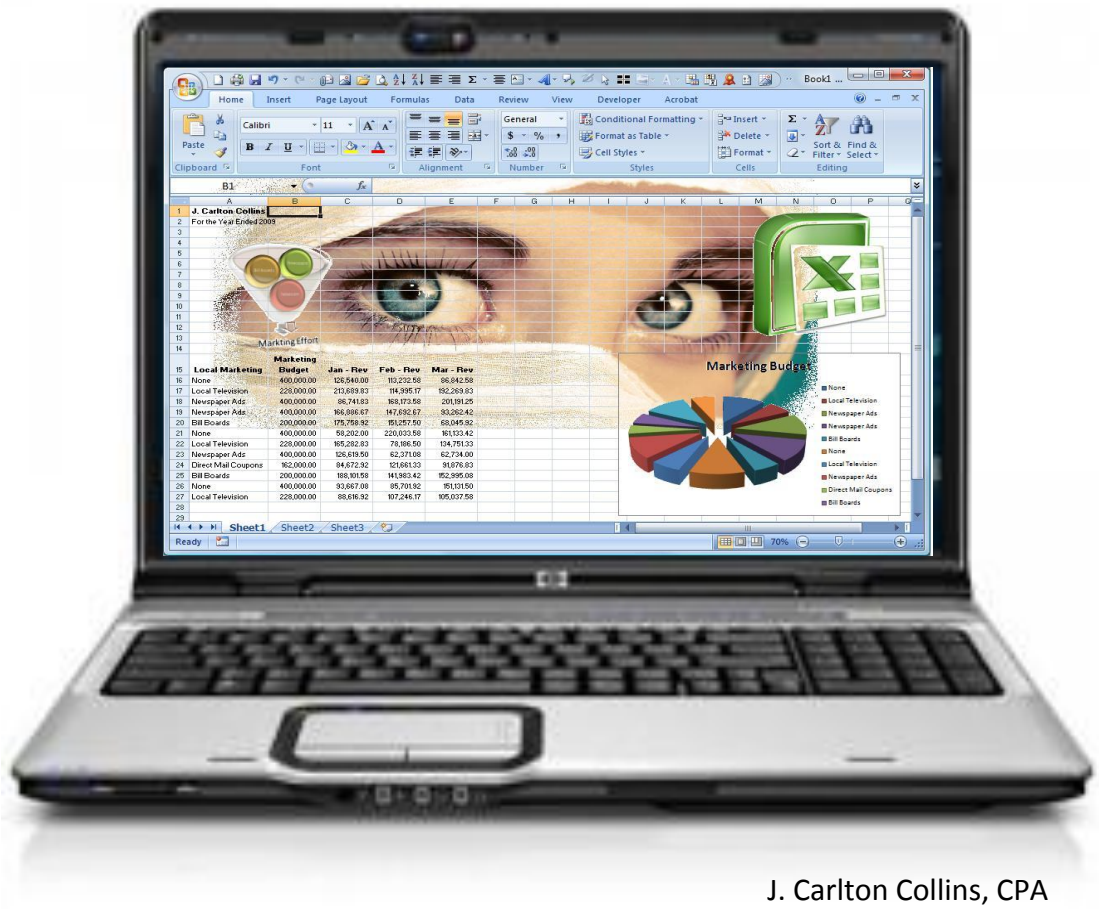
2011 North Dakota Management Conference

Advanced Excel

Push Your Knowledge to the Next Level

2011 North Dakota Management Conference
May 23rd, 2011 (1:00pm to 2:45pm)



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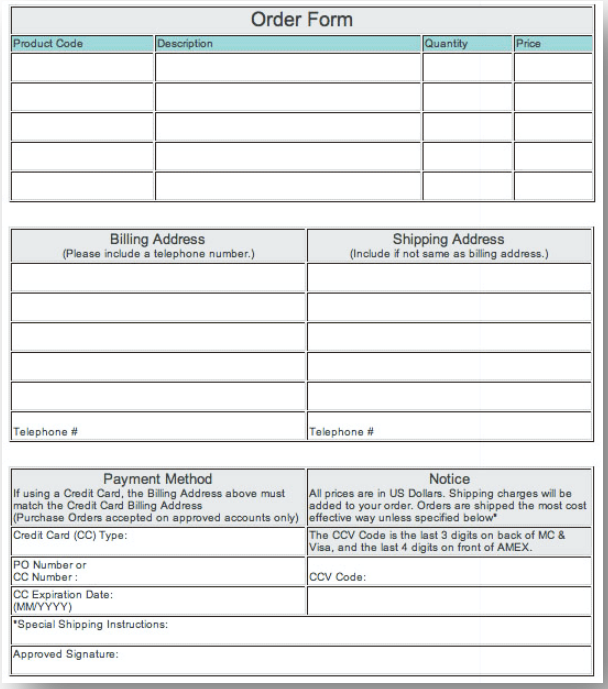


Order Form

Product Code	Description	Quantity	Price

Billing Address (Please include a telephone number.)	Shipping Address (Include if not same as billing address.)
Telephone #	Telephone #

Payment Method If using a Credit Card, the Billing Address above must match the Credit Card Billing Address (Purchase Orders accepted on approved accounts only)	Notice All prices are in US Dollars. Shipping charges will be added to your order. Orders are shipped the most cost effective way unless specified below*
Credit Card (CC) Type:	The CCV Code is the last 3 digits on back of MC & Visa, and the last 4 digits on front of AMEX.
PO Number or CC Number :	CCV Code:
CC Expiration Date: (MM/YYYY)	
*Special Shipping Instructions:	
Approved Signature:	

Copy Shop Sales Order Case Study

As an accounting software installer, I've learned from experience that most businesses can pick blindly from among the top accounting systems in the world and pretty much get the job done. From one business to the next, accounts payable needs, payroll needs, trial balance needs, reporting needs, and even inventory needs are similar and well covered by today's top accounting systems. However, there is one area which differs dramatically - and that area is in the sales order. It turns out that each company sells differing kinds of products and services with options so varied, that few accounting systems are prepared to handle those needs. In this situation, I make a bold claim that an Excel template can be easily used to fill in the missing gaps and supplement any accounting software system to provide excellent order taking capabilities.

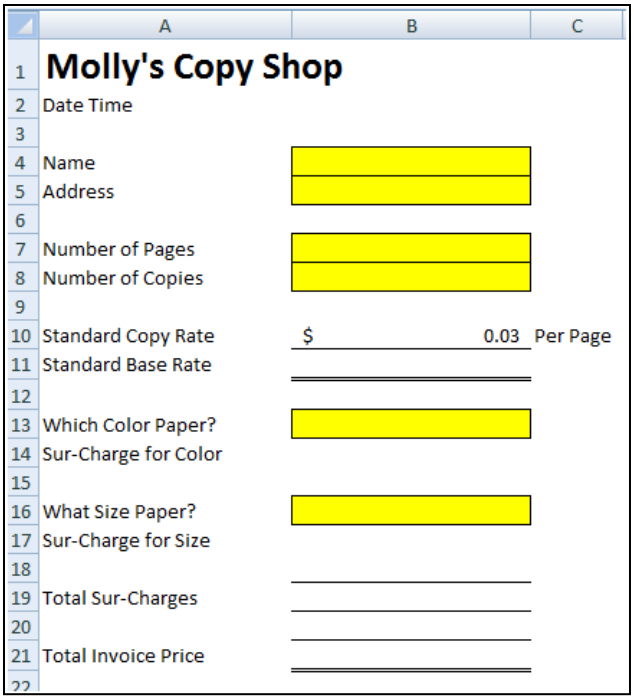
In this case study, let us assume that we are working with a small copy shop – a small family owned company with about $300,000 in revenue. In this case they have determined that QuickBooks meets all of there needs, except for order taking. Therefore our goal will be to build a Sales Order system using Excel in only a few minutes. Listed below are the key elements that you will learn in this case study:

1. Neat and Organized Worksheet Design
2. =NOW()
3. Data Validation Lists
4. =VLOOKUP
5. Creating Macro Buttons
6. Creating Macros
7. Relative versus Absolute Macros
8. Worksheet Protection

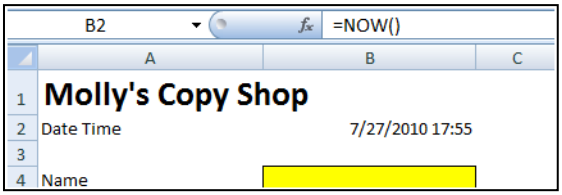
Think about a copy shop for a minute, what is so difficult about taking an order in a copy shop? It is the options. How many copies would you like? Do you want that printed on front and back? Stapled or Bound? What kind of binding? What size paper? What color paper? What pound paper? Do you want regular or fast delivery? These are all standard questions asked by a copy shop, yet QuickBooks, nor any high end accounting system is able to take such an order. Even the million dollar solutions aren't equipped to take such an order. These companies must instead resort to purchasing a software application called a "product configurator", solutions which can costs $75,000 to $750,000 or more. To make matters more difficult, there are often rules associated with various options – for example, when ordering a car, if you order the sun roof option, you can not also order the T-Top option. Product configurators must account for and accommoate these types of situations.

1. Let us begin by simply labeling our sales order form. As you can see in the screen to the right, we've added some labels and highlighted some data input fields with yellow background and gridline borders.

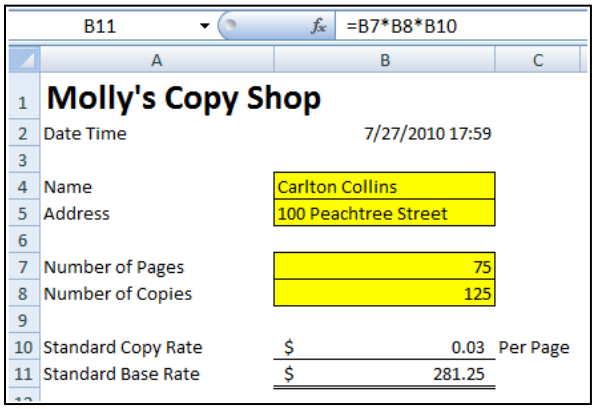
   (For purposes of this case study, we will only build in options for color and size, but once you get the hang of it, adding in additional options for paper weight, binding, duplex printing, etc is a rather simple matter.)



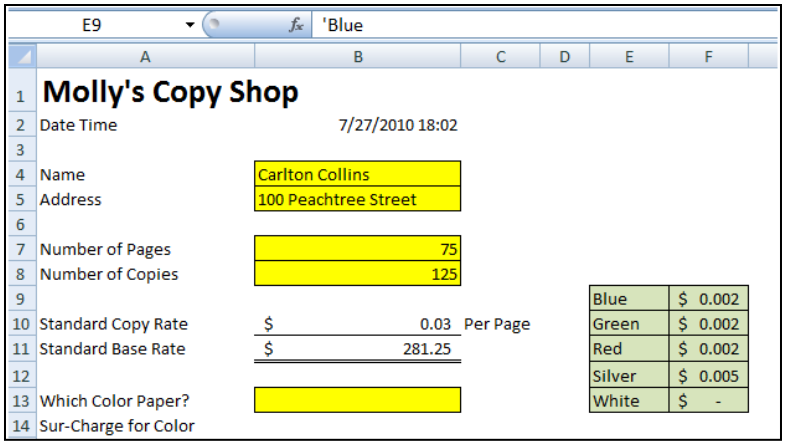
2. **=NOW()** – Next we type in the Excel Function =NOW(). This will cause Excel to display the computer's date and time each time an order is produced. You can see the =NOW() function in the formula bar and the results displayed in cell B2 below.



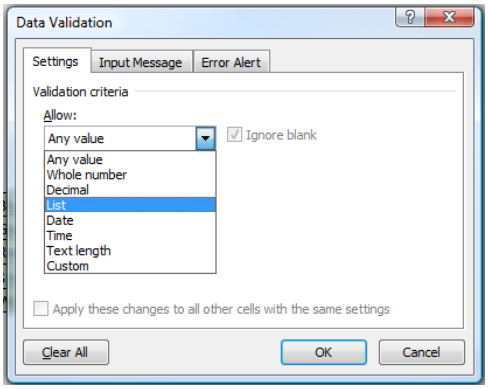
3. **Calculations for Base Rate** – Next we add simple calculations to multiply the total number of pages to be copied by the total number of copies and the base rate per copy. To make it easier to visualize, I have added some customer data. (The formula contained in cell B11 is displayed in the formula bar.)

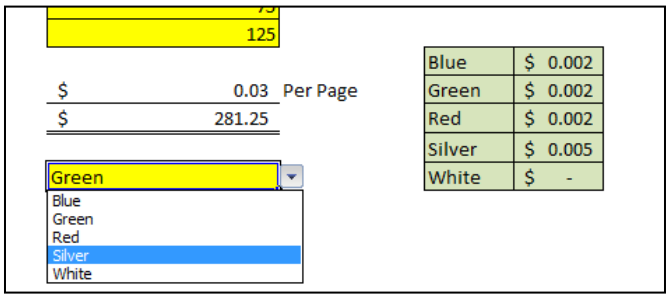


4. **Color Options** – Next I created a table of the color options along with a sur-charge rate per page for each color. Notice that there is a "zero" sur-charge when selecting white paper. Make sure to sort your table in descending order because we plan to refer to that table via a Lookup function – and as we all know, lookup functions do not work properly unless the table array is sorted in descending order. To make the table of options more readable, I applied gridlines and a greenish background.

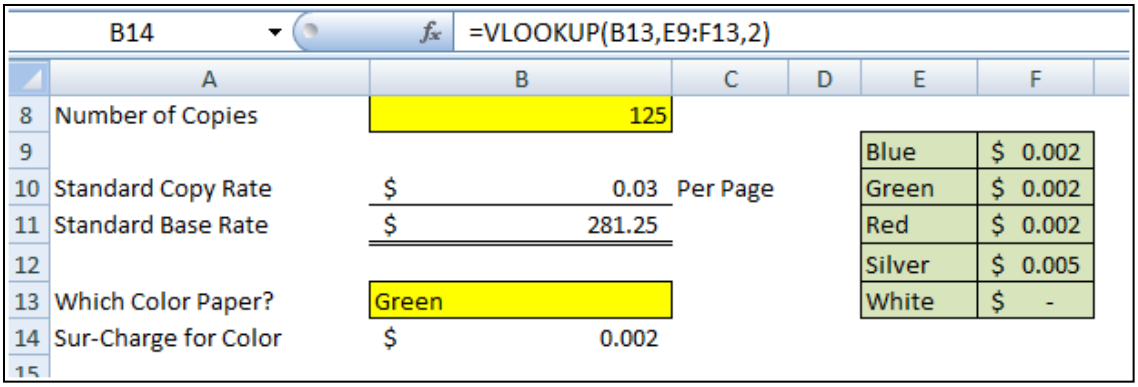


5. **Data List Validation** – Now this is where the excitement begins. Next I create a data validation list in cell B13 using column one of my options table. To do this, select B13, and choose Data validation from the Data Ribbon. Next select List and use the Cell Chooser to highlight the options in column one of your color options table.



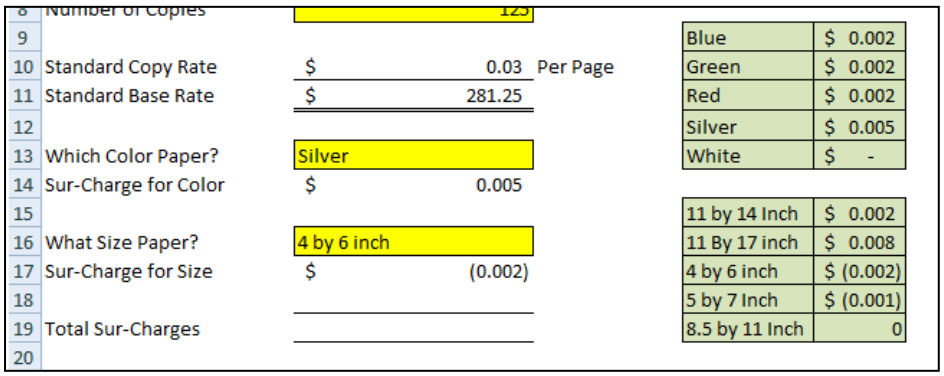


6. **=VLOOKUP** – Next I inserted a =VLOOKUP function in cell B14 to return the Sur-Charge rate based on the Color Selected.



Notice that when you select different colors in cell B13, the rate in Cell B14 changes according to the Color Option table.

7. **Size Options -** Repeat steps 4,5 & 6 above to also create Size Options.



