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# Office 2013 for CPAs

## CPE Course Information

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<th><strong>Learning Objectives</strong></th>
<th>To increase the productivity of accountants and CPAs using Office’s newest commands, features and functions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Level</strong></td>
<td>Intermediate</td>
</tr>
<tr>
<td><strong>Pre-Requisites</strong></td>
<td>Familiarity with Microsoft Office</td>
</tr>
<tr>
<td><strong>Advanced Preparation</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Presentation Method</strong></td>
<td>Live lecture using full color projection systems and live Internet access with follow up course materials</td>
</tr>
<tr>
<td><strong>Recommended CPE Credit</strong></td>
<td>8 hours</td>
</tr>
<tr>
<td><strong>Handouts</strong></td>
<td>Templates, checklists, web examples, manual</td>
</tr>
<tr>
<td><strong>Instructors</strong></td>
<td>J. Carlton Collins, CPA</td>
</tr>
</tbody>
</table>

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What’s New in Microsoft Office 2013?

This course covers 8 hours of the very best and most essential Office 2013 functionality that CPAs should be using in the performance of their jobs. This course is best suited for moderate level office users who know how to use the basic functionality of Office, but have seldom explored the more powerful features and capabilities that Office has to offer, including the following new features found in Office 2013.

1. **No Changes to the 2013 Ribbons** - Many CPAs worry that Office’s new touch-screen functionality means the product’s new ribbons that will be time-consuming to learn, but this is not the case. Office 2013’s ribbons work and look almost exactly like Office 2010’s ribbons, and transitioning to the new product involves only a minor learning curve. While the new touch-screen controls provide new ways to launch and use the applications on touch-screen devices, the 2010-style ribbon along with a standard keyboard and mouse remains to be the primary means for operating the product.

2. **Touch-Enabled** - On mobile devices, the ribbons offer the same menu options, but they are redesigned to better fit smaller hand-held devices. Most of Office’s new touch controls work similar to mouse-clicks, but new gestures have been added. For example, you can navigate Excel workbooks or multiple pages in Word by swiping your finger across the screen. You can also pinch and spread to shrink or enlarge your spreadsheets, documents or presentations. A new **Touch Mode** button inserts more space around the Ribbon’s icons so operating the touch controls on smaller devices is a little easier.
3. **Windows 8 Style Tiles** - Office’s new square, color-coded tiles *(see figure)* are used to launch applications on your tablet, smartphone, or computers equipped with touchscreen monitors. The tiles can be resized and rearranged to your preference, and the color-coded schemes make it easier to identify and select the correct application. Office’s tiles match the Windows 8 tiles which have been praised by some for their simplicity and utility.

![Examples of Office 2013 Quick Launch Tiles in Windows 8](image)

4. **Quick Demonstration of Excel 2013 on a Touchscreen Mobile Device**

5. **Cloud Enabled** - Office binds you to the cloud in many ways. For example, Office automatically connects to your free cloud-based SkyDrive which includes 20 GBs of data storage space, email account, contact management, calendar management, and the following free web apps: 2013 editions of Word, Excel, PowerPoint, and OneNote. These web apps are cloud-based versions of the popular applications (with limited commands and features), accessible from any web browser on a desktop, laptop, tablet or smartphone device.
Office 2013’s Free Web Apps

a) See SkyDrive on the smartphone.
b) See example of opening the same Excel file from SkyDrive on Desktop computer.
c) File, Info – Pick the sheets that browsers can see when opening that file.
d) Save a file to SkyDrive, show options to invite people, get a link, Post to Facebook or email.

6. Web Apps - Since everyone has access to the free web apps, troublesome file-sharing barriers and file compatibility issues are removed; therefore, CPAs can use Office 2013 with the confidence of knowing that documents and workbooks they produce can be easily viewed and edited by others.

7. Microsoft Office 365 - Office 365 is a new subscription plan for purchasing Office via a monthly rental agreement. Subscription Pricing – Enables you to install Excel on five devices, and run Excel from the cloud.

   a) Pay month-to-month instead of all at once  
   b) Installs on more PCs  
   c) Never upgrade again  
   d) Superior iMap email  
   e) Better security  
   f) File Sharing  
   g) Eliminate upfront capital costs  
   h) Eliminate balance sheet liabilities

Subscription Rental Plan - Microsoft offers Office via a subscription plan and many CPAs are finding the rental plan to be a better option than purchasing the product.
Pricing options and functionality for selected Office 2013 editions are summarized in the table below.

<table>
<thead>
<tr>
<th>Office Edition</th>
<th>Users/PCs</th>
<th>Price</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Home &amp; Business</td>
<td>1 user/3</td>
<td>$279.99</td>
<td>Word, Excel, PowerPoint, OneNote, Outlook</td>
</tr>
<tr>
<td>Office Professional</td>
<td>1 user/2</td>
<td>$499.99</td>
<td>Word, Excel, PowerPoint, OneNote, Outlook, Access, Publisher</td>
</tr>
</tbody>
</table>

**Purchase Options:**

**Subscription Options:**

| Office 365 Professional Plus | 1 user/5 PCs | $15/Month | Word, Excel, PowerPoint, OneNote, Outlook, Access, Publisher |
| Office 365 E3 Plan           | 1 user/5 PCs | $20/Month | Word, Excel, PowerPoint, OneNote, Outlook, Access, Publisher, Cloud-based email, Web conferencing, Shared calendars, Cloud-based team sites, Office Web Apps |

Seven advantages for renting rather than purchasing are as follows:

1. **Installs on more PCs** - The subscription plan allows you to install Office professional on five computers or devices, compared to just two or three installations with the purchased product.

2. **Never upgrade again** – Renters will never face an upgrade decision again as future product enhancements are included automatically.

3. **Superior iMap email** - The subscription plan includes a cloud-based email solution using iMap (Internet Message Access Protocol), which is stronger than the traditional Pop3 (Post Office Protocol) email solution. This is because iMap maintains email messages, replies, contacts, tasks and calendars in a central location so you can access them from any of your computers, the web, or mobile devices. In contrast, Pop3 maintains this information on the individual computers, thus accessing this information from multiple computers or devices is more problematic.

www.CarltonCollins.com
4. **Better security** - In the cloud, data is securely encrypted from your computer to the cloud, and your data remains encrypted in the cloud. Your data is also backed up automatically on a continuous basis and is protected by world-class firewalls, anti-virus software, and intrusion monitoring solutions. A significant amount of technology, cost and effort is needed to duplicate this level of security on a local computer or file server.

![Exception – Warning!!!](image)

Microsoft’s agreement allows them to read your files!!!

Here’s the code of conduct agreement:

Here’s an example article in Forbes:
http://www.forbes.com/sites/kellyclay/2012/07/19/is-microsoft-spying-on-skydrive-users/

5. **File Sharing** – The subscription plan includes a cloud-based SkyDrive (starting at 20 GBs), team management tools, and file syncing options to help groups work in collaboration. You can grant permission to others to access your SkyDrive files or folders, even if they don’t use Office. In the cloud environment, email attachments are unnecessary because you can send recipients a link instead of attachments; as a result, emails travel faster, deliveries are no longer hung up due to attached file size restrictions, and attachments no longer contribute to oversized inbox data files.

6. **Eliminate upfront capital costs** – For larger companies, the subscription plan eliminates their need to borrow money to purchase product. By opting for the “pay as go” subscription plan, companies can expense the costs as a monthly operating expense;

7. **Eliminate balance sheet liabilities** – For larger companies, FASB 47 requires disclosure of long term obligations, but because Office’s subscription plan requires no long-term commitment, these rental obligations need not be included on the balance sheet.

**The Office 365 Account Management Screen**

To access your Office 365 account settings, in any Office 365 product, select **File, Account** and click the **Manage Account** button, as pictured below.
(Or if installing Office 365 on a new computer, type http://office.microsoft.com/myaccount and log in using your Office 365 user name and password.)
The account management screen appears as follows.

![Account Management Screen](https://www.office.com/)

<table>
<thead>
<tr>
<th>PC + Mac Installs</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer name</td>
<td>Installed/Deactivate</td>
<td></td>
</tr>
<tr>
<td>JCC8 (Microsoft Windows 8)</td>
<td>Sunday, June 02, 2013/Deactivate</td>
<td></td>
</tr>
<tr>
<td>MARYLOU-PC (Microsoft Windows 7 Home Premium)</td>
<td>Wednesday, March 20, 2013/Deactivate</td>
<td></td>
</tr>
<tr>
<td>VAIO (Microsoft Windows 8 Pro)</td>
<td>Deactivate</td>
<td></td>
</tr>
<tr>
<td>LIVEBOOK (Microsoft Windows 8 Pro)</td>
<td>Deactivate</td>
<td></td>
</tr>
</tbody>
</table>

### Mobile Devices

You can use Office apps on up to 5 select devices.

### Services and Products

**SKYDRIVE**

- Save your documents to SkyDrive to easily access and edit them from virtually anywhere.
  - Visit SkyDrive

**SKYPE**

- Stay in touch with family and friends with 60 minutes of Skype calls to phones in over 60 countries/regions every month.
  - Activate your Skype world minutes

### Payment and Billing

**PAYMENT METHOD**

- Visa ****2691
- Expires 07/2015
- Change

**RENEWAL INFORMATION**

- Automatic renewal: Yes
- Subscription renews: Thursday, March 06, 2014
- Cancel Subscription

**ACCOUNT HELP**

- Frequently Asked Questions
- View Billing History
- Microsoft Service Agreement
- View my Microsoft account
- View my Apps for Office
- Contact Support
Notice that this screen provides a list of computers where your five Office 365 licenses have been installed, and you can deactivate any of these licenses at any time simply by selecting the deactivate button.

Also on this screen above, notice the Install button which enables you to install Windows of Mac office 2013 on another computer.

There is also an option for using Office apps on up to 5 selected devices, including an iPhone.

New in Excel 2013

1. **Quick Tour of Menus** – Almost identical to Excel 2010
2. **Touch-Screen Enabled** – Makes Excel accessible on touch-screen mobile devices.
3. **Windows 8 Style Tiles** – Match Windows 8 tiles, easier to touch on a smaller mobile device.
4. **Cloud-Enabled** – Save Excel workbooks directly to your free cloud data storage SkyDrive.
   a. SkyDrive (20 to 25 GBs)
   b. Get A Link – Send Excel workbooks links instead of workbooks via email.
   c. Publish Excel Data to Social Media – Embed Workbooks directly in Facebook.
5. **Office 2013 Web Apps** – a free version of Excel 2013 is available via the cloud.
6. **Subscription Pricing** – Enables you to install Excel on five devices, and run Excel from the cloud.
   i) Installs on more PCs
   j) Never upgrade again
   k) Superior iMap email
   l) Better security
   m) File Sharing
   n) Eliminate upfront capital costs
   o) Eliminate balance sheet liabilities
7. **Excel Instances** - Excel now opens each workbook in a separate instance.
8. **Flash Fill** - Watches you work and applies logic to help you complete your tasks.
9. **Timeline Slicer** - Helps you slice and dice Pivot data containing dates.
10. **Recommended Pivot Tables & Charts** – To help you work quicker and easier.
11. **Quick Analysis** - Helps you analyze data more quickly by offering data layouts.
12. **PowerView** - Enables you to create new report types, such as the interactive map charts.
13. **Create Relationships Tool** – Enables you to build PivotTables from multiple data sources.
14. **More Tables** – Add multiple tables to a PivotTable
15. **Drill Up and Cross Drill** - Drill upward and cross drill to related tables.
16. **New PivotTable Tools**- Decouple PivotCharts so they stand alone.
17. **New Chart Controls** - Excel pops up new chart controls.
19. **Excel Compare Tool** - Similar to Word’s Compare tool.
20. **Fifty New Functions** – Bring the total number of functions to 455.
22. **Managing Updates** – From the File, Account menu, you can set how updates install.

These concepts are described in greater depth below.
8. **Excel Now Opens Each Workbook in a Separate Instance** - Prior to Excel 2013, Excel opened multiple workbooks in the same instance of Excel by default. However, it was possible to launch Excel twice, and open workbooks in separate instances – but this approach had a problem in that Excel’s *Paste* function behaves differently when pasting between two instances of Excel compared to pasting between two workbooks opened in the same instance of Excel. Specifically, Excel 2010 and prior editions did not allow you to copy formulas back and forth between Excel files opened in separate instances – only the formula’s calculated value was pasted to the other instance of Excel.

Excel 2013 now solves this problem allowing you to copy and paste formulas between separate instances of Excel. (FYI - Word has always opened Doc files in separate instances).

This issue came to light once CPAs started using dual monitors, and they launched excel on each monitor only to find they could not copy and paste formulas back and forth. In case you have clients or colleagues that still use an older edition of Excel, here are the procedures that you had to follow to display two workbooks simultaneously on dual monitors, and preserve the ability to copy and paste formulas:

1. **Open only one instance of Excel.**
2. **Restore down the Excel window by double-clicking the Title Bar located at the top of the window.**
3. **Stretch the window across both monitors by hovering your mouse pointer over either the left or right edge of the window until your pointer becomes a double arrow, then click and drag the window across both monitors.**
4. **Open two Excel workbooks.**
5. **In Excel 2007 and 2010, select Arrange All from the View tab to display the two workbooks side-by-side, each appearing in a separate monitor. In Excel 2003, select Arrange from the Window menu, select Tiled, and click OK.**
6. **You can now use `Paste Special, Value, Add` between the two Excel workbooks displayed on separate monitors.**

   *Note: To avoid undesirable results when stretching a window across two monitors, make sure both monitors are set to the same display resolution.*

9. **Flash Fill** - Of all the Office 2013 applications, Excel is the beneficiary of the most impressive enhancements. Excel’s new *Flash Fill* watches you work and applies logic to help you complete your tasks. The example pictured below *(see figure below)* contains a list of 44 first and last names in Column A, which I want to separate into Columns B and C. As I start typing the first name of the second record in Column B; Excel’s *Flash Fill* guesses what I’m trying to do and offers to fill in the remaining 42 first names *(as shown in grey text).*
10. **Timeline Slicer** - Excel’s new **Timeline Slicer** which helps users *slice and dice* Pivot data that contain dates. As an example, selecting the dates May through October on the Timeline slicer (pictured) adjusts the PivotTable to display May thru October data.

**Recommended PivotTables and PivotCharts** - Excel offers new tools which can analyze your data and recommend a variety of PivotTable and Chart layouts to best illustrate the data. This new functionality is especially useful to novice users who are less familiar with Excel’s functionality, but can also help avid Excel users save time too. Simply place the cursor anywhere in your data area and select **Recommended PivotTables** (or **Recommended Charts**) and in return, Excel offers various PivotTable and Chart options and as pictured in the *figure*. 

---

*Excel's New Flash Fill Tool*

After typing in the letter "J" on row 3, Flash Fill guesses that you want to split the remaining names as well, and offers to do this for you.
Excel’s Quick Analysis tool also helps you analyze data by offering a variety of formatting, charts, totals, tables and sparkline layouts to instantly summarize large volumes of data (see figure below). When using Quick Analysis to scrutinize text-only data, text specific options for highlighting duplicate or unique text items appear.

Simply place your cursor in your data area and then press Ctrl + A to highlight your data. Then in the bottom right corner make your selections.

PowerView - Excel’s new PowerView inserts new worksheets connected to your data, and then enables you to create new report types, such as the interactive map chart presented in the figure below. The resulting PowerView Map report is zoomable, and filters can be applied to display partial data.
A few points about PowerView:

1. PowerView is not included in Office 2013 Professional subscription, it is available in the Office 2013 Professional purchased product and the Office 2013 Professional Plus Subscription.


3. For demonstration purposes, I will select the **Contoso Tab, Contoso Sample Data**

4. PowerView produces a dashboard containing multiple PowerViews, each with its own unique view and capabilities.

5. For example, the **Scatter Chart** includes a **Play button**, so you can view data over time.

6. By default, all PowerView reports are linked so one filter applies to all reports. Or if you prefer, click the Filter button in the upper right corner (as you hover a chart) to gain more control over filtering using the **View tab** versus **Chart tab**.

7. An **Advanced Filter Button** enables you to apply more advanced filters, such as “only those transactions greater than $1,000”.
8. PowerView worksheets can be published as standalone, interactive reports to Microsoft SharePoint’s PowerPivot Gallery or other reporting service destinations.

9. You can apply themes and backgrounds, insert pictures and text boxes, insert collapsible and expandable tiles, and add data slicers.

10. I’ll give you a quick demonstration using Excel 2013.

   a. Invoices
   b. Quick PowerView Map
   c. Quick PowerView Scatter Chart
   d. Play the PowerView Scatter Chart

**Create Relationships** - As an advanced enhancement, Excel provides the new **Create Relationships** tool for building table relationships in workbooks that contain at least two tables sharing at least one common field name.

Before you start, you first need to convert your data to **Tables**, using the **Insert Tables** tool. Then, with a PowerView selected, click the **Create Relationships** tool and fill out the resulting dialog box pictured below.

![Excel's New Relationship Tool for Pivoting Multiple Sources of Data](image)

Once relationships are established, the **More Tables** option can be used to display additional tables allowing you to add data fields from multiple tables to PivotTables, as pictured.
Connecting Multiple Sources of Data to a PivotTable

**Drill Up** and **Cross Drill** - Another PivotTable enhancement involves drillability. Previously, users could only drill down on PivotTable data, but now you can also **Drill Up** and **Cross Drill** to related tables.

**50 New Functions** - Microsoft has added 50 new functions to Excel (increasing the total number of functions to 450), and the following 12 new functions in particular will appeal to many CPAs.

1. **ARABIC** – Converts roman numerals to regular numbers, for example V, IX, and XX are converted to 5, 9, and 20.

2. **CEILING.MATH** – This function can be used to round a number up to a specific interval, such as the nearest 99 cents, as demonstrated in figure 10.

3. **DAYS** – Calculates the number of days between two dates.

4. **FLOOR.MATH** - Rounds numbers down to a specific interval, and also can be used to round negative numbers towards zero, instead of towards a smaller number. For example, -8.5 can be rounded to -8.0 (instead of the -9.0 results delivered by the older **Round** function).

5. **FORMULATEXT** – Displays referenced formulas as text, and can be used to improve formula reading, reviewing and printing.
6. **ISFORMULA** – Returns the value TRUE if the referenced cell contains a formula.

7. **ISOWEEKNUM** – Calculates the week during the year in which a given date falls. As an example, I used this formula to determine that I was born in the 53rd week of 1959.

8. **PDURATION** - Returns the number of periods required by an investment to reach a specified value. For example, you could calculate that $1,000 invested at 6% APR would take 26.89 years to reach a value of $5,000. (This function approach is faster than constructing a 322 row table to figure this out.)

9. **RRI** – This function returns an equivalent interest rate for the growth of an investment. For example, you could calculate that a $1,200 mutual investment that grew to $5,600 in 18 years earned an average return of 8.93%.

10. **SHEET** – Calculates the sheet number of the referenced sheet. For example, you might use this function to determine that your interest rate assumptions are entered on the 46th sheet in your workbook.

11. **SHEETS** – Calculates the total number of sheets in a referenced range.

