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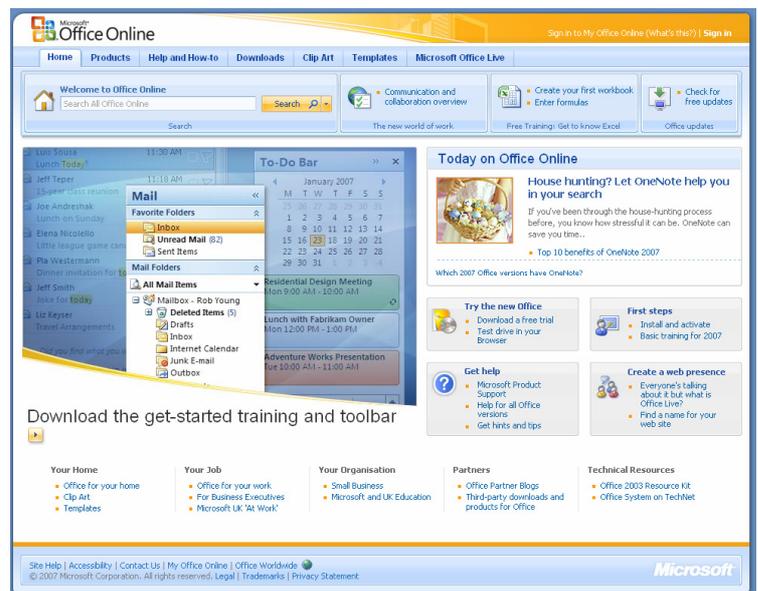
Tutorials and Add-ins for Microsoft Excel, Word and PowerPoint

## July 2007 - Letter from the Editor

Welcome to the fifth edition of the BetterSolutions.com newsletter. First we must apologise for the late publishing of this newsletter and also for the delay in replying to user's questions. This month we have had an explosion of consultancy work and have also been working on several long term projects. Despite these other commitments we have still been able to add a lot more Word and PowerPoint Knowledge Base articles to the website. The function links for BIN2HEX and BIN2OCT have been corrected and we have also made a few subtle changes to some of the other worksheet function pages.

<http://office.microsoft.com>

You will find lots of useful information including plenty of templates and how-to articles on the Microsoft Online website. This website contains a huge amount of information not to mention the enormous collection of professionally designed templates that you can download and modify. The new and improved layout and navigation makes it a lot easier to find information and all this content is available from within your Office applications. Pressing F1 in any of the Office applications will display the Help task pane or Help window.



## Developers update

The ASP.NET 2.0 enhancements are going well and we have almost finished creating a members login page. This has taken slightly longer than we thought because we want to make sure this interface is scalable and can be easily integrated with Microsoft SharePoint at a later date. Back in April we mentioned that we are working on some utility add-ins and we still are. The initial testing has been completed but we did identify a few areas that needed improving. We are very keen to try and get this right before we distribute any software on a wide scale. All our utility add-ins allow personal settings to be saved and these obviously need to be reloaded when a new version is installed. We are also enhancing the error handling as well as trying to write some automated scripts to ensure that new versions are backwards compatible.

[support@bettersolutions.com](mailto: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 answers 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.

# News and Related Information

## Facts of the month

This month our useful facts are relating to Excel shortcut keys.

**(Ctrl + 1)** displays the (Format > Cells)(Number tab) dialog box.

**(Alt + Tab)** lets you switch between the different applications that you currently have open.

**(Ctrl + Tab)** or **(Ctrl + F6)** lets you switch to the next workbook (when multiple workbooks are open).

**(Ctrl + Shift + Tab)** or **(Ctrl + Shift + F6)** lets you switch to the previous workbook (when multiple workbooks are open).

## Microsoft Office 2007 versions

In previous versions of Microsoft Office it was a lot easier to decide which version was the most suitable for your particular job. In Office 2003 you had a choice between 4 different versions: student, standard, small business or professional. All four versions included the main four applications (Excel, Word, PowerPoint and Outlook). The small business version included Publisher and the Professional version included Access. In Office 2007 however it is a lot harder to decide as there are now 8 different versions to choose from. For most users the Standard version is more than adequate. If you are a VBA developer and you use Access then the Professional version might be a better choice.

This is a summary of the different versions (or suites) that are available for Office 2007:

**Basic** – This includes Excel, Word and Outlook.

**Standard** – This includes Excel, Word, PowerPoint and Outlook.

**Home and Student** – This includes Excel, Word, PowerPoint and OneNote.

**Small Business** – This includes Excel, Word, PowerPoint, Outlook (with Business Contact Manager), Publisher and Accounting Express.

