main menu, choose **Format > Style** to display the **Style** dialog box.
- Click on the **Merge** button to display the **Merge Styles** dialog box.
- Select the Workbook that contains the styles you want.
- Click **OK** to copy the styles from the selected Workbook.
- Click **OK** to close the **Style** dialog box.

### To use Goal Seek:

- Build a formula using cell references for each variable of your formula.
- Select the cell containing the formula for which you have an end result to achieve.
- From the main menu, choose **Tools > Goal Seek** to display the **Goal Seek** dialog box.
- In the **To value** text box, enter the end result you want to achieve.
- In the **By changing cell** text box, enter the cell containing the input value that you want changed to achieve the end result.
- Click **OK** to run the **Goal Seek**.
- When the **Goal Seek** is complete, the **Goal Seek Status** dialog box will appear, and the results are reflected in the Worksheet.
- Click **OK** to accept the new values.
- Click **Cancel** to close the **Goal Seek Status** dialog box and leave the values unchanged.

### To enable AutoRecover:

- From the main menu, choose **Tools > Options** to display the **Options** dialog box.
- Click on the **Save** tab.
- Select the **Save AutoRecover info every** checkbox, and set frequency in minutes.
- Make sure that the **Disable AutoRecover** checkbox is NOT selected.
- Click **OK**.

### To summarize scenarios:

- From the main menu, choose **Tools > Scenarios** to display the **Scenario Manager** dialog box.
- Click on the **Summary** button to display the **Scenario Summary** dialog box.
- Select the **Scenario summary** radio button.
- In the **Result cells** text box, enter the cell or range of the values you want to see in the summary
- Click **OK** to display the summary in a new Worksheet.

**To assign a shortcut key to your Macro:**

- From the main menu, choose **Tools > Macro > Macros** to display the **Macro** dialog box.
- Select the Macro you want to affect.
- Click on the **Options** button to display the **Macro Options** dialog box.
- Type a letter into the **Ctrl+** text box. This key combination will be used to invoke the Macro.
- Click **OK** to return to the **Macro** dialog box.
- Click **Cancel** to close the **Macro** dialog box.

**To use the Read-only recommend option:**

- Instead of using password to prevent access, you may want to use the **Read-only recommend** option to deter users from changing your Workbooks, but allowing users the opportunity to make changes as required.
- From the main menu, choose **File > Save As** to display the **Save As** dialog box.
- Click on the **Tools** icon, and from the dropdown list displayed select **General Options**, which will display the **Save Options** dialog box.
- Select the **Read-only recommended** checkbox. Click **OK**.
- From the **Save As** dialog box, click **Save**.

**To reset a menu:**

- You can return your menus to their default state by resetting them.
- From the main menu, choose **Tools > Customize** to display the **Customize** dialog box.
- Leaving the **Customize** dialog box open, right-click the menu you want to restore, and select **Reset** from the popup menu.
- From the **Customize** dialog box, click **Close**.

**To speed up calculations with Data Tables:**

- You can customize Excel such that Data Tables are not automatically recalculated with the Worksheet.
- From the main menu, choose **Tools > Options** to display the **Options** dialog box, and click on the **Calculation** tab.
- Select the **Automatic except tables** and **OK**.

**To use Speak On Enter:**

- You can use **Text To Speech** to read data back as you enter it. In order for this feature to work, your computer must have speakers correctly installed.
- From the main menu, choose **Tools > Speech > Show Text To Speech Toolbar**.
- From the **Text To Speech** toolbar, click on the **Speak On Enter** icon.
- Enter data as you normally would, and press **Enter**. The data that was just entered will be read back to you.

**To attach a toolbar:**

- You can attach a custom toolbar to the Workbook so that you can share that toolbar along with the Workbook.
- From the Workbook that will use your toolbar, create the custom toolbar you want.
- From the main menu, choose **Tools > Customize** to display the **Customize** dialog box.
- Click on the **Toolbars** tab.
- Click **Attach** to display the **Attach Toolbars** dialog box.
- In the **Custom toolbars** scrolling box, select the custom toolbar you want.
- Click **Copy** to copy the toolbar to the **Toolbars in workbook** scrolling box.
- Click **OK**.
- Save the Workbook.

**To start Excel with your saved Workspace:**

- You can create a Workspace that Excel opens when it starts.
- Create the Workspace you want.
- From the main menu, choose **File > Save Workspace**.
- Change the directory to the **XLStart** folder. You will usually find this folder in the following path: **\Program Files\Microsoft Office\Office11**
- In the **File name** text box, enter a name for your Workspace.
- Click **Save**. (**NOTE:** The **XLStart** folder should only contain the Workspace file.)

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