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THE TOP 10 **EXCEL TIPS AND TRICKS** OF 2017!

These Microsoft® Excel® tips and tricks are the best of the best. They're the top performing tips of 2017, and have raked up the highest number of views.

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INTRODUCTION

These Microsoft® Excel® tips and tricks are the best of the best. They're the top performing tips of 2017, and have raked up the highest number of views. In fact, with a combined viewership of over **220 000**, these tips deserve their own television channel.

We've conveniently placed them all together in this neat e-book so that you have easy access to them whenever you need them! Congratulations on making the smart decision to get your hands on a copy of this e-book, we hope you find the same value in these tips that nearly a quarter of a million others did.

*WITHOUT FURTHER ADO, HERE'S THE
COUNTDOWN OF THE TOP 10 EXCEL TIPS
AND TRICKS OF 2017.*



Tip #10: How to Quickly Calculate Invoice Due Dates

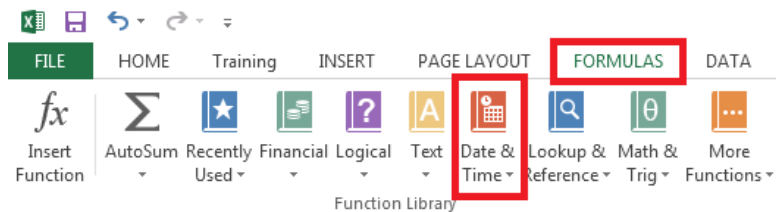
View count: 12 861 Views

Calculating invoice due dates in Microsoft® Excel® is easy. If you have struggled to calculate invoice due dates before, your worries are over – in this tip we'll show you how to do this quickly using the WORKDAY function. The WORKDAY function returns a number that represents a date, before or after a specified number of work days. You can use WORKDAY to exclude weekend or holidays when you calculate invoice due dates or expected delivery times.

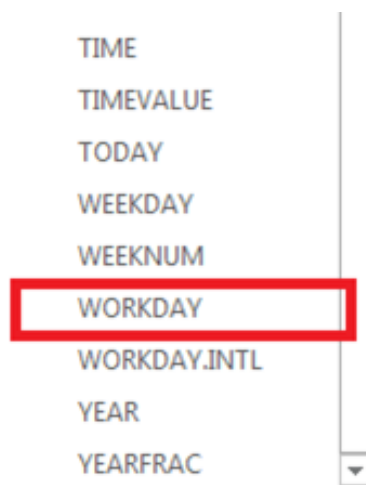
Note: [Download the sample workbook](#) to practice this exercise

Applies To: Microsoft Excel 2007,2010 and 2013

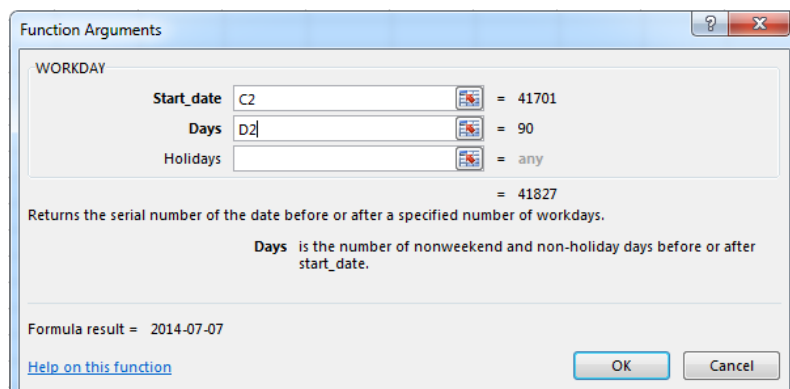
1. With reference to the sample workbook; select **cell E2**.
2. Select the **Formulas Tab** then **Date & Time**.



3. From the **Date & Time** function list ; select **WORKDAY**.



4. Then enter **C2** as the start date and **D2** as Days.



- **Start_date:** A date that represents the start date. (required)
- **Days:** The number of working days before or after start_date. A positive value for days yields a future date; a negative value yields a past date. (required)
- **Holidays:** A list of one or more dates to exclude from the working calendar. The list can be a range of cells that contain the dates.(optional)

5. Select **OK** and copy the formula down to **cell E8**.

6. The value returned by WORKDAY function should be converted to a date as follows.

- Right click on the value
- Select **Format Cells**
- Select **Date** under categories
- Select the **Date type**
- Select **OK**

	A	B	C	D	E
1	Invoice Number	Client	Processing Date	Due Days	Due Date
2	INV001	ABC	2014-03-03	90	2014-07-07
3	INV002	General Traders	2014-02-17	60	2014-05-12
4	INV003	XYZ Wholesalers	2014-03-05	30	2014-04-16
5	INV004	ABC	2014-03-06	90	2014-07-10
6	INV005	General Traders	2014-01-30	120	2014-07-17
7	INV006	Standard Suppliers	2014-01-15	120	2014-07-02
8	INV007	Import & Export CC	2014-02-20	90	2014-06-26
9					

- The due date has been returned for each Invoice number
- The due date excludes weekends or holidays

Tip #9: How to use the Excel PMT Function to calculate the monthly repayment on a loan

View count: 12 865 Views

The Excel PMT (payment) function is a really simple to use but highly useful financial function used to calculate the repayment amount on a loan. This function assumes that payments are made consistently (repayment frequency and amount remain constant) at a constant interest rate.

The video tutorial below will walk you through using the PMT function (a full transcript of the video is below):

[Watch video now](#)

PMT Function Tip Video Transcript:

The PMT function is used to calculate the payment required per period for loans based on constant payments at a constant interest rate. The periods themselves can be monthly, weekly or every two weeks. However, it must remain consistent with your payment period.

The PMT function: =PMT(rate, nper, pv, [fv], [type])

The PMT function requires:

- Rate – Your Interest Rate
- NPER – The Number of Periods over the Total Life of the Loan
- Pv – Your Present Value

It has two optional values:

- [fv] – Your Future Value
- [type]

The 'Type' lets you know whether the payment is going to be made on the first day of the month, or the last day of the month which is important for the calculation of interest. You can use the Future Value function to allow you to calculate the payment required to meet a savings target.

Using the PMT function:

Here is a spread sheet we have set-up already with a number of values that we can use to calculate our payment amount.

You are welcome to [download the workbook](#) to practice.

The first thing that we need to do is calculate our interest amount for each of the months. This particular repayment plan is going to happen on a monthly basis so we need to work out what the interest would be per month.