8. **Invoice Total** – From here it is an easy step to add calculations to total the invoice. Of course your complete invoice would also include sales tax calculations as well. Our example is kept as simple as possible to make sure that the key points come across as easy as possible. Here's what we have so far:

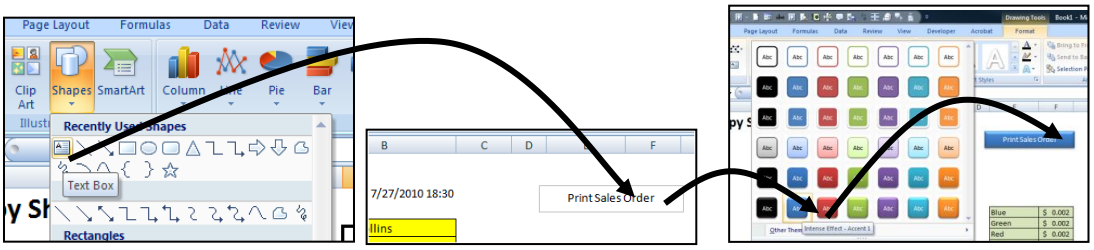
B19 =(B14+B17)*B8*B7

	A	B	C	D	E	F
1	**Molly's Copy Shop**					
2	Date Time	7/27/2010 18:30				
3						
4	Name	Carlton Collins				
5	Address	100 Peachtree Street				
6						
7	Number of Pages	75				
8	Number of Copies	125				
9						
10	Standard Copy Rate	$ 0.03	Per Page			
11	Standard Base Rate	$ 281.25				
12						
13	Which Color Paper?	Silver				
14	Sur-Charge for Color	$ 0.005				
15						
16	What Size Paper?	8.5 by 11 Inch				
17	Sur-Charge for Size	$ -				
18						
19	Total Sur-Charges	$ 46.875				
20						
21	Total Invoice Price	$ 328.13				
22						

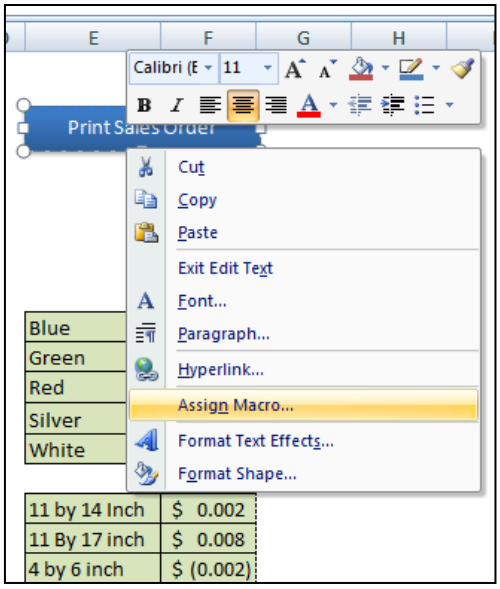
Blue	$ 0.002
Green	$ 0.002
Red	$ 0.002
Silver	$ 0.005
White	$ -

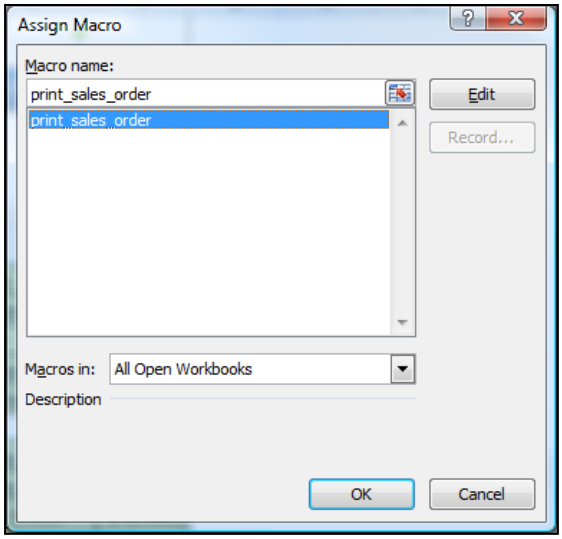
11 by 14 Inch	$ 0.002
11 By 17 inch	$ 0.008
4 by 6 inch	$ (0.002)
5 by 7 Inch	$ (0.001)
8.5 by 11 Inch	0

9. **Macro Buttons** – To make the Sales Order form easier to use, next we will add three macro buttons. We start this process by creating a single text box, and using the Drawing Tools to make it look fancy. Here are steps:



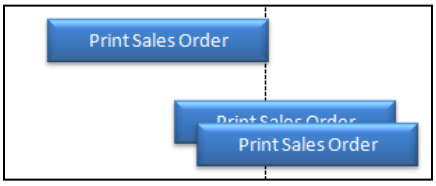
10. **Create the Print Macro** – Next create a print macro by selecting "Macro, Record Macro" from the "View Ribbon" *(make sure that no spaces are used in your macro name and save the macro to "This Workbook)*. Set the "Print Area" appropriately to display your Sales Order Form. Next simply highlight your Sales Order Form and print three copies, then stop recording your macro by selecting "Macro, Stop Recording" from the "View Ribbon". Once completed assign the Macro to the Print Sales Order Button by right mouse clicking and selecting "Assign Macro". The right click menu as well as the Assign macro Dialog box are shown in the two screens below.



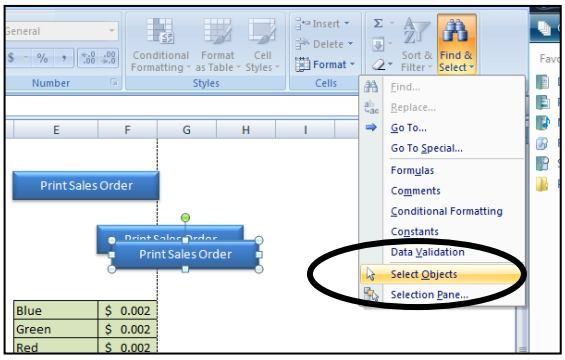


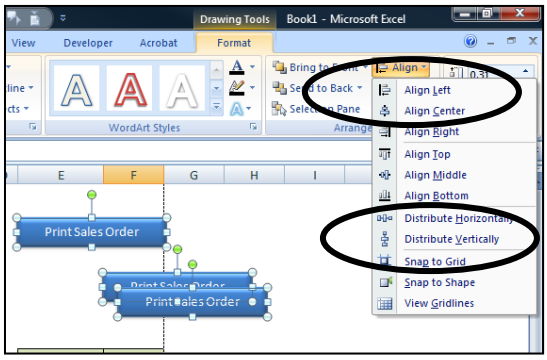
You want to print three copies of the Sales Order as follows: One for your customer's records; One for your product people to follow when making the copies, and one for bookkeeper to use when entering the invoice amount into QuickBooks.

11. **Additional Macro Buttons** – Next right click on the edge of the existing macro button twice, and choose "Copy"; then click away from the button and Paste twice. This will create two exact copies of your macro button. (You must right click twice on the edge of the button to display the second menu of options.)

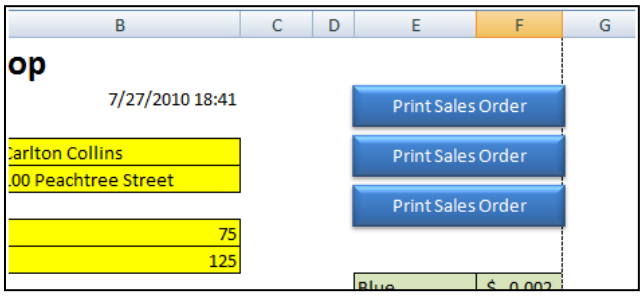


Next select the "Select Objects" menu option from the "Home" Ribbon's "Find and Select" menu in the "Edit" Group. Then lasso the three buttons and from the "Drawing Tools", use the Alignment tools to left justify and Distribute Vertically the three buttons.





The results will appear as follows:



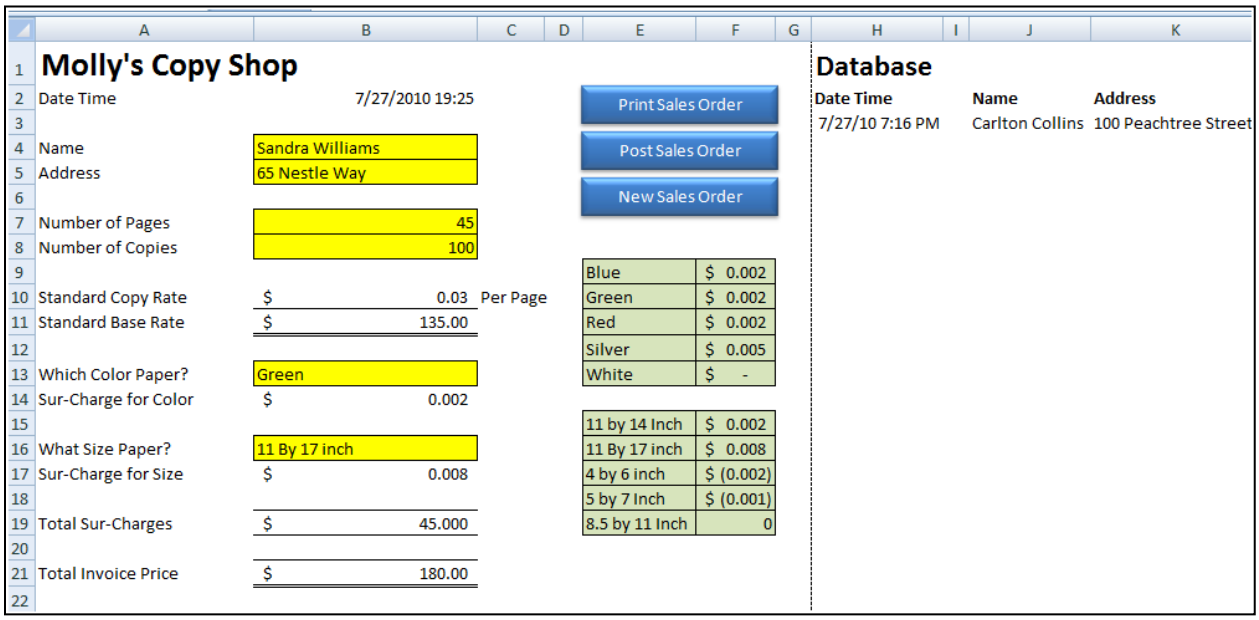
Press escape to deselect the "Object Pointer" tool, and return your cursor to normal.

12. **Post Sales Order Macro Button** – Next I created a macro to post the sales order information to a database. This is complicated and I will demonstrate several teaching points in class to help you fully understand the process of writing a combination relative and absolute Here are the steps:

    a. Relabel the second Macro Button to Read "Post Sales Order". This will require you to first right mouse click on the button and select the text, or if you prefer, remove the macro before continuing.
    b. Highlight cells B2 thru B21 and label that range "salesorderdata" using the Name Box.
    c. Go to Cell H1 and enter the phrase "Database" in cell H1.
    d. Label cell H1 "database" using the Name Box.
    e. Copy the labels in cells A2 thru A21 and Paste Transpose them to cell H2.
    f. Start recording a macro named "postsalesorder".
    g. Click the "Use Relative References" option from the Macros Group on the View Ribbon.
    h. Press the F5 key to launch the GoTo Dialog Box.
    i. Select the range "salesorderdata" by double clicking on the word "salesorderdata".
    j. With your cursor hovering above the selected range, right mouse click and choose "Copy".
    k. Press the F5 key to launch the GoTo Dialog Box.
    l. Select the range "database" by double clicking on the word "database".
    m. Press the End key, followed by the Down Arrow. (You will now be on the last row.)
    n. Press the Down Arrow. (You will now be on a blank row underneath the last row.)
    o. With your cursor hovering above the selected range, right mouse click and choose "Paste Special".
    p. In the paste Special Dialog Box, check Values and Check Transpose, and click OK.
    q. Place your cursor on cell A1.
    r. Stop recording the macro by selecting "Macro, Stop Recording" from the "View Ribbon.
    s. Assign the newly recorded macro to the Post Sales order macro Button.
    t. Select Column H and format it to display Time and Date.
    u. Adjust the width of your database columns to your preference.

13. **New Sales Order Macro Button** – Finally, edit the Third macro Button to Read "New sales Order" and create a macro that selects the yellow background data cells and deletes the contents. (Make sure to toggle the "Use Relative References" option off because this macro

needs to be an absolute macro.) (Also make sure to select Cell B4, then hold the CTRL key down while you also select the other yellow back ground cells). Before you Stop Recording this macro, click on cell B4 so your cursor will be in the correct place to start recording a new sales order.



Molly's Copy Shop

Date Time	7/27/2010 19:25	
Name	Sandra Williams	
Address	65 Nestle Way	
Number of Pages	45	
Number of Copies	100	
Standard Copy Rate	$ 0.03	Per Page
Standard Base Rate	$ 135.00	
Which Color Paper?	Green	
Sur-Charge for Color	$ 0.002	
What Size Paper?	11 By 17 inch	
Sur-Charge for Size	$ 0.008	
Total Sur-Charges	$ 45.000	
Total Invoice Price	$ 180.00	

Print Sales Order
Post Sales Order
New Sales Order

Blue	$ 0.002
Green	$ 0.002
Red	$ 0.002
Silver	$ 0.005
White	$ -

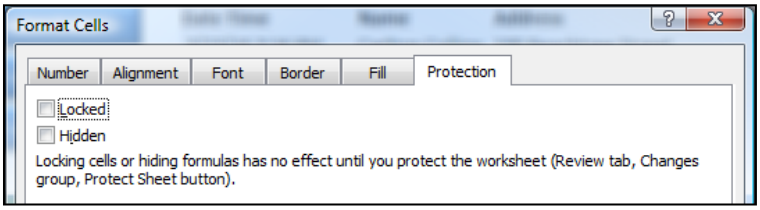
11 by 14 Inch	$ 0.002
11 By 17 inch	$ 0.008
4 by 6 inch	$ (0.002)
5 by 7 Inch	$ (0.001)
8.5 by 11 Inch	0

Database

Date Time	Name	Address
7/27/10 7:16 PM	Carlton Collins	100 Peachtree Street

14. **Testing** – Test your three macros by filling in new sales order information, then click the three macro buttons in sequence to print, post and delete your data.

15. **Unlock Data Input Cells** – Next, select the cells containing the yellow background and also select the database columns (Hold the CTRL key down to make multiple selections. Then format the those cells to unlock them by right mouse clicking atop your selection and selecting "Format Cells, and unchecking the Locked Box on the protection tab – as shown below:



16. **Protect Your Worksheet** - Finally turn on worksheet protection by selecting "Protect Sheet" from the Review ribbon. Enter a password and repeat the password. This will prevent you or others from making accidental changes to the formulas and data contained in your template.

17. **Keep in Mind –** This case study covered the basics, but you could enhance this template a number of ways. Here are a few example hints:

    a. Combine the three macro buttons into one button that performs all tasks – printing, posting, and deleting.

b. You might add an invoice number to the top of the page. Each time you post, your macro might also create a temporary formula in an empty cell that refers to the invoice number and adds one, then copies pastes that result atop the invoice number cell using the paste value command. Make sure the macro then deletes the formula in the temporary cell.
c. You could easily add more options to your order form.
d. Notice that we also included an option to decrease our price if a smaller paper size is selected.
e. The sales order form could be dressed up to look far more professional. Colors, grids, logos, etc. could all be added to make the sales order form match the accounting system, for example.
f. You could copy the worksheet and edit a second order for to be used in different situations. For example, Worksheet A might contain an order form that charges regular rates when a regular customer enters the store, and Worksheet B could charge higher rates when a lawyer enters the store – and so on.
g. The resulting database will continue to compile each sales order as posted, adding new orders to the bottom of the database area each time you post.
h. The bookkeeper need only record the date, customer name, address, and total amount due in QuickBooks. The printed Sales Order copies on file will serve as supporting documentation.
i. You can download a copy of this example template from www.CarltonCollins.com – click the Excel Link.

MACROS

Automating Your Key Strokes

Macros

Macros offer a powerful and flexible way to extend the features of Excel. They allow the automation of repetitive tasks such as printing, formatting, configuring, or otherwise manipulating data in Excel. In its' simplest form, a macro is a recording of your keystrokes. While macros represent one of the stronger features found in Excel, they are rather easy to create and use. There are six major points that I like to make about macros as follows.

Six Major Points for Creating Macros

1. **Record, Use Excel, Stop Recording** – To create a macro, simply turn on the macro recorder, use Excel as you normally do, then turn off the recorder. Presto – you have created a macro. While the process is simple from the user's point of view, underneath the covers Excel creates a Visual Basic subroutine using sophisticated Visual Basic programming commands.

2. **Macro Location** – Macros can be stored in either of two locations, as follows:

    a. The workbook you are using, or
    b. Your Personal Macro Workbook (which by default is hidden from view)

    If your macro applies to all workbooks, then store it in the Personal Macro Workbook so it will always be available in all of your Excel workbooks; otherwise store it in your current workbook. A macro stored in your current workbook will be embedded and included in the workbook, even if you e-mail the workbook to another user.

3. **Assign your Macro to an Icon, Text or a Button** – To make it easy to run your macro, you should assign it to a toolbar icon so it will always be available no matter which workbooks you have open. If the macro applies only to your current workbook, then assign it to Text or a macro Button so it will be quickly available in your current workbook.