12. **SKEW.P** – Like the Skew function, SKEW.P calculates the standard deviation of a string of data, but bases its calculation on the entire population instead of a sample of the population. This function could be used to determine whether each line item of a company’s historical financial statement data is consistent enough to use as a basis for projecting the following year’s budget.
### Fifty New Functions in Excel 2013

<table>
<thead>
<tr>
<th>FUNCTION NAME</th>
<th>TYPE AND DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ACOT function</td>
<td>Math and trigonometry: Returns the arccotangent of a number</td>
</tr>
<tr>
<td>2. ACOTH function</td>
<td>Math and trigonometry: Returns the hyperbolic arccotangent of a number</td>
</tr>
<tr>
<td>3. ARABIC function</td>
<td>Math and trigonometry: Converts a Roman number to Arabic, as a number</td>
</tr>
<tr>
<td>4. BASE function</td>
<td>Math and trigonometry: Converts a number into a text representation with the given radix (base)</td>
</tr>
<tr>
<td>5. BINOM.DIST.RANGE function</td>
<td>Statistical: Returns the probability of a trial result using a binomial distribution</td>
</tr>
<tr>
<td>6. BITAND function</td>
<td>Engineering: Returns a 'Bitwise And' of two numbers</td>
</tr>
<tr>
<td>7. BITLSHIFT function</td>
<td>Engineering: Returns a value number shifted left by shift_amount bits</td>
</tr>
<tr>
<td>8. BITOR function</td>
<td>Engineering: Returns a bitwise OR of 2 numbers</td>
</tr>
<tr>
<td>9. BITRSHIFT function</td>
<td>Engineering: Returns a value number shifted right by shift_amount bits</td>
</tr>
<tr>
<td>10. BITXOR function</td>
<td>Engineering: Returns a bitwise 'Exclusive Or' of two numbers</td>
</tr>
<tr>
<td>11. CEILING.MATH function</td>
<td>Math and trigonometry: Rounds a number up, to the nearest integer or to the nearest multiple of significance</td>
</tr>
<tr>
<td>12. COMBINA function</td>
<td>Math and trigonometry: Returns the number of combinations with repetitions for a given number of items</td>
</tr>
<tr>
<td>13. COT function</td>
<td>Math and trigonometry: Returns the hyperbolic cosine of a number</td>
</tr>
<tr>
<td>14. COTH function</td>
<td>Math and trigonometry: Returns the cotangent of an angle</td>
</tr>
<tr>
<td>15. CSC function</td>
<td>Math and trigonometry: Returns the cosecant of an angle</td>
</tr>
<tr>
<td>16. CSCH function</td>
<td>Math and trigonometry: Returns the hyperbolic cosecant of an angle</td>
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<td></td>
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<td>---</td>
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</tr>
<tr>
<td>17.</td>
<td>DAYS function</td>
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<tr>
<td>18.</td>
<td>DECIMAL function</td>
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<td>19.</td>
<td>ENCODEURL function</td>
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<tr>
<td>20.</td>
<td>FILTERXML function</td>
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<tr>
<td>21.</td>
<td>FLOOR.MATH function</td>
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<td>22.</td>
<td>FORMULATEXT function</td>
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<td>GAMMA function</td>
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<td>24.</td>
<td>GAUSS function</td>
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<td>25.</td>
<td>IFNA function</td>
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<tr>
<td>26.</td>
<td>IMCOSH function</td>
</tr>
<tr>
<td>27.</td>
<td>IMCOT function</td>
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<td>28.</td>
<td>IMCSC function</td>
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<td>IMCSCH function</td>
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<tr>
<td>30.</td>
<td>IMSEC function</td>
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<tr>
<td>31.</td>
<td>IMSECH function</td>
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<tr>
<td>32.</td>
<td>IMSINH function</td>
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<tr>
<td>33.</td>
<td>IMTAN function</td>
</tr>
<tr>
<td>34.</td>
<td>ISFORMULA function</td>
</tr>
</tbody>
</table>
35. **ISOWEEKNUM function**  
**Date and time:** Returns the number of the ISO week number of the year for a given date

36. **MUNIT function**  
**Math and trigonometry:** Returns the unit matrix or the specified dimension

37. **NUMBERVALUE function**  
**Text:** Converts text to number in a locale-independent manner

38. **PDURATION function**  
**Financial:** Returns the number of periods required by an investment to reach a specified value

39. **PERMUTATIONA function**  
**Statistical:** Returns the number of permutations for a given number of objects (with repetitions) that can be selected from the total objects

40. **PHI function**  
**Statistical:** Returns the value of the density function for a standard normal distribution

41. **RRI function**  
**Financial:** Returns an equivalent interest rate for the growth of an investment

42. **SEC function**  
**Math and trigonometry:** Returns the secant of an angle

43. **SECH function**  
**Math and trigonometry:** Returns the hyperbolic secant of an angle

44. **SHEET function**  
**Information:** Returns the sheet number of the referenced sheet

45. **SHEETS function**  
**Information:** Returns the number of sheets in a reference

46. **SKEW.P function**  
**Statistical:** Returns the skewness of a distribution based on a population: a characterization of the degree of asymmetry of a distribution around its mean

47. **UNICHAR function**  
**Text:** Returns the Unicode character that is references by the given numeric value

48. **UNICODE function**  
**Text:** Returns the number (code point) that corresponds to the first character of the text

49. **WEBSERVICE function**  
**Web:** Returns data from a web service.

50. **XOR function**  
**Logical:** Returns a logical exclusive OR of all arguments
New Features in Word 2013

Word has a number of PDF improvements that might interest the CPA community. When an unprotected PDF file is opened in Word, it instantly is converted to a Word format, ready for editing. Once you’ve completed your edits, you can save it as a Word document or back to a PDF format. **Note:** Microsoft cautions that PDF documents opened in this manner may contain minor formatting issues—for example, pages may not break exactly as they do in the original PDF file if the PDF document contains images, tables, or objects.

An improvement that reviewers should find useful is Word’s improved **Track Changes** format and threaded review conversations, which make it easier to follow the back-and-forth review comments.

Word’s improved **Read Mode** provides icons for turning pages with a tap of a finger on touch-screen devices, with a click of the mouse, or by rolling the mouse’s scroll wheel. Read Mode allows you to split a document into side-by-side pages or narrow columns to give documents the look and feel of a book—a format that better accommodates speed reading. Double-tapping or double-clicking any inserted object (tables, charts, pictures, and videos) expands them to full-screen size, and you can also stream videos within documents.

Other Word enhancements include vertical and horizontal alignment guides that pop up automatically when you move an image, object, or text box to help you snap them into place correctly on the first try. Cropping or resizing images using the mouse is improved to adjust images in one-pixel increments, rather than three. When you reopen a Word document, Word displays a placeholder tab containing a hyperlink for returning to the last position you were at when you closed the document, so you can quickly pick up where you left off.

New Features in Outlook 2013

In a significant enhancement, Microsoft has rolled out **Outlook.com**, which provides cloud-hosted centralized email accessible from all of your computers and mobile devices. Outlook’s new touchscreen tile design and menus work well on smartphones (see screenshot at left).

Outlook’s look and feel has been improved in several ways. The screens and menus are cleaner, and a new **Navigation Bar** has been added at the bottom, providing quick access to Calendar, People, and Tasks. Outlook now provides a **Quick Peek** into the calendar, contact list, and tasks when you hover over these options.

Outlook’s new **People Card** can combine disparate sources of contact information (Outlook, LinkedIn, Facebook, etc.) into a single contact record and can also display social media status
updates, pictures, and activity feeds from all your friends and followers. This enhancement enables you to view current social media content for senders or recipients as you read or compose email, perhaps helping you to remember the sender or include a congratulatory comment on the recipient’s new grandchild. This approach might help you keep up with your friends, colleagues, and connections solely from within Outlook. New features also allow you to flag, delete, mark, or reply to email messages directly from within the reading pane without opening the email, and you can share a mailbox folder with others, such as a project team.

New **ActiveSync** functionality connects Outlook to Outlook.com or Gmail automatically, without the need to download, install, and configure a complicated connector. This tool also syncs your Outlook.com or Gmail calendars, contacts, and other information associated with those accounts. **Calendar Sharing** offers new tools and a variety of new methods for sharing calendar details directly from within the calendar.

**New Features in PowerPoint 2013**

PowerPoint’s **Presenter View** has a new look that privately displays teleprompter-style presenter notes, upcoming slides, a presentation timer (with a time restart button), zoom tools, markup tools, touchscreen controls, a stylus, and a touch-screen stylus. Additionally, the **Presenter View** no longer requires a second monitor for use; simply press Alt+F5 to run presenter view on a single monitor, as pictured in Exhibit 6.
When you are making a presentation, the new **Slide Zoom** allows you to double-click on an object or area in a presentation to temporarily enlarge it (pressing the Esc key returns the presentation to a normal view). The new **Navigation Grid** privately displays thumbnail images of all slides on the presenter’s screen. New touchscreen gestures such as swipe, tap, scroll, zoom, and pan can be used to present slideshows from your tablet, smartphone, or other touch-screen device. A welcome enhancement is the new **Review Pane** (see Exhibit 7), which features threaded comments and replies similar to those found in Word 2013.
PowerPoint enables you to present live online meetings free via Microsoft Lync, and this platform can now deliver live video and audio with slideshow presentations. Lync allows you to host an unlimited number of audience participants (in some versions), send invitations via email, mute audience members, block audience video, and hide names from other audience attendees. Another noteworthy improvement is Lync’s ability to seamlessly play slideshow-embedded video clips from within the presentation.

PowerPoint features more than a dozen new templates and themes, most of which are designed for the newer 16:9 (HD aspect ratio) widescreen monitors and flat screen TVs and projectors. There are 22 new transitions, including Paper Curl, Ferris Wheel, Orbit, Fly Through, Vortex, and Doors, to name a few.

On the slide master, alignment guides can be placed to ensure that slide elements are positioned consistently across all slides. A new option enables you to merge shapes to form a single shape, and text can wrap tightly to that new shape for a professional effect. Because PowerPoint is frequently used with a projector, Microsoft added improved capabilities that will not only detect the presence of a projector, but will also automatically adjust the video output size and resolution settings for optimum visibility. Creating motion paths for text boxes and objects is easier now with new **ghost images** that visually show the user where the animated objects will end in relation to their starting point (shown in the screenshot below).
PowerPoint also added a color **Eyedropper** that makes it easy to match colors (shown in the screenshot below).

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**OneNote 2013 Enhancements**

OneNote features a new splash screen; Note Sync between all of your devices (including Windows, Android, and Apple phones); drag and drop whole files; new inking tools for drawing, erasing, editing, and doodling; improved tables with shading, header rows, and data sorting; a mobile app for Android and Apple phones; a new radial menu for easier touch-screen access; touch, pen, or keyboard note-taking; the ability to send notes to a webpage; embed Excel workbooks or Visio diagrams; and search by author capability.

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**Access 2013 Enhancements**

Access 2013 offers improved relational and multi-table support including a multiple-table indicator for building true relational databases; views from one table automatically display data from related tables; related-item controls automatically summarize data from related tables and queries; drill-through clicks employ behind-the-scenes logic to display data from related sources.

In addition, there are new tools for building a browser-based database app, 2010 web-style database, or traditional desktop database; a browser-based database app automatically creates views and switchboards; new table templates; controls dragged and dropped onto views snap to layout guides automatically; hovering over callouts displays editable properties; and Access now supports three permission levels for author, developer, and reader.
Alternatives suites to Microsoft Office

Microsoft Office (priced starting at $119.99 or $15 per month) commands an estimated 90% to 95% of the U.S. application suite market. The top five alternatives to Microsoft Office are Corel’s WordPerfect Office (priced starting at $229); IBM’s Lotus SmartSuite (priced starting at $19.99); Oracle’s OpenOffice (free); Google Docs (free); and Google Apps for Business (priced starting at $5 per month).

How much should a new system cost?

Selecting a new computer system is confusing, and no one solution fits all. However, you may find it useful to consider the desktop system I use for comparison purposes. In January 2013 I purchased a new 64-bit, Windows 8 HP Envy computer for $849 (with 12 GB of RAM, running Intel Core i7-3770 at 3.40 GHz) and installed Office 2013 at a subscription cost of $20 per month. I kept my two 40-inch monitors ($299 each) and webcam ($50). I added QuickBooks Premier Accounts Edition ($20 per month), Adobe Acrobat XI ($119), Adobe Photoshop Elements ($71), Camtasia Studio 8 ($149), and Snagit ($39). The resulting computer system is fast and reliable, and all of my data and email messages are accessible from my office computer, home computer, laptops, tablet, and smartphone.

Upgrade Advice for CPAs

CPAs have much to consider as they weigh a possible jump to Office 2013 (see the sidebar “Office 2013: Rent or Buy?”).

Technology leaders will likely embrace the new Office, while laggards will likely hold off as long as they can. Most CPAs fall in the middle, and in my view, upgrading to Office 2013 makes more sense for the following groups of CPAs:

1. **CPAs on Windows 8**, because Office 2013 is designed to work in the Windows 8 environment.

2. **CPAs operating in the cloud**, because Office 2013 provides new features and functions for accessing data in the cloud, running applications from the cloud, and sharing data through the cloud. There are caveats to this, however, which are covered in the sidebar “Office 2013: Rent or Buy?”

3. **CPAs with touch-screen monitors**, because Office 2013 is touch-screen enabled. (Please note that Office 2013’s touch-screen tiles will respond to mouse clicks, even in the absence of a touch-screen monitor.)

4. **CPAs who want to use Office on their mobile tablets or smartphones**, because Office’s new tile-based buttons, touch-screen controls, and phone-friendly menus help Office operate better on mobile devices.
5. CPAs on Office 2003 or earlier, because those editions of Office are well behind the times and Office 2013’s enhancements are sufficient to warrant an upgrade.

6. CPAs on Office 2010 or 2007 who find the new features essential, because Office 2013 includes many significant enhancements, just one of which could justify upgrading.

The following groups of CPAs may find staying on Office 2010 a reasonable strategy:

1. CPAs using Windows Vista or XP have no choice but to stay put because Office 2013 does not run on those platforms.

2. CPAs remaining on Windows 7, because Windows 7 does not support touch-screen, therefore Office 2013’s new tiles and touch-screen capabilities will be less meaningful.

3. CPAs who are satisfied with their current computer systems and are not yet ready to fully embrace the cloud, touch-screen monitors, tablets, or smartphones should probably hold off upgrading. If your systems and software are fairly current and working well, you need compelling reasons to justify the upgrade costs, installation effort, and inherent learning curve. If the cloud and mobile-device solutions and feature enhancements described herein aren’t compelling enough, then staying put may be a reasonable strategy for now.

In the final analysis, most CPAs won’t jump to the new technology right away—and rightfully so. It probably makes the most sense to upgrade to the latest editions of Windows and Office the next time your computers need replacing. However, tech-savvy CPAs should find enough new functionality to warrant transitioning to Office 2013 sooner rather than later.
Consolidating Data in Excel

Consolidating data is a common task for CPAs, and Excel offers a variety of methods for performing this task. The particular method you use will probably depend on the layout of your data, and you may need to clean, edit or manipulate your data a bit to prepare it for consolidation. CPAs often have a need to consolidate data such as budgets, months, departments, locations, warehouses and sale representatives.

Following I will explain four different consolidation methods - two methods for consolidating data with similar layouts, and two more methods for consolidating data with dis-similar layouts. These four methods are as follows:

A. Simple formulas.
B. Spearing formulas.
C. The “Data Consolidate Command”.
D. The “PivotTable Wizard”.

A. Using Simple Formulas To Consolidate Similar Data

The workbook below contains budgets with identical layouts for Departments A, B, C and D. The goal is to consolidate these four budgets into a single consolidated budget.
1. Insert a New Worksheet on which the consolidation will appear

   i. Don’t click the New Sheet or Add Sheet Option - Because there is a better and quicker approach.

   ii. CTRL + Drag Tab – To insert a new worksheet, select worksheet labeled “Dept D”; then use the CTRL + Drag Tab keystroke combination to create a duplicate worksheet of Dept D. The advantage is that the data, column widths, page footers and headers, and margin settings are all duplicated automatically, so you don’t have to create a new page from scratch.

   iii. (The menu method for achieving this same procedure is to right click on the tab and select Move or Copy, but CTRL + Drag Tab is quicker.)

   iv. Clean the Page – Clean the new worksheet by deleting the data in the grid area, so that new formulas can be inserted.

   v. Re-label – Change the worksheet label in Cell A1 and on the Worksheet Tab to read “consolidated”.

![Worksheet example]

![Worksheet example]
2. **Formula** – In cell B5, enter a formula adding the B5 cells in the four budget sheets. The formula should look like this:

   =‘Dept A'!B5+‘Dept B'!B5+‘Dept C'!B5+‘Dept D'!B5

3. **Copy** – Copy the formula down and across to complete the consolidation, and you are done.
B. Using Spearing Formulas To Consolidate Similar Data

The workbook below contains budgets with identical layouts for Departments A, B, C and D. The goal is to consolidate these four budgets into a single consolidated budget.

![Image of a workbook with budgets for Departments A, B, C, and D.]

1. Insert a New Worksheet on which the consolidation will appear
   
i. **Don’t click the New Sheet or Add Sheet Option** - Because there is a better and quicker approach.

   ii. **CTRL + Drag Tab** – To insert a new worksheet, select worksheet labeled “Dept D”; then use the CTRL + Drag Tab keystroke combination to create a duplicate worksheet of Dept D. The advantage is that the data, column widths, page footers and headers, and margin settings are all duplicated automatically, so you don’t have to create a new page from scratch.
iii. (The menu method for achieving this same procedure is to right click on the tab and select Move or Copy, but CTRL + Drag Tab is quicker.)

iv. **Clean the Page** – Clean the new worksheet by deleting the data in the grid area, so that new formulas can be inserted.

v. **Re-label** – Change the worksheet label in Cell A1 and on the Worksheet Tab to read “consolidated”.

2. **Formula** – In cell B5, enter a formula adding the B5 cells in the four budget sheets. The formula should look like this:

   \[
   =\text{SUM('Dept A:Dept D'!C5)}
   \]

I use the mouse to accomplish this step. Start by typing “=SUM(“ then click on cell B5 in Dept A, hold the shift key down, and click cell B5 in Dept D.
3. **Copy** – Copy the formula down and across to complete the consolidation, and you are done.

![Excel spreadsheet](image)

**Consolidated**

<table>
<thead>
<tr>
<th></th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>14,600</td>
<td>14,600</td>
<td>14,600</td>
<td>14,600</td>
<td>58,000</td>
</tr>
<tr>
<td>Salaries</td>
<td>24,600</td>
<td>24,800</td>
<td>24,800</td>
<td>24,800</td>
<td>99,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>4,130</td>
<td>3,600</td>
<td>3,600</td>
<td>3,600</td>
<td>14,390</td>
</tr>
<tr>
<td>Marketing</td>
<td>2,700</td>
<td>2,700</td>
<td>2,700</td>
<td>2,700</td>
<td>10,800</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,460</td>
<td>1,460</td>
<td>1,460</td>
<td>1,460</td>
<td>5,840</td>
</tr>
<tr>
<td>Entertainment</td>
<td>3,205</td>
<td>1,660</td>
<td>4,830</td>
<td>1,800</td>
<td>11,495</td>
</tr>
<tr>
<td>Contract Labor</td>
<td>9,050</td>
<td>9,050</td>
<td>2,050</td>
<td>2,050</td>
<td>22,200</td>
</tr>
<tr>
<td>Travel</td>
<td>24,500</td>
<td>24,500</td>
<td>24,500</td>
<td>24,500</td>
<td>98,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>5,350</td>
<td>5,350</td>
<td>5,350</td>
<td>5,350</td>
<td>21,400</td>
</tr>
<tr>
<td>Totals</td>
<td>89,495</td>
<td>87,620</td>
<td>83,790</td>
<td>80,760</td>
<td>341,655</td>
</tr>
</tbody>
</table>

For the consolidated tabular data, the columns represent financial categories and the rows represent quarters. The spreadsheet formula `=SUM(Dept A:Dept D'!B5)` is used to consolidate the data.
C. Using the “Data Consolidate Command”
To Consolidate Dissimilar Similar Data

The workbook below contains dis-similar budgets for Departments A, B, C and D. Specifically, the four worksheets contain budgets for separate departments, and some budgets contain more rows and different row descriptions than others. The goal is to consolidate these four departmental budgets using the Consolidate Command.

1. **Create A New Worksheet** – Insert a new worksheet. Because there is no need to duplicate a template from another worksheet you might be tempted to use the New Sheet button this time; however, this approach does not duplicate the worksheet’s page footers, headers or margin settings. Therefore I would still recommend that you use the CTRL + Drag Tab method as described in examples 1 & 2 above to create a new sheet, and I would then eliminate the data on the new sheet by deleting those columns that contain data.

2. **Label** – As before, label the new worksheet in Cell A1 and on the Worksheet Tab to read “Consolidated”.

3. **Select Cell** – Select a blank cell on the new worksheet such as B3.

4. **Use the Consolidate Command** - From the Data tab, select Consolidate to display the Consolidate dialog box as pictured below. Click the Cell Chooser button, then highlight the data only on Dept A, click Enter, and then click Add. Repeat this process for Dept B, Dept C and Dept D.
5. Check the check boxes to use Labels in the **Top Row** and **Left Column**.

6. **Finish** – Click **OK** to produce the results.
7. **Add Totals and Formatting** - Highlight your data and expand the selection to include a blank bottom row and blank right column. Click the *AutoSum* tool, add formatting and you are done.

![Consolidated Table]

**Comments:**

- **Row Descriptions** - Note that the consolidation works only to the extent that the different worksheets contain the same row descriptions. If your four department heads had used the descriptions: *Rent, Rent Exp., Rent Expense*, and *Rental Expense*, then those rows would not actually be consolidated, rather they would be shown as four separate rows in the resulting consolidation. However, because all four department heads did use the phrase Rent to describe that row, the four respective rent rows were properly consolidated.

- **Account Numbers** – As an option, you might insert account numbers to the left of the row descriptions to consolidate dissimilar information which contains dis-similar row descriptions.

- **To Update** – To update the results, place your cursor in the upper left hand corner of the Consolidation range, and rerun the *Consolidate* command. If the resulting report is a different size, you may need to clean up your data and reapply totals.
• **Consolidate Different Workbooks** – Excel can also consolidate data from different workbooks. The procedure is exactly the same except that you use the **Browse** button instead of the **Cell Chooser** button to point to your data ranges.