I take my interest rate (12% in cell C5) and divide it by 12 (number of months in a year). The Result is **0.01**. The number of payments over the lifetime of this loan would be 5 years (Loan Years in cell C4) multiplied by 12 which would give you 60 periods.

The present value, I can reference from cell **F3** (i.e. \$100 000). I can now calculate my PMT function.

I reference my rate (cell **B9**), the number of periods (cell **C9**), and the present value (cell **D9**).

=PMT(B9, C9, D9)

Future Value and Type are in square brackets [] which mean these are optional parameters. I now have my monthly repayment of **-\$2,224.44**. You'll see that the value is represented as a negative value; this is because this is money going away from us in order to pay off this loan.

It will then be a simple matter to work out the entire amount paid for the life of the loan. I take my monthly payment (cell E9) and multiply it by the number of payments that I need to make (cell C9).

=E9*C9 (The Result is -\$133,466.69)

The PMT Function works if the interest rate is constant over the life of the loan and the period repayment plan is also constant for the entire life of the loan.

Tip #8: How to find the position of a value in a data range using the MATCH function

View count: 16 819 Views

This tip is about the MATCH function and how it can be used to return the relative position of a value within a range. If you are in Sales, you can use the MATCH function to find the position of a sales value within a data range.

The MATCH function searches for a specified item in a range and then returns the relative position of that item in the range. Use MATCH, instead of one of the LOOKUP functions, when you need the position of an item in a range, instead of the item itself.

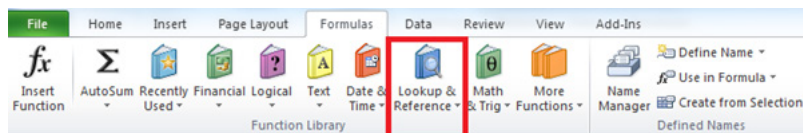
Note: **Download the sample workbook** to practice this exercise.

Applies to: Microsoft Excel 2007, 2010 and 2013

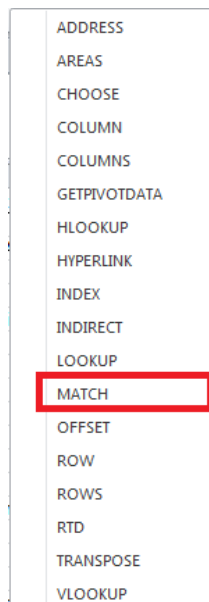
The screen shot below will be used for this example. Note that the list is sorted by the Product Sales column, in ascending order.

	A	B	C	D	E
1	Sales Person	Category Name	Product Name	Quantity	Unit F
2	Peters. K	Grains/Cereals	Tunnbröd	40	\$ 1
3	Peters. K	Dairy Products	Queso Cabrales	84	\$
4	Lavin. T	Condiments	Original Frankfurter grüne Soße	84	\$
5	Johnson. A	Seafood	Röd Kaviar	65	\$ 1
6	Bonders. P	Confections	Pavlova	50	\$ 1
7	Newson. L	Grains/Cereals	Singaporean Hokkien Fried Mee	50	\$ 1
8	Anderson. P	Beverages	Chai	48	\$ 1
9	Bonders. P	Beverages	Chai	87	\$ 1
10	Johnson. A	Dairy Products	Gudbrandsdalsost	65	\$ 1
11	Anderson. P	Confections	Teatime Chocolate Biscuits	45	\$ 2
12	Perks. M	Beverages	Côte de Blaye	95	\$ 1
13	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	100	\$ 1
14	Lavin. T	Seafood	Boston Crab Meat	100	\$ 1
15	Peters. K	Confections	Gumbar Gummibärchen	85	\$ 1
16	Perks. M	Seafood	Inlagd Sill	58	\$ 2
17	Anderson. P	Confections	Maxilaku	60	\$ 5
18	Newson. L	Confections	Teatime Chocolate Biscuits	89	\$ 2
19					

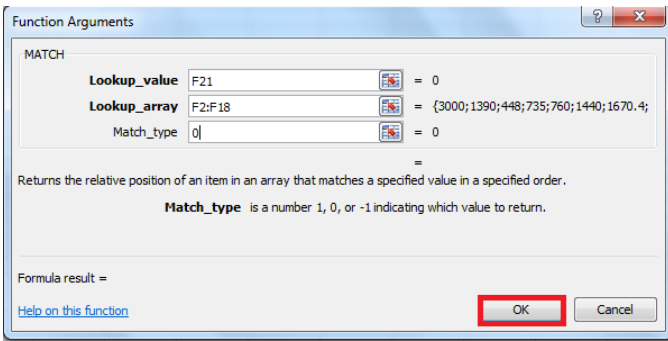
1. Select cell **F20**.
2. Select the **Formulas** tab and **Lookup & Reference** as below.



3. Then select **MATCH** from the drop down list.



4. Enter the formula arguments as shown below.



The MATCH function syntax has the following arguments:

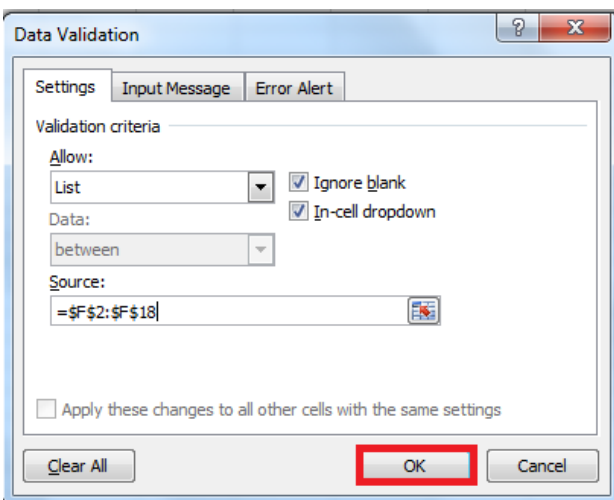
- Lookup_value Required. The value that you want to match in lookup_array
 - The lookup_value argument can be a value ,cell reference to a number, text, or logical value
- Lookup_array Required. The range of cells being searched.
- Match_Type Optional. The number -1, 0, or 1.