4. **Absolute versus Relative Macros** – An "Absolute" macro will always affect the same cells each time whereas a "Relative" macro will affect those cells relative to where your cursor is positioned when you invoke the macro. It is crucial that you understand the difference.

5. **Editing Macros** – Once created, you can view and/or edit your macro using the View Macros option. This will open the macro subroutine in a Visual basic programming window and provide you with a plethora of VB tools.

6. **Advanced Visual Basic Programming** – For the truly ambitious CPA, in the Visual Basic Programming window, you have the necessary tools you need to build very

sophisticated macros with dialog boxes, drop down menu options, check boxes, radio buttons – the whole works. I invite you to knock yourself out. To see all of this power, turn on the "Developer Tab" in "Excel Options" (see below).

Presented below are more detailed comments and step-by-step instructions for creating and invoking macros, followed by some example macros.

Steps for Creating A Macro

1. **Launch Macro Recorder** - Select **Record Macros** on the **View** tab, or in the **Code Group** on the **Developer** Tab.

2. **Macro Name** - Enter a name for the macro In the **Macro Name** box.

    a. The first character of the macro name must be a letter.
    b. Subsequent characters can be letters, numbers, or underscore characters.
    c. Spaces cannot be used in a macro name (an underscore character is often used as a word separator.
    d. If you use a macro name that is also a cell reference, you may get an error message that the macro name is not valid.

3. **Shortcut** – (This is optional) Assign a CTRL key combination (such as CTRL+A to run the macro by typing any lowercase letter or uppercase letter that you want to use in the Shortcut key box.

    a. The shortcut key will override any equivalent default Excel shortcut key while the workbook that contains the macro is open.

4. **Macro Location -** In the **Store Macro In** dropdown box, select the workbook where you want to store the macro.

    a. If you want a macro to be available in all Excel workbooks, select **Personal Macro Workbook**. When you select Personal Macro Workbook, Excel creates a hidden personal macro workbook (Personal.xlsb) if it does not already exist, and saves the macro in this workbook.

        i. In Windows Vista, this workbook is saved in the C:\Users\username\AppData\Local\Microsoft\Excel\XLStart folder.
        ii. In Microsoft Windows XP, this workbook is saved in the C:\Documents andSettings\user name\Application Data\Microsoft\Excel\XLStart folder.
        iii. Workbooks in the XLStart folder are opened automatically whenever Excel starts.

    b. **Note -** If you want the macro in the personal macro workbook to be run automatically in another workbook, you must also save that workbook in the XLStart folder so that both workbooks are opened when Excel starts.

5. **Macro Description -** In the **Description** box, type a description of the macro.

6. **Start Recording -** Click **OK** to start recording.

7. **Start Typing -** Perform the actions that you want to record. New in Excel 2010, macros can now record the manipulation of objects, such as inserting or moving a text box.

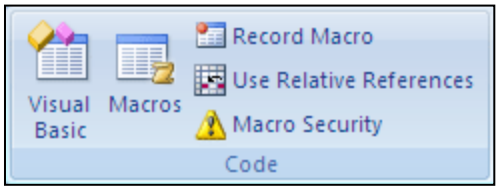
8. **Stop Recording** – When you are done click "Stop Recording" in the "Code Group" On the "Developer Tab". You can also click **Stop Recording** on the left side of the status bar.

9. **Assign the Macro to an Object, Graphic in the Worksheet** – Insert an object (like a Star shape or text box) or graphic image (like a picture) in your worksheet, then right-click on that object or graphic image and select **Assign Macro** from the popup menu. In the **Macro Name** box, select the macro that you want to assign to that object or graphic image and click **OK**.

10. **Menu Navigation Not Recorded –** Keep in mind that when you record a macro, the macro recorder records all the steps required to complete the actions that you want your macro to perform. Navigation on the Ribbon is not included in the recorded steps, only the commands that are executed are recorded in the macro.

11. **Turn On The Developer Tab –** By default, the Developer tab is turned off, but you can turn it on in Excel 2010 by clicking the **File** tab select **Options, Customize the Ribbon,** and check the checkbox next to **Developer Tab.** In Excel 2007, click the Microsoft Office Start Button in Excel 2007, select **Excel Options, and under** the **Popular** category, **Top options for working with Excel**, select the **Show Developer tab in the Ribbon** check box, and then click **OK**.

12. **Enable Macros –** If the macro functions are disabled, you can enable them by selecting **Macro Security** in the **Code** group on the **Developer** tab as shown below.



Under Macro Settings, click **Enable All Macros** (*this is not recommended by Microsoft because potentially dangerous code can then run without your approval*), and then click **OK**.

13. **Example Macros You Might Find Useful**

A. **Insert Headers and Footers Macro –** Start recording a new macro called **Insert_Headers**. Select all of the worksheets, then from the **Page Layout** tab, double click the Page Setup dialog box button to display the Page Setup dialog box. Continue to customize the header and footers to include page numbers, date and time stamps, file locations, tab names, etc. Assign the macro to an Icon on your toolbar or Quick Access Bar for quick and easy access. Thereafter, inserting headers and footers in your worksheets will be a breeze.

B. **Print Macros –** Do you have a workbook containing multiple reports that you frequently print? If so, insert macro buttons to print each individual report, a group of reports, and even multiple reports, and in the future reporting will be a snap.

C. **Delete Data Macro –** Do you have a frequently used template that contains a lot of variables? If so, create a macro that visits each cell and erases that data, resetting the worksheet for use in a new set of criteria. Assign the macro to a macro button and you will never again have old assumptions mixed in with your newer template.

D. **Macro Case Study – Carlton's Copy Shop** – See the following chapter for a detailed case study for using macros.

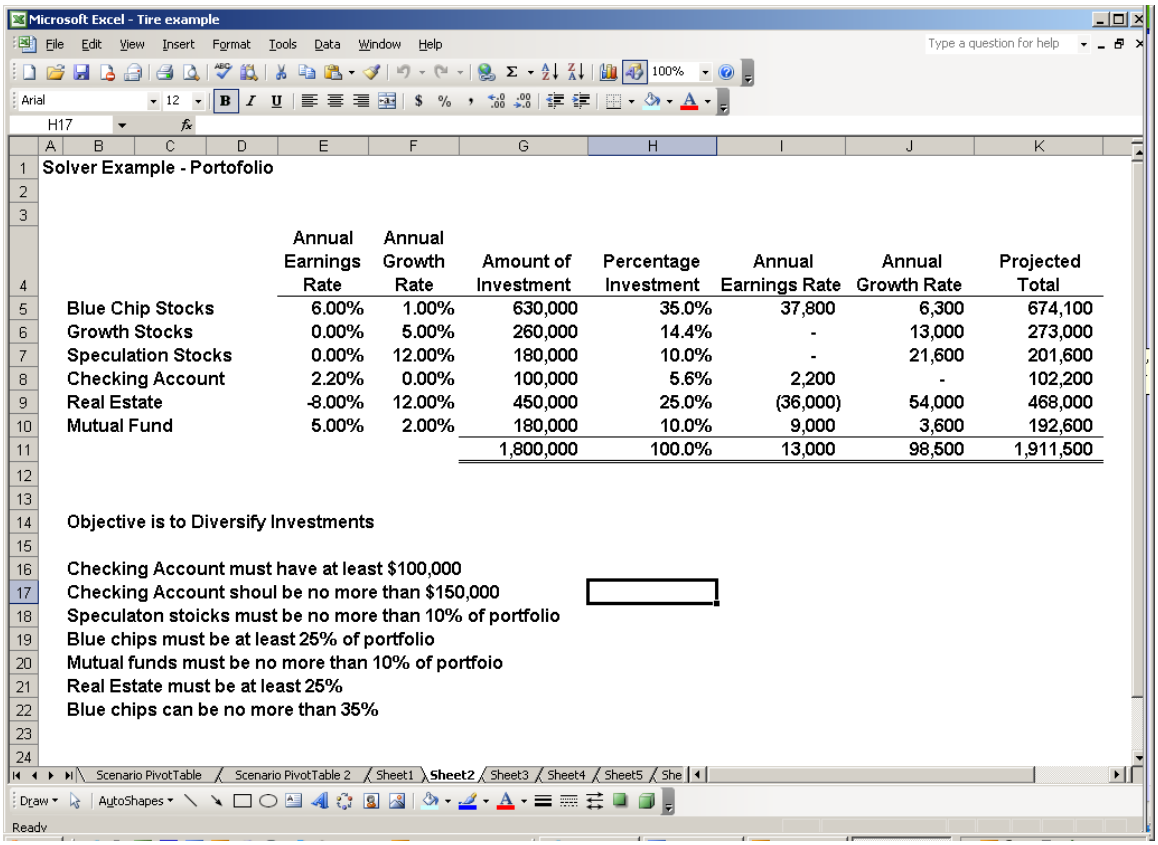
Miscellaneous Tips

Excel's Solver

Solver is one of the more powerful features in Excel because it can solve for optimum results in complex worksheets while obeying stated constraints. With Solver, you can find an optimal value for a formula by manipulating a group of cells that are related, either directly or indirectly, to the formula in the target cell. Solver adjusts the values in the adjustable cells to produce the result you specify from the target cell formula. You can apply constraints to restrict the values Solver can use in the model, and the constraints can refer to other cells that affect the target cell formula.

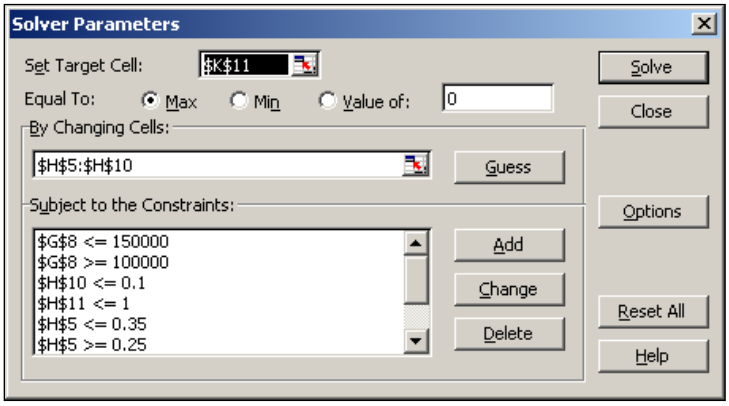
In the portfolio example shown below, the user wishes to determine how much money to invest in various investments in order to maximize the return on those investments. Of course the maximum results can be achieved by simply place in all monies in the investment that yields the highest results, however this approach violates the "don't put all of your eggs in one basket rule". In this case the user wants to diversify their funds across many types of investments. Therefore constraints are established such as no more than 35% of funds can be invested in blue chip stocks and the checking accounting must contain at least $100,000.

A portfolio is shown below and some constraints have been included in lust form. These constraints will need to be stated in terms of formulas in the solver manager dialog box.



	Annual Earnings Rate	Annual Growth Rate	Amount of Investment	Percentage Investment	Annual Earnings Rate	Annual Growth Rate	Projected Total
Blue Chip Stocks	6.00%	1.00%	630,000	35.0%	37,800	6,300	674,100
Growth Stocks	0.00%	5.00%	260,000	14.4%	-	13,000	273,000
Speculation Stocks	0.00%	12.00%	180,000	10.0%	-	21,600	201,600
Checking Account	2.20%	0.00%	100,000	5.6%	2,200	-	102,200
Real Estate	-8.00%	12.00%	450,000	25.0%	(36,000)	54,000	468,000
Mutual Fund	5.00%	2.00%	180,000	10.0%	9,000	3,600	192,600
			1,800,000	100.0%	13,000	98,500	1,911,500

The key to making solver work is the solver Parameters dialog box shown below.

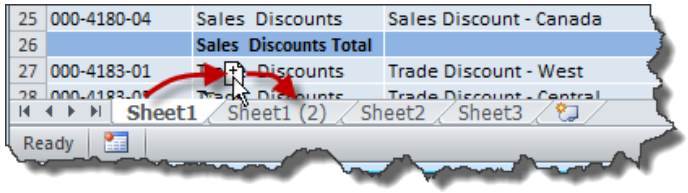


The target cell is set to refer to the total portfolio value at the end of the year because this is the value that we want to maximize. The changing cells are set to reference the percentages of each investment. Finally the various constraints are expressed as formulas as shown in the lower left hand corner of the dialog box. Once solver has been run once, the solver formulas stick to the worksheet and the results are changed and updated as the various assumptions in the worksheet are changed and updated. For example, you may later determine that the growth rate for real estate is a different amount. Inputting that new amount in the worksheet will cause Excel to automatically adjust all variables to produce the optimum investment mix that maximizes earnings without violating any stated constraints.

Creating a New Worksheet can be a Drag

Q. How can I insert new worksheets in my Excel workbook without having to constantly setup new headers and footers in those new worksheets?

A. Excel 2003, 2007 and 2010 allow you to duplicate a worksheet by holding the **Ctrl** key down and **dragging the worksheet's tab** to the left or right. This action will insert a new worksheet, complete with the same headers, footers, margins, column widths, and cell contents, as the original worksheet. (In many situations, this method is quicker and easier than inserting a new worksheet and then adding headers, footers, margin settings and content.)



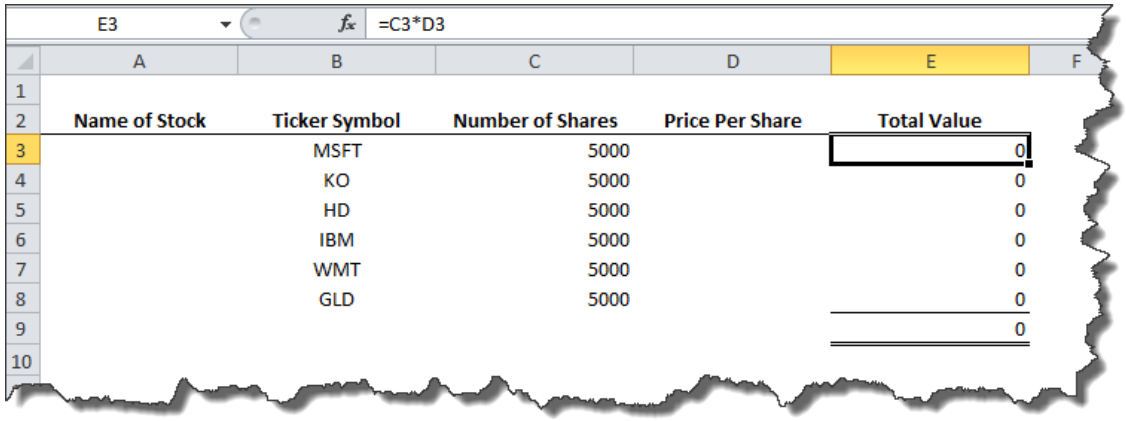
Alternative Approach: You can achieve the same results using the menus by selecting a worksheet tab (or group of tabs), right-mouse clicking on that worksheet tab (or group of tabs), selecting **Move or Copy**, checking the **Create a copy** checkbox, and clicking **OK**.

Hint: You can also use this procedure to duplicate multiple worksheets at the same time. To do this, select the first worksheet to be duplicated by clicking on the worksheet tab. Next, while holding down the **Shift** key, select the last worksheet to be duplicated by clicking on its' tab. (This action will select those two tabs, and all worksheet tabs in between.) Complete the copy by holding the **Ctrl** key down and **dragging the group of worksheet tabs** to the left or right.

A Refreshing Change in Your Portfolio

Q. I've heard that you can create a stock portfolio in Excel that is updated automatically via the Internet. Can you please tell me if this true, and if so how this is accomplished?