**Professional** – This includes Excel, Word, PowerPoint, Outlook (with Business Contact Manager), Publisher and Access.

**Professional Plus** – This includes Excel, Word, PowerPoint, Outlook, Publisher, Access, InfoPath, Communicator, Integrated Enterprise Content Management, Integrated Electronic Forms and Information Rights Management.

**Ultimate** – This includes Excel, Word, PowerPoint, Outlook (with Business Contact Manager), Publisher, Access, InfoPath, Groove, OneNote, Enterprise Content Management, Integrated Electronic Forms and Information Rights Management.

**Enterprise** – This includes Excel, Word, PowerPoint, Outlook, Publisher, Access, InfoPath, Groove, OneNote, Communicator, Enterprise Content Management, Integrated Electronic Forms and Information Rights Management.

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## Your Questions and Problems

### Excel – How can I display ticks (or check marks) in a worksheet?

The default Excel font is Times New Roman but there are actually lots of other built-in fonts which you can also use. Displaying characters other than letters can be easily achieved by formatting the cell with a different font. You can use the (Insert > Symbol) dialog box to see the full range of characters.

### Excel – How can I add a button to a worksheet?

There are in fact two ways you can do this and which method you use will depend on how the button is to be used. The most common way is to use the Forms toolbar and drag a button onto a worksheet. The Forms toolbar is only available for backwards compatibility despite a lot of the functionality not being available in the more recent Control Toolbox toolbar. To add a button to a worksheet display the Forms toolbar and press the Button command so it is pressed. This is the fourth command on this toolbar. Use the mouse to drag a rectangle over the worksheet where you would like the button to be. This will create a button and will also automatically display the “Assign Macro” dialog box. This allows you to select the macro you want to run when this button is pressed.

### Excel – How can you quickly convert a column letter to a column number?

Often when you are working in a workbook it is useful to cross reference the column letters with their actual numbers. You can easily toggle the display of column numbers or column letters by selecting (Tools > Options)(General tab, “R1C1 reference style”).

### Excel – How can I display a time as a specific number of hours?

Dates and Times in Excel are represented as numbers (called serial numbers). The integer part of a serial number represents the number of days and the decimal part of a serial number represents the number of hours and minutes. The default starting date in Excel is 1<sup>st</sup> January 1900. Therefore a date serial number of 100.25

	A	B	C	D	E
1					
2		Date / Time Value:	38254.1562	24/09/2004 03:44:56	
3					
4		No of Days:	38254	=INT(D2)	
5			0.1562	=D2-C4	
6			3.7488	=C5*24	
7					
8		No of Hours:	3	=INT(C6)	
9			0.7488	=C6-C8	
10			44.928	=C9*60	
11					
12		No of Minutes:	44	=INT(C10)	
13			0.927999997	=C10-C12	
14			55.67999979	=C13*60	
15					
16		No of Seconds:	56	=ROUNDUP(C14,0)	
17					

actually represent Monday 9<sup>th</sup> April 1900, 06:00am. To split a time into its exact number of hours you need to multiply its decimal part by 24 and round down to the nearest integer. To split a time into its exact number of minutes you must first remove the number of hours and then you need to multiply its decimal part by 60 and round down to the nearest integer. To split a time into its exact number of seconds you must first remove the hours and minutes and then you need to multiply its decimal part by 60 and round up.

### Word – Why is this template loading when I open Word?

Any templates (or files) that are saved in your Word start-up directory will open automatically when Word opens. The most common way to find any dubious templates is to search for all the files that contain (\*.dot). This approach however will not identify any shortcuts that might have been created. It is possible to save a shortcut to a template in the start-up folder rather than saving the actual template. Shortcuts will not be found if you search for the (\*.dot) file extension. The only way to be absolutely sure there is nothing in your start-up folders is to browse to the actual folders using Windows Explorer. Word 2003 has two start-up folders:

**C:\Documents and Settings\“user name”\Application Data\Microsoft\Word\STARTUP\**

**C:\Program Files\Microsoft Office\OFFICE11\STARTUP\**

## Function - TEXT

This is an extremely useful function that can be used to format numbers. When you use the (Format > Cells) dialog box you are only changing the format of the number, not the actual value. When you use the TEXT function to format a number you **are changing** the actual value. The first argument can be anything that evaluates to a numerical value (text string, cell reference or formula). The second argument is the format you want the text string to be and must be enclosed in speech marks. This function always returns its value as a