Match_type	Behaviour
1 or omitted	MATCH finds the largest value that is less than or equal to lookup_value. The values in the lookup_array argument must be placed in ascending order, for example: ...-2, -1, 0, 1, 2, ..., A-Z, FALSE, TRUE.
0	MATCH finds the first value that is exactly equal to lookup_value. The values in the lookup_array argument can be in any order.
-1	MATCH finds the smallest value that is greater than or equal to lookup_value. The values in the lookup_array argument must be placed in descending order, for example: TRUE, FALSE, Z-A, ...2, 1, 0, -1, -2, ..., and so on

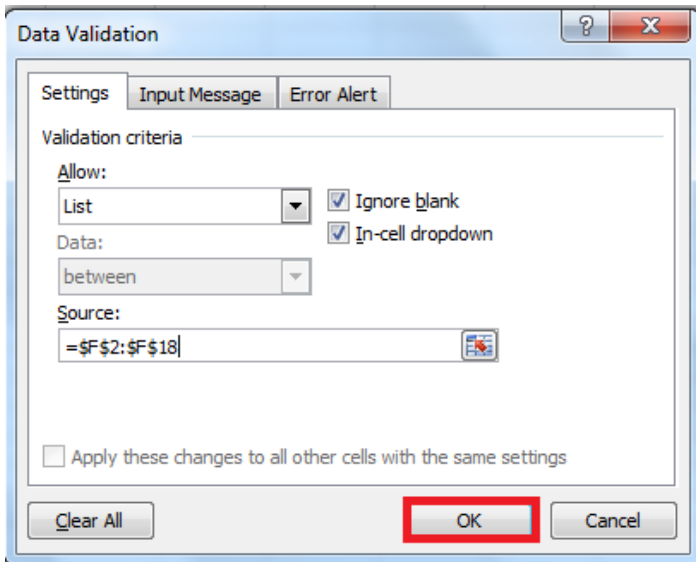
5. Select **OK**.

6. To create a drop down list for the values

a) Select cell **F21** and then select the **Data tab** and **Data Validation** as shown below.



7. The Data Validation pop-up will appear, In the Settings tab, select the options and input the source as shown below and select **OK**.



8. A drop down list will be inserted which will allow you to see where a selected amount (value) is positioned.

	A	B	C	D	E	F
1	Sales Person	Category Name	Product Name	Quantity	Unit Price	Product Sales
2	Peters. K	Grains/Cereals	Tunnbröd	40	\$ 11.20	\$ 448.00
3	Peters. K	Dairy Products	Queso Cabrales	84	\$ 7.30	\$ 613.20
4	Lavin. T	Condiments	Original Frankfurter grüne Soße	84	\$ 7.30	\$ 613.20
5	Johnson. A	Seafood	Röd Kaviar	65	\$ 10.00	\$ 650.00
6	Bonders. P	Confections	Pavlova	50	\$ 14.70	\$ 735.00
7	Newson. L	Grains/Cereals	Singaporean Hokkien Fried Mee	50	\$ 15.20	\$ 760.00
8	Anderson. P	Beverages	Chai	48	\$ 16.80	\$ 806.40
9	Bonders. P	Beverages	Chai	87	\$ 10.40	\$ 904.80
10	Johnson. A	Dairy Products	Gudbrandsdalsost	65	\$ 14.40	\$ 936.00
11	Anderson. P	Confections	Teatime Chocolate Biscuits	45	\$ 24.90	\$ 1 120.50
12	Perks. M	Beverages	Côte de Blaye	95	\$ 12.00	\$ 1 140.00
13	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	100	\$ 13.90	\$ 1 390.00
14	Lavin. T	Seafood	Boston Crab Meat	100	\$ 14.40	\$ 1 440.00
15	Peters. K	Confections	Gumbär Gummibärchen	85	\$ 19.20	\$ 1 632.00
16	Perks. M	Seafood	Inlagd Sill	58	\$ 28.80	\$ 1 670.40
17	Anderson. P	Confections	Maxilaku	60	\$ 50.00	\$ 3 000.00
18	Newson. L	Confections	Teatime Chocolate Biscuits	89	\$ 210.80	\$ 18 761.20
19						
20					Position	12
21					Value	\$ 1 390.00
22						\$1 120.50
23						\$1 140.00
24						\$1 390.00
25						\$1 440.00
26						\$1 632.00
27						\$1 670.40
28						\$3 000.00
29						\$18 761.20

Tip #7: How to extract text from a text string using the MID and FIND functions

View count: 20 869 Views

Let's say you have imported a list of names into Microsoft® Excel® from a payroll program, and the first names and surnames are all added to one column of data but in order to manipulate the data you would like to have the surnames extracted to a separate column. You can do this using various methods of extracting text from a text string. In this tip we show you how, by nesting the MID and FIND functions, the surname can be extracted from the name string.

- The MID function returns a specific number of characters from a text string, starting at the position you specify.
- The FIND function locates one text string within a second text string, and returns the number of the starting position of the first text string from the first character of the second text string.

Note: **Download the sample workbook** to practice this exercise.

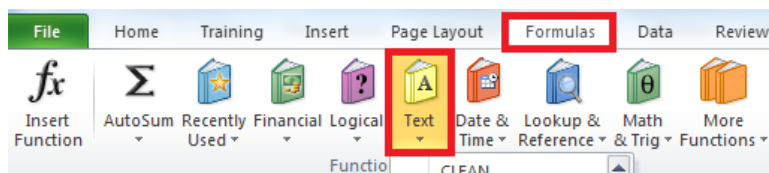
Applies to: Microsoft Excel 2007, 2010 and 2013.

The screen shots below will be used to illustrate this exercise.

	A	B	C
1			
2	Staff Code	Name	Surname
3	P9	Gene Fraser	
4	P8	Helen Marks	
5	P7	Jenny Brown	
6	P6	Kelvin Moxford	
7	P5	L Belford	
8	P46	Peter Jackson	
9	P45	Jeff Sutton	
10	P44	Daryl Pieters	
11	P43	Dale Myton	
12	P42	Bronwyn Dixter	
13	P41	Angela Acton	
14	P40	Nadjia Davids	
15	P4	K Swartz	
16	P39	Jackie Hart	
17	P38	B. Kurten	
18	P36	O. Syffert	
19	P35	C. Teversham	
20	P34	G. Boddington	
21	P33	G. Pitt	
22	P32	Frank Smithers	
23	P31	Anthia Storm	
24	P30	Jen Myers	
25	P3	B Nixon	
26	P29	C. Vilders	
27	P28	Sherril Dory	

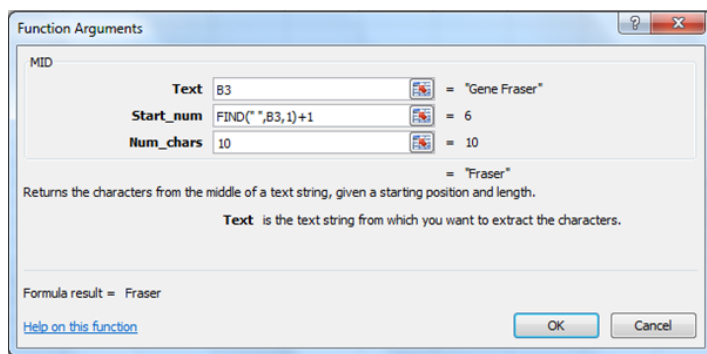
1. Select cell **C3**.