A. You've heard correctly. Excel provides a built-in query tool that can link your worksheet to 20-minute delayed stock quote information. This query tool uses Open Database Connectivity (ODBC) to establish a permanent connection between the source data and your Excel workbook. Once the link has been created, your Excel workbook can be updated with current stock price information simply by clicking the **Refresh** button. To build an ODBC-based stock portfolio, make sure that your computer is connected to the internet, and create a basic portfolio as suggested in the screen image below:



	A	B	C	D	E	F
1						
2	Name of Stock	Ticker Symbol	Number of Shares	Price Per Share	Total Value	
3		MSFT	5000		0	
4		KO	5000		0	
5		HD	5000		0	
6		IBM	5000		0	
7		WMT	5000		0	
8		GLD	5000		0	
9					0	
10						

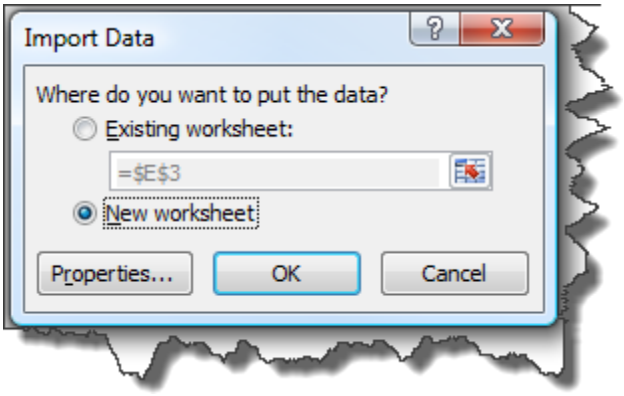
Be sure to include valid ticker symbols for each of the stocks, mutual funds, ETFs and other investments you own. Next, create the query as follows:

1. Launch the **Import Data** dialog box as follows:

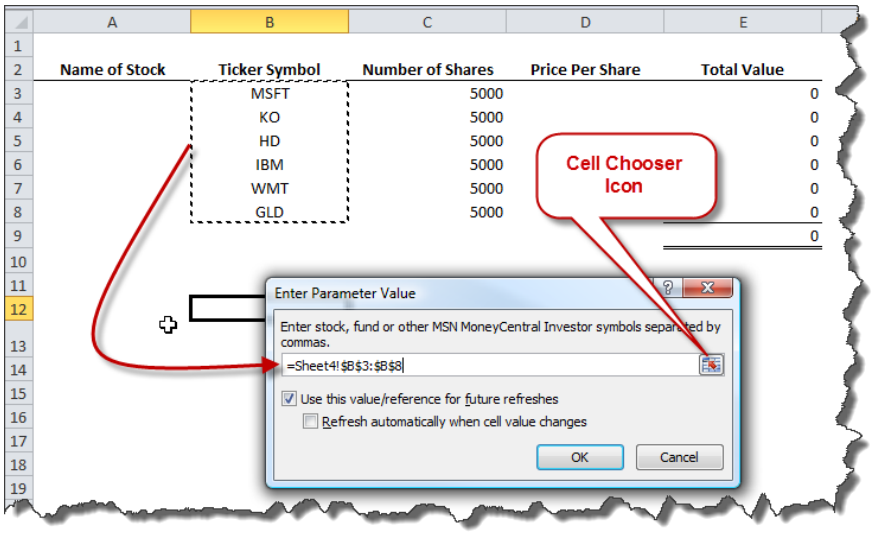
    a. In Excel 2007 and 2010, from the **Data Ribbon**, select **Existing Connections** from the **Get External Data Group**. This action will launch the **Existing Connections** dialog box. In the **Existing Connections** dialog box, select **MSN MoneyCentral Investor Stock Quotes**.

b. In Excel 2003, from the **Data Menu** select **Import External Data**, **Import Data**. This action will launch the **Select Data Source** dialog box. In the **Select Data Source** dialog box, select **MSN MoneyCentral Investor Stock Quotes**.

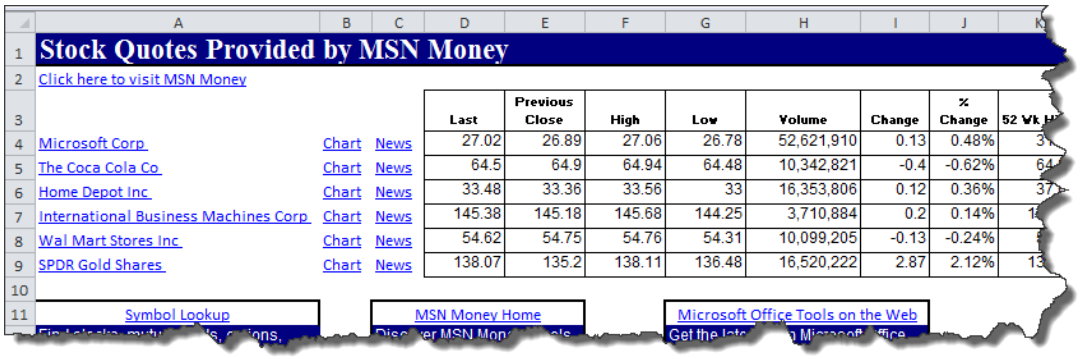
2. In the **Import Data** dialog box, select the option for **New worksheet** as shown below, and click **OK** to display the **Enter Parameter Value** dialog box.



In the **Enter Parameter Value** dialog box, click the **Cell Chooser** icon and highlight the cells in your portfolio containing the stock ticker symbols as shown below. Check the box labeled **Use this value/reference for future refreshes** and click **OK**.

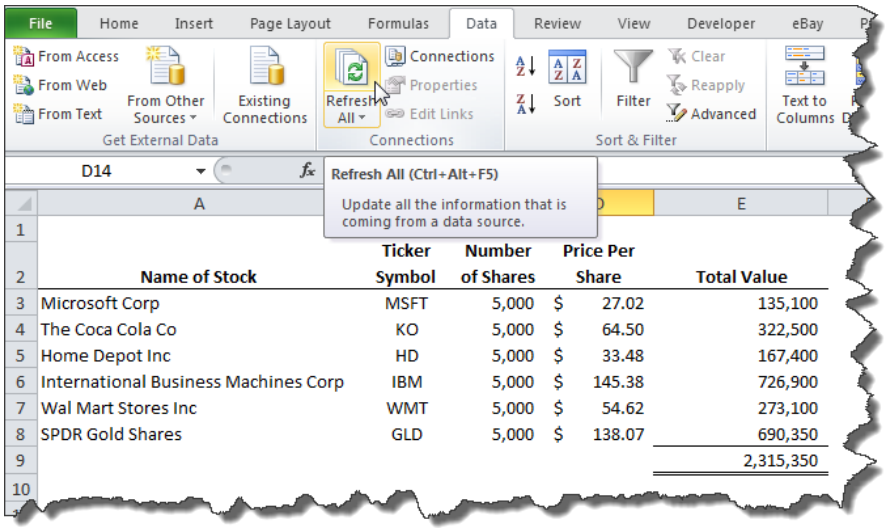


This action will retrieve and display an array of stock quote information from the **MSN MoneyCentral Investor** database in a new Excel worksheet. This information includes the name of each investment and 20 minute delayed price per share data, among other information. An example of the resulting stock quote query is shown below.



	A	B	C	D	E	F	G	H	I	J	K
1	**Stock Quotes Provided by MSN Money**										
2	Click here to visit MSN Money										
3				Last	Previous Close	High	Low	Volume	Change	% Change	52 Wk H
4	Microsoft Corp	Chart	News	27.02	26.89	27.06	26.78	52,621,910	0.13	0.48%	3
5	The Coca Cola Co	Chart	News	64.5	64.9	64.94	64.48	10,342,821	-0.4	-0.62%	64
6	Home Depot Inc	Chart	News	33.48	33.36	33.56	33	16,353,806	0.12	0.36%	37
7	International Business Machines Corp	Chart	News	145.38	145.18	145.68	144.25	3,710,884	0.2	0.14%	1
8	Wal Mart Stores Inc	Chart	News	54.62	54.75	54.76	54.31	10,099,205	-0.13	-0.24%	
9	SPDR Gold Shares	Chart	News	138.07	135.2	138.11	136.48	16,520,222	2.87	2.12%	13
10											
11	Symbol Lookup			MSN Money Home				Microsoft Office Tools on the Web			

Return to your portfolio worksheet and fill in the missing name and stock price information using simple reference formulas to refer to the investment names and stock price information on the query worksheet. For example, select cell D3 in your portfolio worksheet, and enter the formula =QueryWorksheet!D4 (assuming the worksheet containing your query is named QueryWorksheet). Thereafter, each time you click the **Refresh All** button, Excel will update the query results, which in turn will update your portfolio.



	A	B	C	D	E
1					
2	Name of Stock	Ticker Symbol	Number of Shares	Price Per Share	Total Value
3	Microsoft Corp	MSFT	5,000	$ 27.02	135,100
4	The Coca Cola Co	KO	5,000	$ 64.50	322,500
5	Home Depot Inc	HD	5,000	$ 33.48	167,400
6	International Business Machines Corp	IBM	5,000	$ 145.38	726,900
7	Wal Mart Stores Inc	WMT	5,000	$ 54.62	273,100
8	SPDR Gold Shares	GLD	5,000	$ 138.07	690,350
9					2,315,350
10					

Tip 1: If you plan to print your portfolio report, insert the formula **=NOW()** in cell A1 (or any blank cell) to ensure that the date and time your portfolio was printed appears on the report.

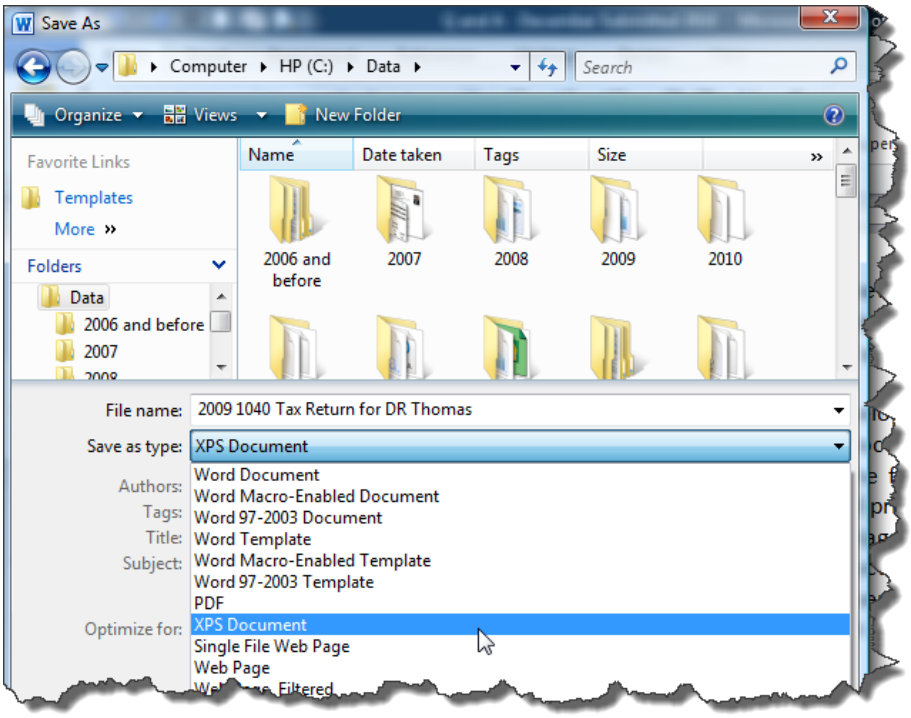
Tip 2: If you prefer to use the **Refresh** button (ie: instead of the **Refresh All** button), you must first select a cell (or cells) within the query.

Tip 3: If you later add more line items to your portfolio, you can change the query parameters by right mouse clicking on the query and selecting **Parameters** from the drop down menu.

XPS versus PDF

Q. I see that Microsoft Office 2007 and 2010 offer a new format called XPS. I have read that this new format supports the paperless environment and I wonder if our firm should be using this format as we go paperless. Can you tell me what this is?

A. XPS (XML Paper Specification) is a new format developed by Microsoft that offers an alternative to Adobe System's PDF (Personal Document Format) format. A key advantage of both XPS and PDF formats is that the fonts used in the document are embedded in the file so that the document will display and print properly on other computers and printers. For Word 2007 and 2010 users, an advantage of the XPS format is that no additional software is required to view the XPS based documents because Microsoft Word automatically views documents with the XPS format. However, PDF documents require the user to download a PDF reader, such as the Acrobat Reader in order to view the document. To create an XPS document in Word 2007 or 2010, from the **Office Start** button **or File** tab, select **Save As**, and select the **XPS Document** option form the **Save as type:** drop down box shown below, provide a file name in the **File name**: box, and click **OK**.

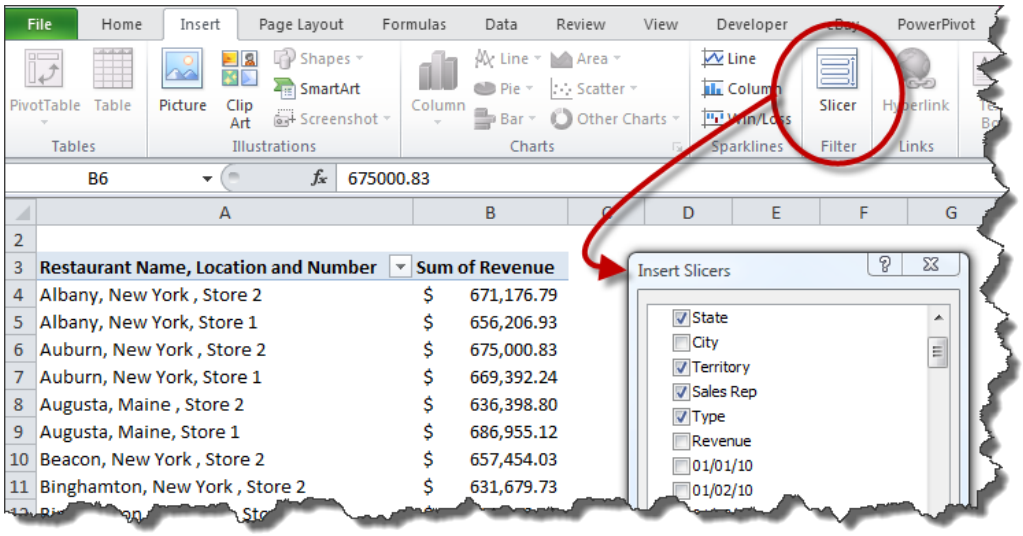


Be aware that once you have saved a Word document as a PDF or XPS file, it cannot be easily edited or converted back to a Microsoft Office file format without specialized software or a third-party add-in. Both PDF and XPS file formats are frequently used to produce finalized documents to be shared. For example, financial reports, tax returns, legal documents, contracts, newsletters, and resumes are examples of documents that are commonly converted to PDF or XPS formats prior to sharing.

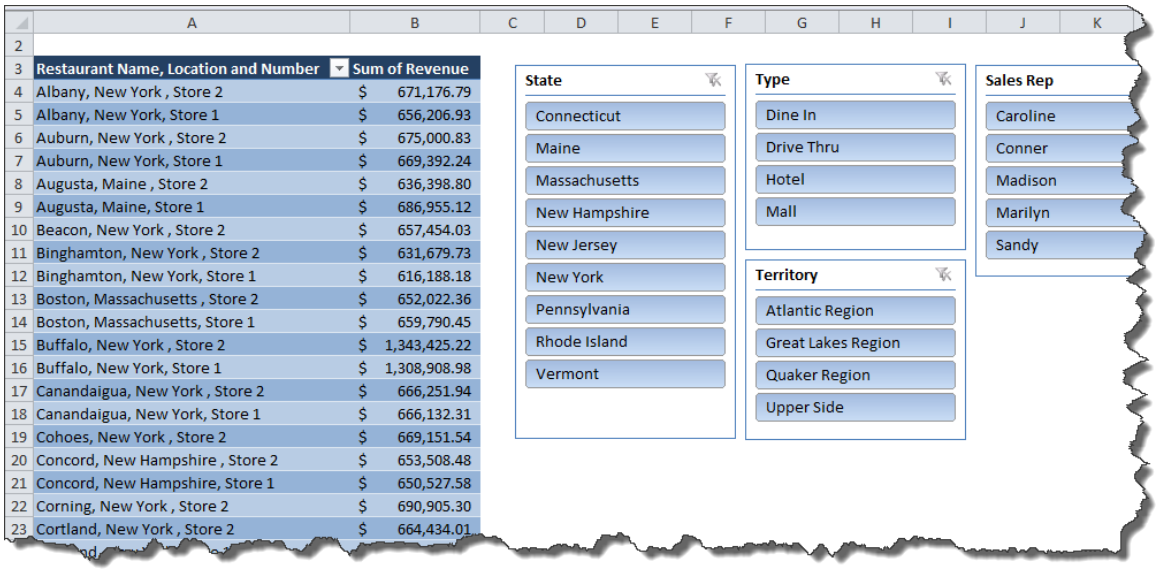
Excel's New Slicer - It Slices, it Dices…

Q. We maintain a large amount of data for more than 100 restaurants and we analyze sales and expenses daily, weekly and monthly by location, city, state and territory, and even by type of restaurant. Overnight, the results of operations for the previous day feed into a database and we analyze the data in Excel using pivot tables. Despite preparing dozens of reports, my superiors desire more detailed reports and analysis. Can you offer a good solution?

A. Excel 2010's new Slicer may be the answer you are looking for. Slicer is an enhancement to Excel 2010's PivotTables that inserts filter boxes that your superiors can click to display precisely the reports they desire. To use Slicer, position your cursor anywhere in a PivotTable report and from the **Insert** ribbon, select **Slicer** from the **Filter** group. This action will open the **Insert Slicers** dialog box shown below.