	A	B	C	D
1				
2		100	=100	
3		100.00	=TEXT(100,"00.00")	
4				
5		Todays date is: Saturday 25 August 2007		
6		="Todays date is: " & TEXT(TODAY(),"dddd dd mmmm yyyy")		
7				
8		16.00	=TEXT("16","00.00")	
9		\$2.72	=TEXT(2.715,"\$0.00")	
10		09/03/02	=TEXT(37324,"dd/mm/yy")	
11		4/15/91	=TEXT("4/15/91","mmmm dd, yyyy")	
12		20%	=TEXT(0.2,"0%")	
13		25.00	=TEXT(100/4,"0.00")	
14		Saturday-2007 09:35	=TEXT(NOW(),"dddd-yyyy hh:mm")	
15		01-01-1997	=TEXT("01/01/1997","mm-dd-yyyy")	
16		Wed	=TEXT("01/01/1997","ddd")	
17		100	=TEXT(100,"0")	
18		£200.00	=TEXT(200,"£0.00")	
19				

text string. You can easily see this because the value in cell "B2" is right aligned whereas the value returned from the formula in cell "B3" is left aligned.

This function is useful when you need to create a text string that contains numbers or dates formatted in a particular way. Let's imagine that you wanted to display the following text string **Today's date is: Saturday 25 August 2007** in cell "B5". This can be achieved by concatenating a text string with the text string returned from the TEXT function. In this example we are passing in the function TODAY which returns the serial number representing today's date.

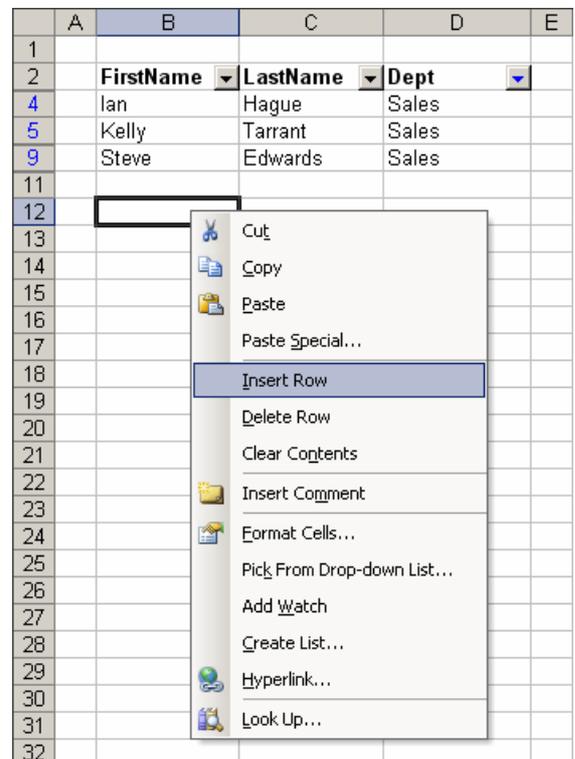
## Cell Shortcut Menu

A Cell shortcut menu is displayed when you select a cell (or range) and press the opposite button on your mouse (for those us of that are right-handed, this is the right mouse button). Exactly what commands are displayed on this shortcut menu will depend on the context of what you are doing and the view that is currently being displayed. For example if you create a blank workbook and right click on a blank cell the default shortcut menu will be displayed. This shortcut menu includes the following two commands:

- The **Insert** command displays the Insert dialog box.
- The **Delete** command displays the Delete dialog box.

However if the active worksheet contains a filtered table then the Cell shortcut menu will display slightly different commands. For example we have created a simple table of data "B2:D10", added an AutoFilter and filtered the data by department. Selecting any cell on this worksheet and pressing the right mouse button will display a slightly different shortcut menu. This shortcut menu replaces the Insert and Delete commands with the following two commands:

- The **Insert Row** command will insert the same number of rows that are currently selected above the current selection.
- The **Delete Row** command will delete the rows in the current selection (with a prompt first).