2. Select as per screen shot below.



3. Select **MID** from the Text functions list.

4. Then enter the formula as below.



B3 refers to the first cell under the names column

- Excel searches for the position of the space within the text string using the FIND function.
- 1 is added to the returned number. This is the first letter of the surnames.
- 10 is the maximum number of characters that can be extracted.

5. Select **OK** and copy the formula down.

6. The result will be as below.

	A	B	C
1			
2	Staff Code	Name	Surname
3	P9	Gene Fraser	Fraser
4	P8	Helen Marks	Marks
5	P7	Jenny Brown	Brown
6	P6	Kelvin Moxford	Moxford
7	P5	L Belford	Belford
8	P46	Peter Jackson	Jackson
9	P45	Jeff Sutton	Sutton
10	P44	Daryl Pieters	Pieters
11	P43	Dale Myton	Myton
12	P42	Bronwyn Dixter	Dixter
13	P41	Angela Acton	Acton
14	P40	Nadja Davids	Davids
15	P4	K Swartz	Swartz
16	P39	Jackie Hart	Hart
17	P38	B. Kurten	Kurten
18	P36	O. Syffert	Syffert
19	P35	C. Teversham	Teversham
20	P34	G. Boddington	Boddingto
21	P33	G. Pitt	Pitt
22	P32	Frank Smithers	Smithers
23	P31	Anthia Storm	Storm
24	P30	Jen Myers	Myers
25	P3	B Nixon	Nixon
26	P29	C. Vilders	Vilders
27	P28	Sherril Dory	Dory

Tip #6: How to consolidate data in Excel using Data Consolidation

View count: 21 622 Views

To summarize and report results from data on separate worksheets, you can consolidate the data from each separate worksheet into one worksheet (or master worksheet). The worksheets you consolidate can be in the same workbook as the master worksheet or in other workbooks.

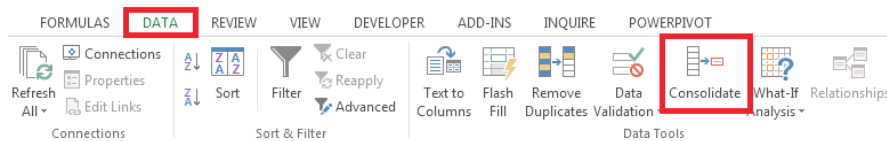
When you consolidate data in one worksheet, you can easily update and combine it. For example, if you have a worksheet of expense figures for each of your regional offices, you might use data consolidation to combine these figures into a corporate expense worksheet. This master worksheet might contain sales totals and averages, current inventory levels, and highest selling products for the whole business.

In this tip we are going to consolidate income statements using data from branch A and branch B.

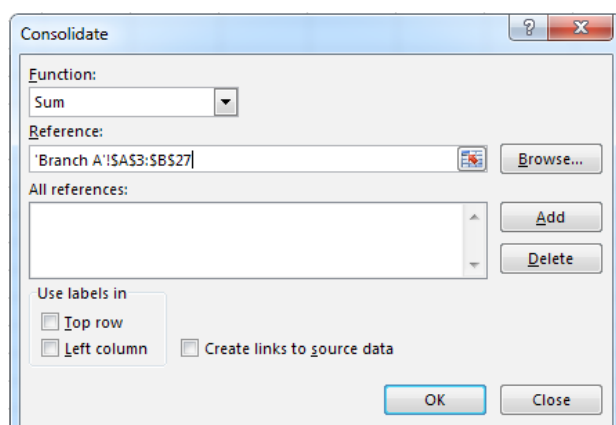
You are welcome to [download the workbook](#) to practice this exercise

Applies To: Microsoft Excel 2010 and 2013

1. Select the **consolidation** worksheet.
2. To consolidate branch A income statement data:
 - Select cell **A3**.
 - On the Data tab, in the Data Tools group, click **Consolidate**.



- In the Function box, click **SUM**.
- In the Reference box, click the **Collapse Dialog** button (edit reference icon) and select the **branch A** worksheet.
- Select the data range **A3:B27**.



- Click the **Collapse Dialog** button
- In the Consolidate dialog box, click **Add**.The branch A income statement data will be added to the reference list.

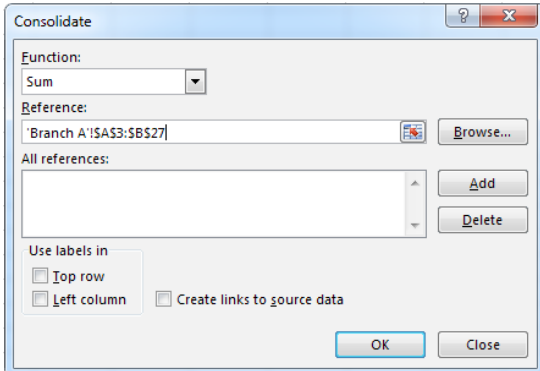
3. To consolidate branch B income statement data:

- In the Reference box, click the **Collapse Dialog** button and select the **February income statement**.
- Select the data range **A3:B27**.
- Click the **Collapse Dialog** button
- In the Consolidate dialog box, click **Add**. The branch B income statement data will be added to the reference list.

4. Select the check boxes under **Use labels in**, (this indicate where the labels are located in the source ranges): **Top row** and **Left column**.

5. Tick the **create links to source data** check box.

6. Click **OK**.



R.K.L Coastal Trading CC.		
Income Statement		
	Branch A	Branch B
REVENUE	296 516.05	357 062.15
Sales	296 516.05	357 062.15
COST OF SALES	345 413.35	433 431.74
Cost Variance	-	-
Inventory Adjustment	9 368.49	(1 748.80)
GROSS PROFIT / (LOSS)	119 125.13	141 220.68
OVERHEADS	58 238.23	69 212.75
Salaries and Wages	38 919.32	53 786.60
Skills Levies	-	421.87
Rent Paid	9 646.00	4 823.00
Refreshments	49.61	-
Repairs and Maintenance	217.57	-
Car Repairs and Maintenance	-	2 747.38
Car Installments	1 752.82	1 998.27
Car General Expenses	-	256.31
Car Fuel Expenses	4 134.00	-
Telephone and Fax	3 469.30	5 179.32
Travel - Local	49.61	-
OTHER REVENUE	7.61	10.69

As you can see a summary income statement has been created for the both branches. You can therefore analyse the financial performance of the organisation at a glance.