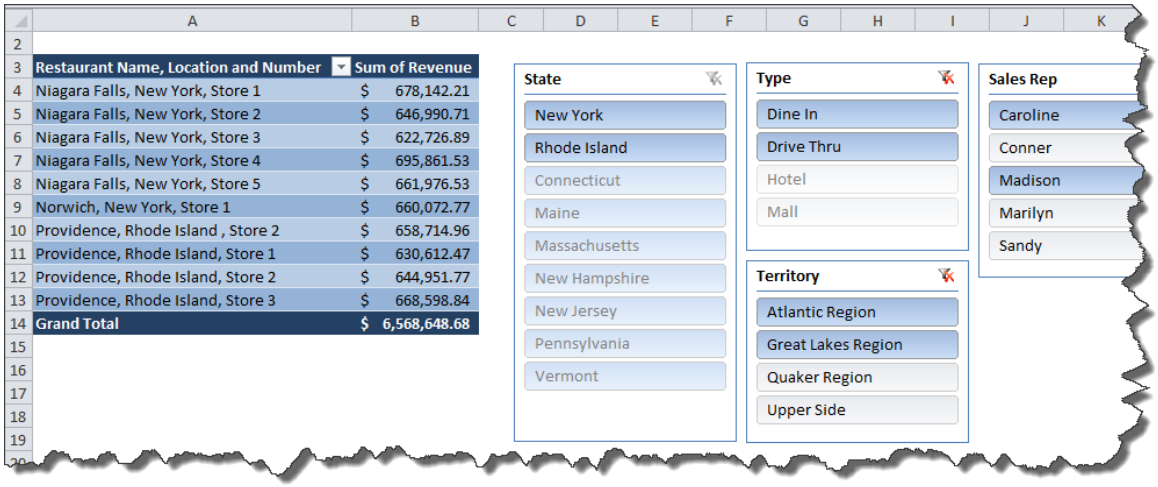


Place a **checkmark** in the checkbox for each slicer you want to display and click **OK**. Excel will insert slicer dialog boxes containing filter buttons in the worksheet for each field name you select, as shown below.



Restaurant Name, Location and Number	Sum of Revenue
Albany, New York , Store 2	$ 671,176.79
Albany, New York, Store 1	$ 656,206.93
Auburn, New York , Store 2	$ 675,000.83
Auburn, New York, Store 1	$ 669,392.24
Augusta, Maine , Store 2	$ 636,398.80
Augusta, Maine, Store 1	$ 686,955.12
Beacon, New York , Store 2	$ 657,454.03
Binghamton, New York , Store 2	$ 631,679.73
Binghamton, New York, Store 1	$ 616,188.18
Boston, Massachusetts , Store 2	$ 652,022.36
Boston, Massachusetts, Store 1	$ 659,790.45
Buffalo, New York , Store 2	$ 1,343,425.22
Buffalo, New York, Store 1	$ 1,308,908.98
Canandaigua, New York , Store 2	$ 666,251.94
Canandaigua, New York, Store 1	$ 666,132.31
Cohoes, New York , Store 2	$ 669,151.54
Concord, New Hampshire , Store 2	$ 653,508.48
Concord, New Hampshire, Store 1	$ 650,527.58
Corning, New York , Store 2	$ 690,905.30
Cortland, New York , Store 2	$ 664,434.01

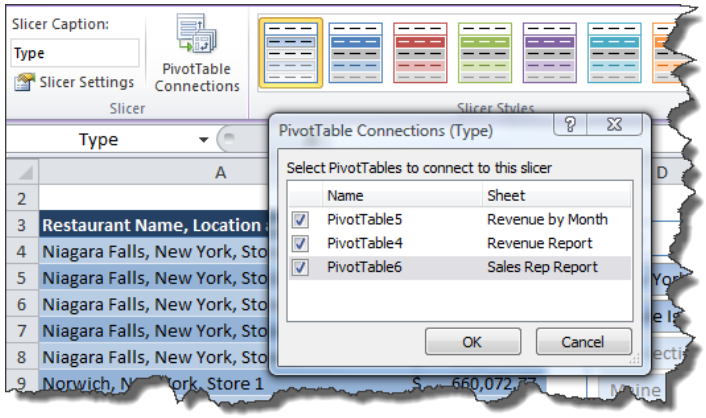
Simply click the various filter buttons to display different views of your data. For example, the report below summarizes revenue for those “Dine-In” and “Drive-Thru” restaurants managed by “Caroline” and “Madison” in the “Atlantic” and “Great Lakes” regions. (Holding down the **Ctrl** key allows you to make multiple selections within a Slicer dialog box.) The selected filter buttons are highlighted and the non-selected filter buttons are greyed out, allowing you to see which filters have been applied to the report.



Restaurant Name, Location and Number	Sum of Revenue
Niagara Falls, New York, Store 1	$ 678,142.21
Niagara Falls, New York, Store 2	$ 646,990.71
Niagara Falls, New York, Store 3	$ 622,726.89
Niagara Falls, New York, Store 4	$ 695,861.53
Niagara Falls, New York, Store 5	$ 661,976.53
Norwich, New York, Store 1	$ 660,072.77
Providence, Rhode Island , Store 2	$ 658,714.96
Providence, Rhode Island, Store 1	$ 630,612.47
Providence, Rhode Island, Store 2	$ 644,951.77
Providence, Rhode Island, Store 3	$ 668,598.84
Grand Total	$ 6,568,648.68

In the example shown above, the reader could produce up to 720 different views of this one report (9 States times 4 Types times 4 Territories times 5 Sales Reps). In your situation, you could add three similar PivotTable reports summarizing your data by week, month, and quarter, and e-mail the entire workbook to your superiors. This would limit the total number of reports you would need to prepare to just four, yet provide your superiors with the ability to view the data thousands of different ways, according to their preference.

Advanced Tip: A Slicer can be shared with multiple PivotTable reports so that when filters are applied in one Slicer, multiple PivotTable reports are filtered. To share a Slicer, click on the Slicer to be shared to display the **Slicer Tools, Options** tab. In the **Slicer** group, select **PivotTable Connections** and place a **checkmark** next to the PivotTables you want to share the Slicer as shown below.



Hint: You can resize and re-position your slicers on the worksheet, and apply matching styles to both the PivotTables and Slicers to produce professional looking results.

E-Mail a Single Worksheet

Q. What is the easiest way to send a single Excel worksheet to a staff member without sending them the entire workbook?

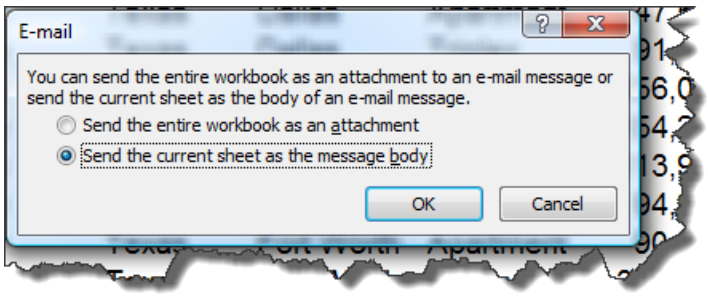
A. You can send a single worksheet (ie: not the entire workbook) from within Excel using the integrated Outlook **Send this Sheet** applet, as follows:

1. Launch the **E-Mail** dialog box tool as follows:

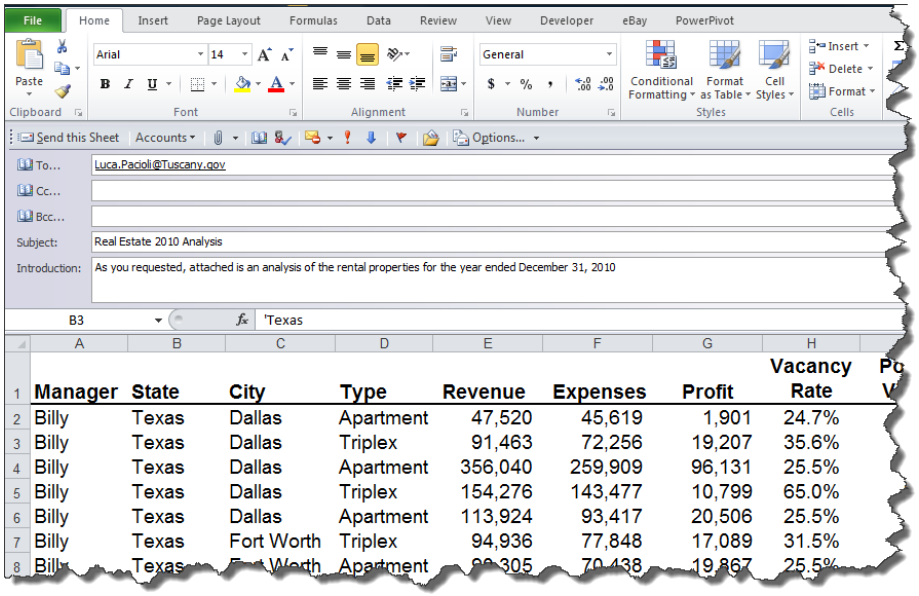
   In Excel 2003 - Select **File, Send to Mail Recipient**.

   In Excel 2007 and 2010 – Right mouse click on the Quick Access Toolbar and select **Customize Quick Access Toolbar**. In the **Choose commands from:** drop down box, select **Commands Not in the Ribbon**. Scroll down and select **Send to Mail Recipient**, and click the **Add>>** button to include this command on your **Quick Access Toolbar**. Click **OK**. Click the **Send to Mail Recipient** icon on the **Quick Access Toolbar**.

2. In the **E-Mail** dialog box, select the radio button labeled **Send the current sheet as the message body**, and click **OK**.



3. This action will create an e-mail message using the worksheet contents as the e-mail message with limited Outlook tools and functionality as shown below. Indicate the e-mail recipients and subject as you would normally when preparing an E-mail message and click **Send the Sheet**.



	Manager	State	City	Type	Revenue	Expenses	Profit	Vacancy Rate
2	Billy	Texas	Dallas	Apartment	47,520	45,619	1,901	24.7%
3	Billy	Texas	Dallas	Triplex	91,463	72,256	19,207	35.6%
4	Billy	Texas	Dallas	Apartment	356,040	259,909	96,131	25.5%
5	Billy	Texas	Dallas	Triplex	154,276	143,477	10,799	65.0%
6	Billy	Texas	Dallas	Apartment	113,924	93,417	20,506	25.5%
7	Billy	Texas	Fort Worth	Triplex	94,936	77,848	17,089	31.5%
8	Billy	Texas	Fort Worth	Apartment	90,305	70,438	19,867	25.5%

The **Send This Sheet** menu is integrated with Outlook so that the **To…**, **Cc…**, and **Bcc…** drop down fields will display your contacts and contact groups you maintain in Outlook. Once the e-mail is sent, a copy of the e-mail appears in your Outlook **Sent Items** box, similar to that of a regular e-mail.

Cautionary Note 1: When using this **Send the current sheet as the message body** option, the Excel data is converted from an Excel format into a table format containing only values. To send a single worksheet with the Excel formulas intact, make a copy of the workbook, delete all of the worksheets except for the one you intend to send, and repeat the steps above using the **Send the entire workbook as an attachment** option.

Cautionary Note 2: When sending e-mails from within Excel, your default signature block is not inserted into the e-mail.

Cautionary Note 3: This functionality works well with Outlook, but does not necessarily work with other e-mail client applications.

Displaying a Two Digit Year

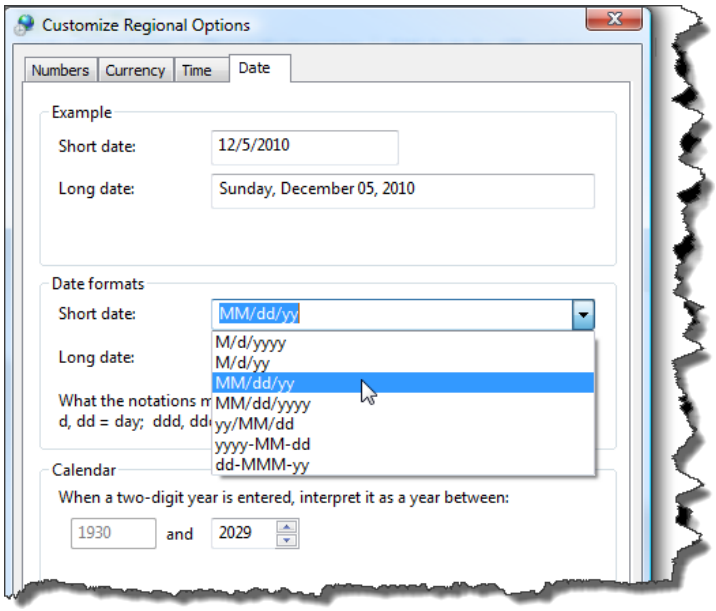
Q. How can I force Excel to display a two-digit year (instead of a four-digit year) by default?

A. Many of Excel's default settings are determined by the setting in the Windows **Regional and Language Options**. To adjust these settings, launch the **Regional and Language Options** dialog box as follows:

1. In Windows XP, launch **Control Panel** from the **Start Menu**, and double click the **Regional and Language Options icon.**

2. In Windows Vista and Windows 7, launch **Control Panel** from the **Start Menu.** Select **System and Maintenance,** then in the left hand menu select **Clock, Language, and Region, Regional and Language Options.**

In the **Regional and Language Options** dialog box, click the **Customize this format…**to open the **Customize Regional Options dialog box.** On the **Date Tab,** click the **Short date: drop down arrow** in the **Date formats** group and select a date format that includes a two-digit date as shown below.



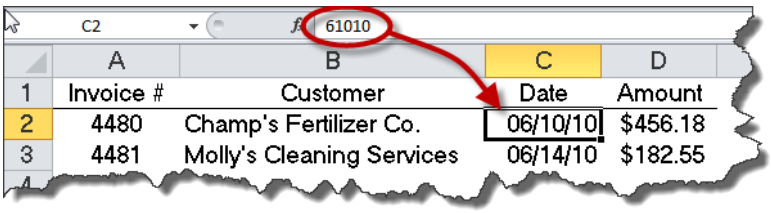
You must close and restart Excel for this change to take effect. Thereafter, Excel will display the two-digit date format you specified as the default.

Cautionary Point: It is important to understand that even when you are displaying 2-digit years, you should still make it a habit to enter 4-digit years, otherwise Excel may assume the wrong century. This is because Excel interprets two-digit years ending in 00 through 29 as years 2000 through 2029. (For example, if you type the date 6/2/20, Excel assumes the date is June 2, 2020.) However, Excel interprets two-digit years ending in 30 through 99 as years 1930 through 1999. (For example, if you type the date 6/2/60, Excel assumes the date is June 2, 1960.) You can change the way Excel interprets two-digit years by adjusting the **Calendar** setting located at the bottom of the **Customize Regional Options** dialog box (shown above).

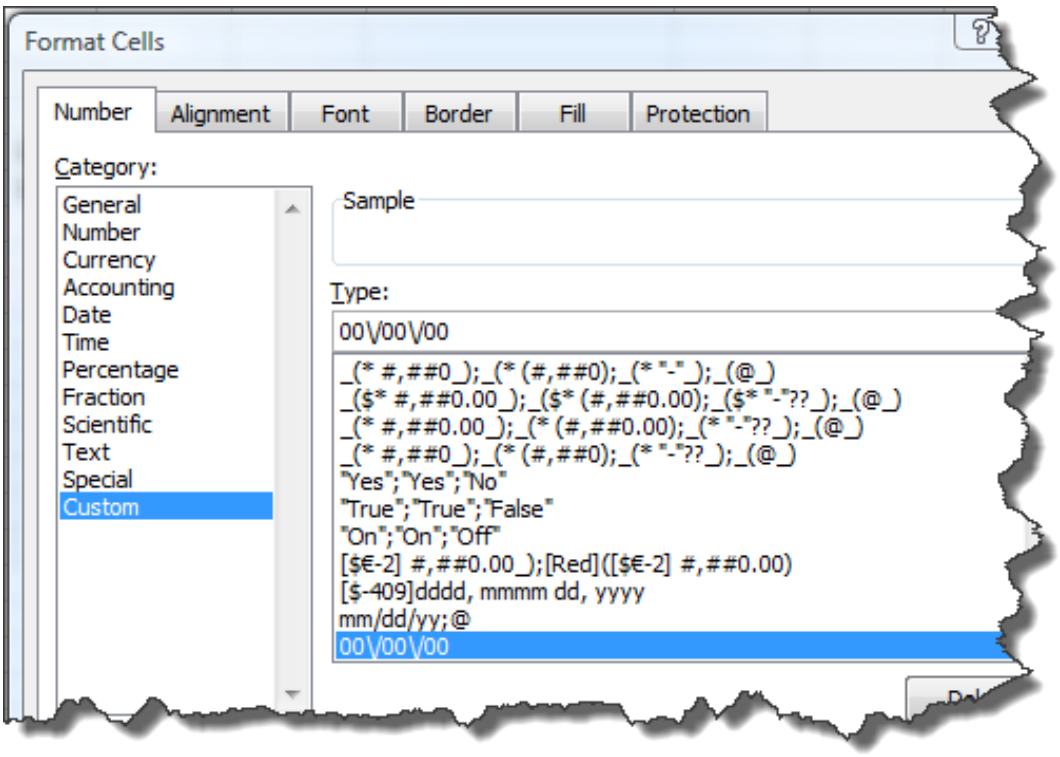
Dating Tips

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.



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



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

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.