## Function - COUNTIF

This function returns the number of cells in a range that satisfies a condition. For example you could use this function to return the number of cells that contain a particular value. For example in the table below we can

	A	B	C	D	E
1					
2		Russell	Benjamin	£200.15	
3		"	Jason	£150.36	
4		Matthew	Lee	£0.00	
5		Russell	Damion	£67.59	
6		Richard	0	£56.15	
7		0	Russell	£148.63	
8		Gary	Ian	£198.62	
9		Paul	0	£34.69	
10			Russell	£98.44	
11		Russell		£126.84	
12		Luke	Microsoft	£175.26	
13					

use the COUNTIF function to return the number of cells in the range "B2:C12" that contain the word "Russell" by using the following function:

**=COUNTIF(B2:C12,"Russell") = 5**

Notice that this function can be used with any size range, it does not have to be a single row or a single column. The following function will return the number of cells in the range "B2:C12" that contain text:

**=COUNTIF(B2:C12,"\*") = 17**

The cells that are excluded from the count are "B7", "B10", "C6", "C9" and "C11". These are the cells that contain numbers and those that are empty. Notice that the null string in cell "B3" is included. The following function will return the number of cells in the range "B2:C12" that do not contain any text:

**=COUNTIF(B2:C12,"<>"&"\*") = 5**

### Handling Zeros, Blanks and the Null String

A Zero is a cell that contains the value 0 either as a constant or returned from another formula. A Blank is a cell that is completely empty and has not been populated. The Null String is a cell that contains an empty string, often returned from another formula. The table and formulas below illustrate that working with zeros, blanks and null strings can often lead to unexpected results. The formula in cell "E2" is counting all the cells in the range "B2:B11" that contain a zero constant. As you would expect the number returned is 1.

	A	B	C	D	E	F	G
1							
2		0	0	0	1	=COUNTIF(\$B\$2:\$B\$11,C2)	
3					1	=COUNTIF(\$B\$2:\$B\$11,C3)	
4				=""	9	=COUNTIF(\$B\$2:\$B\$11,C4)	
5							
6							
7							
8							
9							
10							
11							
12							

The formula in cell "E3" is counting all the cells in the same range that contain an empty cell. You might have thought that this formula would return the number 9 but in fact this returns the number 1. This function matches blank cells with zero cells.

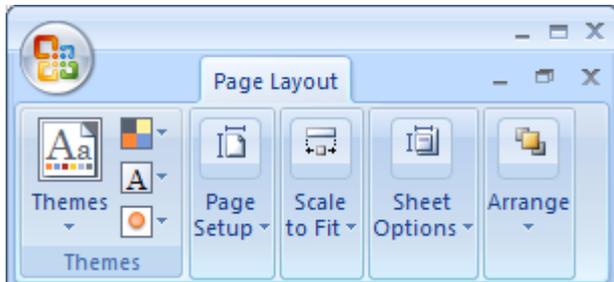
The formula in cell "E4" is counting all the cells in the same range that contain a null string. Again this leads to some

unexpected results because this returns the number 9. This function matches null strings with blank cells. This is definitely a bit confusing. Please send us your thoughts and we will publish these in the next issue.

This particular screen shot has been taken from Excel 2007 to give all our readers a preview of the new Excel 2007 interface. The softer colours and improved graphics all help to make the application more user friendly. Eventually all the newsletter screen shots will be taken from Office 2007.

## Excel 2007 - Page Layout Tab

One of the new features in Excel 2007 is the new Page Layout view and to accompany this view there is a dedicated tab. Another significant improvement in this version is the introduction of Themes. Being able to apply a consistent look and feel to all your workbooks, documents and presentations using themes is a great feature. Themes are pre-defined colours, font styles and effects that are integrated across Excel, Word and PowerPoint. A theme consists of 12 colours, a heading font, a body font and an effect. In Excel 2007 the colour

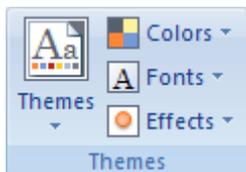


palette is no longer a random collection of 52 colours but is now linked implicitly to colours defined in a theme. However you want your files to look you can define a theme accordingly. Excel 2007 comes with 21 built-in colour schemes, 23 built-in font styles and 20 built-in effects. This gives you a choice of over 9,000 different options plus you can easily create your own. Themes can also be saved to external files meaning they can be easily

shared, modified or distributed. A lot of the commands found on this tab are also available in Word and PowerPoint and have exactly the same functionality.