Below we'll explain a few ways to consolidate data:

- **Consolidate by position:** Use this method when the data from multiple source areas are arranged in the same order and uses the same row and column labels. For example, when you have a series of expense worksheets that are created from the same template.
- **Consolidate by category:** Use this method when the data from multiple source areas is arranged differently, but the same row and column labels are used. For example, you can use this method when you have a series of inventory worksheets for each month that use the same layout, but each worksheet contains different items or a different number of items

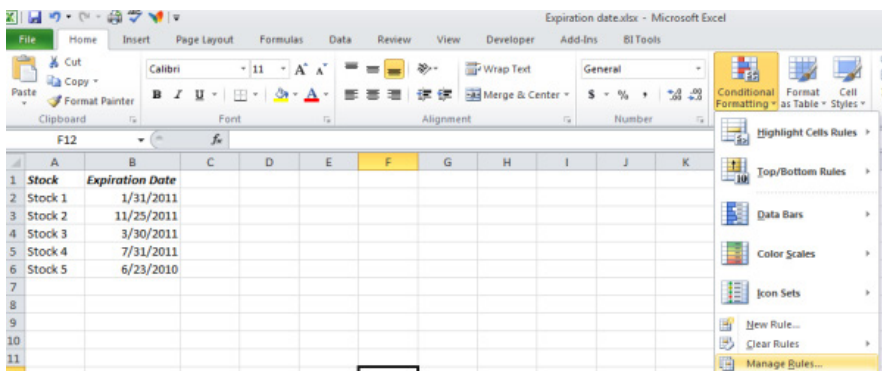
Tip #5: Automatically highlight upcoming and past due dates

View count: 21 961 Views

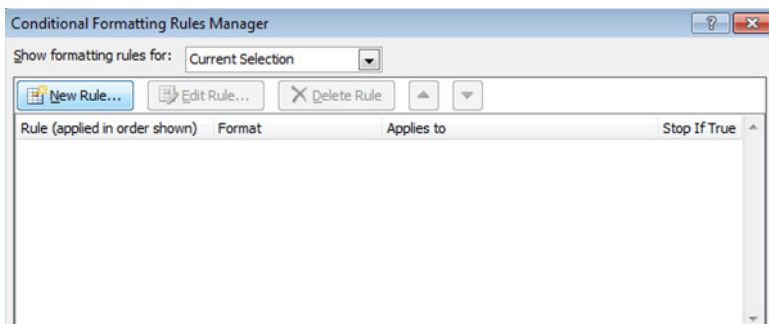
From Excel 2010, there's a way to automatically highlight upcoming and past due dates. For example, if you have expiry dates for stock in a spreadsheet, it's possible to highlight the stock that has expired as well as the stock that will expire within 30 days. This is achievable with conditional formatting. Below is a demonstration of how this can be done.

You're also welcome to [download the workbook](#) to practice.

1. Select the **Home** tab in the toolbar at the top of the screen.
2. Then in the styles group, click on the **Conditional Formatting** drop-down and select **Manage Rules**.

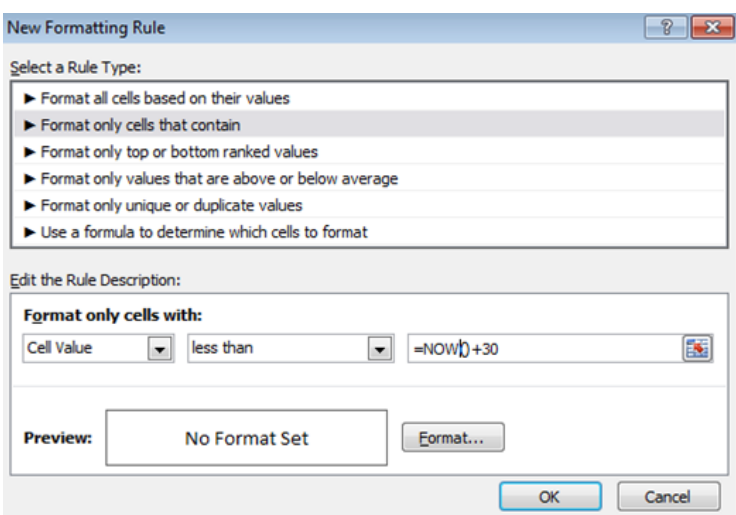


3. When the Conditional Formatting Rules Manager window appears, click on the **New Rule** button to enter the first condition.

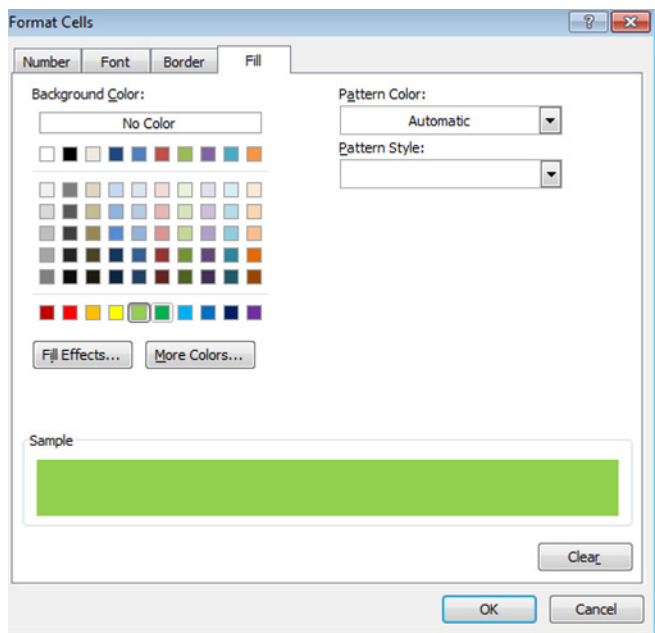


4. When the New Formatting Rule window appears, select the **Format only cells that contain** rule type. Then select Cell Value in the first drop down, less than in the second drop down, and enter the following formula: **=NOW()+30**