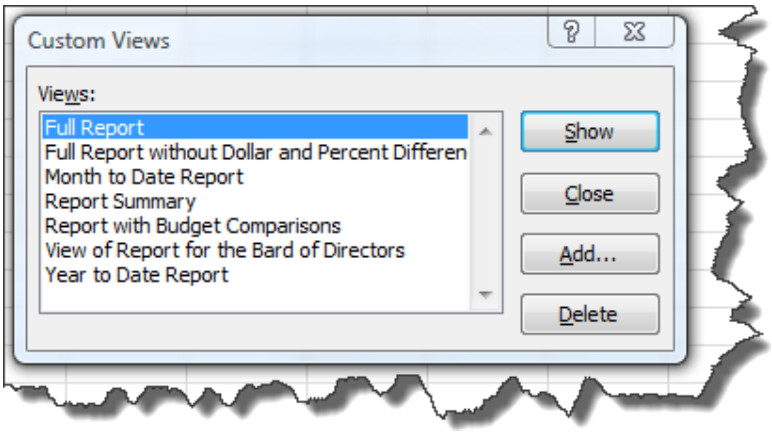
Alternatives – There are many alternatives for un-hiding columns, several of which are presented below so you can use the approach that work's best for you.

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.

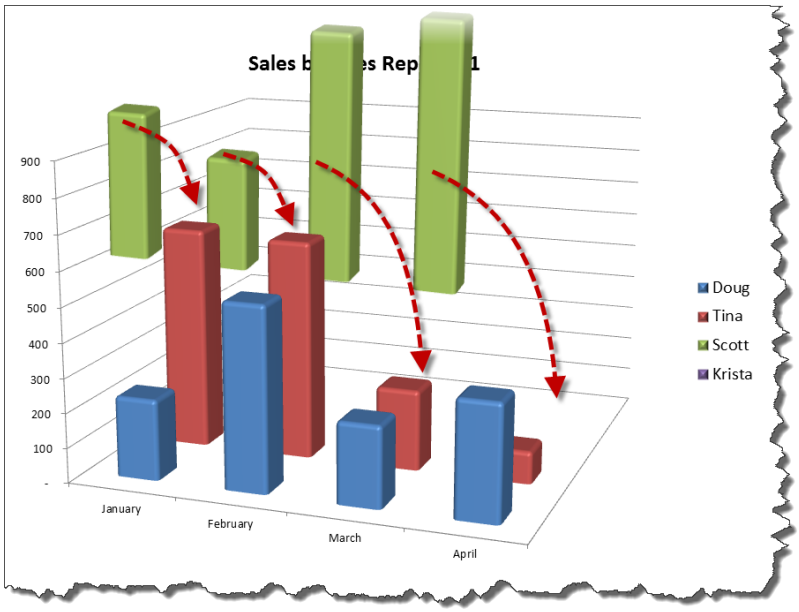
A Better Suggestion - Rather than constantly hiding and un-hiding columns, a better approach would be to use the **Custom Views** feature in Excel 2003, 2007 and 2010. By creating custom views, you can easily toggle back and forth between all of your views. To create your first custom view, unhide all 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.



Animate Excel Charts in PowerPoint 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.



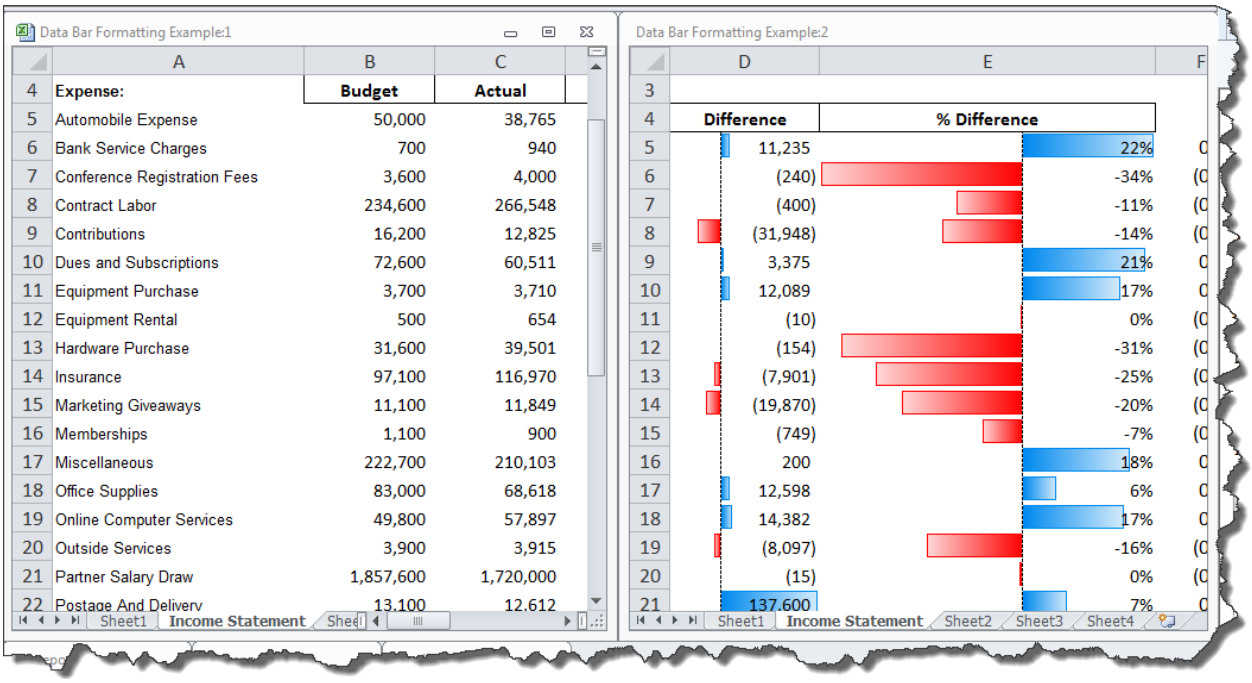
Hints: The ability to animate charts by data series first appeared in PowerPoint 2007, and the instructions are similar, but not identical to those described above. This feature is not available in charts that contain links to other applications, such as Excel.

An Excellent Arrangement

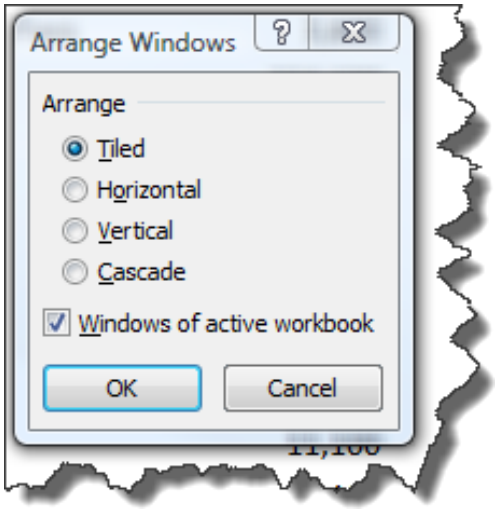
Q. Last year my office upgraded to two monitors at each workspace. Having simultaneous full-screen views of two different files is a vast improvement over split-screen windows. Is it possible to display a different tab from the same Excel worksheet on two monitors?

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.



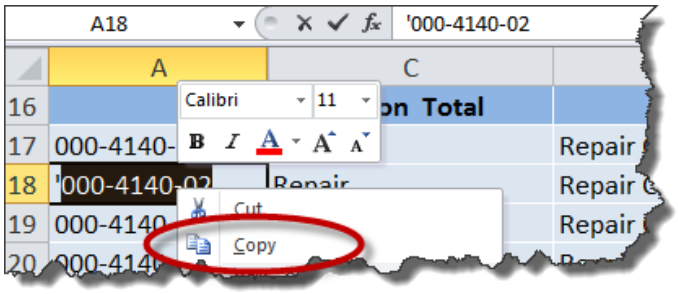
Hint: To ignore other workbooks you have open, and arrange the windows for your current workbook only, check the **Windows of active workbook** checkbox in the **Arrange Windows** dialog box in Excel 2010, or the **Arrange All** dialog box in Excel 2007.



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.



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 acorss 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 sepeate monitor. In Excel 2003, select **Arrange** from the **Window** menu, select **Tiled**, and click **OK**.

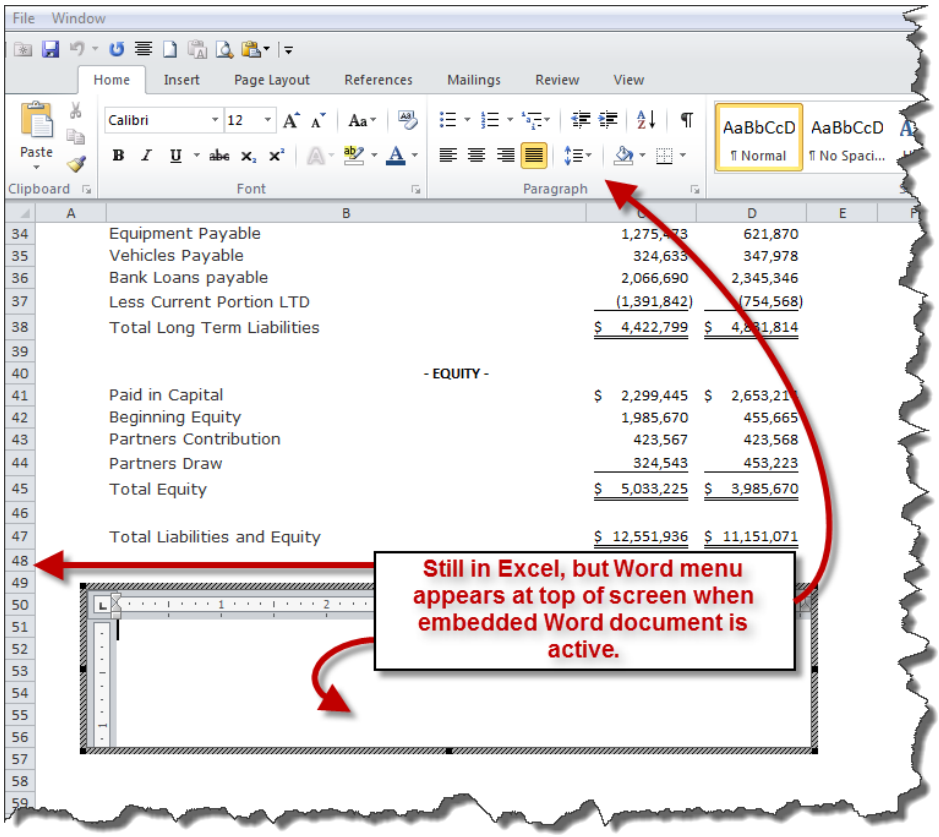
You can now use **Paste Special, Value, Add** between the two Excel workbooks.

Foot Your Financials in Excel

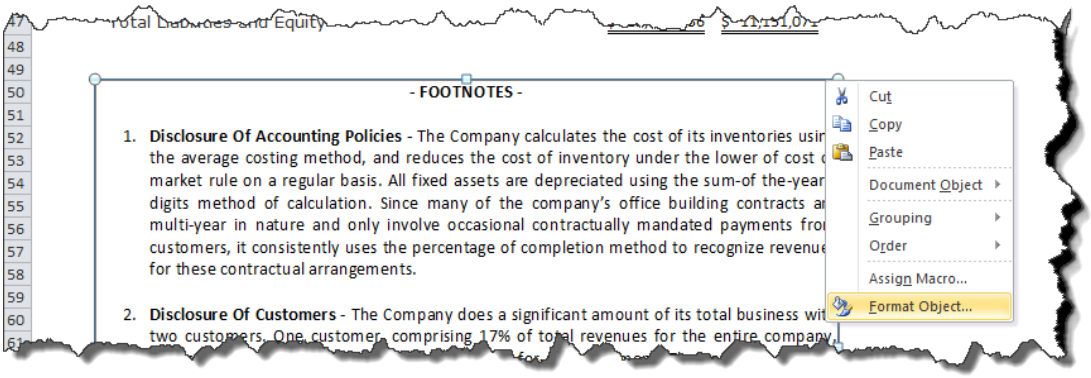
Attaching Footnotes to Excel-based Financial Statements

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.

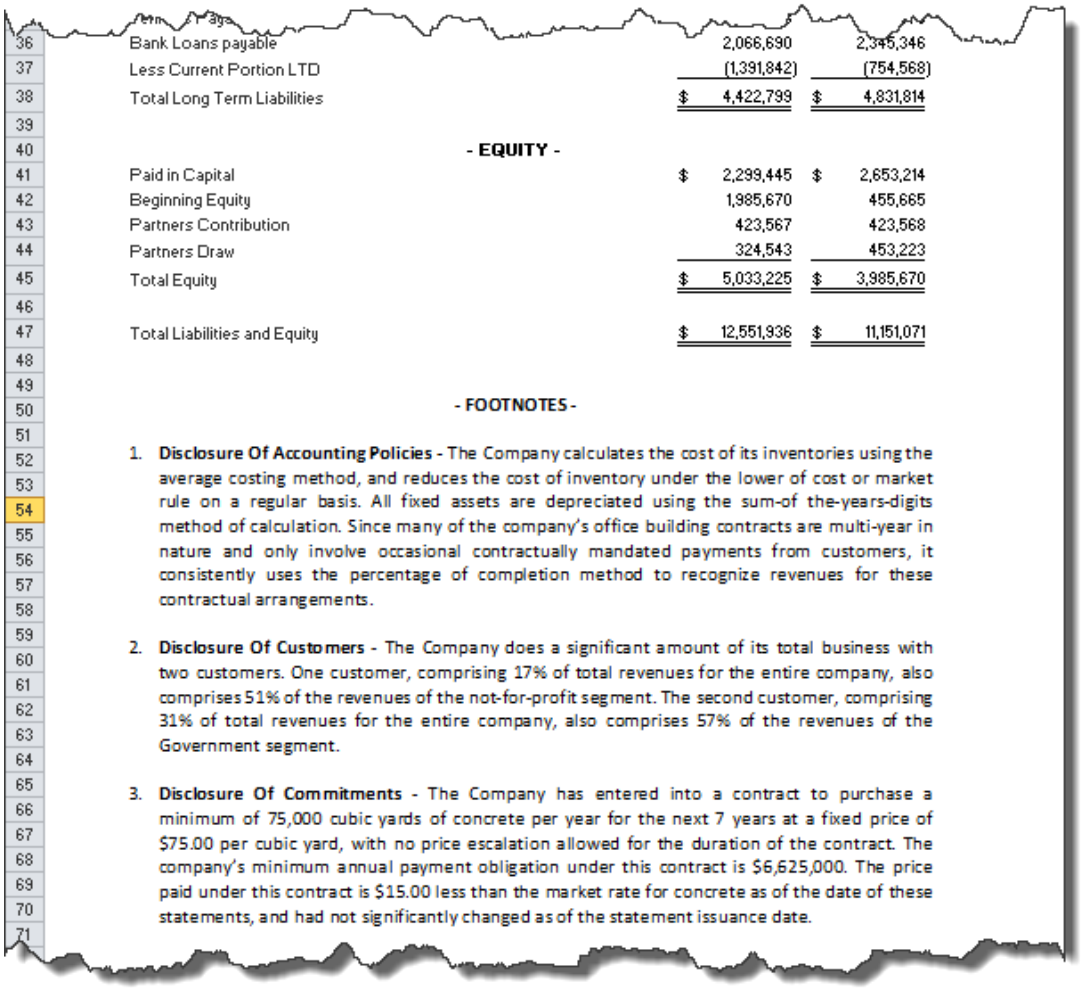


To finalize your footnotes, consider adding the following finishing touches:

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.



36	Bank Loans payable	2,066,690	2,345,346
37	Less Current Portion LTD	(1,391,842)	(754,568)
38	Total Long Term Liabilities	$ 4,422,799	$ 4,831,814
39			
40	**- EQUITY -**		
41	Paid in Capital	$ 2,299,445	$ 2,653,214
42	Beginning Equity	1,985,670	455,665
43	Partners Contribution	423,567	423,568
44	Partners Draw	324,543	453,223
45	Total Equity	$ 5,033,225	$ 3,985,670
46			
47	Total Liabilities and Equity	$ 12,551,936	$ 11,151,071
48			
49			
50	**- FOOTNOTES -**		
51			
52	1. **Disclosure Of Accounting Policies** - The Company calculates the cost of its inventories using the		
53	average costing method, and reduces the cost of inventory under the lower of cost or market		
54	rule on a regular basis. All fixed assets are depreciated using the sum-of the-years-digits		
55	method of calculation. Since many of the company's office building contracts are multi-year in		
56	nature and only involve occasional contractually mandated payments from customers, it		
57	consistently uses the percentage of completion method to recognize revenues for these		
58	contractual arrangements.		
59			
60	2. **Disclosure Of Customers** - The Company does a significant amount of its total business with		
61	two customers. One customer, comprising 17% of total revenues for the entire company, also		
62	comprises 51% of the revenues of the not-for-profit segment. The second customer, comprising		
63	31% of total revenues for the entire company, also comprises 57% of the revenues of the		
64	Government segment.		
65			
66	3. **Disclosure Of Commitments** - The Company has entered into a contract to purchase a		
67	minimum of 75,000 cubic yards of concrete per year for the next 7 years at a fixed price of		
68	$75.00 per cubic yard, with no price escalation allowed for the duration of the contract. The		
69	company's minimum annual payment obligation under this contract is $6,625,000. The price		
70	paid under this contract is $15.00 less than the market rate for concrete as of the date of these		
71	statements, and had not significantly changed as of the statement issuance date.		