**The Problem with Data Consolidate**

The problem with Data Consolidate occurs when you attempt to change the source data, for example when you insert a new row in Dept A; a comedy of errors ensues as follows:

1. When you change the source data, the consolidated report does not update automatically.
2. Pressing the Refresh button does nothing.
3. To update the consolidated report, you must rerun the data consolidate command. But upon re-running this command, you find that your cursor needs to be in the exact same location when you ran it last time.
4. You also find that you need to erase the previous data before re-running the Data Consolidate command.
5. Next you find that in Excel 2003, 2007 and 2010, you need to re-adjust your consolidating range for Dept A because the tool did not automatically expand the selection when the row was inserted in Dept A. (This issue has been corrected in Excel 2013.)

Because source data tends to change frequently, you are probably better off using the next method to consolidate your data - the **PivotTable and Chart Wizard** method.
D. Using A PivotTable To Consolidate Dissimilar Similar Data

The workbook below contains the same dis-similar budget data used in example 3 above. The four worksheets contain budgets for separate departments, and some budgets contain more rows and different row descriptions than others. The goal is to consolidate these four departmental budgets using the PivotTable approach.

1. **Create A New Worksheet** – Start by inserting a new worksheet. (Because there is no need to duplicate a template from another worksheet you might be tempted to use the New Sheet button this time; however, this approach does not duplicate the worksheet’s page footers, headers or margin settings. Therefore I would still recommend that you use the CTRL + Drag Tab method as described in examples 1 & 2 above to create a new sheet, and I would then eliminate the data on the new sheet by deleting those columns that contain data.)

2. **Label** – Label the new worksheet in Cell A1 and on the Worksheet Tab to read Consolidated.

3. **Select Cell** – Select a blank cell such as B3.

4. **Add the PivotTable Wizard to Your Quick Access Toolbar** – The PivotTable Wizard in Excel 2003 allows you to pivot multiple consolidation ranges, but for unknown reason this tool is hidden in later versions of excel. Therefore, in Excel 2013, 2010 and 2007, you must first customize your Quick Access toolbar and insert the icon titled PivotTable and PivotChart Wizard as shown below.
To add this tool, right-click your **Quick-Access** toolbar, select **Customize Quick Access Toolbar**, select the option to **View All Commands**, locate the **PivotTable and PivotChart Wizard** icon and add it to your toolbar. The resulting toolbar will appear as follows.

![PivotTable and PivotChart Wizard](image)

5. **Run the PivotTable Wizard** – Click the **PivotTable and PivotChart Wizard** icon to display the PivotTable and PivotChart Wizard dialog box as shown below. Choose the **Multiple consolidation ranges** option and click Next, and Next again. The dialog box on the right should now be displayed.

![PivotTable and PivotChart Wizard - Step 1](image) ![PivotTable and PivotChart Wizard - Step 2](image)

Click the Cell Chooser button, then highlight the **data only** on Dept A, click “Enter”, and then click “Add”.

![Department A - George](image)

Repeat this process for Dept B, C and D until the PivotTable Wizard appears as follows.
6. **Finish** – Click “FINISH” to produce the results.

7. **Add Formatting** - Highlight your data and add comma formatting with no decimals, adjust the columns widths to taste, center the column headings; then you are done.
Comments:

The **PivotTable Wizard** approach is superior to the **Data Consolidate** approach for many reasons as follows:

1. Totals are automatic inserted with the PivotTable method.
2. Total column and row labels are automatically inserted with the PivotTable method.
3. AutoFilter buttons are automatic inserted with the PivotTable method.
4. If the source data changes, such as inserting a new row in Dept A, simply click refresh to update.
5. The resulting PivotTable is drillable.
6. The resulting PivotTable can be pivoted.
7. The PivotTable report offers many PivotTable tools such as PivotTable formatting which Data Consolidate does not offer.

Download these Consolidation example templates at:

www.CarltonCollins.com/consolidatesimilarbudgets.xlsx
www.CarltonCollins.com/consolidatedissimilarbudgets.xlsx
Preparing Data for Data Analysis

Before you start to analyze data using Excel’s various data commands such as **Sort**, **Autofilter**, **Subtotal**, **Grouping**, **Consolidate**, or **PivotTable**, you should first inspect your data to determine if it is in **Analysis-Ready** condition. In general, this means that the data must meet the following criteria:

a. **Contiguous Data** – The data should contain no blank rows or blank columns. For example, the screen below shows blank rows (with solid lines). These rows should first be removed before proceeding with the creation of a PivotTable.

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Account</th>
<th>Account Description</th>
<th>Debit</th>
<th>Credit Description</th>
<th>Source</th>
<th>Reference</th>
<th>Cum Debit</th>
<th>Cum Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2003</td>
<td>16:09</td>
<td>Accounts Payable</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/02/2003</td>
<td>01:00:00</td>
<td>Water</td>
<td>6</td>
<td>25.60</td>
<td>VENDOR BILL WATER</td>
<td>0.00</td>
<td></td>
<td>25.60</td>
<td>25.60</td>
</tr>
<tr>
<td>02/03/2003</td>
<td>01:00:00</td>
<td>Accounts Payable</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/04/2003</td>
<td>01:00:00</td>
<td>Telephone</td>
<td>130.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>130.00</td>
<td>130.00</td>
</tr>
<tr>
<td>02/05/2003</td>
<td>01:00:00</td>
<td>Accounts Payable</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/06/2003</td>
<td>01:00:00</td>
<td>Water</td>
<td>6</td>
<td>130.00</td>
<td>VENDOR BILL TELECO</td>
<td>0.00</td>
<td></td>
<td>130.00</td>
<td>130.00</td>
</tr>
<tr>
<td>02/07/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>35.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>02/08/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
<td>4.00</td>
</tr>
<tr>
<td>02/09/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>38.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>38.00</td>
<td>38.00</td>
</tr>
<tr>
<td>02/10/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>1,888.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,888.00</td>
<td>1,888.00</td>
</tr>
<tr>
<td>02/11/2003</td>
<td>01:00:00</td>
<td>Accounts Payable</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/12/2003</td>
<td>01:00:00</td>
<td>Water</td>
<td>6</td>
<td>1,470.50</td>
<td>VENDOR BILL WATER</td>
<td>0.00</td>
<td></td>
<td>1,470.50</td>
<td>1,470.50</td>
</tr>
<tr>
<td>02/13/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>35.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>02/14/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
<td>4.00</td>
</tr>
<tr>
<td>02/15/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>38.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>38.00</td>
<td>38.00</td>
</tr>
<tr>
<td>02/16/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>1,470.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,470.50</td>
<td>1,470.50</td>
</tr>
<tr>
<td>02/17/2003</td>
<td>01:00:00</td>
<td>Accounts Payable</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/18/2003</td>
<td>01:00:00</td>
<td>Water</td>
<td>6</td>
<td>1,470.50</td>
<td>VENDOR BILL WATER</td>
<td>0.00</td>
<td></td>
<td>1,470.50</td>
<td>1,470.50</td>
</tr>
<tr>
<td>02/19/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>35.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>02/20/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.00</td>
<td>4.00</td>
</tr>
<tr>
<td>02/21/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>38.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>38.00</td>
<td>38.00</td>
</tr>
<tr>
<td>02/22/2003</td>
<td>01:00:00</td>
<td>Inventory</td>
<td>1,470.50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,470.50</td>
<td>1,470.50</td>
</tr>
</tbody>
</table>
```

b. **Single Row Data** – Some accounting systems produce data that spans two or more rows per transaction. If this is the case, your will need to clean that data so that all related information for a single transaction or data is contained on a single row. For example, the following data contains multiple rows of data related to a single sales order. In this case, the user must move and paste the data to fall on a single row. This is an example of data that requires a great deal of clean up.
c. **Column Headers** - The data should contain a unique header atop each column. For example, the following screen contains two columns labeled **Date**, while columns D and E contain no heading. These are both cases of data that should be cleaned before creating a PivotTable.

If you attempt to analyze data that does not contain a column heading atop all columns, you will sometimes receive an error message, such as the example shown below.

If you have data with the same column heading used more than once, Excel will sometimes alter the column headings, for example when you create a PivotTable, so all headings will be unique.
d. **Row Descriptions** – Generally, your data should repeat row descriptions for each row. For example, the screen below shows that the state and city descriptions are not repeated for each row in columns A & B.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carlton's Rental Properties</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2012 Analysis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>State</td>
<td>City</td>
<td>Type</td>
<td>Manager</td>
<td>Revenue</td>
<td>Expenses</td>
<td>Profit</td>
<td>Vacancy Rate</td>
</tr>
<tr>
<td>4</td>
<td>Florida</td>
<td>Daytona</td>
<td>Duplex</td>
<td>Steve</td>
<td>75,254</td>
<td>85,584</td>
<td>16,550</td>
<td>25.5%</td>
</tr>
<tr>
<td>5</td>
<td>Duplex</td>
<td>Steve</td>
<td>77,164</td>
<td>67,216</td>
<td>9,948</td>
<td>35.4%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Duplex</td>
<td>Steve</td>
<td>75,254</td>
<td>60,234</td>
<td>0,840</td>
<td>25.5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Townhouse</td>
<td>Steve</td>
<td>90,240</td>
<td>50,304</td>
<td>10,240</td>
<td>35.2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Townhouse</td>
<td>Steve</td>
<td>90,240</td>
<td>50,304</td>
<td>10,240</td>
<td>35.2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Triplex</td>
<td>Ginger</td>
<td>110,722</td>
<td>94,154</td>
<td>16,568</td>
<td>39.2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Triplex</td>
<td>Ginger</td>
<td>120,000</td>
<td>102,740</td>
<td>9,260</td>
<td>45.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Triplex</td>
<td>Ginger</td>
<td>120,000</td>
<td>102,740</td>
<td>9,260</td>
<td>45.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Tampa</td>
<td>Apartment</td>
<td>Ginger</td>
<td>120,562</td>
<td>114,564</td>
<td>6,998</td>
<td>38.9%</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Apartment</td>
<td>Ginger</td>
<td>217,504</td>
<td>194,578</td>
<td>22,926</td>
<td>53.3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Duplex</td>
<td>Steve</td>
<td>78,114</td>
<td>64,873</td>
<td>14,240</td>
<td>25.5%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A solution for quickly filling in the missing row descriptions is presented later in these materials.

e. **Transposing Headers and Rows** – In some cases, data may need to be transposed because many of Excel’s Data tools use the column headings, not the row headings to crunch the data. To do this, copy the data, then select **Paste Special, Transpose, OK** to flip the data around.

f. **Clean Data** – The data must be clean of empty text cells containing spaces, special characters, extra spaces within data, trailing spaces, trailing zeros, leading zeros, etc.
Data Analysis Tools

Excel provides specialized tools for analyzing data and generating financial reports, yet most CPAs are unaware of these tools or haven’t tried using them before. Specifically useful are the Subtotaling, Grand Totaling, Filtering, Consolidating, Grouping & Outlining, Drilling, OLAP Data Cubes, PivotTables, Sparklines, Data Bar Reporting, Conditional Formatting, Charting, Foot Notes and End Notes, Formula Auditing Tools, Error Checking, Functions, and Data Analysis Tools.

The concepts discussed are intended to directly aide the CPA in summarizing, slicing, dicing and analyzing data, and generating related financial reports.

2013 Data Ribbon:

[Diagram showing the Data Ribbon with highlighted tools]

2013 Insert Ribbon:

[Diagram showing the Insert Ribbon with highlighted tools]
Data Sort

You would think that every Excel user would already know all about sorting data in Excel, but I am frequently surprised to find that many users have missed a few key points related to using this tool. I don’t mean to belittle you are talk beneath you, but humor me a copy of paragraphs and let’s make sure you are fully up to speed on the following key sorting points:

1. **Contiguous Data** - The “A to Z” sorting tool can sort a large matrix of data without having to highlight the area as long as the data is contiguous; that is to say that your data should contain no blank columns, no blank rows, and the columns must all be labeled with a column heading. When data is contiguous, all you need to do is place your cursor in a single cell in a given column and click the **Sort A to Z** or **Sort Z to A** buttons, and Excel will automatically select the entire matrix for sorting. Surprisingly many users waste a great deal of time highlighting sort ranges prior to sorting, but this step is often unnecessary.

2. **A to Z Button** - Simply place the cursor in the desired column for sorting, and press the A to Z or Z to A button as the case may be. Excel will automatically sort all continuous columns that have headings and all contiguous rows from the top row under the heading labels down to the last row in the selected column that contains data. *(Note - If you accidently select 2 cells instead of just one, your results will not be correct.)*

3. **Sort by 64 Columns** - The “Sort” tool was enhanced beginning in Excel 2007 as it now provides the ability to sort by up to 64 columns, instead of just 3 columns. Presented below is a dialog box which shows this expanded functionality.

![Sort Dialog Box](image)

4. **Sort Left to Right** – Excel has always provided the ability to sort left to right. To do so, select the **Sort Options** box in the **Sort** dialog box and click the check box labeled **Sort Left to Right** as pictured below.

![Sort Options Box](image)
5. **Sort by Color** – beginning with Excel 2007, you can also sort by font color or by cell color, or both. This is handy in many ways. Sometimes CPAs use color to tag or mark certain cells - and later find it useful to be able to sort by those markings. In other situations CPAs use conditional formatting to apply color to cells using a wide variety of rules; and thereafter they can sort the data based on the resulting conditional colors. The two sort-by-color options are pictured below.

![Sort Options](image)

To be fair, it was sort of possible to sort by color in Excel 2003. To accomplish this task, you needed to use the `CELL` function in order to identify information about a given cell such as the cell color or font color. Thereafter, the results of that function could be used to sort rows – which effectively means that you can sort by color in Excel 2003 – but it takes a bit more effort.

6. **Sort By Custom List** – Another sorting capability in Excel is the ability to sort by **Custom List**. For example, assume a CPA firm has ten partners, and the Managing partner prefers to be shown at the top of the list, and the remaining Partners based on seniority. In this case, you could create a Custom List in the Excel Options dialog box listing the partners in the desired order, and then sort future reports based on that order.
To access the Custom List settings:

1. In Excel 2013 & 2010, select **File, Options, Advanced**, and scroll to the bottom, and then select **Edit Custom List**.

2. In Excel 2007, select **File, Options**, select **Edit Custom List** option a few inches down from the top.

3. In Excel 2003, select **Tools, Options**, and click the **Custom Lists** tab.
Filtering Data

AutoFilter allows you to view a subset of your data and when you are done, you can clear the filters to once again redisplay all of your data. To use this tool, start with any list of data and turn on the AutoFilter tool. Then position your cursor in the column you want to filter and use the drop down arrows to apply your filters as suggested in the screen below.

![AutoFilter screen](image)

Once the filters are applied, you will see a subset of your data. For example, the screen presented below shows filtered data for only Macon and Savannah properties.

<table>
<thead>
<tr>
<th>Manage</th>
<th>State</th>
<th>City</th>
<th>Type</th>
<th>Revenue</th>
<th>Expense</th>
<th>Profit</th>
<th>Vacancy Rate</th>
<th>Police Visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ginger</td>
<td>Georgia</td>
<td>Macon</td>
<td>Apartment</td>
<td>128,563</td>
<td>119,564</td>
<td>8,999</td>
<td>39.8%</td>
<td>8</td>
</tr>
<tr>
<td>Ginger</td>
<td>Georgia</td>
<td>Macon</td>
<td>Apartment</td>
<td>128,563</td>
<td>119,564</td>
<td>8,999</td>
<td>23.3%</td>
<td>1</td>
</tr>
<tr>
<td>Ginger</td>
<td>Georgia</td>
<td>Savannah</td>
<td>Apartment</td>
<td>76,032</td>
<td>75,272</td>
<td>760</td>
<td>65.0%</td>
<td>0</td>
</tr>
</tbody>
</table>

As filters are applied, a small funnel icon appears in the drop down arrow button to indicate that a filter has been applied to that particular column.
Key Points Concerning the AutoFilter Command:

1. **Contiguous Data** – The AutoFilter tools works best when you are working with data that is contiguous. In other words, your data should contain no blank columns, no blank rows, and the columns must all be labeled.

2. **Column Headings** – Your columns need unique column headings in and single row, and if the column headings are not in row 1, then the row above the column headings should be blank so Excel will auto detect the correct range.

3. **Filter by Multiple Columns** - You can filter by more than one column.

4. **Filters are Additive** - Each additional filter is based on the current filter and further reduces the subset of data.

5. **Removing Filters** – In all editions of Excel, a fast way to remove multiple filters is to turn AutoFilter off and then turn AutoFilter back on. In Excel 2007 and later editions, you can also click the Clear button in the Sort & Filter Group as pictured below.

6. **Filter by Color** – You can filter based on colors. For example, you can filter by cell color or by a list of numbers, you can filter by icon or by a custom filter.

Note that the Color Filter is mutually exclusive as you cannot also filter by value or text when filter by color is applied, and vice versa.

7. **Filters Enabled** - A drop-down arrow ✗ means that filtering is enabled but not applied.

8. **Filter Applied** - A Filter button ✗ means that a filter is applied.
9. **Filter Spanning** - The commands under the **All Dates** in the **Date Filters** menu, such as January or Quarter 2 filter by the period no matter what the year. This can be useful, for example, to compare sales by a period across several years.

10. **This Year vs. Year-to-Date** - This Year and Year-to-Date are different in the way that future dates are handled. This Year filtering can return dates in the future for the current year, whereas Year-to-Date only returns dates up to and including the current date based on the computer’s time clock.

11. **Filtering Dates** - All date filters are based on the Gregorian calendar as decreed by Pope Gregory XIII, after whom the calendar was named, on 24 February 1582. The Gregorian calendar modifies the Julian calendar's regular four-year cycle of leap years as follows: Every year that is exactly divisible by four is a leap year, except for years that are exactly divisible by 100; the centurial years that are exactly divisible by 400 are still leap years. For example, the year 1900 is not a leap year; the year 2000 is a leap year.

12. **Filtering By Days of Week** - If you want to filter by days of the week, simply format the cells to show the day of the week, or insert a new column and use the WEEKDAY function to calculate the week day, and then apply filters using this new column.

13. **Top & Bottom Filtering** - On the **Data** tab, in the **Sort & Filter** group, click **Filter**. Point to **Number Filters** and then select **Top 10**. To filter by number, click **Items**. To filter by percentage, click **Percent**. Note - Top and bottom values are based on the original range of cells or table column and not the filtered subset of data.
14. **Above & Below Average Filtering** - On the **Data** tab, in the **Sort & Filter** group, click **Filter**. Select **Number Filters, Above/Below Average**. Note – These values are based on the original range of cells or table column and not the filtered subset of data.

15. **Filtering Out Blanks** - To filter out blanks, in the **AutoFilter** menu at the bottom of the list of values, de-select the check box labeled **Blanks**.

16. **Filtering By Color** - Select **Filter by Color**, and then depending on the type of format, select **Filter by Cell Color, Filter by Font Color, or Filter by Cell Icon**. Note that these filter options only show up when there are actual cell colors, font colors or icons included in the data range.

17. **Filter by Selection** - To filter by text, number, date, time, or color for selected cell(s), select the cells to be used as a filter basis and then right-click that selection, and from the popup menu select **Filter, Filter by Selected Cell's Value, (or Filter by Selected Cell's Color, Filter by Selected Cell's Font Color, or Filter by Selected Cell's Icon)**.

18. **Refreshing Filters** - To reapply a filter after the data changes, click a cell in the range or table, and then on the **Data** tab, in the **Sort & Filter** group, click **Reapply**.
Data Form

Excel’s Data Form tool provides a data input window which makes Excel look and behave more like a database, such as Microsoft Access. (Note that in Excel 2013, 2010 and 2007, the Form tool button has not been included on the Ribbon, so to use it you will first need to add the Form tool button to the Quick Access Toolbar.)

A data form provides a convenient means to enter or display one complete row of information in a range or table without scrolling horizontally. Some people, especially those who are used to using databases, find that using a data form can make data entry easier than moving from column to column when you have more columns of data than can be viewed on the screen.

Key Points using Data Form:

1. You cannot print data from a data form.

2. Because a data form is a modal dialog box, you cannot use either the Excel Print command or Print button until you close the data form.

3. You might consider using the Windows Print Screen key to make an image of the form, and then paste it into Microsoft Word for printing.
Data Subtotals

Excel's **Subtotal** command automatically calculates and inserts subtotals and grand totals in your list or table. Once inserted, Excel recalculates subtotal and grand totals as you enter and edit the detail data. The Subtotal command also outlines the list so that you can display and hide the detail rows for each subtotal. Examples of the **Subtotal** dialog box and a resulting subtotaled table are shown below.

To display subtotals and grand totals at the top instead of the bottom, deselect the checkbox labeled **Summary below data**.
Key points to Consider When Using Subtotaling are as follows:

1. **Contiguous Data** – The Subtotal tools work best when you are working with data that is contiguous. In other words, your data should contain no blank columns, no blank rows, and the columns must all be labeled.

2. **Sort Before You Subtotal** - You must sort the data by the column you wish to subtotal by, else you will receive erroneous results.

3. **Other Mathematical Applications** - The Subtotal tool not only calculates subtotals, but it can also calculate minimums, maximums, averages, standard deviations, and other functions.

4. **Subtotals in 2013, 2010 & 2007 Tables** – Excel 2007 added a new Table tool which enables Subtotals a little differently; the Subtotal tool appears at the bottom of each column in each Table, as shown in the screen below.

5. **Automatic Outlining** – The Subtotal tool automatically inserts Outlines, which allows you to collapse or expand your data.
6. **Copying Outline Data** - Some CPAs also like to copy and paste collapsed subtotal data to another location, but they find this process copies and pastes all of the data – not just the summary data they desire. In this situation, there are two ways to achieve a clean copy and paste without grabbing all the hidden data as follows:

   a. **CTRL key** – Hold the **Control Key** down while you individually click to select individual rows; this action will enable you to copy and paste selected data. However, this approach can sometimes be problematic because if you miss-click, you have to start over.

   b. **Select Visible Cells** – A better approach is to use the **Select Visible Cells** tool. This tool will select on the data you can see, after which the copy and paste routine will yield the desired results. This option is better because it is faster and less error prone.

   ![Select Visible Cells](image)

   c. **Go To** – You can also select visible cells using **Go To**. To do this, press **F5** to launch the **Go To** tool and then click **Special**. In the **Go To Special** dialog box, select the radio button labeled **Select Visible cells** and press **OK**.

   ![Go To Special](image)

   d. **ALT + ;** - The **Alt + ;** key combination is the shortcut to using the Select Visible Cells Tool.
Data Validation

Data Validation can be used to limit the data that can be entered into a cell. For example, you might want the user to enter only values between 1% and 99%. You might also use this tool to enable data input to a drop down list which offers two advantages in that it can be faster and more accurate. To create a dropdown list, enter a list into sequentially cells in Excel. Next, from the Data tab select Data Validation, Data Validation (yes, again), then in the dialog box (as shown below) select List from the Allow dropdown box and then indicate the data range for your list in the Source box.

![Data Validation dialog box](image)

After making all the necessary selections in the validation list dialog box, your worksheet will produce a cell containing a drop down list (shown in cell A10 below) that behaves as shown.

![Data Validation - List](image)

You can also provide messages to define what input you expect for the cell, and instructions to help users correct any errors. For example, on a worksheet, you can set up a cell to allow only
account numbers that are exactly three characters long. When users select the cell, you can show them a message such as this one:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If users ignore this message and type invalid data in the cell, such as a two-digit or five-digit number, you can display an actual error message. In a more advanced scenario, you might use data validation to calculate the maximum allowed value in a cell based on a value elsewhere in the workbook. In the following example, the user has typed $4,000 in cell E7, which exceeds the maximum limit specified for commissions and bonuses.

If the payroll budget were to increase or decrease, the allowed maximum in E7 would automatically increase or decrease with it.
Data Table (“What-if Analysis”)

Data tables are part of the collection of what-if analysis commands, which include:

1. Data Tables
2. Goal Seek
3. Scenarios

The Data Table command enables the process of changing values in cells to see how those changes will affect the outcome. For example, you can use a data table to vary the interest rate and term length used in a loan to determine possible monthly payment amounts.

There are two types of Data Tables – One Way and Two Way. A data table cannot accommodate more than two variables. If you want to analyze more than two variables, you should use scenarios. Although it is limited to only one or two criterion (one for the row input cell and one for the column input cell), each criterion can include as many different variable values as you want. (In contrast, a Scenario can have a maximum of 32 different criterion, but you can create as many Scenarios as you want.)

Loan Analysis Example

In this exercise, we start by creating a simple Payment function to calculate the payment amount of a loan given a loan amount, interest rate and number of periods.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>C4: =PMT(C2/12,C3<em>12,C1)</em>-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>1</td>
<td>Loan Amount</td>
<td>300,000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Interest rate</td>
<td>6% Per Year</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Number of Periods</td>
<td>30 Years</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Payment Amount</td>
<td>$1,798.65</td>
<td></td>
</tr>
</tbody>
</table>

The next step is to create a Two-Way Data Table displaying the resulting payment amount given a variety of lengths of the loan. This process is started by creating a list of the alternative loan amounts, as shown below in B8, B9, B10, etc. Cell C7 must reference the results you want to be displayed in the table.
Next, highlight the data table range and use the **Data Table** command on the **Data** tab (as shown below) to generate the desired table.

This process will generate the following table:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Loan Amount</td>
<td>300,000</td>
<td>Interest rate</td>
<td>6% Per Year</td>
</tr>
<tr>
<td>2</td>
<td>Number of Periods</td>
<td>30 Years</td>
<td>Payment Amount</td>
<td>$1,798.65</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>$1,799</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>$25,820</td>
<td>10</td>
<td>$9,127</td>
</tr>
<tr>
<td>13</td>
<td>6</td>
<td>$4,972</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This table tells us that the same loan amount will require a monthly payment of $4,972 to pay the loan off in just 6 years, or a monthly payment of $5,800 to repay the loan in just 5 years.
The next step in this exercise is to generate a line chart based on the data table we just created. This line chart will provide some interesting observations regarding the benefits and detriments of paying off loans over longer periods.

The resulting chart is shown as follows:

Notice that the line flattens out here, indicating that extending the loan additional years has a declining impact on the payment. After 15 years or so, longer loan periods yield less desirable reductions in the payment amount.
Based on this, no one should ever obtain a fair market loan for more than 15 years, the reduction in payments simply aren’t worth the additional length of the loan. This same basic behavior is seen whether the interest rate is 1% or 100%, or whether the loan amount is $1,000 or $10,000,000. The only time you might be justified in obtaining a loan longer than 15 years might be when you are extended a favorable interest rate (perhaps from a rich uncle), better than a fair market interest rate.

**Goal Seek**

If you know the result that you want from a formula, but are not sure what input values are needed to produce your desired results, use **Goal Seek**. For example, suppose that you have decided to purchase a house, but you don’t know how much house you can afford. In this case, know how the interest rate (3.75%) and how long you want to take to pay off the loan (15 years), and the amount you can afford to pay each month ($2,800). In this case, you can use **Goal Seek** to work backwards to figure out how much house you can afford. Start by calculating the monthly payment based on any random home loan amount as pictured below.

Next, from the **Data** tab, select **What-If Analysis, Goal Seek**. Fill in the parameters to set the payment amount to $2800 by adjusting the Loan Amount, as shown, and then click OK.

The result is that a person with $2,800 available to make monthly payments can afford to purchase a home costing up to $385,027 (assuming a 15 year loan and 3.75% interest rate) – as pictured above. (Keep in mind that anyone actually following this scenario would need to consider that homes also come with other monthly obligations including real estate taxes, insurance maintenance, etc.)
Data - Text to Columns

CPAs sometimes receive data from their clients or IT departments that is in text form. When this happens, Excel can split the contents of one or more cells in a column and distribute those contents as individual parts across other cells in adjacent columns. For example, the worksheet below contains a column of full names and amounts that you want to split into separate columns. The Text to Columns wizard parses the data automatically into separate cells. To use this tool, select the cell, range or entire column that contains the text values that you want to split.

Notes:

1. A range that you want to split can include any number of rows, but it can include no more than one column.

2. You also should make sure there are enough blank columns to the right of the selected column to prevent overwriting existing data in those adjacent columns.
Flash Fill

Of all the Office 2013 applications, Excel is the beneficiary of the most impressive enhancements. Excel’s new Flash Fill watches you work and applies logic to help you complete your tasks. The example pictured below contains a list of 44 first and last names in Column A, which I want to separate into Columns B and C. As I start typing the first name of the second record in Column B; Excel’s Flash Fill guesses what I’m trying to do and offers to fill in the remaining 42 first names (as shown in grey text).

After typing in the letter "J" on row 3, Flash Fill guesses that you want to split the remaining names as well, and offers to do this for you.
Data Grouping & Outlining

If you have a list of data that you want to group and summarize, you can create an outline of up to eight levels. Each inner level (represented by a higher number in the outline symbols) displays detailed data for the preceding outer level, represented by a lower number in the outline symbols. Use an outline to quickly display summary rows or columns, or to reveal the detail data for each group. You can create an outline of rows (as shown in the example below), an outline of columns, or an outline of both rows and columns.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(2,047,351)</td>
<td>(2,051,709)</td>
<td>(2,051,413)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(169,638)</td>
<td>(169,904)</td>
<td>(169,001)</td>
</tr>
<tr>
<td>000-4130-01</td>
<td>Installation</td>
<td>Installation Charges - West</td>
<td>(13,542)</td>
<td>(13,998)</td>
<td>(14,198)</td>
</tr>
<tr>
<td>000-4130-02</td>
<td>Installation</td>
<td>Installation Charges - Central</td>
<td>(145,906)</td>
<td>(146,071)</td>
<td>(145,481)</td>
</tr>
<tr>
<td>000-4130-03</td>
<td>Installation</td>
<td>Installation Charges - East</td>
<td>(282,819)</td>
<td>(283,051)</td>
<td>(283,506)</td>
</tr>
<tr>
<td>000-4130-04</td>
<td>Installation</td>
<td>Installation Charges - Canada</td>
<td>(87,371)</td>
<td>(88,121)</td>
<td>(88,848)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(529,637)</td>
<td>(531,240)</td>
<td>(532,034)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(91,793)</td>
<td>(95,030)</td>
<td>(95,322)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(328,958)</td>
<td>(327,865)</td>
<td>(327,018)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(146,985)</td>
<td>(148,012)</td>
<td>(148,057)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(279,301)</td>
<td>(277,507)</td>
<td>(275,729)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(282,104)</td>
<td>(283,035)</td>
<td>(282,564)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(3,072)</td>
<td>(5,746)</td>
<td>(5,766)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(260,428)</td>
<td>(258,616)</td>
<td>(256,952)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(29,772)</td>
<td>(29,782)</td>
<td>(28,301)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(28,467)</td>
<td>(27,174)</td>
<td>(28,096)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(13,106)</td>
<td>(11,521)</td>
<td>(11,527)</td>
</tr>
</tbody>
</table>
PowerView

Excel’s new PowerView inserts new worksheets connected to your data, and then enables you to create new report types, such as the interactive map chart presented below. The resulting PowerView Map report is zoomable, and filters can be applied to display partial data.

PowerView worksheets can be published as standalone, interactive reports to Microsoft SharePoint’s PowerPivot Gallery or other reporting service destinations. Some of the tools provided by PowerView include the ability to create a dashboard containing multiple PowerViews, apply themes and backgrounds, insert pictures and text boxes, insert collapsible and expandable tiles, and add data slicers.

PowerView Learning Points

1. **Included** - PowerView isn’t included in Office Home editions. Power View and PowerPivot are only available in the Office Professional Plus and Office 365 Professional Plus editions.
2. **Worksheet** - PowerView is another sheet in the workbook, and acts like a Dashboard.
3. **Fields** – Add data to the PowerView by selecting fields, much like you do for PivotTables.
4. **Play** - You can play charts to see how they change over time.
5. **PowerView uses PowerPivot** - Known to be extremely fast for retrieving and sorting data.
6. **Relationships** – PowerView can integrate multiple data sets via relationships.
Timeline Slicer

CPAs who work with PivotTables will likely appreciate Excel’s new **Timeline Slicer** which helps users *slice and dice* Pivot data that contain dates. As an example, selecting the dates May through October on the Timeline slicer pictured below adjusts the PivotTable to display May thru October data.

![Timeline Slicer Example](image)

Quick Analysis

Excel’s **Quick Analysis** tool also helps you analyze data by offering a variety of formatting, charts, totals, tables and sparkline layouts to instantly summarize large volumes of data (*see screenshot below*). When using Quick Analysis to scrutinize text-only data, text specific options for highlighting duplicate or unique text items appear.

![Quick Analysis Screenshot](image)
Queries

Excel 2010, 2007 & 2003 include pre-designed “queries” that can import commonly used data such as stock quotes for updating a stock portfolio. All you need is a connection to the internet and of course, some stock ticker symbols. In Excel 2010 or 2007 select Data, Existing Connections, MSN MoneyCentral Stock Quotes (or in Excel 2003 select Data, Import External Data, Import Data Existing Connections, MSN MoneyCentral Stock Quotes) and then walk through the web query wizard for importing stock quotes. In just a few seconds, Excel will retrieve Real-Time data for NYSE, NASDAQ & AMEX, and 20 minute delayed stock prices from other exchanges (during the hours when the stock market is open) and display a grid of complete up-to-date stock price information that is synchronized to the stock market’s changing stock prices. With each click of the “Refresh” button, the stock price information in Excel is updated - this sure beats picking numbers out of the newspaper.

Completing the Stock Portfolio – Next link the grid data to another worksheet, and insert new columns containing the number of shares owned, as well as an additional column to compute the total value based on shares owned, as shown below.
**Refreshing the Stock Prices** - Once you have created your portfolio, simply click the Refresh Data button on the “External Data” Toolbar in Excel 2003 or on the “Data Ribbon” in Excel 2010 & 2007 shown below to update the current value of your Portfolio.

![Refresh Data Button](image)

**Query Parameters** - There are numerous options to help you extract exactly the data you want the way you want it. The “Web Query Parameters Box”, “Web Query Options box” and “External Data Properties Box” provide numerous options for controlling your web query.

**Excel 2013 Stock Quote Queries**

In Excel 2013, for unknown reasons Microsoft has removed the stock quote query option, therefore below are instructions for restoring this option.

1. Launch Notepad *(Start, Programs, Windows Accessories, Notepad)*

2. Enter the following information exactly:

```plaintext
http://moneycentral.msn.com/investor/external/excel/quotes.asp?SYMBOL=["QUOTE","Enter stock, fund or other MSN MoneyCentral Investor symbols separated by commas."]
```

Or if you prefer, use this to query Yahoo’s stock prices:

```plaintext
http://finance.yahoo.com/q?s=["stock1","Please enter a stock symbol:"
```
3. Save the file using any name you want, but be sure to include the extension `.igy` as pictured.

4. Make sure to save this file to the folder labeled **My Data Sources**.

5. Now in Excel, from the **Data** tab select **Existing Queries**, then scroll to and launch the new query you just created – it should work just like it did in Excel 2010, 2007 and 2003.
Database Queries

Microsoft Excel can also query and retrieve data you want from an external data source. For example, you can retrieve Microsoft Excel data about a specific product by region. You can create a simple query by using the Query Wizard, or you can create a more complex query by using the advanced features of Microsoft Query.

To use Microsoft Query to retrieve external data, you must:

1. **Have access to an external data source** - If the data is not on your local computer, you may need to see the administrator of the external database for a password, user permission, or other information about how to connect to the database.

2. **Install Microsoft Query** - If Microsoft Query is not available, you might need to install it.

3. **Specify a source to retrieve data from, and then start using Microsoft Query** - For example, if you want to insert database information, display the Database toolbar, click Insert Database, click Get Data, and then click MS Query.

For example, suppose we have some data in our accounting system – Sage MAS 200 ERP that we would like to analyze in Excel. We can use the Database Query Wizard to build a query that will extract the data we need and place it in an Excel spreadsheet, as follows.
The first step is to select the type of database you want to query and to select the specific database.

Upon the selection of the desired database a list of tables will be presented. Choose the desired tables, and select the desired data fields to be imported. You will then have the option to filter and sort the data before it is imported. Finally you will be given the option to save the query so you can run it at a later date without having to start from scratch. Excel will then return a table full of the data you requested as shown in the screen below.
<table>
<thead>
<tr>
<th></th>
<th>CustomerNo</th>
<th>CustomerName</th>
<th>State</th>
<th>CurrentBalance</th>
<th>AvgDaysOverDue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>ABF</td>
<td>American Business Futures</td>
<td>WI</td>
<td>5732 36</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>AVNET</td>
<td>Avenet Processing Corp</td>
<td>WI</td>
<td>7377 33</td>
<td>52</td>
</tr>
<tr>
<td>4</td>
<td>BRESLIN</td>
<td>Breslin Parts Supply</td>
<td>WI</td>
<td>11828 26</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>HILLSB</td>
<td>Hillsboro Service Center</td>
<td>WI</td>
<td>2902 88</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>RSSUPPL</td>
<td>R &amp; S Supply Corp.</td>
<td>WI</td>
<td>7086 74</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>SHEPARD</td>
<td>Shepard Motorworks</td>
<td>WI</td>
<td>513339 95</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>ALLENAP</td>
<td>Allen's Appliance Repair</td>
<td>CA</td>
<td>645 51</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>AMERCON</td>
<td>American Concrete Service</td>
<td>CA</td>
<td>13743 8</td>
<td>57</td>
</tr>
<tr>
<td>10</td>
<td>ATOZ</td>
<td>A To Z Carpet Supply</td>
<td>CA</td>
<td>8732 4</td>
<td>37</td>
</tr>
<tr>
<td>11</td>
<td>AUTOCP</td>
<td>AutoCraft Accessories</td>
<td>CA</td>
<td>23954 02</td>
<td>0</td>
</tr>
<tr>
<td>12</td>
<td>BAYPYRO</td>
<td>Bay Pyrotronics Corp.</td>
<td>CA</td>
<td>15644 94</td>
<td>106</td>
</tr>
<tr>
<td>13</td>
<td>CAPRI</td>
<td>Capri Sailing Ships</td>
<td>CA</td>
<td>58169 33</td>
<td>31</td>
</tr>
<tr>
<td>14</td>
<td>CUSTOM</td>
<td>Custom Craft Products</td>
<td>CA</td>
<td>19446 43</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>GREARLAR</td>
<td>Graster Alarm Company</td>
<td>CA</td>
<td>825 5</td>
<td>0</td>
</tr>
<tr>
<td>16</td>
<td>JELLCO</td>
<td>Jelco Packing</td>
<td>CA</td>
<td>5055 91</td>
<td>0</td>
</tr>
<tr>
<td>17</td>
<td>ORANGE</td>
<td>Orange Door &amp; Window Co</td>
<td>CA</td>
<td>263 37</td>
<td>0</td>
</tr>
</tbody>
</table>
Sparklines

Sparklines – Sparklines are small cell-sized charts that you can embed in a worksheet next to data to get a quick visual representation of the data. For example, if you had a worksheet that tracked the performance of several dozen stocks, you could create a Sparkline for each stock that graphed its performance over time, in a very compact way. Here are examples:

![Gantt Chart Example](image)

Gantt Charts

Let’s start by tricking Excel into creating a Gantt Chart. Of course Excel does not do Gantt charts, so we will apply clever tricks to achieve the desired affects. It’s really not that hard and it works just as well in Excel 2013, 2010, 2007 and 2003. Start by preparing a simple list of tasks including start dates, duration of each task, and end dates (formulas in Excel can calculate the end dates). An example is shown below:

![Gantt Chart Example](image)
1. Start by creating a stacked bar chart
2. Remove the Data Series by right mouse clicking and choosing Select Data Source
3. Add a new Data Source Named Starting Date, and point to the range of start dates for the values
4. Add another new data source named Duration (Days), and point to the range of duration days for the values
5. Add Category Axis Labels and point to the Task names in Column A
6. Remove legend by selecting legend and pressing the Delete key
7. Click on the beginning series and set the Fill and Borders to None
8. Right mouse click on the task labels, choose format Axis, and check the Categories in Reverse Order box (if needed)
9. In two blank cells, write a formula referencing the start and end dates, convert these dates to numbers with formatting
10. Use the resulting numbers to set the scale of the Gantt Chart (perhaps use a slightly larger range of dates)
11. Right mouse click on the date range, set the minimum and maximums to fixed using the numbers acquired in the above step
12. Format the date range to show a short date
13. Format the remaining data bars to display a 3-D bevel
14. For added touch, search Google images for a nice picture of a house, save it to your hard drive.
15. Set the background plot area to picture, and wash out the picture enough so that the chart is still readable.
16. Add a title or text boxes as needed to complete the description of the Gantt Chart

The resulting Gantt chart is shown below. At this point, changing any of the start dates or duration dates will automatically update the Gantt chart.
Combination Charts

A combination chart is used to show one chart on top of another chart, using the same scale by percentage. This allows the reader to better study the data to determine whether relationships, if any, exist between the two sets of data. For example, consider the simple study hours and resulting grade information shown to the right for a new college student – we will call him Austin. We have compiled a worksheet showing the number of hours in which Austin studied each week, and the average scores he achieved on his homework, quizzes, test and exams.

1. Start by creating a line chart from your entire data range
2. Rescale the top line by right clicking and change the series option to use a secondary axis
3. Note the ranges on each side of the chart
4. Next right mouse click one of the lines and choose Change Series Chart type, and choose a column chart format
5. Now apply a chart format and study your date for any useful relationships

As we can see by the resulting combination chart, approximately 26 hours of study are required each week in order to achieve an average grade of 90 or above, and approximately 20 to 22 hours of study are required each week to achieve a B average above 80. In our next case study we might want to analyze whether the amount of money his parents send to him each week affects the number of hours of study he puts forth each week.
Organization Charts

Next we will create an organizational chart using the SmartArt capabilities in Excel 2013, 2010, and 2007. Excel 2003 offers a similar tool, but it is not as pretty. Start by choosing SmartArt and point to the desired chart format.
What’s New in Microsoft Office 2010?

1. **Office Button Is Replaced With File Tab** – Excel 2007 included the Office Start button, which was not intuitive to anybody, despite what Microsoft said. In Excel 2010, Microsoft Office axed the office Start button in favor of the File tab. **YIPPY!**

2. **Backstage View** – The file tab provides new look and feel called “Backstage View”. This new view represents one of the biggest differences you’ll notice in Microsoft Excel 2010. Backstage View is displayed by clicking on Excel’s File tab, as in all the other applications that comprise Office 2010. The backstage view in is available in the other Office 2010 applications, and each application uses a different color scheme to differentiate it from the others. In Excel 2010, the color scheme is green.

   In general, Backstage View provides basically the same commands found under the File menu in previous version of Excel such as Save, Save As, Open, Close, Print, etc. What’s new is the preview screen and info tabs that accompanying some of these selections. For example, when you select the print option, a preview of the print job is automatically displayed, as shown below.
The Print option Backstage View also provides access to various Page and Print settings, such as Duplexing, Orientation, Margins, and Scaling. The save and Send option also has a new look and feel, providing buttons for emailing, publishing, and saving files, as well as options to create PDF or XPS documents.

The New option also incorporates a new look and feel with thumbnail previews of templates, and links to downloading more templates from the Web.
If you want to return to the old Excel 2007 look and feel when you click the File tab (not that you would want to), you can change registry settings, as detailed in this article on Turning Off The Microsoft Office 2010 OutSpace located here:

http://www.off14.com/microsoft-office-2010-outspace/

(They’ve actually got the name wrong in this article; although the registry key is named “outspace”, the display is called Backstage View.)

2. **Double Clicking Fill Handle Uses Connected Columns For Fill Down** – In previous versions of Excel, the double click only worked if data were located in the column immediately to the left or right of the range to be copied, but Excel 2010 will use more distant columns provided they are connected with a common set of column labels.

3. **Custom Lists Obey Character Case Example** – When using the Smart List feature, Excel 2010 obeys the case (proper, lower, and upper) that is used in your starting phrase.

4. **Remove Hyperlinks (Instead Of One Hyperlink at A Time In 2007 And 2003)** – In earlier versions of Excel, you could only remove one hyperlink at a time (the work around is to copy and paste a range containing hyperlinks and paste them as text elsewhere, then copy and paste that result back to your original location. Excel 2010 can remove all hyperlinks from a range in just one step.

5. **Sparklines** – Sparklines are small cell-sized charts that you can embed in a worksheet next to data to get a quick visual representation of the data. For example, if you had a worksheet that
tracked the performance of several dozen stocks, you could create a Sparkline for each stock that graphed its performance over time, in a very compact way. Here are examples:

![Sparkline Example](image)

6. **Conditional Formatting Improvements** – Microsoft has improved and added more styles and icons regarding the ability to apply a format to a range of cells, and then have the formatting change according to the value of the cell or formula.

   a. **Solid Bars** - Data Bars can be solid now in Excel 2010. Excel 2007 bars offered only a gradient effect, which was visually was confusing to read. Below is a comparison on the Excel 2007 and Excel 2010 Data Bar options.

   ![Data Bar Comparison](image)

   2007 Gradient  
   2010 Gradient  
   2010 Solid

   b. **Negative Numbers** - Microsoft also corrected a problem which Excel 2007 had creating when Data Bars based on negative numbers by adding axis support for both positive and negative values. The screens shots below show Excel 2010’s new solution, and how Excel 2007 got confused when applying Data Bars to the exact same data.

![Negative Numbers Example](image)
More Data Bar Options - Notice that Microsoft added more Data Bar options as shown in the comparison below.

More Icon Options - Notice that Microsoft added more Data Bar options as shown in the comparison below.
e. **Arrow Colors** - It is possible to change icons used for KIP i.e. You can have two arrows with different colors of if negative impact and positive growth are good for you.

f. **Referring to Data** - You can now refer to data on different worksheets, and even refer to a range outside the Conditional Formatting area. The screen below shows the error message produced by Excel 2007 when you attempted to reference cells outside the Conditional Formatting area; Excel 2010 now accommodates this situation.
7. **Microsoft Excel Web App’s Improved Sharing** – Excel 2010 has new and improved tools for sharing data with other people, including multiple people working on the same document at the same time. Excel Web App extends your Excel experience to the web browser, where you can work with workbooks directly on the site where the workbook is stored. Excel Web App is part of Microsoft Office Web Apps, and is available in Windows Live SkyDrive and in organizations that have configured Office Web Apps on SharePoint 2010. With Excel Web App, you can:

   a. **View** - View a workbook in the browser - When you click on a workbook to open it in Excel Web App, the workbook is displayed in view mode.
   
   b. **Sort and Filter** - You can sort and filter data in the workbook, expand PivotTables to see relationships and trends in the data, recalculate values, and view different worksheets.
   
   c. **Browser-Based Editing** - Edit a workbook in the browser - With Excel Web App, all you need to access your workbooks is a browser.
   
   d. **Share** - Your teammates can work with you, regardless of which version of Excel they have.
   
   e. **Looks the Same** - Your workbooks look the same in the browser as they do in Excel.
   
   f. **Excel Tools** - You can edit your worksheets in the browser, using the familiar look and feel of Excel. When you edit in the browser, you can change data, enter or edit formulas, and apply basic formatting within the spreadsheet.
   
   g. **Simultaneous Access** - You can also work with others on the same workbook at the same time.

Microsoft offers a free solution called Windows Live SkyDrive, which enables everyone in your group to share Word and Excel (and other) documents. This solution also provides users with Word, Excel and PowerPoint applications (with limited functionality) so your group members can work in the same applications.
To use SkyDrive, sign up for a free Windows Live account at http://explore.live.com/. Under the SkyDrive menu, select Get started and follow the instructions for setting up a Windows Live account. Once you have completed the registration process, sign into your Windows Live Sky Drive account and click the Office menu option at the top of the screen to view your SkyDrive as follows:

Next create a folder and upload (or create) the group’s Word and Excel files. Select the folder and click the Share menu option as shown to edit permissions and to send links to your group members, which will enable them to access the data files.

When sharing files in this manner, to better protect your data, check the checkbox labeled Require recipients to sign in with Windows Live ID. This action will require your group members to obtain their own Windows Live accounts and use their passwords in order to access the data files. Otherwise, anyone who receives the link will be able to access the data files.

Notes: The free version of Windows Live Sky Drive is limited to 25 GBs of storage, and individual files are limited to 50 MBs. For a fee, you can increase these capacities. Installing Microsoft’s free Silverlight browser add-in will enable drag and drop functionality to and from your SkyDrive. The Windows Live SkyDrive solution was first introduced in August 2007, and is widely used.
8. **Customize the Ribbon Toolbar** - The Ribbon tool bar has been enhanced, and is now highly customizable. For example, you can add your own tabs to the Ribbon (as shown below), you can add your own groups to each tab (also shown below), and you can add any commands or macros to your customized tabs and groups.

![Customize the Ribbon Toolbar](image)

9. **Compatibility of .xlsx** - In Excel 2007, Microsoft introduced a new XML format (.xlsx) which was not compatible with former .xls spreadsheet formats. This problem has been resolved - Excel files created in Excel 2010 may easily be opened in versions of Excel prior to Excel 2007. Now Excel 2010 will save files just as safe as the former Excel 2007, and the spreadsheet size is 75% smaller than the old .XLS version.

![Compatibility of .xlsx](image)

10. **Protected Mode** - Excel 2010 includes a Protected View, so you can see the document and make a more informed decision before exposing your computer to possible vulnerabilities. By default, documents that originate from an Internet source are opened in Protected View. When this happens, you see a warning on the Message bar, along with the option to enable editing. You can control which originating sources trigger Protected View. You can also set specific file types to open in Protected View regardless of where they originate. Excel will not allow you to edit the documents unless document editing is enabled. To do this, click the *Enable Editing* option in order to enable document editing as shown in the following screen shot.

![Protected Mode](image)
11. **Trusted Documents** - The trusted documents feature is designed to make it easier to open workbooks and other documents that contain active content, such as data connections or macros. Now, after you confirm that active content in a workbook is safe to enable, you don’t have to repeat yourself. Excel 2010 remembers the workbooks you trust so that you can avoid being prompted each time you open the workbook.

12. **Slicer** - The Slicer feature provides new slice and dice capabilities within PivotTables – this helps you dynamically segment and filter the data. This feature is located on the *Insert* Tab.

![Slicer Feature](image_url)

13. **Macro** - Macros in Excel 2010 now support working with shapes, including creating, moving or editing shapes. For example, you could now record a macro that automatically inserts the following SmartArt object.

![SmartArt Object](image_url)

14. **Enhanced Chart Diagram** - In Excel 2010 double clicking a chart element automatically opens the chart’s format dialog box.

![Chart Diagram](image_url)
15. **64-bit version of Excel 2010** - Excel 2010 is now available in a 64-bit version, which means that it can take full advantage of your computer’s 64-bit motherboard and access more than 4 GBs of RAM. The result is even faster performance.

16. **Microsoft SQL Server PowerPivot for Excel** - Excel 2010 now includes an add-in tool called Microsoft SQL Server PowerPivot which is a Business Intelligence tool that enables you to query multiple SQL Server databases across multiple corporate systems and web data on a real-time basis to produce PivotTables that can be shared via SharePoint. You can try this online at the following Virtual Labs web site:


Microsoft now offers Project Gemini add-on for Excel 2010 that can handle very large amounts of data -- even worksheets that include hundreds of millions of rows. It will ship as part of SQL Server 2008 R2 in the first half of 2010; a community technology preview will be available in the second half of 2009.

17. **What-If with Write-Back** - PivotTable What-If Analysis is the ability to modify values in PivotTable cells, recalculate the PivotTable with those values and, if the results are satisfactory, publish the changes so that they are reflected in the OLAP data source for other people to see. This feature is also called write back, though it really goes beyond just the ability to write values back to the cube. “What if our sales for New York increased by 10%?” “What if the total number of product orders fell by 25%?” These are examples of questions that PivotTable What-If Analysis is aimed at helping the user answer. Let’s take a look at the following scenario:

   ![Sales Quota 2009](https://cmg.vlabcenter.com/prepare.aspx?moduleid=ad3bd3e9-8d2b-498d-94fa-e41e1b09730d&ticks=633992819904236083)

Stephen, the sales manager at a small IT company, is trying to figure out what his optimal sales quotas should look like for 2010. Based on a previous analysis and forecasts for next year it seems like 2010 will have a large decrease in sales which would mean his quotas would be reduced by 10% from the 2009 quotas. With the new PivotTable What-If Analysis feature he can now modify the relevant values in his PivotTable report and calculate the PivotTable with the changes to see what the totals would look like without actually modifying the data source. (click to see larger image)