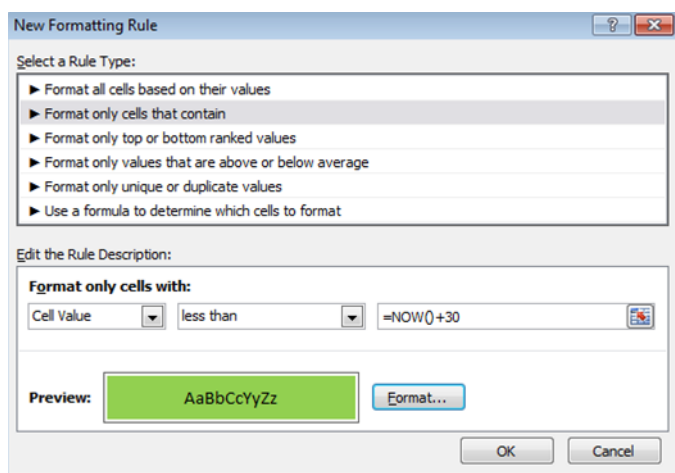
Next, we need to select what formatting to apply when this condition is met. To do this, click on the **Format** button:



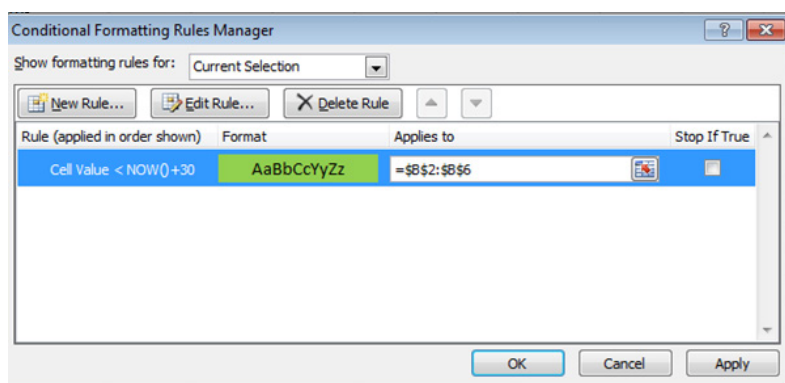
5. When the Format Cells window appears, select the **Fill** tab. Then select the color that you would like to use for the dates that will expire in the next 30 days. In this example, we've selected green. Then click on the **OK** button.



6. When you return to the **New Formatting Rule** window, you should see the preview of the formatting in the preview box. In this example, the preview box shows green as the fill color. Click on the **OK** button.



This will return you to the Conditional Formatting Rules Manager window. Select **OK**.



The stock that has already expired, as well as the stock that will expire in less than 30 days from now, will be highlighted in green.

	A	B	C
1	Stock	Expiration Date	
2	Stock A	2013/03/14	
3	Stock B	2013/12/30	
4	Stock C	2013/02/20	
5	Stock D	2013/05/01	
6	Stock E	2013/01/23	

This is an easy and effective way of automatically highlighting upcoming and past due dates in Excel.

Tip #4: How to expand and collapse grouped columns using keyboard shortcuts

View count: 22 219 Views

Grouped columns and rows (sometimes called Outline Data) are an alternative for hiding and showing data without using the Hide and Unhide function. Both options are great for organizing and de-cluttering worksheets which have a lot of data on display. Did you know that you can expand and collapse grouped columns using keyboard shortcuts? Follow the steps below to see how.

You are welcome to [download the workbook](#) to practice this exercise.

Applies To: Microsoft® Excel® 2010 and 2013

1. Open the exercise workbook. You will see that three columns (B, C and D) are grouped together.

	A	B	C	D	E	F
1	Branch	Sales Person	Category Name	Product Name	Date	Quantity
2	East Coast	Anderson, P	Confections	Maxilaku	January 01, 2014	6
3	East Coast	Johnson, A	Grains/Cereals	Gnocchi di nonna Alice	January 01, 2014	21
4	East Coast	Peters, K	Grains/Cereals	Tunnbröd	January 02, 2014	4
5	East Coast	Bonders, P	Confections	Pavlova	January 03, 2014	2
6	East Coast	Newsom, L	Grains/Cereals	Singaporean Hokkien Fried Mee	January 03, 2014	5
7	East Coast	Lavin, T	Seafood	Boston Crab Meat	January 07, 2014	1
8	East Coast	Perks, M	Seafood	Inlagd Sill	January 07, 2014	15
9	East Coast	Anderson, P	Beverages	Chai	January 07, 2014	
10	East Coast	Johnson, A	Dairy Products	Gudbrandsdalsost	January 07, 2014	
11	East Coast	Peters, K	Dairy Products	Queso Cabrales	January 07, 2014	2
12	East Coast	Bonders, P	Beverages	Chai	January 14, 2014	35
13	East Coast	Newsom, L	Confections	Teatime Chocolate Biscuits	January 16, 2014	5
14	East Coast	Lavin, T	Condiments	Original Frankfurter grüne Soße	January 16, 2014	4
15	East Coast	Perks, M	Beverages	Côte de Blaye	January 16, 2014	2
16	East Coast	Anderson, P	Confections	Teatime Chocolate Biscuits	January 21, 2014	2
17	East Coast	Johnson, A	Seafood	Röd Kaviar	January 21, 2014	14
18	East Coast	Peters, K	Confections	Gumbär Gummibärchen	January 22, 2014	1
19	East Coast	Bonders, P	Dairy Products	Gorgonzola Telino	January 23, 2014	3
20	East Coast	Newsom, L	Meat/Poultry	Pâté chinois	January 24, 2014	4
21	East Coast	Lavin, T	Grains/Cereals	Gnocchi di nonna Alice	January 30, 2014	12
22	East Coast	Perks, M	Meat/Poultry	Tourtière	January 31, 2014	15

2. Select any cell in those three columns, then press **ALT, A, H**.

	A	B	F	G	H	I
1	Branch	Date	Quantity	Unit Price	Product Sales	
2	East Coast	January 01, 2014	6	7	432	
3	East Coast	January 01, 2014	21	14	248	
4	East Coast	January 02, 2014	4	11	426	
5	East Coast	January 03, 2014	2	15	26	
6	East Coast	January 03, 2014	5	15	68	
7	East Coast	January 07, 2014	1	14	144	
8	East Coast	January 07, 2014	15	29	432	
9	East Coast	January 07, 2014		17	54	
10	East Coast	January 07, 2014		14	346	
11	East Coast	January 07, 2014	2		146	
12	East Coast	January 14, 2014	35	1	364	
13	East Coast	January 16, 2014	5	22	154	
14	East Coast	January 16, 2014	4	7	25	

The grouped rows are now in a collapsed view.