A Colorful Preview

Make Print Preview Display Charts and Tables in Color

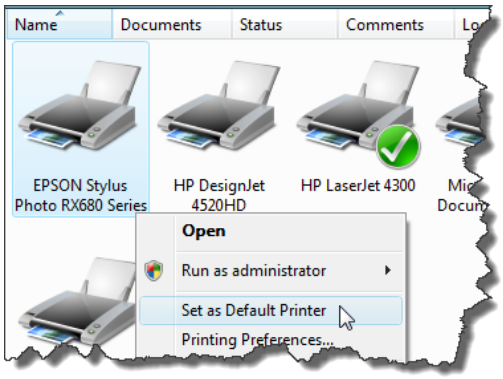
Q. I developed a presentation consisting of numerous Excel charts and data tables on my desktop computer, and I plan to use Print Preview to deliver the presentation. In practice, on my desktop computer this approach works well; but when I transfer the presentation to my laptop, the presentation previews 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**,

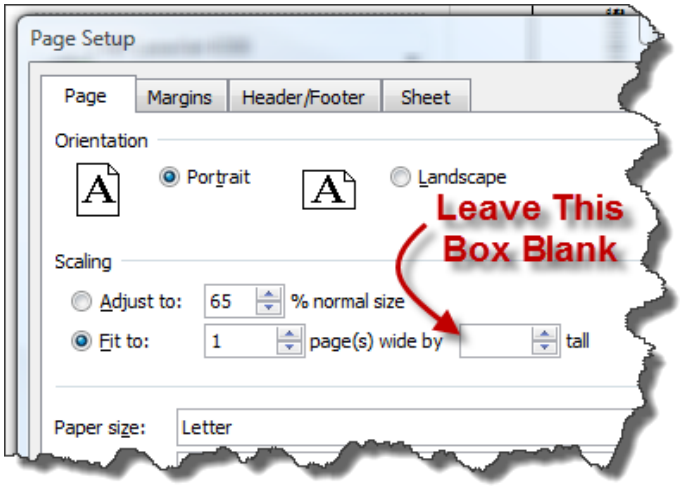
2. In the **Add Printer** dialog box, select **Add a local printer**,
3. Choose any port from the **Use an existing port** drop down menu and click **Next**,
4. Select any manufacturer and color printer model and click **Next**,
5. Provide an appropriate name in the **Printer Name** box, click **Next**,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

One Tall Solution

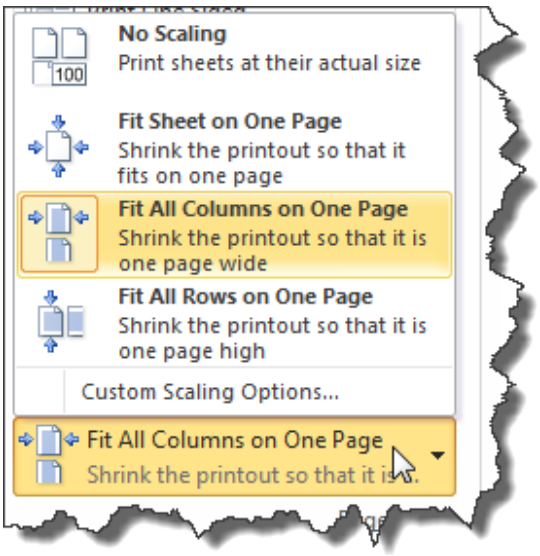
Leave the Tall Print Setting Blank when Scaling to Width

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.



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



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?

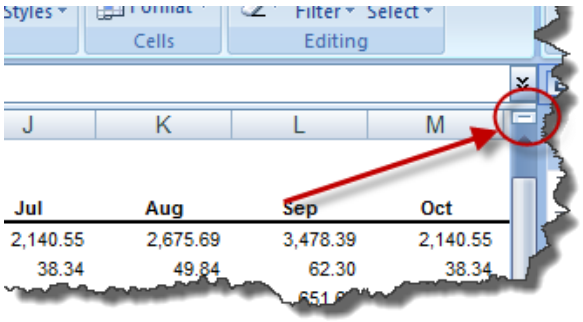
A In Microsoft Excel 2003, 2007 and 2010, you can zoom in and out instantly by holding down the **Ctrl** Key while **rolling the wheel** on your scrolling mouse. This approach is not only faster, but it also allows you to zoom up to a 400% view, down to a 10% view, and any option in between. This works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

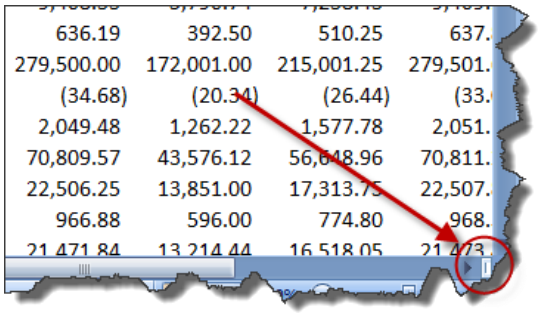
Microsoft Office 2007 and 2010 now include a new Zoom tool at the bottom right hand corner of the screen which accomplishes the same result.

It's Time to Split

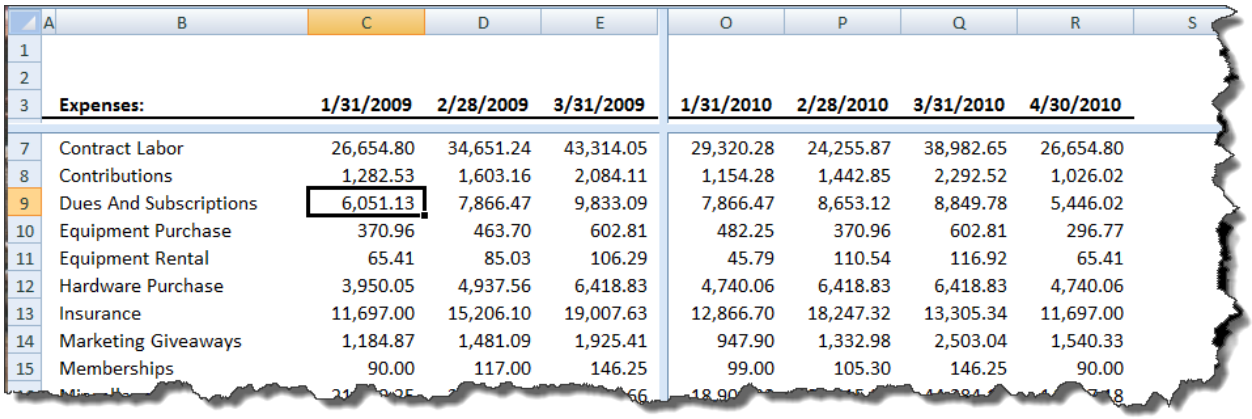
Q. I have a large Excel worksheet and I need to be able to compare data throughout the worksheet. I've been using the **View, Freeze Panes** tool to temporarily freeze rows or columns so that I can view and compare data in different parts of the worksheet, but this method requires a lot of freezing and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

A. 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.)

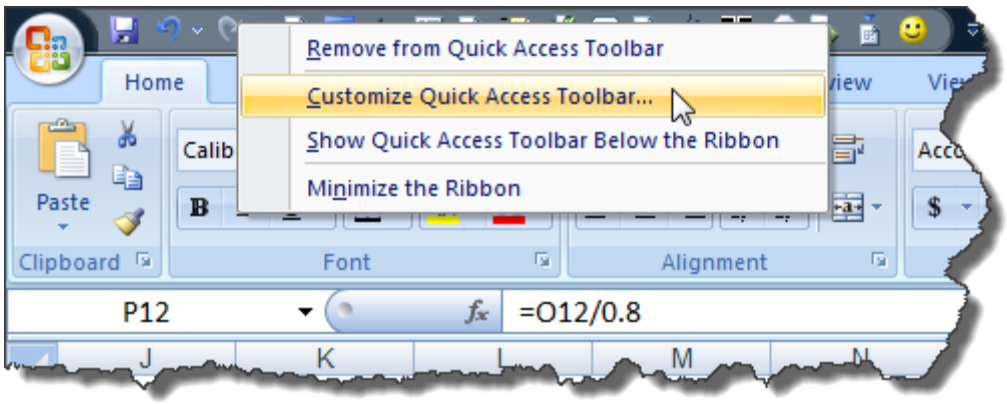


	A	B	C	D	E	O	P	Q	R	S
1										
2										
3		**Expenses:**	**1/31/2009**	**2/28/2009**	**3/31/2009**	**1/31/2010**	**2/28/2010**	**3/31/2010**	**4/30/2010**	
7		Contract Labor	26,654.80	34,651.24	43,314.05	29,320.28	24,255.87	38,982.65	26,654.80	
8		Contributions	1,282.53	1,603.16	2,084.11	1,154.28	1,442.85	2,292.52	1,026.02	
9		Dues And Subscriptions	6,051.13	7,866.47	9,833.09	7,866.47	8,653.12	8,849.78	5,446.02	
10		Equipment Purchase	370.96	463.70	602.81	482.25	370.96	602.81	296.77	
11		Equipment Rental	65.41	85.03	106.29	45.79	110.54	116.92	65.41	
12		Hardware Purchase	3,950.05	4,937.56	6,418.83	4,740.06	6,418.83	6,418.83	4,740.06	
13		Insurance	11,697.00	15,206.10	19,007.63	12,866.70	18,247.32	13,305.34	11,697.00	
14		Marketing Giveaways	1,184.87	1,481.09	1,925.41	947.90	1,332.98	2,503.04	1,540.33	
15		Memberships	90.00	117.00	146.25	99.00	105.30	146.25	90.00	

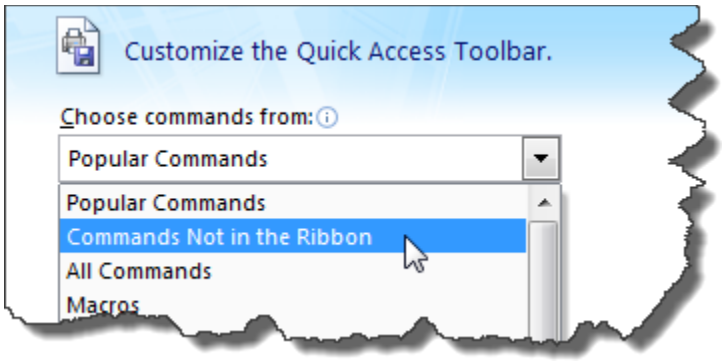
I Command You

Q. 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?

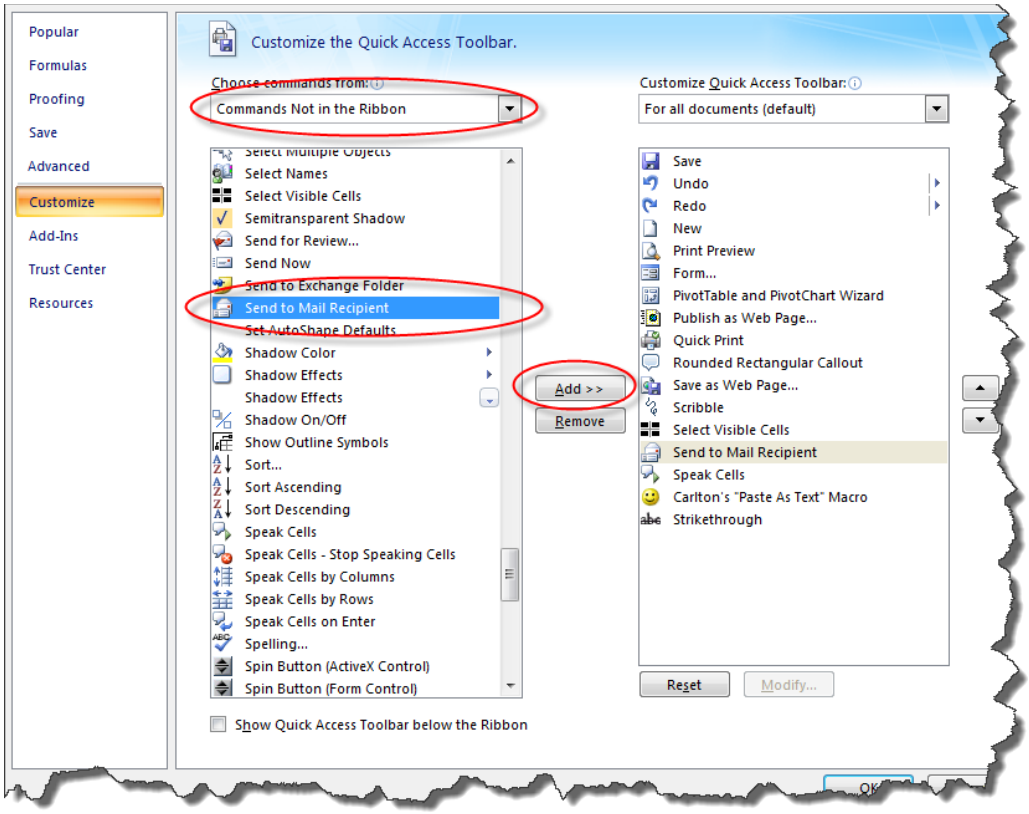
A. The missing functionality you mention is still there in Excel 2007 and 2010, but it is hidden. When Microsoft redesigned the menus for Excel 2007 and 2010, they excluded 219 commands from the newer menu ribbon. To view a complete list of these hidden commands follow these steps: Start by right-mouse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



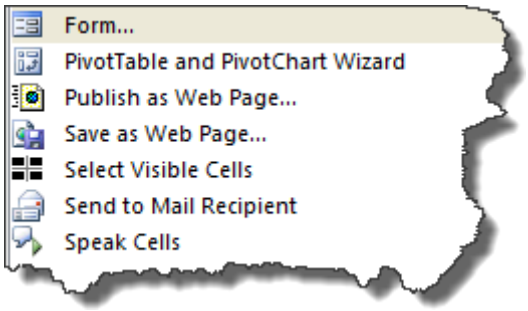
Next, in the **Choose commands from** drop down box, select the option to view **Commands Not in the Ribbon**.



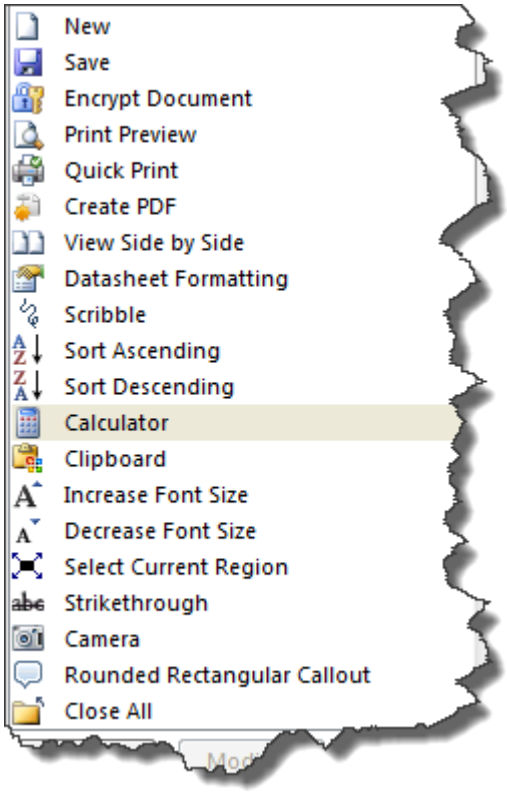
This action will display the list of 219 commands not included in the ribbon on the left side of the dialog box, and those commands that are included in your Quick Access Toolbar on the right side of the dialog box.



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 (shown to the right) 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.

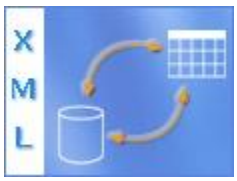
XML Data

Overview of XML in Excel

Microsoft Office Excel makes it easy to import Extensible Markup Language (XML) (Extensible Markup Language (XML): A condensed form of Standard Generalized Markup Language (SGML) that enables developers to create customized tags that offer flexibility in organizing and presenting information.) data that is created from other databases and applications, to map XML elements from an XML schema (XML Schema: A formal specification, written in XML, that defines the structure of an XML document, including element names and rich data types, which elements can appear in combination, and which attributes are available for each element.) to worksheet cells, and to export revised XML data for interaction with other databases and applications. Think of these XML features as turning Office Excel into an XML data file generator with a familiar user interface.