So here is what his PivotTable looks like after calculating with the changes:

<table>
<thead>
<tr>
<th>Sales Quota 2009</th>
<th>Column Labels</th>
<th>FY 2009</th>
<th>FY 2010 (Expected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row Labels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephen Y. Jiang</td>
<td>$10,230,000.00</td>
<td>$9,207,000.00</td>
<td></td>
</tr>
<tr>
<td>David R. Campbell</td>
<td>$1,640,000.00</td>
<td>$1,476,000.00</td>
<td></td>
</tr>
<tr>
<td>Garrett R. Vargas</td>
<td>$1,680,000.00</td>
<td>$1,467,000.00</td>
<td></td>
</tr>
<tr>
<td>Jillian Carson</td>
<td>$3,803,000.00</td>
<td>$3,422,700.00</td>
<td></td>
</tr>
<tr>
<td>José Edvaldo. Saraiva</td>
<td>$3,157,000.00</td>
<td>$2,841,300.00</td>
<td></td>
</tr>
</tbody>
</table>

If he wants to keep these numbers and share them with other people he can go ahead and publish the changes to the OLAP data source.

He can also just keep the changes locally without publishing back to the OLAP data source by simply saving the file. When the workbook is loaded again in Excel 2010 all the changes will be reapplied and the PivotTable recalculated. With little knowledge of OLAP data sources the manager was able to change values and recalculate his PivotTables. The changes can be shared across the organization by simply sharing the workbook or publishing the changes back to the OLAP data source.
Advanced Options - Advanced options for PivotTable What-If Analysis include being able to change the allocation method, which is the methodology in which the OLAP data source will allocate the newly entered values in the cube. Excel 2010 also gives you the ability to define your own weight allocation definitions from within an MDX editor.

18. Recover Earlier Versions Of A File In Office 2010 - It is now easier to recover a Microsoft Word 2010, Microsoft Excel 2010, or Microsoft PowerPoint 2010 file if you close your file without saving, or you want to review or return to an earlier version of the file you’re already working in.

As with earlier versions of Office, enabling AutoRecover in Word 2010, Excel 2010 or PowerPoint 2010 will save versions while you are working in your file at the interval you select. Now, you can choose to keep the last autosaved version of a file in case you accidentally close that file without saving, so that you can restore it the next time that you open the file. Also, while you are working in your file, you can access a listing of the autosaved files from the Microsoft Office Backstage view.

Note: You must have the “Save AutoRecover information” and “Keep the last autosaved version if I close without saving” enabled for these features to work. (The Recover Unsaved Workbooks option is available from the File tab, under the Recent menu option.)
19. **Named Sets** - Named Sets have been added to Microsoft Excel 2010, allowing you to create your own named sets. Simply locate the *Fields, Items, & Sets* button under the Ribbon, and it will allow you to define your own Named Sets.

20. **Excel Mobile 2010 for Windows Phone 7** - If you have Windows Phone 7, you can use Microsoft Office Mobile 2010 to work with your files from anywhere—whether you’re at work, at home, or on the go. Excel Mobile 2010 is part of Office Mobile and already on your phone in the Office Hub, so you don’t need to download or install anything else to get started.

You can use Excel Mobile to view and edit workbooks stored on your phone, sent to you as email attachments, or hosted on a SharePoint 2010 site through SharePoint Workspace Mobile 2010. When you edit a workbook via SharePoint Workspace Mobile, you can save your changes back to the SharePoint site when you’re online. You can create, update, and instantly recalculate your spreadsheets using many of the same tools you already know and use in the desktop version of Excel:

  a) Use the outline view to switch between worksheets or charts in a workbook.
b) Sort, filter, and manage your spreadsheets.
c) Add or edit text and numbers.
d) Add comments.

21. Improved PivotTables

PivotTables are now easier to use and more responsive. Key improvements include:

a) **Performance** - In Excel 2010, multi-threading helps speed up data retrieval, sorting, and filtering in PivotTables.

b) **PivotTable Labels** - It's now possible to fill down labels in a PivotTable. You can also repeat labels in PivotTables to display item captions of nested fields in all rows and columns. [Watch a video about repeating item labels.]

c) **Enhanced Filtering** - You can use slicers to quickly filter data in a PivotTable with the click of a button and see which filters are applied without having to open additional menus. In addition, the filter interface includes a handy search box that can help you to find what you need among potentially thousands (or even millions) of items in your PivotTables.

d) **Write-back Support** - In Excel 2010, you can change values in the OLAP PivotTable Values area and have them written back to the Analysis Services cube on the OLAP server. You can use the write-back feature in what-if mode and then roll back the changes when you no longer need them, or you can save the changes. You can use the write-back feature with any OLAP provider that supports the UPDATE CUBE statement.

e) **Show Values As feature** - The Show Values As feature includes a number of new, automatic calculations, such as % of Parent Row Total, % of Parent Column Total, % of Parent Total, % Running Total, Rank Smallest to Largest, and Rank Largest to Smallest. [Watch a video about changes to the Show Values As feature.]

f) **PivotChart Improvements** - It is now easier to interact with PivotChart reports. Specifically, it's easier to filter data directly in a PivotChart and to reorganize the layout of a PivotChart by adding and removing fields. Similarly, with a single click, you can hide all field buttons on the PivotChart report.

22. Improved Solver Add-In - Excel 2010 includes a new version of the Solver add-in, which you can use to find optimal solutions in what-if analysis. Solver has an improved user interface, a new Evolutionary Solver, based on genetic algorithms, that handles models with any Excel functions, new global optimization options, better linear programming and nonlinear optimization methods, and new Linearity and Feasibility reports. In addition, the Solver add-in is now available in a 64-bit version.
Use Solver to determine the maximum or minimum value of one cell by changing other cells. For example, you can change the amount of your projected advertising budget and see the effect on your projected profit amount.

**Example of a Solver problem** - In the following example, the level of advertising in each quarter affects the number of units sold, indirectly determining the amount of sales revenue, the associated expenses, and the profit. Solver can change the quarterly budgets for advertising (cells B11:E11), up to a total budget constraint of $40,000 (cell F11), until the value for the total profit reaches the maximum possible amount. The values in the decision variable cells are used to calculate the profit for each quarter, so the values are related to the formula in the target cell F15, =SUM(B15:E15).

After Solver runs, the new values are as follows.

For more solver examples, check out:  
23. Improved Function Accuracy - Excel 2010 includes more accurate statistical and other functions. Certain existing functions have also been renamed to better describe what they do, as follows:

a) Accuracy Improvements - A number of functions have been optimized to improve accuracy. For example, Excel 2010 returns more accurate results for the beta and chi-squared distributions.

b) More Consistent Functions - Certain statistical functions have been renamed so that they are more consistent with the function definitions of the scientific community and with other function names in Excel. The new function names also more accurately describe their functionality. Workbooks created in earlier versions of Excel will continue to work despite these name changes, because the original functions still exist in a Compatibility category.

24. Improved Filter Capabilities - In addition to slicers, which are described earlier in this article, Excel 2010 comes with new features that make it easier to sort and filter data, as follows.

a. New search filter - When you filter data in Excel tables, PivotTables, and PivotCharts, you can use a new search box, which helps you to find what you need in long lists. For example, to find a specific product in a catalog that stocks over 100,000 items, start by typing your search term, and relevant items instantly appear in the list. You can narrow the results further by deselecting the items you don't want to see.
b. **Filter And Sort Regardless Of Location** - In an Excel table, table headers replace regular worksheet headers at the top of columns when you scroll down in a long table. AutoFilter buttons now remain visible along with table headers in your table columns, so you can sort and filter data quickly without having to scroll all the way back up to the top of the table.

25. **Performance Enhancements** - Performance improvements in Excel 2010 can help you to interact with your data more efficiently. Specific investments include:

a) **General improvements** - Excel 2010 is more responsive when you move and resize charts, work in Page Layout view, and interact with shapes on the worksheet.

b) **Support For Large Data Sets** - Excel 2010 handles workbooks that contain massive amounts of data more efficiently. Specifically, it takes less time to perform activities commonly performed on large data sets, such as filtering and sorting the data, copy and pasting it from one worksheet to another, and using the Fill feature to copy formulas.
c) **Multicore Improvements** - Multithreading improvements in Excel 2010 help to speed up the process of retrieving, sorting, and filtering data in PivotTables and Excel tables. In addition, opening and saving large files is generally faster than before.

d) **Faster Calculation** - To achieve faster calculation performance, Excel 2010 includes support for asynchronous user-defined functions, which can run simultaneously without using multiple Excel calculation threads.

### 26. Improved Charting

It's now easier to work with charts in Excel 2010. Specific improvements include:

a) **New Charting Limits** - In Excel 2010, the limitation on the number of data points that can be created on a chart has been removed. The number of data points is now limited only by available memory.

b) **Quick Access To Formatting Options** - In Excel 2010, you can instantly access formatting options by double-clicking a chart element.

c) **Macro Recording For Chart Elements** - In Office Excel 2007, recording a macro while formatting a chart or other object did not produce any macro code. In Excel 2010, however, you can use the macro recorder to record formatting changes to charts and other objects.

### 27. Support for Equations

You can use the new equation editing tools in Excel 2010 to insert common mathematical equations into your worksheets or to build up your own equations by using a library of math symbols. You can also insert new equations inside of text boxes and other shapes. To get started, on the Insert tab, in the Symbols group, click the arrow next to Equation.
28. **More Themes** - In Excel 2010, there are more themes and styles than ever before. These elements can help you apply professional designs consistently across your workbooks and other Microsoft Office documents. Once you select a theme, Excel 2010 does the design work. Text, charts, graphics, tables, and drawing objects all change to reflect the theme you have selected, so that all elements in your workbook visually complement one another.
29. **Paste With Live Preview** - The paste with live preview feature enables you to save time when reusing content within Excel 2010 or across other programs. You can use it to preview various paste options, such as Keep Source Column Widths, No Borders, or Keep Source Formatting. The live preview enables you to visually determine how your pasted content will look before you actually paste it in the worksheet. When you move your pointer over Paste Options to preview results, you’ll see a menu containing items that change contextually to best fit the content you are reusing. ScreenTips provide additional information to help you make the right decision.

![Paste Options Menu](image)

30. **Improved Picture-Editing Tools** - If you use photos, drawings, or SmartArt to communicate visually, you can take advantage of the following features:

   a) **Screenshots** - Quickly take a screenshot and add it to your workbook, and then use the tools on the Picture Tools tab to edit and improve the screenshot.

   ![Picture Tools](image)

   b) **New SmartArt Graphic Layouts** - With new picture layouts, you can tell your story with photographs. For example, use the Captioned Picture layout to show pictures with nice-looking captions underneath.
c) **Picture Corrections** - Fine tune the color of a picture, or adjust its brightness, contrast, or sharpness—all without having to use additional photo-editing software.

d) **New and Improved Artistic Effects** - Apply different artistic effects to your picture to make it look more like a sketch, drawing, or painting. New artistic effects include Pencil Sketch, Line Drawing, Watercolor Sponge, Mosaic Bubbles, Glass, Pastels Smooth, Plastic Wrap, Photocopy, Paint Strokes, and many more.

e) **Better Compression And Cropping** - You now have better control of the image quality and compression tradeoffs, so that you can make the right choice for the medium (print, screen, e-mail) that your workbook will be used for. Read more about cropping and picture compression.

31. **Accessibility Checker** - The new Accessibility Checker tool in Excel 2010 enables you to find and fix issues that can make it difficult for people with disabilities to read or interact with your workbook. You can open the Accessibility Checker by clicking the File tab, clicking Check for Issues, and then clicking Check Accessibility. Errors and warnings will appear in a task pane. You can then review the issues and see which ones you need to fix. In addition to the Accessibility Checker, you can add alternative text to more objects in your worksheet, including Excel tables and PivotTables. This information is useful to people with visual impairments who may be unable to easily or fully see the object.

32. **Improved Language Tools** - In the Excel Options dialog box, multilingual users can quickly set preferences for editing, display, ScreenTip, and Help languages. And, changing your language settings in Excel automatically changes them across all applicable Microsoft Office 2010 applications. If you don't have the software or keyboard layout installed that you need, you are notified, and links are provided to make it easier to quickly resolve such issues.

33. **Improved Programmability Features** - Improvements for developers include:

   a) **Changes to the XLL SDK** - The XLL Software Development Kit (SDK) now supports calling new worksheet functions, developing asynchronous user-defined functions, developing cluster-safe user-defined functions that can be offloaded to a compute cluster, and building 64-bit XLL add-ins.

   b) **VBA Improvements** - Excel 2010 has a number of features that will enable you to migrate any remaining Excel 4.0 macros you may have to VBA. Improvements include better performance for print-related methods and chart properties not previously accessible with VBA.

   c) **Better User-Interface Extensibility** - If you develop custom workbook solutions, you have more options for programmatically customizing both the ribbon and the new Backstage view. For example, you can programmatically activate tabs on the ribbon, and make custom tabs behave similarly to built-in contextual tabs, where tabs only appear when specific events occur. In addition, you can make custom ribbon groups
grow and shrink as the ribbon is resized and customize context menus with rich controls. You can also add custom UI and other elements to the Backstage view.

d) Changes to the Open XML SDK - The Open XML SDK 2.0 now supports schema-level objects, in addition to the part-level support introduced in the Open XML SDK 1.0. This makes it easier to programmatically manipulate workbooks and other documents outside the Office 2010 desktop applications—for example, as part of a server-based solution.

34. Sixty One New Functions in Excel 2010

In Excel 2010, Microsoft added 61 new functions and improved 19 others. This page contains a summary of those new functions and improvements. CPAs will notice that many of these functions are more scientific in nature, or are geared more towards engineers and statisticians. However, there are a handful of new functions that apply to the CPA function—particularly when it comes to data analysis. I've place a 😊 next to those new functions which I consider more useful in standard CPA applications.
### Microsoft Office Tips

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<td>Mastering Your CDs</td>
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<td>Outlook 2010 &amp; 2007 Shortcuts</td>
<td>Outlook</td>
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<td>Hiding between the pages</td>
<td>Word</td>
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<td>Your type is not allowed</td>
<td>Word</td>
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<tr>
<td>IE 8 shortcuts</td>
<td>IE Shortcuts</td>
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</tbody>
</table>
That’s A Shifty Move

Q Because I live in a rural area, slower access to the internet is my only option, but I still do a great deal of reading on the web. The slower speed makes it frustrating to click back and forth between the articles and the main page because I have to wait for the main page to reload each time. Is there a way to speed up my browser?

A Here is an easy solution for you. The next time you click a hyperlink on your main page to read a news story, hold down the **Shift Key**. This action will cause the news story to launch in a new browser window. When you are done reading the news story, simply close the browser window and the original browser window continuing the main page will remain intact. In the example below I’ve clicked the News Release hyperlink on the FASB website while holding down the **Shift Key**. This action caused the linked article to launch in a separate browser window.

Another measure you might consider is setting your page refresh setting to **Never**. This action will cause web pages that you visit to be cached on your computer hard drive, and the next time you access that same web page, it will launch immediately from your computer instead of slowly from the Internet. The downside of this approach is that you must remember to refresh the web page manually (by pressing the **F5 Key**) whenever you want to view the current version of that web page; otherwise, you might be reading an older version of the web page and not realize it.
To adjust this setting in the Windows Explorer browser, choose Tools, Internet Options, and click the Settings button in the Browsing History section. Check the radio button labeled Never under the Check for newer versions of stored pages and click OK.

I Hope to See You Zoom

Q I use Excel 2003 and I sometimes find it difficult to read the small font in my worksheet. To make the worksheet more readable, I use the View, Zoom, 200% option, but I find it tedious to switch back and forth from 100% to 200% view. Is there a better approach that I am missing?

A In Microsoft Excel 2003, 2007 and 2010, you can zoom in and out instantly by holding down the Ctrl Key while rolling the wheel on your scrolling mouse. This approach is not only faster, but it also allows you to zoom up to a 400% view, down to a 10% view, and any option in between. This works in Microsoft Word too.

Microsoft Office 2007 and 2010 now include a new Zoom tool at the bottom right hand corner of the screen which accomplishes the same result.

Heaven Help Us

Q I am new to Windows 7 and I really like the look and feel as well as the speed of this new operating system. However, I find myself apprehensive about learning to navigate another computer system. What can I do to learn the ropes as fast as possible?

A The features and functions of Windows 7 are similar to those in Windows XP; therefore, you are already familiar with these settings and tools. The trick is learning how to navigate Windows 7’s redesigned menus. Microsoft constantly studies the way users interact with their computers and strives to improve the system to make it easier to use, and that is a good thing. Unfortunately, this means we must periodically relearn to navigate the new system and figure out where all of the Windows settings and controls reside. If you are willing to take on an advanced step, this tip may help. Microsoft has embedded a shortcut to all of the features and functions in Windows 7 which they refer to as GodMode. This mode is used internally by many Microsoft programmers and staff to quickly manage their Windows settings and controls.
To set up GodMode in Windows 7, create a new folder on your desktop by right mouse clicking on your desktop and selecting **New, Folder**. Next, change the name of the new folder by right clicking on the folder, and select **Properties** from the drop down menu. Under the **General Tab** select the **Name of the Folder** text box and type in the following code to change the name of the folder:

```
GodMode.{ED7BA470-8E54-465E-825C-99712043E01C}
```

The folder will change in appearance from the default blank folder icon to the GodMode icon shown in the upper left corner of the screen below.

Thereafter, when you double click on the **GodMode** icon, a window will open containing a large collection of the popular controls, tools, features, and functions in Windows 7, including all Control Panel Tools, Administrative Tools, Gadgets, and much more. Because this window will allow you to view all the Windows 7 settings and controls in a single location, this might help you transition to Windows 7 a little easier. An example of the GodMode window is shown below.
Would You Like to Share A Date?

Q I work in a small CPA firm and my partners and I have busy schedules. We seem to waste a lot of time trying to coordinate our schedules which we all keep in Microsoft Outlook 2007. Our computer consultant has suggested that we set up a Microsoft Exchange Server so we can share our calendar information, but this measure is expensive and seems complicated. Is there a different approach that is easier and costs less?

A While Exchange Server is a good solution which provides many advantages, Microsoft Outlook 2003, 2007, and 2010 provide an easy solution to this problem called Send a Calendar via E-Mail. To use this feature, open Outlook 2007 and click on Calendars in the Outlook Navigation Pane. Select the option Send a Calendar via E-Mail as shown in the screen below.

This action will launch the Send a Calendar via E-Mail dialog box shown below. Select the date range you would like to send and click OK. (In your situation you will probably want to select the Whole Calendar option.)
Outlook will compile your calendar into a file using the iCalendar format and prepare it for sending to your recipient. The resulting e-mail will appear as follows.

When the recipient receives and opens the e-mail containing the calendar information, a button labeled **Open this Calendar** will be displayed in the menu. Simply click the **Open this Calendar** button to display it side-by-side next to your calendar in Outlook or for a different
view, select the **Overlay** option from the **Arrangement** group on the **View** menu to display both calendars in **Overlay** mode as shown below.

To complete the sharing process, have your partner share their calendar with you using this same procedure.

Note: The specific steps for using this **Send a Calendar via E-mail** tool are slightly different in Outlook 2003 and 2010, but essentially the same concept is employed.

**It’s Time to Split**

I have a large Excel worksheet and I need to be able to compare data throughout the worksheet. I’ve been using the **View, Freeze Panes** tool to temporarily freeze rows or columns so that I can view and compare data in different parts of the worksheet, but this method requires a lot of freezing and unfreezing. Is there a better option?

Excel 2003, 2007 and 2010 contain two **Split Screen** tools which allow you to quickly split the Excel worksheet horizontally, vertically, or both. Like the Freeze Pane tool, the split screen tools also allow you to view and compare different portions of your data. To use these tools, click and drag the split screen tools to the desired positions. The **Split Screen** tools are located in the upper right hand corner and lower right hand corner of the worksheet area, as shown below.
In the example below the **Vertical Split Screen** tool has been used to display data for the 1st quarters of 2009 and 2010. (Notice that the columns jump from column E to column O). Additionally, the **Horizontal Split Screen** tool has been used to fix the column headings at the top of the worksheet. (Notice that the row numbers jump from row 3 to row 7.)

**Help, I Can’t Click Back!**

Q Sometimes when I am browsing the internet, I notice that when I click on a hyperlink and then click the Back Button to return to the previous page, it doesn’t take me back. Am I doing something wrong?

A You are not doing anything wrong. This is a nasty trick some web developers play. What’s happening is some web pages load and then refresh automatically, so the effect is that the web page loads twice. Therefore when you press the Back Button, it actually works correctly, but it only takes you backward one page to the first instance of the same web page you are already viewing. You can often overcome this problem by **double-clicking** the Back Button to travel backward by two web pages quickly.
I Command You

Recently, I upgraded to Excel 2007 and I can’t seem to find all of the same commands I used in Excel 2003, such as the ability to e-mail a single worksheet or pivot multiple ranges of data. Why did Microsoft get rid of some of Excel 2003’s commands and are there any good work-around procedures for these missing capabilities?

The missing functionality you mention is still there in Excel 2007 and 2010, but it is hidden. When Microsoft redesigned the menus for Excel 2007 and 2010, they excluded 219 commands from the newer menu ribbon. To view a complete list of these hidden commands follow these steps: Start by right-mouse clicking on the Quick Access Toolbar and choosing the option to Customize Quick Access Toolbar.

Next, in the Choose commands from drop down box, select the option to view Commands Not in the Ribbon.
This action will display the list of 219 commands not included in the ribbon on the left side of the dialog box, and those commands that are included in your Quick Access Toolbar on the right side of the dialog box.

To access these hidden commands, you must first add them to your Quick Access Toolbar by highlighting the desired command in the left column, and clicking the Add>> button to include it in the right column. Most of the hidden tools are obscure and seldom used, however some of
them are among my favorites. The seven Excel 2003 commands that are most notably missing from the Excel 2007 and 2010 menu ribbon are shown below.

While the particular commands you choose to add to your Quick Access Toolbar will depend on personal preference, I recommend that you add the above mentioned commands to your Quick Access Toolbar, as well as the following twenty additional commands which I personally find more useful, to make them easily assessable.

Note: There are a few Excel 2003 capabilities that have disappeared from Excel 2007 and 2010. For example:

1. You can no longer publish web pages in an interactive format (The interactive format command in Excel 2003 allows you to publish HTML pages in which readers can input data directly via their browser).
2. Embedded video clips and sound clips no longer play as embedded objects in Excel 2007 and 2010; instead those clips are played in your computer’s default media player application.

3. There is no longer an auto format option which automatically highlights your subtotal rows.

**Full Screen Ahead**

Q When browsing the internet I like to hide my browser’s menu and toolbars by right mouse clicking on the toolbar and unchecking the various menu and toolbar check boxes. This gives me more room to view the web page. However, it is a hassle to constantly remove and restore the toolbars like this. Is there a faster way to hide the browser’s toolbars?

A There is a better way. Simply select View, Full Screen from the browser’s menu, or as a shortcut press the **F11 Key**. Either way, this action will hide all toolbars and display the full screen on your monitor. To restore the browser toolbars, simply press the **F11 Key** again.

Note: There is a catch. Windows Internet Explorer will only allow you to apply the Full Screen setting to one browser window at a time. In other words, if you choose Full Screen in one
browser window, you won’t be able to choose Full Screen in another browser window at the same time.

**I Report to Inform You…**

Our bookkeeper uses QuickBooks and she does a nice job; however I can’t get her to produce and distribute the necessary reports each day, week and month for our staff to use in order to properly manage our business. She says that she has too much work to constantly print the reports that I would like to see circulated throughout the organization on a recurring basis. Is this a common problem and how much time should it normally take to produce the typical reports for the average company?

First of all, congratulations on understanding the importance of the reporting process; your accounting system should function exactly as you described. However your bookkeeper is correct too, it does take a great deal of time to produce all of the required reports, even for a smaller sized business. QuickBooks provides a good solution called Process Multiple Reports which could solve your problem. Here’s how it works:

1. Start by opening your Memorized Report List in QuickBooks by selecting Reports, Memorized Reports, Memorized Report List from the QuickBooks Menu. Next click the Memorized Report button in the bottom left corner of the Memorized Report List (shown below) and select New Group. Name the new group Month End Reports and then select OK.

2. Next, open each report that you would like to produce at month end and memorize that report into the new Month End Reports Group as follows:
a. Launch a report that you want produced each month;

b. Customize that report to include the desired columns, date ranges, filters, etc.;

c. Click the Memorize button and if asked, then click the New button;

d. Edit the Name of the report to also include the name of the intended recipient of the report as circled in the screen below. Check the check box titled Save in Memorized Report Group and select Month End Reports from the drop down box, then select OK.

e. Repeat the above process until you have memorized each report to be produced at month end, including duplicates of the same report for distribution to different personnel. Be sure to include the name of the intended recipient in the report title name so it will be easier for a staff person to distribute the printed reports. Ultimately the goal is to build a group of memorized reports similar to the example shown below:
Tip: You can rearrange the order of the reports by clicking and dragging the small diamonds to the left of each report name so the reports will print in collated order for easier distribution.

f. At month end when the time comes to produce the reports, select Reports, Process Multiple Reports from the QuickBooks Menu to display the Process Multiple Reports dialog box shown below.
Select the desired group to be printed from the **Select Memorized Reports From** drop down box at the top of the dialog box, and click the **Print** button.

Tip: For those that would like to distribute electronic reports rather than paper-based reports, you can choose to print to Adobe Acrobat PDF or Excel formats, and then e-mail the reports as attachments.

**Say Goodbye to Wimpy Searches**

**Q** I find myself frequently wasting time by launching and closing data files in an effort to find the one I am looking for. My friend has suggested that I re-organize my files in various folders instead of the single data folder I use now, but that is going to take a lot of work. Is this a good approach or is there a better approach to finding the files I am looking for?

**A** Organizing your files in various file folders used to be the right approach, but that measure is now less necessary because Windows Vista and Windows 7 both provide a tool called **Instant Search** which can search all of your files in just a few seconds. Instant Search uses “indexed searching”, which is the same search method used by internet search engines such as Google and Bing. Specifically, Instant Search scans and indexes all of the documents and files on your computer and builds a giant index of every word. Thereafter, when you search your computer, the system searches the index to quickly locate the files you seek and provides hyperlinks to those files.

Indexed searching is significantly faster than the search tool included in Windows XP. (If you have ever wondered why it takes only two seconds to search billions of pages on the internet, but 10 minutes or longer to search the files on your Windows XP computer, indexed searching is the reason.)
To use Instant Search open an **Explorer Window** by right mouse clicking on the **Windows Start Button** and choosing **Explore** in Windows Vista, or **Open Windows Explorer** in Windows 7. Browse to the desired drive or folder, and enter your search terms in the **Search Box** located at the top right hand of the screen. Within seconds, Instant Search will list every file and folder that contains your search terms in the file or folder name, file contents, or properties. For example, in the screen below I have browsed to my data folder and typed in the phrase “regression” in the search box. In about two seconds Instant Search displays 2,231 data files that contain the phrase “regression”. (If I don’t find the exact file I want immediately, I can use additional search tools to narrow my results. Keep reading below to learn about these additional search capabilities.)

![Image of Instant Search results]

Note: By default, Windows Vista and Windows 7’s Instant Search tool only indexes and searches those files in your Documents Folder. If you save data files elsewhere on your computer, you can direct Instant Search to also index those additional drives or folders by selecting **Indexing Options** from the **Control Panel** and then click **Modify**, **Show All Locations**, and place a check mark next to drives or folders that you want included in your search index.
For Windows XP Users - If you are still using the Windows XP operating system, but you would like to perform the same type of fast indexed searching that Windows Vista and Windows 7 provide, you can download and install the Google Desktop for free at this web address: http://desktop.google.com/en/?ignua=1. By default, Google Desktop will index all of the files on your computer.

Note 1: Both Instant Search and Google Desktop can also index and search your e-mails for fast searching.

Note 2: You can adjust the settings to direct both Instant Search and Google Desktop to include other computers and files servers in the indexed search.

Note 3: Both Instant Search and Google Desktop will take time to index all of your files, perhaps overnight. Thereafter, new files that you create are indexed automatically as they are created.

The Search for a Better Search

Our CPA firm has more than 400,000 data files on the file server and we constantly struggle to locate the right file. For example, recently an audit staff retrieved an Excel file which contained fixed assets and depreciation calculations and used this in the audit. Unfortunately the version of the file retrieved was not the most current and as a result, additional time was wasted updating the older file. We hope to avoid problems like this in the future. What is the best way to manage such a large volume of files?

The previous question above addressed the concept of indexed searches, but let’s dig a little deeper into this subject. The Explorer Window provides additional searching capabilities to help you quickly view and narrow your search results. Continuing with the example from the previous question, I can further refine my search results by clicking on any column heading to view filter options. As an example, in the screen below I have clicked the Drop Down arrow next to the Type column heading. This action “stacks” the data files according to “type of file”. Notice that I have many file types containing the word “regression” including Excel 2003 and 2007, Word 2003 and 2007, HTML, PowerPoint, XML and others.
Selecting specific file types (Word 2003 and 2007 files in the example above) further narrows my search results. If I still need a more refined search, Windows Vista and Windows 7 offer Advanced Search. To access the Advanced Search tool click the Search Tools Drop Down Arrow in the Windows Explorer Title Bar, and select Search Pane as shown below. (Note: This option will only be visible in the Explorer Title Bar after you have started a search by typing a search term in the search box).

Next in the Search Pane click the Advanced Search Arrow to display the Advanced Search Panel containing additional search options as shown below.
These advanced options will enable you to search by specific date ranges, file sizes, file names, author’s names, and tags.

To fully utilize the advanced searching capability, it is helpful to add document properties to your data files. You can access the document properties in Microsoft Word as follows:

- **Word 2010** - Select File, Properties, Show Document Panel;
- **Word 2007** - Select Office Start Button, Prepare, Properties; and

The documents properties panel (example shown below) will allow you to insert keywords, authors, titles, and comments.

The **Document Properties** you add will be used by the **Instant Search** function to not only locate files, but also to sort the resulting files in priority order according to those that most closely match your search criteria. This type of search could have helped your audit staff locate all of the client’s fixed asset depreciation files on your file server, enabling them to select the most current one from the list.

**Picture This**
Q I recently spent some time looking through my daughter’s Facebook page with her and I saw several photographs posted by her friends that I would like to keep, or perhaps print for my own photo albums. Can this be done, and if so how?

A If you see a picture you like (on Facebook, Flickr, MySpace or any web page), you can save that picture to your computer by right clicking on the picture and selecting Save Picture As. Then browse to the folder where you want to save the photo and label it using an appropriate name so it will be easy to find in the future. That way you will always have those pictures to view, print or share.

Note: While most social media web site users are probably happy to share their photos with you, you should avoid making copies of pictures posted by professional photographers. If there is any doubt, ask permission first.

Dating Tips
Q. When entering dates in Excel, it would be much simpler if I could enter the date as just the numbers without the forward slash character – 061010 or 06102010 instead of 06/10/10 or 06/10/2010. Entering the slash makes the exercise a two-handed exercise instead of one-handed exercise via the numeric keyboard. Is there a way to enter data into just one cell so I can avoid using multiple cells and then concatenating?

A. You can enter dates into Excel 2003, 2007 and 2010 without using slash marks by applying a custom format. Start by highlighting the range of cells and right-mouse click on that range to display the pop-up menu. Select Format Cells to display the Format Cells dialog box. On the Number tab select Custom, and enter the following custom format in the Type box: 00/00/0000, then click OK. (Because the forward slash has special meaning in a custom
format, you must precede it with a backslash for Excel to recognize the slash mark as a literal character, not its special meaning.) Thereafter, dates entered without slash marks will display slash marks, and the date will behave like a date instead of text. An example is shown below.

![Example](image)

Once created, Excel remembers the custom format so you won’t have to create it again in the future.

![Custom Format](image)

**Hint:** To display dates without the preceding zeros, use this custom format. `##\/#\/#\/#.`

**Count On It**

**Q.** We import commodities from around the world and frequently need to convert weight and volume measurements from metric system to United States customary measurements (for example, liters to gallons and meters to feet). Last year we purchased Windows 7 computers and developed Excel templates to help meet this need, but we have recently discovered that some of the Excel templates contain errors and other templates are not being used correctly. I would like to drop our spreadsheet-based solution and use an easier tool to get the job done. Can you recommend a decent solution?
A. The Windows 7 Calculator includes new functionality, including unit conversion capabilities that could meet your needs. To use this tool, launch the Calculator by clicking the Start button, Accessories, Calculator. In the Calculator, select Unit Conversion from the View menu as shown below.

Next, select an option from the Select the type of unit you want to convert box which includes the following option: angle, Area, Energy, Length Power, Pressure, Temperature, Time Velocity, Volume and Weight/Mass. In the From box, enter an amount and select the appropriate unit of measure using the drop down arrow. In the To box, use the drop down arrow to select the target unit of measure and Calculator will display the converted unit of measure.

Hint: The Windows 7 Calculator also has new functionality for calculating mortgages, vehicle leases, and dates in addition to new programmer and statistic modes.

Hide Me Quick

Q. I am constantly hiding, un-hiding and re-hiding columns to generate reports in a multitude of report layouts, and I can’t figure out how to display only the hidden column that I need without having to display all my hidden columns? Can you help?

A. Because hiding and un-hiding columns is a frequent task for many CPAs, I will address your specific question, and then offer a different solution. To unhide a specific column in Excel 2003, 2007 or 2010, press the F5 key to launch the Go To dialog box and type in any cell address within that column (such as G1), and click OK. This will place your cursor within column G, even if hidden. Next, type the keyboard shortcut sequence Alt, O, C, U to unhide the column.

Alternatives – There are many alternatives for un-hiding columns, several of which are presented below so you can use the approach that work’s best for you.

1. **Menu Options** - To unhide a column using the menu in Excel 2007 and 2010, from the Home tab, select Format from the Cells group, Hide & Unhide, Unhide Columns. To unhide a column using the menu in Excel 2003, select Column, Unhide from the Format menu.
2. **The Traditional Unhide Shortcut** - In Excel 2003, 2007 and 2010, Windows XP users can unhide a column by typing Ctrl + Shift +), but this keystroke combination appears to be inactive in Windows Vista and Windows 7.

3. **Column Width** - Instead of un-hiding a column, you could simply increase the column width to make it visible. Start by pressing the F5 key to open the Go To dialog box and enter a cell address to go to a hidden column. To resize column widths in Excel 2007 and 2010, from the Home tab, select Format from the Cells group, Column Width, enter the desired width, and click OK. To resize a column width in Excel 2003, from the Format menu select Column, Width, enter the desired width, and click OK.

**Advanced Hint:** To make your task easier, assign a name to a cell in each column you wish to hide or unhide using the Name Box (located just above the Column A heading). For example, you might assign the name YTD to cell G1, and the name Budget to cell H1. This will make it easier for you to use the Go To command because the name makes it obvious which column is which, whereas you might have a difficult time remembering which column label is which. Further, you could also use the Name Box to assign a name to a group of columns, and use the same procedure described above to hide or unhide that group. For example, you might assign the name PriorYear to cells J1 thru M1, and use the Go To command to go to those columns and unhide the entire lot.

**A Better Suggestion** - Rather than constantly hiding and un-hiding columns, a better approach would be to use the Custom Views feature in Excel 2003, 2007 and 2010. By creating custom views, you can easily toggle back and forth between all of your views. To create your first custom view, unhide all of your columns and from the View tab (or View menu in Excel 2003), select Custom Views. Click the Add button and enter a description in the Name box, then click OK. Next, hide various columns in your workbook and repeat these steps to create a second view of your data that includes selected hidden columns. Continue to create additional custom views for each of your desired hidden column layouts. Thereafter, you can reduce or eliminate the need to hide and unhide columns in the future by simply changing the view. To toggle between custom views, from the View tab by select Custom Views in the Workbook Views group, and double click the desired custom view as shown below.
Caps Off to You

Q. Caps really bug me. It seems that I never know when I have the caps lock turned on. I think it changes by itself! Is there an app for Windows which easily alerts (by sound would be nice) that the caps lock is on? Is there an EASY WAY TO CONVERT (whoops, didn’t know it was on) from caps to lower case in word, and also when I am in “reply” mode to an e-mail without HAVING TO RETYPE?

A. Most keyboards provide a light that lets you know when Caps Lock is turned on; if yours does not, you might consider upgrading your keyboard. To hear a sound when Caps Lock is turned on in Windows XP, Windows Vista or Windows 7, launch the Toggle Keys dialog box by holding down your NUMLOCK button for five seconds, and click Yes. Thereafter, a loud beep will sound through your computer’s speakers whenever Caps Lock is turned on or off. (To turn Toggle Keys off, once again hold down your NUMLOCK button for five seconds.)

If you do accidentally use the wrong case when typing, you can change the case by highlighting the affected words and pressing Shift + F3 to toggle between proper, upper, and lower case characters. This works on single words, sentences, paragraphs and even across multiple pages. As for the spooky Caps Lock changing by itself, it is most likely that you are pressing the Caps Lock key by accident. Using Toggle Keys may help you isolate the cause of this problem.

Powerful Points for PowerPoint

Q. I have an interview scheduled for a new position that will require me to produce numerous presentations using PowerPoint 2010. I have used PowerPoint 2003 a little, but I need a crash course on some advanced functionality to help me better understand the product. Can you direct me towards five or so useful PowerPoint features that I can quickly study that will help me get up to speed on this product?

A. Presented below are a handful of my favorite PowerPoint features that might help you elevate your PowerPoint knowledge to the next level.
1. **Presenter View** – The Presenter View allows you to view your slide show along with your speaker’s notes on your computer, while projecting only the slide show to the screen for the audience. The result is that you can see your detailed notes that accompany each slide, and the audience cannot. The Presenter View also displays the time spent on each slide and thumbnails located at the bottom of the Presenter View screen allow the speaker to see the previous and next slides, at a glance.

To display a slide show using the Presenter View in PowerPoint 2007 and 2010, check the **Use Presenter View** checkbox on the **Slide Show** tab, and begin your slide show. In PowerPoint 2003, select **Slide Show, Setup Show**, check the **Show Presenter View** checkbox, and begin your slide show.

2. **Animate Charts by Data Series** – PowerPoint 2010 allows you to animate your charts by data series as follows. Start by creating a chart in PowerPoint, or if you prefer, copy and paste a chart from Excel into PowerPoint. **Click** on the chart to **select it**, and click **Animation Pane** from the **Animations** tab to display the Animation Pane. Again, with the chart still selected, from the **Animation** tab, click **Add Animation** and select an **Entrance** animation such as **Bounce**, for example.

   In the **Animation Pane** click the **drop down arrow** next to the animation and click **Effect Options** to open the **Bounce** dialog box. Next, on the Chart Animation tab, click the **Group chart drop-down arrow** and select **By Series**, and click **OK**. Thereafter, when you display the slide show, each data bar series will bounce in individually, helping your audience identify the specific data series you are discussing. The screenshot below depicts the data series for sales representative Scott as the bars are bouncing into position.
Hints: The ability to animate charts by data series first appeared in PowerPoint 2007, and the instructions are similar, but not identical to those described above. This feature is not available in charts that contain links to other applications, such as Excel.

3. Fill Charts with Employee Pictures or Customer Logos – PowerPoint 2003, 2007 and 2010 allow you to fill data bars and pie slices with pictures to produce a chart that is often easier to read. To fill a data series, right mouse click on a data bar series to select that series, and select Format Data Series from the popup menu. In the Format Data Series dialog box, select Fill, Picture or texture fill, and click the File button. Browse to the desired picture or image and click Insert. If desired, select the Stack radio button to stack multiple copies of the picture within the data bar. Repeat this process for each data bar.

4. Narrate Your Slide Show – PowerPoint 2003, 2007 and 2010 allow you to narrate and record your slide show presentation. To narrate your slide show in PowerPoint 2010, make sure that you have
a microphone connected to your computer and from the **Slide Show** tab select **Record Slide Show**, and click the **Start Recording** button.

To narrate your slide show in PowerPoint 2007, from the **Slide Show** tab, select **Record Narration** and click **OK**. In PowerPoint 2003, from the **Slide Show** menu, select **Record Narration** and click **OK**.

Wearing a head set with a boom microphone will help capture your voice more consistently. Deliver your presentation as you normally would, using the mouse or space bar to advance your slides. To stop recording, simply close the **Recording** dialog box displayed in the upper left hand corner during the recording session, or press the **ESC** key.

To stop recording a narration in PowerPoint 2003 and 2007, press the **ESC** key. If necessary, you can pause the recording by clicking the pause button in the **Recording** dialog box. The resulting file can be e-mailed, or uploaded to the Internet where others can view your complete presentation, including your voice, animations, and slide timing.

5. **Convert Your Slide Show into a Video Clip** – A new feature available only in PowerPoint 2010 is the ability to convert your PowerPoint presentation into a Windows Media Video (WMV). The WMV file format is more transportable than a PowerPoint format, and can be easily uploaded to YouTube or streamed to handheld devices. The video will include your animations, narration, and timings. (If your slide show does not include timings, you can set the number of seconds each slide is to be displayed in the video in the **Create a Video** dialog box.) To generate a video file from your presentation, select **Save & Send** from the **File** tab and click **Create a Video**. From the untitled **drop down option arrow**, choose to create either a **large**, **medium**, or **small** video, click the **Create Video** button, enter a file name in the **File name** box, and click **Save**.

(The large video option (960 X 720) provides the highest quality; the medium video option (640 X 480) is best suited for creating DVDs, uploading to YouTube, or publishing to the Internet; and the small video option (320 X 240) is best suited for streaming to handheld devices.)
An Excellent Arrangement

Q. Last year my office upgraded to two monitors at each workspace. Having simultaneous full-screen views of two different files is a vast improvement over split-screen windows. Is it possible to display a different tab from the same Excel worksheet on two monitors?