### Themes

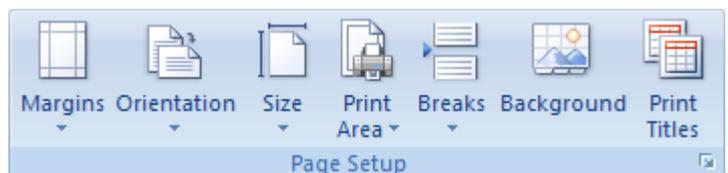
This group is consistent across all three applications and provides you with all the necessary theme related commands. The large themes drop-down list provides a list of all the themes that are currently available. The Colors drop-down list displays a list of all the built-in colour schemes plus any custom colour schemes that might also be available. The Color drop-down list doesn't indicate which colour scheme is currently selected and when you display the drop-down list the active colour scheme is not very prominent. The only alternative that we found to identify the active colour scheme was to hover over the drop-down list and wait several seconds for the descriptive screen tip.



The Fonts drop-down list actually displays a list of font styles, not fonts. Every font style has a pre-defined heading font and a pre-defined body font. For example the first built-in font style is called Office. This uses the Cambria font as its heading and the Calibri font for its body text. The font drop-down list doesn't indicate which font style is currently selected. The only way to identify which font style is being used is to hover or display the whole drop-down list. The font drop-down list seems to take up a large part of the screen which surely defeats the point of having the Live Preview feature.

### Page Setup

The Margins drop-down list displays three built-in margin settings. It doesn't look like you can define and save your own settings but it is a lot better than it was. The Orientation drop-down list lets you quickly switch the printing orientation

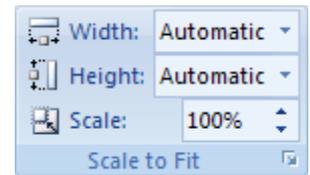


between portrait and landscape. The Size drop-down list lets you quickly select the paper size that you want to use when you print and the Print Area drop-down list is exactly the same as the earlier (File > Print Area) extension menu. The Breaks drop-down list contains the three commands that appear on the Cell shortcut menu when in Page Layout view. This means the "second" Cell shortcut menu is no longer used. The Background button displays the Sheet Background dialog box which is the same as the earlier (Format > Sheet > Background) command. The Print Titles button displays the Sheet tab of the Page Setup dialog box. You can

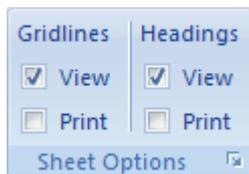
quickly display the (File > Page Setup)(Page tab) by clicking in the bottom corner of this group. This button is also known as a Dialog Launcher.

### Scale to Fit

This group displays three combo boxes that control some of the settings from the earlier (File > Page Setup) dialog box. The Width combo box controls the number of pages you want to print to horizontally. The Height combo box controls the number of pages you want to print to vertically. It is probably best to switch to the Page Layout view before you change any of these options otherwise it is very difficult to see your changes. You can quickly display the (File > Page Setup)(Page tab) by clicking in the bottom corner of this command set.



### Sheet Options



These four checkboxes refer to two of the checkboxes on the (Tools > Options)(View tab) and two of the checkboxes on the (File > Page Setup)(Sheet tab). The term “Headings” refers to the row and column headings. Having all these checkboxes together in a single group is a lot more intuitive. The default setting (as displayed in the screen shot) is to display both the gridlines and the row and column headings on the screen but not to print them. You can quickly display the (File > Page Setup)(Sheet tab) by clicking in the bottom corner of this command set.

### Arrange

The Bring to Front and Send to Back look the same as all the other commands in this group although they are actually buttons with drop-down lists instead of just drop-down lists. The large button above the drop-down list allows you to quickly bring objects to the front or send them to the back with a single click. You only need to use the drop-down lists when you want to bring an object forward one layer or send an object back one layer. I wish there was some way of distinguishing other than hovering over with your mouse but having said that these commands are consistent across Excel, Word and PowerPoint making it much easier to remember. The Selection Pane is a new feature which can be used to display the Selection and Visibility task pane. This displays a list of all the objects on the active worksheet and their corresponding shape names. This will prove to be very useful when you need to manage a lot of objects on the same worksheet and also allows you to quickly show and hide specific objects. The Align drop-down list displays the commands from the earlier Align or Distribute toolbar. The Group drop-down list displays the familiar Group, Ungroup and Regroup commands and the Rotate drop-down list displays the commands from the earlier Rotate or Flip toolbar.



### Page Layout Tab Summary

This tab definitely gives you quick access to everything relating to page layout and printing. The Themes and the Page Setup groups are almost identical across Excel, Word and PowerPoint which definitely makes the transition between applications a lot easier. The new Page Layout view is a great addition and makes working with headers and footer significantly easier. The Selection Pane is a great addition and on the whole all the commands on this tab are intuitively organised. If I had to be critical the only question that I have is why is there no way to switch to the Page Layout view from the Page Layout tab?