---

1. Why use XML in Excel?
    a. XML data and schema files
    b. Key XML and Excel scenarios
2. The basic process of using XML data in Excel
    a. Working with XML maps
    b. Using the XML Source task pane
    c. Element types and their icons
    d. Working with single-mapped cells
    e. Working with repeating cells in XML tables
    f. XML map security considerations
    g. Importing XML data
    h. Working with an inferred schema
    i. Exporting XML data
3. Using the Excel macro-enabled Office XML Format file



Why use XML in Excel?

XML is a technology that is designed for managing and sharing structured data in a human-readable text file. XML follows industry-standard guidelines and can be processed by a variety of databases and applications. Using XML, application designers can create their own customized tags, data structures, and schemas. In short, XML greatly eases the definition, transmission, validation, and interpretation of data between databases, applications, and organizations.

XML data and schema files

Excel works primarily with two types of XML files: XML data files (.xml), which contain the custom tags and structured data. Schema files (.xsd), which contain schema tags that enforce rules, such as data type and validation. **Note** The XML standard also defines Extensible Stylesheet Language Transformation (XSLT) (XSL Transformation (XSLT): A file that is used to transform XML documents into other types of documents, such as HTML or XML. It is designed for use as part of XSL.) (.xslt) files, which are used to apply styles and transform XML data into different presentation formats. You can apply these transforms before you import XML files into Excel and after you export XML files from Excel. If XSLT files are linked to XML data files that you import into Excel, you do have the option to apply or not apply the formatting before the data is added to the worksheet, but only when you open an XML file by using the **Open** command on the **Microsoft Office Button** .

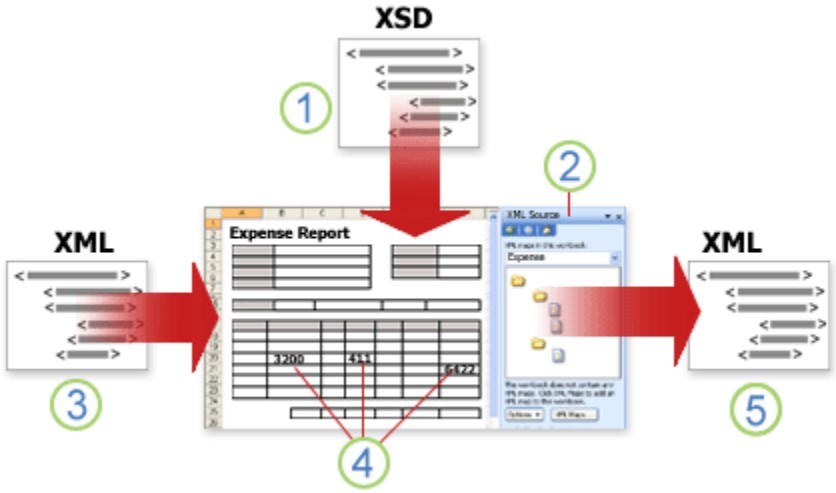
Key XML and Excel scenarios

By using XML and Excel, you can manage workbooks and data in ways that were previously impossible or very difficult. By using XML maps, you can easily add, identify, and extract specific pieces of business data from Excel documents. For example, an invoice that contains the name and address of a customer or a report that contains last quarter's financial results are no longer just static reports. You can easily import this information from databases and applications, revise it, and export it to the same or other databases and applications. The following are key scenarios that the XML features are designed to address:

1. Extend the functionality of existing Excel templates by mapping XML elements onto existing cells. This makes it easier to get XML data into and out of your templates without having to redesign them.
2. Use XML data as input to your existing calculation models by mapping XML elements onto existing worksheets.
3. Import XML data files into a new workbook.
4. Import XML data from a Web service into your Excel worksheet.
5. Export data in mapped cells to XML data files independent from other data in the workbook.

The basic process of using XML data in Excel

The following diagram shows how the different files and operations work together when you use XML with Excel. Essentially, there are five phases to the process:



1. Adding an XML schema file (.xsd) to a workbook
2. Mapping XML schema elements to individual cells or XML tables
3. Importing an XML data file (.xml) and binding the XML elements to mapped cells
4. Entering data, moving mapped cells, and leveraging Excel functionality, while preserving XML structure and definitions
5. Exporting revised data from mapped cells to an XML data file
6.

Working with XML maps

You can create or open a workbook in Excel, attach an XML schema file (.xsd) to the workbook, and then use the **XML Source** task pane to map XML elements of the schema to individual cells or tables. After you map the XML elements to your worksheet, you can import and export XML data into and out of the mapped cells. When you add an XML schema file (.xsd) to your workbook, you create an XML map. In general, XML maps are used to create mapped cells and to manage the relationship between mapped cells and individual elements in the XML schema. In addition, these XML maps are used to bind the contents of mapped cells to elements in the schema when you import or export XML data files (.xml).

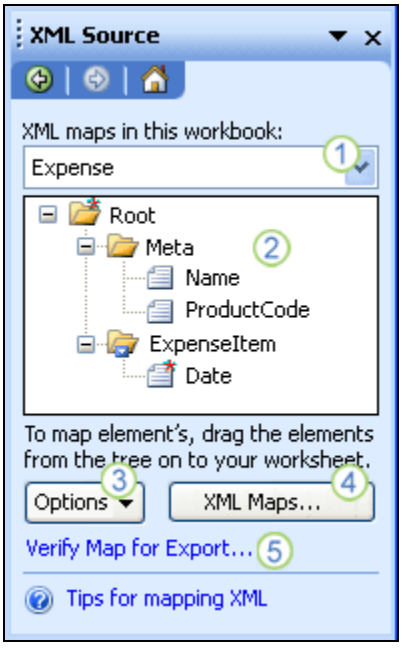
There are two kinds of mapped cells that you can create: single-mapped cells and repeating cells (which appear as XML tables). To make designing your worksheet more flexible, you can drag the mapped cells anywhere on a worksheet and into any order — even one different from the XML schema. You can also choose which elements to map and not map.

The following rules about using XML maps are important to know:

1. A workbook can contain one or more XML maps.
2. You can only map one element to one location in a workbook at a time.
3. Each XML map is an independent entity, even if multiple XML maps in the same workbook refer to the same schema.
4. An XML map can only contain one root element. If you add a schema that defines more than one root element, you are prompted to choose the root element to use for the new XML map.

Using the XML Source task pane

You use the **XML Source** task pane to manage XML maps. To open it, on the **Developer** tab, in the **XML** group, click **Source**. The following diagram shows the main features of this task pane.



1. Lists XML maps that were added to the workbook

2. Displays a hierarchical list of XML elements in the currently listed XML map
3. Sets options when working with the **XML Source** task pane and the XML data, such as how to preview the data and control headings
4. Opens the **XML Maps** dialog box, which you can use to add, delete, or rename XML maps
5. Verifies whether you can export XML data through the current XML map

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Element types and their icons

The following table summarizes each type of XML element that Excel can work with and the icon that is used to represent each type of element.

Element type	Icon
Parent element	
Required parent element	
Repeating parent element	
Required repeating parent element	
Child element	
Required child element	
Repeating child element	
Required repeating child element	
Attribute	
Required attribute	
Simple content in a complex structure	
Required simple content in a complex structure	

Working with single-mapped cells

A single-mapped cell is a cell that has been mapped to a nonrepeating XML element. You create a single-mapped cell by dragging a nonrepeating XML element from the **XML Source** task pane onto a single cell in your worksheet. When you drag a nonrepeating XML element onto the worksheet, you can use a smart tag to choose to include the XML element name as a heading above or just to the left of the single-mapped cell, or you can use an existing cell value as a heading. You can also use a formula in a single-mapped cell, if the cell is mapped to an XML element with an XML Schema Definition (XSD) data type that Excel interprets as a number, date, or time.

Working with repeating cells in XML tables

XML tables are similar in appearance and functionality to Excel tables. An XML table is an Excel table that has been mapped to one or more XML repeating elements. Each column in the XML table represents an XML element. An XML table is created when you:

1. Use the **Import** command (in the **XML** group on the **Developer** tab) to import an XML data file.
2. Use the **Open** command (on the **Microsoft Office Button**) to open an XML data file — and then select **As an XML table** in the **Open XML** dialog box.
3. Use the **From XML Data Import** command (from the **From Other Sources** command button, in the **Get External Data** group, on the **Data** tab) to import an XML data file — and then select **XML table in existing worksheet** or **New worksheet** in the **Import Data** dialog box.
4. Drag one or more repeating elements from the **XML Source** task pane to a worksheet.
5. When you create an XML table, the XML element names are automatically used as column headings. You can change these to any column headings that you want. However, the original XML element names are always used when you export data from the mapped cells.

Two options under the **Options** button in the **XML Source** task pane are useful when you work with XML tables:

1. **Automatically Merge Elements When Mapping** When selected, Excel creates one XML table from multiple fields as they are dropped onto the worksheet. This option works as long as the multiple fields are dropped on the same row, one adjacent to the other. When this option is cleared, each element appears as its own XML table.
2. **My Data Has Headings** When selected, existing heading data is used as column headings for repeating elements that you map to your worksheet. When this option is cleared, the XML element names are used as column headings.

Using XML tables, you can easily import, export, sort, filter, and print data based on an XML data source. However, XML tables do have some limitations regarding how they can be arranged on the worksheet.
XML tables are row-based, meaning that they grow from the header row down. You cannot add new entries above existing rows. You cannot transpose an XML table so that new entries will be added to the right. You can use formulas in columns that are mapped to XML elements with an XML Schema Definition (XSD) data type that Excel interprets as a number, date, or time. Just as in an Excel table, formulas in an XML table are filled down the column when new rows are added to the table.

XML map security considerations

An XML map and its data source information are saved with the Excel workbook, not a specific worksheet. A malicious user can view this map information by using a Microsoft Visual Basic for Applications (VBA) macro. Furthermore, if you save your workbook as a macro-enabled Excel Open XML Format File, this map information can be viewed through Microsoft Notepad or through another text-editing program.

If you want to keep using the map information but remove the potentially sensitive data source information, you can delete the data source definition of the XML schema from the workbook, but still export the XML data, by clearing the **Save data source definition in workbook** check box in the **XML Map Properties** dialog box, which is available from the **Map Properties** command in the **XML** group on the **Developer** tab.

If you delete a worksheet before you delete a map, the map information about the data sources, and possibly other sensitive information, is still saved in the workbook. If you are updating the workbook to remove sensitive information, make sure that you delete the XML map before you delete the worksheet, so that the map information is permanently removed from the workbook.

Importing XML data

You can import XML data into an existing XML map in your workbook. When you import data, you bind the data from the file to an XML map that is stored in your workbook. This means that each data element in the XML data file has a corresponding element, in the XML schema, that you mapped from an XML Schema file or inferred schema. Each XML map can only have one XML data binding, and an XML data binding is bound to all of the mappings that were created from a single XML map. You can display the **XML Map Properties** dialog box (Click **Map Properties** in the **XML** group on the **Developer** tab.), which has three options, all selected by default, that you can set or clear to control the behavior of an XML data binding:

1. **Validate data against schema for import and export** Specifies whether Excel validates data against the XML map when importing data. Click this option when you want to ensure that the XML data that you import conforms to the XML schema.
2. **Overwrite existing data with new data** Specifies whether data is overwritten when you import data. Click this option when you want to replace the current data with new data, for example, when up-to-date data is contained in the new XML data file.
3. **Append new data to existing XML tables** Specifies whether the contents of the data source are appended to the existing data on the worksheet. Click this option, for example, when you are consolidating data from several similar XML data files into an XML table, or you do not want to overwrite the contents of a cell that contains a function.

When you import XML data, you may want to overwrite some mapped cells but not others. For example, some mapped cells may contain formulas and you don't want to overwrite the formula when you import an XML file. There are two approaches that you can take:

1. Unmap the elements that you don't want overwritten, before you import the XML data. After you import the XML data, you can remap the XML element to the cells containing the formulas, so that you can export the results of the formulas to the XML data file.
2. Create two XML maps from the same XML schema. Use one XML map for importing the XML data. In this "Import" XML map, don't map elements to the cells that contain formulas or other data that you don't want overwritten. Use another XML map for exporting the data. In this "Export" XML map, map the elements that you want to export to an XML file.

The ability to import XML data from a Web service by using a Data Retrieval Service Connection (.uxdc) file to connect to a data source is no longer supported in Microsoft Office Excel 2007 through the user interface. If you open a workbook that was created in Office Excel 2003, you can still view the data, but you cannot edit or refresh the source data.

Working with an inferred schema

If you import XML data without first adding a corresponding XML schema to create an XML map, Excel tries to infer a schema for you based on the tags that are defined in the XML data file. The inferred schema is stored with the workbook, and the inferred schema allows you to work with XML data if an XML schema file isn't associated with the workbook. When you work with imported XML data that has an inferred schema, you can also customize the **XML Source** task pane. Select the **Preview Data in Task Pane** option from the **Options** button to display the first row of data as sample data in the element list, if you imported XML data associated with the XML map in the current session of Excel.

You cannot export the Excel inferred schema as a separate XML schema data file (.xsd). Although there are XML schema editors and other methods for creating an XML schema file, you may not have convenient access to them or know how to use them. As an alternative, you can use the Excel 2003 XML Tools Add-in Version 1.1, which can create a schema file from an XML map. For more information, see Using the Excel 2003 XML Tools Add-in Version 1.1.

Exporting XML data

You export XML data by exporting the contents of mapped cells on the worksheet. When you export data, Excel applies the following rules to determine what data to save and how to save it:

1. Empty items are not created when blank cells exist for an optional element, but empty items are created when blank cells exist for a required element.
2. Unicode Transformation Format-8 (UTF-8) encoding is used to write the data.
3. All namespaces are defined in the Root XML element.
4. Excel overwrites existing namespace prefixes. The default namespace is assigned a prefix of ns0. Successive namespaces are designated ns1, ns2 to ns*<count>* where *<count>* is the number of namespaces written to the XML file.
5. Comment nodes are not preserved.
6. You can display the **XML Map Properties** dialog box (Click **Map Properties** in the **XML** group on the **Developer** tab.) and then use the **Validate data against schema for import and export** option (active by default) to specify whether Excel validates data against the XML map when exporting data. Click this option when you want to ensure that the XML data you export conforms to the XML schema.

Using the Excel Macro-enabled Office XML Format File

You can save an Excel workbook in a variety of file formats, including the Excel macro-enabled Office XML Format File (.xlsm). Excel has a defined XML schema that defines the contents of an Excel workbook, including XML tags that store all workbook information, such as data and properties, and define the overall structure of the workbook. Custom applications can use this Excel macro-enabled Office XML Format File. For example, developers may want to create a custom application to search for data in multiple workbooks that are saved in the this format and create a reporting system based on the data found.

Bio for J. Carlton Collins, CPA

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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, and is also a licensed realtor.

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.
6. Named "Top Ten CPA Technologists" by Accounting Technologies Magazine (multiple years).
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.
10. Lead author for PPC's Guide to Installing Microcomputer Accounting Systems.
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.
16. Sworn in as a Certified Public Accountant on September 18, 1985.
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.

Because I had an extra page left in this book, I'll throw in a few jokes and quotes to brighten your day. Enjoy!

- I'm so poor I can't even pay attention
- I have enough money to last me the rest of my life...unless I buy something.
- It's so simple to be wise. Just think of something stupid to say and then don't say it!
- I'm searching for fun and happiness that does not involve food or money...
- We make a living by what we get, we make a life by what we give.
- Count your age with friends but not with years.
- Never play leapfrog with a unicorn.
- Friction can be a drag.
- When I want your opinion, I'll remove the duct tape.
- Light travels faster than sound. That's why some people appear bright until you hear them speak.
- Football is a combination of two of America's worst elements: Violence and committee meetings.
- I haven't spoken to my wife in years; I don't like to interrupt her.
- My fake plants died because I did not pretend to water them
- Never let a computer know you're in a hurry.
- I totally take back all those times I didn't want to nap when I was younger.
- I planned to surprise my wife with a new centerpiece for the table...but the taxidermist was closed.
- I have kleptomania, but when it gets bad, I take something for it.
- For every action, there is an equal and opposite government program.
- Even free advice costs more than it used to.
- Love is holding hands in the street. Marriage is holding arguments in the street.
- I always try to hold hands with my wife...because if I let go she'll start shopping!
- My back goes out more than I do.
- An Adult is a person who has stopped growing at both ends and is now growing in the middle.
- The journey of a thousand miles ... begins with a broken fan belt.
- I'm getting serious about exercising - I've moved my TV set much farther away from my refrigerator.
- A Freudian slip is when you say one thing but mean your mother.
- While in the army, Will never liked the phrase "Fire at will".
- Studies have shown that you can live longer by having more birthdays.
- My wife keeps saying that I don't listen to her...or something like that.
- My life goal is to be filthy stinking rich...well, 2 out of 3 ain't bad.
- A child of five would understand this. Send someone to fetch a child of five.
- Warning: Dates in Calendar are closer than they appear.
- Because of these hard economic times, I have started selling furniture on the side. The trouble is, it is my own.

Carlton's CPE Prayer

Now I lay me back to sleep.
The speaker's dull; the subject's deep.
If he should stop before I wake,
Give me a nudge for goodness' sake.