A. Start by displaying Excel across both monitors as follows: Click the Restore Down button in the upper right corner of the Excel window. Use the mouse to drag the edge of the Excel window across both monitors.

To display two views of the same workbook in Excel 2007 or 2010, select New Window from the View menu, then select Arrange All, Tiled, OK also from the View menu. In Excel 2003, select New Window from the Window menu, then select Arrange, Tiled, OK also from the Window menu. You can view multiple worksheets from the same workbook side-by-side on a single monitor. In this situation, each window will scroll independently and best of all, according to reader Rick McNeil, updates entered into one window will automatically update the other windows. An example of multiple windows for the same workbook is shown below.

Hint: To ignore other workbooks you have open, and arrange the windows for your current workbook only, check the Windows of active workbook checkbox in the Arrange Windows dialog box in Excel 2010, or the Arrange All dialog box in Excel 2007.
Pasting Away Again...

Q. Often in Excel, I need to copy and paste the account number from one cell location to multiple cell locations. However, as soon as I use the Excel menu, the account number data from the source cell is deselected, and I must keep going back to recopy the original cell. Is there a trick to pasting contents to multiple cells without having to copy it repeatedly?

A. This solution should help. Before you copy the contents of the source cell, click the F2 key to enter edit mode. Use your mouse to select the entire contents of the cell, then Right Mouse Click and select Copy from the popup menu (or press Ctrl + C). This action will copy the contents of your source cell to the Windows Clipboard where it will remain until you copy something else to clipboard. This will allow you to continue to paste the contents of the original cell multiple times without losing the source data, even if you use the Excel menu.

A Sticky Situation

Q. What’s a simple tool for keeping track of short notes and reminders?

A. Windows Vista and Windows 7 offer a tool called Sticky Notes that is quick and easy to use. To launch Sticky Notes, click the Start button and type StikyNot.exe, and press Enter. This will display a small note like the one shown below. You can type a short message or if you have a mouse pen, you could write the message freehand. To create additional Sticky Notes, click the plus sign in the upper left corner of any existing Sticky Note. Use your mouse to drag and drop sticky notes to desired position. An example using Sticky Notes is shown below.
A stronger solution would be to use the Tasks feature in Outlook to track your reminders and to-do notes. Look for more on this topic in next month’s issue.

**Foot Your Financials in Excel**

*Attaching Footnotes to Excel-based Financial Statements*

**Q.** We produce financial statements from Excel, but typing the footnotes at the bottom of the financial statements is a headache because Excel does not offer word wrap, outlining and other word processing features. We have tried using different solutions such as Excel’s Justify command, and pasting from Word, but these solutions fall short, especially when edits are needed. Is there a better approach?

**A.** Embedding a Word document in Excel as an object is a solution that provides Word processing functionality in Excel. To embed a Word document in an Excel 2003, 2007 or 2010 worksheet, select **Object** from the **Insert** tab or menu, then select **Microsoft Word Document** and click **OK**. Use the mouse to reposition and resize the resulting embedded Word Document Object underneath the financial statement (or in the appropriate position) as pictured below.
The embedded Word object allows you to type using the same word processing functionality provided by Word, such as outlining, paragraph justification, indenting, and Word shortcuts (such as Shift+F3 to change case). When you click away from the Word object, the Word menus disappear and the Excel menus return to normal. Double clicking on the Word object reactivates the embedded object allowing you to further edit its’ contents using word processing functionality.

To finalize your footnotes, consider adding the following finishing touches:

1. **Font** - For consistency, change the footnote font to match the font used in the financial statements.
2. **Border** - Click away from the Word box to deactivate the object, and click the Word box once to select it. Right-mouse click on the edge of the Word object to display the popup menu, and select **Format Object** as pictured above. On the **Colors and Lines** tab, click the **Line Color** drop down arrow and select **No Line**, and click **OK**.

Once printed, the resulting footnotes will appear seamlessly at the bottom of the financial reports, as shown below.
An Iconic Solution
Measures for Controlling the Display Order of Desktop Icons

Q. I have about 40 icons on my desktop (five years of tax preparation software, several CPA productivity tools, the office suite, practice management and just plain computer overhead tools like the Recycle Bin). I have arranged these icons so I can find them easily, but Windows sometimes rearranges them in no apparent order, and I have to start over. I’d like to avoid putting them into folders on the desktop because that just adds another mouse click. Is there a way to lock my icons in place?

A. Desktop icons may automatically rearrange when the video resolution changes during boot-up and you have Auto Arrange turned on. To turn off Auto Arrange, right click on the Desktop and in the pop up menu:

Windows XP - Select Arrange Icons By, and if selected, click Auto Arrange to deselect it.
Windows Vista – Select View, and if selected, click Auto Arrange to deselect it.
Windows 7 - Select View, and if selected, click Auto arrange icons to deselect it.

Known Issue - Even with Auto Arrange turned off, this is a known issue with some Windows XP systems, and reportedly, in some cases, this problem can be corrected as follows:

1. Arrange your desktop icons according to preference.
2. Right click on desktop, select Arrange Icons By, and uncheck Show Desktop Icons.
3. Right click on desktop, select Arrange Icons By, and check Show Desktop Icons.
4. Re-boot your computer.

Numbered Icons – A better solution may be to rename and number each ICON to control the specific order in which icons are auto arranged. As a practical matter, I always rename my desktop icons anyway, in order to abbreviate the name and save space. Examples of my renamed and numbered desktop icons are pictured below.
Using this approach, my frequently used icons remain in position, even with Auto Arrange enabled. This tip may be particularly beneficial to Windows 7 users when organizing folder icons because that system no longer allows users to disable Auto Arrange in folders.

A Smart Solution to Formatting Bullet Lists

Q. I frequently create multi-level numbered lists in Word, and I want these lists to stand out, so I spend a lot of time individually formatting the various levels in my lists, but this is a tedious process. Is there any way to create a list style or easily apply formats to a list?

A. Word 2007 and 2010’s SmartArt Vertical Box List may provide the formatting solution you are looking for. As an example, SmartArt options were used to transform the boring list below on the left to the more vibrant list on the right.

Specific steps for inserting a Smart List and achieving this transformation are described below.

1. In Word 2007 or 2010, highlight and copy your outline list.
2. Select SmartArt from the Insert tab to open the Choose a SmartArt Graphic dialog box.
3. On the left side of the dialog box, select Lists, and then select the Vertical Box List as shown below.
4. Click the **Vertical Box List** to select it, and to display the **Type your text here** dialog box. (If the dialog box does not display, right click on the **Vertical Box List** and select **Show Text Pane** from the popup menu.)

5. Click in the **Type your text here** dialog box and press **Ctrl + A** to select the default outline shown, and press **Ctrl + V** to paste your new outline. Your results should appear as follows:

![Image of SmartArt](image_url)

6. Add finishing touches by clicking on the **Vertical Box List** to select it, and to display the **SmartArt Tools** menu at the top of the screen. Under the **SmartArt Tools, Design** tab, select **Change Colors** and select a desirable color scheme, such as **Colorful Range – Accent Colors 2 to 3**.

7. Again from the **SmartArt Tools, Design** tab, select the **SmartArt Styles** dropdown and select **Sunset Scene**.

**Note:** SmartArt graphics are limited to a single page and therefore larger lists that span multiple pages will need to be broken up into separate SmartArt images, which may make this formatting approach less desireable.

**Internet Explorer 8 Shortcuts**

1. **CTRL + Enter** – When typing a web address into your browser’s address box, pressing Ctrl + Enter will automatically insert the **www.** and **.com**. For example, type “**HP**” into the address bar and press **Ctrl + Enter** to quickly navigate to the **www.HP.com** web site.

2. **Shift + Click on a Hyperlink** – This keystroke combination makes the hyperlink launch in a new window.

3. **CTRL + Scroll Wheel** - Rolling the wheel forward and backward while holding down the **CTRL** key zooms in and out of the web page.

**Windows Shortcuts**

1. **Windows key + M** - This keystroke combination will instantly minimize all open windows.
2. **Windows key + L** – This keystroke combination will instantly lock your computer. You will need to log back in using your Windows password to continue. (This works in Windows XP or higher.)

3. **ALT + Open Folder** - Holding the Alt key when opening a folder will open the folder’s properties dialog box (This is slightly quicker than **Right-clicking** on a folder and selecting **Properties** from the popup menu).

4. **Windows key & Pause/Break** - This keystroke combination opens the system properties dialog box. (This is quicker than navigating through Control Panel).

5. **Shift + Delete** - Holding the Shift key while pressing **Delete** on selected files or folders will delete them permanently without placing a copy in the Recycle Bin.

### Add Value, Instantly

*Opening two Workbooks in one Instance of Excel across Multiple Monitors*

**Q.** When I open Excel on my two separate monitors, Excel doesn’t allow me to use **Paste Special, Value, Add**; it only works when I have the two workbooks opened on the same monitor. What’s going on and how do I fix this?

**A.** The issue is not that you are using two computer monitors, the issue is that you have two instances of Excel open at the same time, and Excel’s paste function behaves differently when pasting between two instances of Excel compared to pasting between two workbooks opened in the same instance of Excel.

Last month’s topic titled “An Excellent Arrangement” provided instructions for displaying two views of a single Excel workbook side-by-side on a single monitor. Building on this foundation, presented below are similar steps for displaying two different Excel workbooks side-by-side in a single instance of Excel stretched across two monitors. This approach will enable you to both view and use **Paste Special, Value, Add** between two different workbooks displayed on separate monitors.

1. **Open** only one instance of Excel.
2. **Restore down** the Excel window by double-clicking the **Title Bar** located at the top of the window.
3. **Stretch** the window across both monitors by hovering your mouse pointer over either the left or right edge of the window until your pointer becomes a double arrow, then click and drag the window across both monitors.
4. **Open** two Excel workbooks.
5. In Excel 2007 and 2010, select **Arrange All** from the **View** tab to display the two workbooks side-by-side, each appearing in a separate monitor. In Excel 2003, select **Arrange** from the **Window** menu, select **Tiled**, and click **OK**.

You can now use **Paste Special, Value, Add** between the two Excel workbooks.
A Colorful Preview

Make Print Preview Display Charts and Tables in Color

Q. I developed a presentation consisting of numerous Excel charts and data tables on my desktop computer, and I plan to use Print Preview to deliver the presentation. In practice, on my desktop computer this approach works well; but when I transfer the presentation to my laptop, the presentation previews in black and white, not color. I can’t find a setting anywhere to make my laptop preview in color. Can you help?

A. I applaud your ingenuity; using Print Preview can sometimes be a quick and easy method for organizing and displaying selected portions of your Excel worksheet to an audience. Excel’s Print Preview uses the system’s default printer as a basis for rendering the preview. If you change your computer’s default printer to a color printer, the previewed print job will display in color.

To change your default printer setting, launch Control Panel from the Start button, and:

1. In Windows 7, select Hardware and Sound, Devices and Printers,
2. In Windows Vista, select Hardware and Sound, Printers,
3. In Windows XP, select Printers and Faxes,

Right click on a color printer, and select Set as default printer from the popup menu as pictured below.

You can set up and use a color printer for Print Preview purposes, even if you do not have a color printer attached to your laptop computer. To add a color printer:

1. Launch Control Panel and:
   
   a. In Windows 7 and Vista, select Hardware and Sound, Add a printer,
   b. In Windows XP, select Printers and Faxes, and under the Printer Tasks menu, select Add a printer,

2. In the Add Printer dialog box, select Add a local printer,
3. Choose any port from the Use an existing port drop down menu and click Next,
4. Select any manufacturer and color printer model and click **Next**,  
5. Provide an appropriate name in the **Printer Name** box, click **Next**,  
6. If asked to share the printer, select **No**,  
7. Click **Finish**.

**One Tall Solution**  
*Leave the Tall Print Setting Blank when Scaling to Width*

**Q.** When printing large worksheets in Excel 2003, is there an easy trick to figuring out how many pages tall the print job needs to be to ensure that my worksheet prints out as wide as possible on the page, but no wider? I usually set the page width to 1 page, then use the trial and error method to figure out how many pages tall the print job needs to be.

**A.** Yes, there is an easy solution. Simply leave the **tall** box blank in **Page Setup**, and Excel will automatically calculate the number of pages tall the report needs to be to print your worksheet based on the number of pages wide you specify.

![Page Setup](image)

**Note:** Excel 2007 and 2010 both provide the menu option **Fit All Columns on One Page** that accomplishes the same result.
A Colorful Preview

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Right click on a color printer, and select Set as default printer from the popup menu as pictured below.
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8. Launch **Control Panel** and:
   a. In Windows 7 and Vista, select **Hardware and Sound, Add a printer**,
   b. In Windows XP, select **Printers and Faxes**, and under the **Printer Tasks** menu, select **Add a printer**,
9. In the **Add Printer** dialog box, select **Add a local printer**,
10. Choose any port from the **Use an existing port** drop down menu and click **Next**,
11. Select any manufacturer and color printer model and click **Next**,
12. Provide an appropriate name in the **Printer Name** box, click **Next**,
13. If asked to share the printer, select **No**,  
14. Click **Finish**.

**Mastering Your CDs**

Q. My client created a backup of their data files using a CD disc, but when we tested the disc on another computer, we were unable to read the disc. Is there a secret trick to creating CDs that can be read by other computers?

A. Burning CDs in Windows can be a confusing proposition. Windows provides the ability to burn discs using one of two available formats: Live File System and Mastered. Assuming your computer has a writable CD drive, to burn a disc using either format in Windows 7, Vista or XP, insert a writeable disc (CD-R, CD-RW, DVD or Blue-ray) into your computer's disc drive, and close the drive. The AutoPlay dialog box will appear offering several options, depending upon your computer and the software installed. (If the AutoPlay dialog box does not open automatically, follow the instructions for launching your disc burning program, these instructions will vary depending upon the computer and software you have). Select **Burn files to disc using Windows** to display the **Burn a Disc** dialog box. Click the **Show formatting options** dropdown arrow and check either the **Live File System** the **Mastered** radio buttons as shown.
Click **Next** to display an empty disc folder, then drag the files you want to write to the CD to the empty disc folder and click the **Burn to disc** button located at the top of the folder. In the dialog box that follows, click **Burn files to data disc**.

Each format has advantages and disadvantages as follows:

**Mastered CDs** - The Mastered format is the superior format for compatibility with other computers because it creates discs with special formatting and extra coding that is compatible with most Windows based computers and many other operating systems. The disadvantage is that to create a Mastered CD, you must collect the files you want copied and burn them in bulk, instead of adding files to the CD one (or a few) at a time.

**Live File System** – The Live File System format allows you to create a reusable CD that behaves like a USB thumb drive, allowing you to add files from the CD as needed, and without having to burn the entire CD. The disadvantage of the Live File System format is that it is less compatible than the Mastered format, and compatibility varies based on the version of Live File System. A summary of the four versions of Live File System and their compatibility follows:

1. **Live File System version 1.02** – Compatible with Windows 98 and many Apple computers.
2. **Live File System version 1.5** – Compatible with Windows 2000, Windows XP, and Windows Server 2003. (It is usually with Windows 98 and Apple computers depending upon various factors.)
3. **Live File System version 2.01** – Compatible with Windows XP and Windows Server. (It is usually compatible with Windows 98, Windows 2000, and Apple computers, depending upon various factors.)
4. **Live File System version 2.5** – Compatible with Windows 7 and Vista. (It is usually compatible with earlier versions of Windows, depending upon various factors.)
Therefore, Mastered CDs offer better compatibility while Live File System CDs offer better file convenience for adding and deleting files. Using the Mastered format to create backups will ensure greater compatibility for restoring your backup to another computer.

Your Finest Port

Q. I can receive e-mail through Outlook, but I can no longer send e-mail through Outlook. My e-mail used to work just fine and I have not changed the password or any mail settings. What’s going on and how do I fix this problem?

A. It sounds like your internet service provider (or a relay service provider) has tagged you as a spammer and is therefore blocking your outgoing e-mail. This is a common problem, particularly for those who send messages using e-mail merge (because groups of merged e-mail messages appear similar to spam activity). You may also have been tagged as a spammer if your computer is infected with a virus that is secretly sending spam from your computer when idle. (This may be possible even if you are running anti-virus software.)

Although this problem sounds bad, you can usually solve it by changing your outgoing port from 25 to 587, as follows:

**Outlook 2010** – From the File tab, select Info, Account Settings, Account Settings (again) to open the Account Settings dialog box. Under the E-mail tab, select the E-mail account that is not sending properly and click Change to open the Internet E-mail Settings dialog box. Click the More Settings button, and on the Advanced tab change the value in the Outgoing server (SMTP) box to 587 as shown, and click OK, Next, Finish. Click the Close button to close the Account Settings dialog box.

**Outlook 2007** – From the File menu, select Data File Management to open the Account Settings dialog box. Under the E-mail tab, select the E-mail account that is not sending properly and click Change to open the Internet E-mail Settings dialog box. Click the More Settings button, and on the Advanced tab change the value in the Outgoing server (SMTP) box to 587, and click OK, Next, Finish. Click the Close button to close the Account Settings dialog box.
Outlook 2003 – From the Tools menu, select E-mail Accounts, and in the resulting dialog box select View or change existing e-mail accounts and click Next. Click the More Settings button, and on the Advanced tab change the value in the Outgoing server (SMTP) box to 587, and click OK.

This issue relates to the Internet Engineering Task Force (IETF) memorandum RFC 4409 Message Submission for Mail, a set of standards formalized in April 2006 to help fight spam. Among other measures, this memorandum mandates that for all e-mail messages sent via port 587, any alias names must be resolved as e-mail is relayed from one server to the next, making it easier to trace the true source of e-mail messages. Messages sent via port 25 are not required to abide by such standards, therefore many internet service providers now block messages sent via port 25 for any sender suspected of spam. Upon changing your port setting, you should be able to once again send e-mail.

Outlook 2010 and 2007 Shortcuts

1. Convert an E-Mail to a Task – Selecting an e-mail message and pressing the Insert key converts the e-mail to a task and copies the task to your Tasks list. In addition, the Outlook message is flagged in red to let you know that it is linked to a task.

2. Convert an E-Mail to an Calendar Appointment – First, make sure that the To-Do Bar is visible by selecting To-Do Bar, Normal from the View tab. Select an e-mail, then drag and drop it on a specific date on your calendar (in your To-Do Bar) to create an appointment on your calendar. Add the location, start time, and end time (if necessary), and click the Save and Close from the Appointment tab.

3. Convert an E-Mail to a Meeting Request – Follow the same procedure described above for creating a calendar appointment, except before you Save and close, select Invite Attendees from the Appointment tab to create a meeting request. Select recipients to invite to the meeting using the To button, then click the Send button.
4. Convert an E-Mail Sender to a Contact — In an open e-mail, right click on the name of the sender to display the popup menu, and select Add to Outlook Contacts, and click Save and Close from the Contact tab.

5. To Search All Mail Folders — In Outlook 2010, from the Search tab select Search Tools, Search Options, and click the radio button labeled All folders. In Outlook 2007, next to the Search box, click the down arrow and select Search All Mail Items.

HIDING BETWEEN THE PAGES

Q. Is it possible to temporarily hide or suppress headers, footers or page borders when reading a Word document?

A. Double clicking on the separation between pages will suppress headers, footers, borders, space between the pages, and any extra white space at the bottom of a page, thus allowing you to view the maximum amount of text on your screen. For example, the two screens below show the same document, except the view on the right has been collapsed, allowing you to view three pages of text instead of just one.
To restore the headers, footers and space between the pages, double-click the solid line separating the pages. Keep reading below for another potential solution.

YOUR TYPE IS NOT ALLOWED

Q. I like to review Word documents in Full Screen Reading view, but when I catch typos or want to make changes, I must switch back to Print Layout view to make those changes. Is there a different option that allows me to read more text on the screen, yet edit the text at the same time?

A. Word’s Full Screen Reading view quickly suppresses the menus and positions two sequential pages side by side, enabling you to view more text. By default, this view does not allow editing, but you can enable editing as follows. In Full Screen Reading view, click the View Options dropdown button in the top right corner, and select Allow Typing.
This action will allow you to make changes in Full Screen Reading view. Also shown in the screen image above, additional options allow you to temporarily increase or decrease the text size for better readability, without actually changing the text size in the document. Further, related to the previous question, the Margin Settings option provides the ability to Suppress Margins, as shown below.

(If the Suppress Margins option is greyed out, select the option Show Printed Page to make the Suppress Margins option available.)

**DRIVE-BY VIRUS**

**Q.** While one of my employees was surfing the internet, a browser un-expectantly popped up warning that his computer was infected with a virus. A few seconds later, the browser started scanning the computer’s hard drive and downloading files. Each time he closed the browser; another browser popped open and continued the process. Finally, he pulled the plug, but by then the damage was done and the computer would not reboot. Ultimately, we hired a technician to reformat and reload the programs and data from scratch. The employee is certain
that the computer was running an anti-virus program at the time, but we could not confirm this, or determine which one. How do I prevent this problem from recurring?

A. Even if you are running virus protection software, it is possible to encounter a virus like the one you described. The virus can be triggered by visiting an infected web page, clicking an infected hyperlink, or mousing over an infected web page object. While these viruses often warn of an infected computer and offer to scan your hard drive to solve the problem, in reality, the viruses usually use the opportunity to install more malicious code on your computer.

Because new viruses continue to emerge, there is no sure way to absolutely protect your computer, but you can mitigate the problem. To protect your computer, always run up-to-date anti-virus software, avoid browsing suspicious or unknown web sites, and make frequent back-ups of your computer systems. When I search the internet, the virus protection solution I use inserts an emblem at the end of each search result link verifying that the web site is virus free, and I often rely on this information before clicking the link. Hovering over the emblem provides a summary of this verification, and a link to a full report, as shown.

In the event that I do click on a dubious web page link, my anti-virus software displays the following warning page, giving me one more chance to avoid the suspicious web page.
When Viruses Attack - If you do encounter a virus that continues to popup malicious browsers, you may be able to thwart the problem if you react quickly by pressing **ALT + F4 repeatedly** to close the current browser and subsequent browsers before they have a chance to fully popup. If you encounter a virus that freezes your computer, and the mouse and keyboard stop responding, holding down the computer’s power button for 10 seconds will clear the computer’s memory cache and force a reboot.

**Warnings** – These two actions may cause you to lose unsaved work. However, this may be a better option than allowing a virus to fully infect your computer. Also, be aware that holding down the power button down for 10 seconds will reboot your computer and offer you an option to restore your computer to its original factory condition. If you choose this option, you will lose your applications and data.

**DESPERATELY GEEKING SUSAN**

Q. It’s time for me to get a new computer, but I am not sure whether I should purchase a desktop, laptop, netbook, or perhaps even an tablet. Which solution do you think is best? – Susan

A. Susan, you have asked a loaded question, which reminds me of the old adage “Ask ten consultants, get eleven answers.” There is no correct answer because it depends on many factors such as the type of work you do, the programs you run, the amount of travel, and personal preference. I think the best I can do is tell you what I use (and recommend) and hope this information is useful. I use four different types of computers, and each is valuable to me in its own way, as follows:

1. **Desktop Computer** – I prefer a high-powered desktop computer with multiple monitors (mine has four) for getting most of my important work done. My workstation is well designed and highly functional, with a comfortable chair so I can be highly productive all day.

2. **Laptop Computer** – I carry a laptop computer with me when I travel to stay connected to the office, get work done in a pinch, and to deliver technology presentations. Laptop computers are essential to my work. However, the truth is that I am not a big fan of laptop computers because they have smaller screens, smaller keyboards and I find them uncomfortable to use for extended periods. I usually either place the laptop in my lap which forces me to crane my neck down, or I place the laptop on a desk that is too high, which is uncomfortable for my arms. Neither alternative is conducive to working 8 hours straight.

3. **Tablet** – Desktop computers are most useful for crunching data such as heavy duty spreadsheet preparation, writing lengthy documents, preparing tax returns, managing an accounting system, etc. However, when it comes to accessing, viewing or reading information, a tablet device such as an iPad2 is most useful. My iPad2 is lightweight, turns on instantly, stores electronic versions of the books and magazines I am reading, organizes pictures and video clips, provides access to my e-mail, delivers the latest news stories, and connects to the internet.
4. **Smart Phone** – A smart phone is essentially both a cellular phone and a small hand held computer. In addition to keeping me connected via mobile phone, my smart phone contains dozens of applications such as a turn-by-turn GPS directions, maps, weather updates, and travel expense management tools. I can also use my smartphone to take pictures, check and respond to e-mail, and access the internet.

Ignoring software, my cost for these four devices is as follows:

- Desktop (HP Pavilion with four monitors and web cam) - $1,400
- Laptop (HP Pavilion) - $599 (refurbished price)
- Tablet – (Apple iPad2) - $499
- SmartPhone – (HTC Droid Incredible) - Free with $70 per month 2-year contract.

Susan, while the functionality of these four types of devices overlap somewhat, I find that each device makes me more productive in its own way. If you do not travel or visit client offices, perhaps you could forgo the laptop computer; however, based on my experience, I would recommend all four of these devices to any tech-savvy CPA.

**THE AFTERMATH OF MANY CONDITIONS**

Q. I use COUNTIF and SUMIF to summarize detailed transactions based on criteria for one column, but I need to count and sum transaction data based on criteria for multiple columns. Is there an easy way to do this?

A. Beginning with Excel 2007, Microsoft added the new functions SUMIFS and COUNTIFS, which are the plural equivalents to SUMIF and COUNTIF. These new functions each allow you to Sum or Count based on up to 127 criteria. The proper syntax for using these functions follows:

