

BetterSolutions.com

Tutorials and Add-ins for Microsoft Excel, Word and PowerPoint

April 2007 - Letter from the Editor

Welcome to the second edition of the BetterSolutions.com newsletter, there have been lots of changes and improvements this month. This month we have been enhancing the database and extending the interactive pages on the website. One of the most significant changes this month is the change to the file extension of the consultancy home page. This has been changed from (.htm) to (.aspx). in anticipation of us allowing users to download FREE utility add-ins.

Office User Group Conference - The Power of Office 2007

This event was held on Friday 27th April at the Microsoft offices at Reading and was attended by about 100 people. There were six seminars in total covering the following topics:

- **Microsoft Office Overview**

Not that long ago Microsoft Office consisted of just five applications: Excel, Word, PowerPoint, Outlook and Access. Today the term Microsoft Office seems to include a large number of other applications as well, such as: Communicator, FrontPage, Groove, InfoPath, OneNote, Project, Publisher, SharePoint and Visio. Unlike other websites that try and cover all the topics we will only ever be discussing Excel, Word and PowerPoint. There is a chance we might expand the website to include Access as well but at the moment we don't have the necessary resources.

- **Excel - Reporting and Business Intelligence**

OLAP (Online Analytical Processing) technology was introduced in Excel 2003 and is used with SQL Server Analysis Services. When you have large amounts of data, using OLAP cubes in Excel provides you with a fast and easy way to analyse all that data. OLAP cubes are used with Pivot Tables.

- **Excel - Customising the Ribbon**

The Ribbon is the most noticeable change to Office 2007 and will definitely take some time to get used to. Customising your toolbars and menus in earlier versions of Microsoft Office was a lot quicker but the new XML based Ribbon definitely allows you to create more intuitive interfaces. This topic will be discussed in detail in future newsletters.

- **Visio - Data Visualisation and External Data Sources**

- **Groove - Bringing Data Together**

- **Access - Architecture for complete Office Integration**

The day finished off with some Q&A and a discussion on things we like and dislike about Microsoft Office 2007. The adverts on the Office Online website are one of my personal gripes.

support@bettersolutions.com

This email address is the one you should use when you have any problems or questions with Microsoft Office and you want some FREE help and advice. Sending us your questions will not only mean that you get a reply immediately but will also allow us to publish the answer or solution in the next issue which will help other people as well. We spend a lot of time checking and testing the information to ensure that it is accurate but if you do spot any mistakes or anything that is wrong then please tell us. We are always looking for ways to improve our products and services and always welcome constructive criticism. If you have any comments or suggestions regarding this newsletter and the content contained inside it please tell us.

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All you need to do is send us an email and ask to be removed. We will then confirm that your email address has been deleted from our mailing list and you will not receive any more emails from us. Your email address will not be shared or used for any other purpose and confidentially is assured at all times. Next month we are hoping to include an unsubscribe link at the bottom of our emails to make this even easier.

Changes to the website

It has taken a while to decide which categories to have for each of the three applications but this has now been completed. The website changes this month have focused on adding more detail to some of the existing pages. A special thanks this month to Ep Pinnacle for his comments and suggestions regarding the SUMPRODUCT page and for his contributions to several other pages. The three additional pages added to the Excel Add-ins section will be finished next month. In response to several requests we have added over 200 more keywords (and links) to the Excel Search pages. The links on the Search pages will also be underlined as of next month to make the navigation even quicker. Please tell us if there are any pages (or sections) you would like us to improve and we will concentrate on these first.

News and Related Information

Microsoft Office 2007 - FREE Download

Don't forget that you can download a FREE 60 day trial of Microsoft Office System 2007 direct from the Microsoft website. This trial version has all the same functionality as the version you can buy in the shops except it only lasts for 60 days.

Microsoft Newsletter - At Work

Microsoft also has its own FREE newsletter called "At Work". This is published every month and the first issue was in January 2006. There is also an accompanying website: www.microsoft.com/uk/atwork/default.msp The graphics are really nice but the content is a little disappointing. Most of the content refers to links and references on the Office Online website. If you get a spare moment take a look at it and let us know what you think, maybe we can incorporate some of the features into this newsletter.

Your Questions and Problems

Why isn't the row height copied across?

When you highlight and copy cells from one area to another the row heights will not be copied. If you want to copy the row height as well as the actual data then you need to copy the whole row (rather than the individual cells). You can copy entire rows by dragging the cursor down over the row numbers on the left hand side and selecting (Edit > Copy).

Why doesn't my add-in work in Excel 2007 (VBA)?

There have been a few enhancements to the functionality in Excel 2007 and a few of the features have even been removed. Natural Language Formulas is one of the features that has been removed. If any of your workbooks or add-ins contain the following line of code, this will generate an error in Excel 2007.

```
ActiveWorkbook.AcceptLabelsInFormulas = True
```

Excel 2007 - Initial Thoughts

The most obvious change is that a tabbed Ribbon has replaced the toolbars and menus which makes it extremely difficult to find the commands you want. Here is a quick summary of the commands it took me a while to find:

- The SaveAs and Print commands are accessible from the Office Button (in the top left corner).
- The (Tools > Options) dialog box is accessible from the Office Button and is now called the Excel Options dialog box.
- The (Tools > Add-ins) dialog box is accessible from the Add-ins tab on the Excel Options dialog box.
- The Format Painter is on the Home tab of the Ribbon.
- The Undo command is now accessible from the Quick Access Toolbar in the top left corner (next to the Office Button).

Before you get too frustrated with the Ribbon and not being able to find the commands you want there are two ways in which you can make this transition a little easier. The first is an interactive page on the Microsoft website and the other is to use the Quick Access Toolbar.

Interactive Command Reference Guide

This is an interactive webpage that lets you select an old command using the Excel 2003 toolbars and menus and then illustrates where that command can be found using the new Excel 2007 Ribbon. This page can be found at: www.office.microsoft.com/en-gb/excel/HA101491511033.aspx

Quick Access Toolbar

This looks similar to the toolbars found in the previous versions and can be customised to hold all the commands you frequently use. By default this toolbar is located above the Ribbon making it extremely hard to see. The first thing to do is to make sure your Quick Access Toolbar is displayed below the Ribbon.

Select (Office > Excel Options)(Customize tab). At the bottom of this dialog box is a “Show Quick Access Toolbar below the Ribbon” checkbox. Make sure this is ticked. This whole tab allows you to add the commands you use frequently so they are easily accessible.

The quickest way to find a specific command is to select “All Commands” from the first drop-down list. This will display all the commands in alphabetical order. In addition to using this dialog box, you can quickly add existing Ribbon items by right-clicking on them and choosing the “Add to Quick Access Toolbar” option.