3. In order to expand the selection, you must select a cell in the same column as the group symbol (in this case, column E).

	A	E	F	G	H
1	Branch	Date	Quantity	Unit Price	Product Sales
2	East Coast	January 01, 2014	6	7	432
3	East Coast	January 01, 2014	21	14	248
4	East Coast	January 02, 2014	4	11	426
5	East Coast	January 03, 2014	2	15	26
6	East Coast	January 03, 2014	5	15	68
7	East Coast	January 07, 2014	1	14	144

4. Press ALT, A, J.

	A	B	C	D	E	F
1	Branch	Sales Person	Category Name	Product Name	Date	Quantity U
2	East Coast	Anderson, P	Confections	Maxilaku	January 01, 2014	6
3	East Coast	Johnson, A	Grains/Cereals	Gnocchi di nonna Alice	January 01, 2014	21
4	East Coast	Peters, K	Grains/Cereals	Tunnbröd	January 02, 2014	4
5	East Coast	Bonders, P	Confections	Pavlova	January 03, 2014	2
6	East Coast	Newson, L	Grains/Cereals	Singaporean Hokkien Fried Mee	January 03, 2014	5
7	East Coast	Lavin, T	Seafood	Boston Crab Meat	January 07, 2014	1
8	East Coast	Perks, M	Seafood	Inlagd Sill	January 07, 2014	15
9	East Coast	Anderson, P	Beverages	Chai	January 07, 2014	

The grouped columns are now expanded.

Tip #3: Easy steps to opening an Excel workbook on a specific worksheet

View count: 24 122 Views

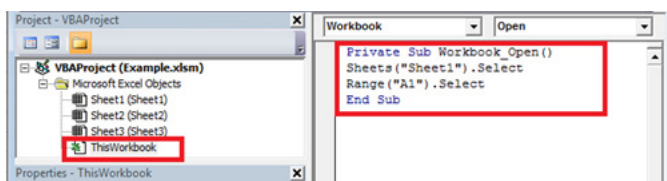
Assuming you have one frequently used Microsoft® Excel® worksheet in a big workbook, wouldn't you prefer to land on that specific worksheet when opening the workbook? By creating the simple macro given below, one can land on a specific Excel worksheet and even a specific cell when opening a workbook.

Follow these easy steps below as we explain how this can be done.

Applies To: Excel 2003, 2007, 2010, 2013, and 2016

```
Visual Basic Coding:  
Private Sub Workbook_Open()  
Sheets("Sheet1").Select  
Range("A1").Select  
End Sub
```

1. Open Microsoft Excel, then press **Alt + F11** (This will open the VISUAL BASIC Editor).
2. On the far left, under Microsoft Excel Object, select **ThisWorkbook**.
3. Then on the right hand side, paste the above code.
4. In the second line of the code, change **Sheet1**, to the sheet name (tab) you wish to land on.



5. In the third line of the coding, change **A1**, to the cell you wish to land on.
6. From the Menu bar, select **File, Close** and **Return to Microsoft Excel**, then **save** and **close** the Microsoft Excel workbook.
7. Ensure you save the workbook as an Excel Macro-Enabled Workbook. (*.xlsm)

The next time you open the workbook, it will open on the specific worksheet and cell.

N.B. Ensure that your Macro Settings are not disabled under the Macro Settings Option .

To set your Macro security level, follow the steps below:

- On the **Office/File** tab, select **Options**.
- On the left side of the dialogue box, select **Trust Centre**, then select the **Trust Centre Settings button**.
- On the left side, select **Macro Settings**, then select **Disable all macros with notification**.

By landing on a specific worksheet and or cell, you will time by navigating to a desired location within your Excel workbook, thus making streamlining your process and making it more efficient.

Tip #2: Easily recover an unsaved workbook in Excel

View count: 28 149 Views

If you've experienced the mishap of mistakenly closing a file while working on it, or losing it due to a power failure or gremlin in your computer, you'll know how frustrating it can be. Fortunately, changes were made in Microsoft® Excel® 2010 and 2013 which make the process to recover an unsaved workbook much simpler.

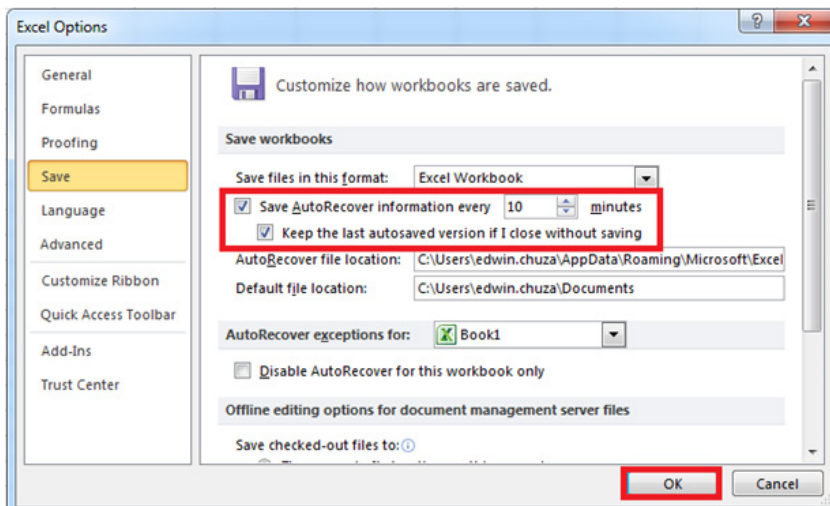
To take advantage of these changes, you need to have the following options enabled:

- Save auto recover information
- Keep the last autosaved version if I close without saving

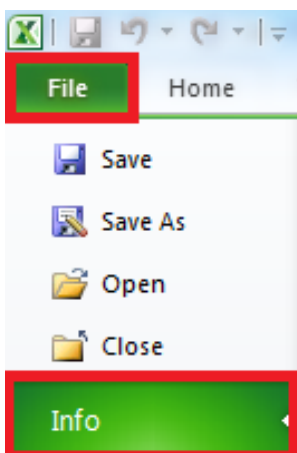
Applies To: Microsoft Excel 2007, 2010 and 2013

1. To enable the Save auto recover information options:

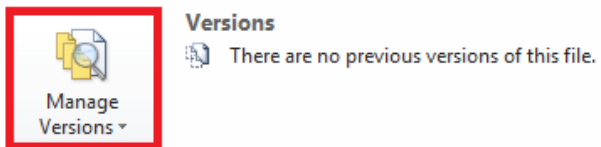
- a) Select File
- b) Select Options
- c) Select Save and tick the Save AutoRecover boxes as shown below.