```
SUMIFS(sum_range, criteria_range1, criteria1, criteria_range2, criteria2, ...)
COUNTIFS(count_range, criteria_range1, criteria1, criteria_range2, criteria2, ...)
```

For example, the worksheet below lists 100 rows of sales transactions, beginning at row 12. The highlighted formula in cell E6 calculates the total sales for all of Sales Rep Claire’s transactions that resulted in a profit margin of less than 15%.
Note: I could have inserted the criteria (“Claire” and “< 15%”) directly into the formula. Instead, I listed these criteria (along with other criteria) in a table format, and referenced the cells containing the criteria in the SUMIFS formula. This approach allows me to then copy the formula in cell E6 to the range E6...H9 (with slight edits to the formulas in columns F and G) to produce a summary table of values using the SUMIFS function.

Advanced Tip: You can use the question mark (?) and asterisk (*) as wildcard characters in your criteria, whereas a question mark matches any single character, and an asterisk matches any sequence of characters. For example, to sum sales for those transactions resulting in less than 15% profit, which also occurred in either the Northeast or Southeast, I used the criteria “*east”, as shown.
INTERNET EXPLORER 8 SHORTCUTS

1. **CTRL + Enter** – When typing a web address into your browser’s address box, pressing Ctrl + Enter will automatically insert the “www.” and “.com”. For example, type “HP” into the address bar and press **Ctrl + Enter** to quickly navigate to the www.HP.com web site.

2. **Ctrl + T** - Opens a new (blank) tab in the foreground.

3. **Ctrl + Click on a Hyperlink** – This keystroke combination makes the hyperlink launch in a new tab in the background.

4. **Ctrl + Shift + Click on a Hyperlink** – This keystroke combination makes the hyperlink launch in a new tab in the foreground.

5. **Ctrl+n** (where n is a number between 1 and 8) - Switch to a specific tab number.

6. **Ctrl + Q** - Toggle Quick Tabs (thumbnail view) on or off.

7. **CTRL + Scroll Wheel** - Rolling the wheel forward and backward while holding down the CTRL key zooms in and out of the web page.

8. **Ctrl + Plus Sign** – Increase zoom (+ 10%).

9. **Ctrl + Minus Sign** – Decrease zoom (- 10%).

10. **Ctrl + 0** – Zoom to 10%.
J. Carlton Collins, CPA is a Certified Public Accountant with experience in technology, tax, auditing, accounting systems, financial reporting, and bond financing. He is an author, lecturer, and technology & accounting systems consultant. He has published books, articles, and web pages and is the author of the monthly technology Q&A column for the *Journal of Accountancy*. As a public speaker, Mr. Collins has delivered more than 2,000 lectures in 44 states and 5 countries addressing more than 500,000 CPAs and business professionals. As a consultant, Mr. Collins has assisted 275+ large and small companies with the selection and implementation of accounting systems. Mr. Collins has a Bachelor’s degree in Accounting from the University of Georgia, is a 25+ year member of the American Institute of CPAs and the Georgia Society of CPAs.

### Summary of Selected Positions, Awards & Accomplishments:

1. Honored as one of the CPA Industries Top 25 Thought Leaders by *CPA Technology Advisor Magazine*
2. Author of the monthly Technology Q&A column for the *Journal of Accountancy*.
3. Recipient of the AICPA’s Lifetime Technical Contribution to the CPA Profession Award.
4. Chairman of the Southeast Accounting Show - the South’s largest CPA event.
5. Recipient of the Tom Radcliff Outstanding Discussion Leader Award.
7. Named “Top 100 Most Influential CPAs” by *Accounting Technologies Magazine* (multiple years).
8. Has personally delivered over 2,000 technology lectures around the world.
9. Recipient of the Outstanding Discussion Leader Award from the Georgia Society of CPAs.
11. Has installed accounting systems for more than 200 companies.
12. Chairperson of the AICPA Technology Conference.
13. Recipient of the ACCPAC Partner of the Year Award.
14. Determined by SAP to be one of the country’s "Top Ten Most Influential ERP Systems Consultants".
15. Has delivered keynote and session lectures at dozens of accounting software conferences.
17. Member of the American Institute of CPAs since 1985.
18. Member of the Georgia Society of CPAs since 1982.

As an auditor, Mr. Collins has audited businesses in the areas of health care, construction, distribution, automobile dealerships, insurance, manufacturing, and general business. Mr. Collins' tax experience includes corporate, individual, partnership, fiduciary, and estate tax planning work. In the area of finance, Mr. Collins has prepared (or assisted in preparing) feasibility studies and financial forecasts for nearly 300 projects seeking more than $3 billion in startup capital. Mr. Collins is familiar with bond issues, Medicare and Medicaid reimbursement, and conventional financing matters. In 1992, Mr. Collins contributed and demonstrated more than 500 pages of suggested design improvements to the Microsoft Excel development team of programmers - and many of those improvements are found in Excel today.

At the University of Georgia, Mr. Collins was elected President of the Phi Eta Sigma Honor Society, was initiated into the BIFTAD Honor Society, served three years in the Judicial Defender/Advocate program, and was a member of Alpha Tau Omega fraternity. At Glynn Academy High School, Mr. Collins was Senior Class President, Class Valedictorian (1 of 6), and received a principle nomination to Annapolis Naval Academy. Mr. Collins has been married for 27 years and has two children. He devotes his leisure time to family, travel, tennis, fishing, snow skiing, and riding motorcycles (both dirt and street). Mr. Collins is president of his homeowners association, participates in the Gwinnett Clean and Beautiful program, and volunteers for Cooperative Ministries food drive.