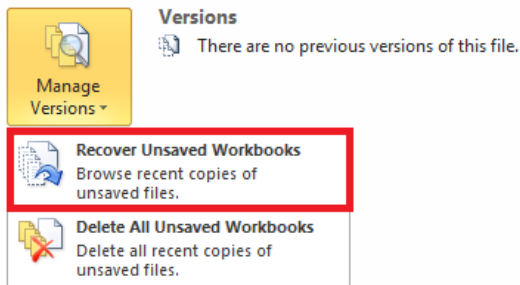
2. Select the **File** menu tab and **Info** option.



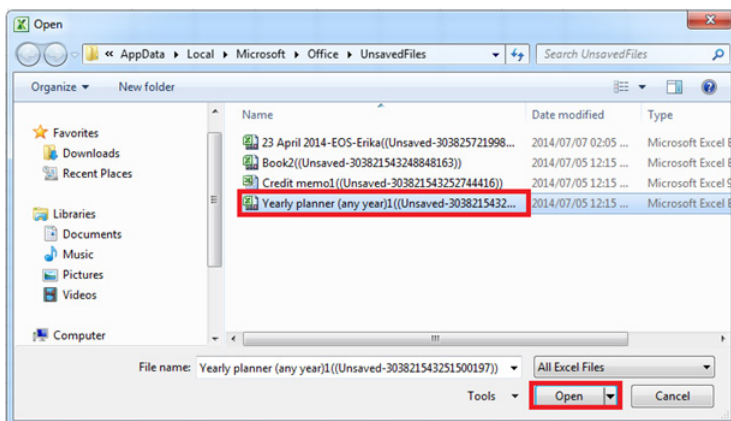
3. On the info page, click on the **Manage Versions** button



4. Select **Recover Unsaved Workbooks**



5. Select the respective file and click **Open**



The unsaved version of the workbook will be opened, thus no data will be lost

Tip #1: How to delete a worksheet quicker using keyboard shortcuts

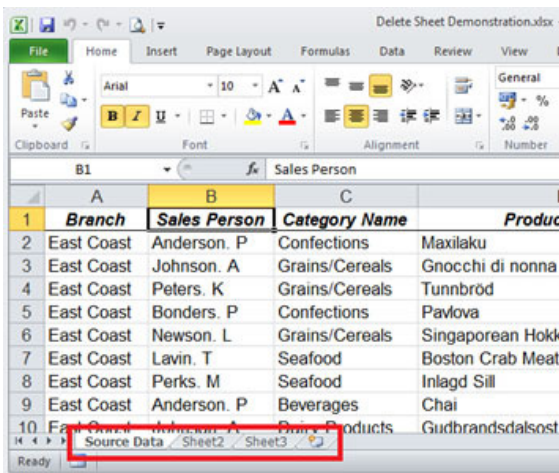
View count: 31 462 Views

To delete a worksheet in a Microsoft® Excel® workbook, you would normally right-click on the worksheet tab and select 'Delete'. However, to save you a bit of time, you can do it quicker using a keyboard shortcut combination that will execute the same command.

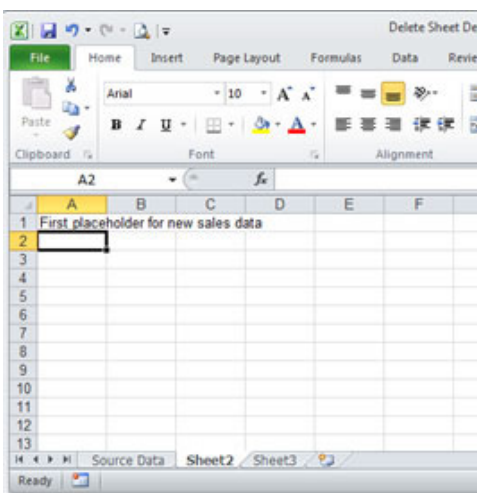
You are welcome to [download the workbook](#) to practice this exercise.

Applies To: Microsoft Excel 2003, 2007, 2010 and 2013

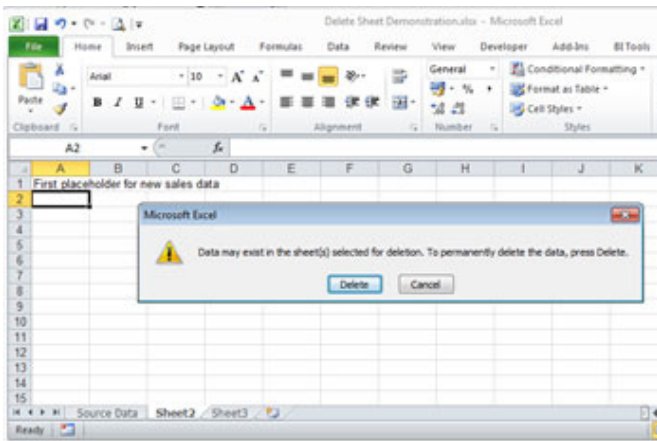
1. Open the workbook. There are three sheets, however we wish to delete the second and third sheets (Sheet2 and Sheet3 respectively).



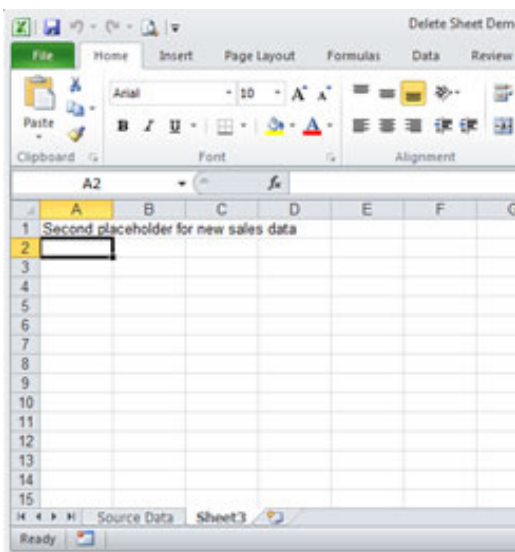
2. Select **Sheet2**.



3. Press **ALT + E**, then the **L** key.



4. Select **Delete** in the **Confirm Deletion** window. The sheet will now be deleted.



5. Sheet3 will now be selected. Press **F4** to repeat your last command, and you will be able to delete this sheet as well.

The F4 keyboard shortcut repeats the last command. This shortcut will also apply if you choose to use the right-click deletion method.

Note: Microsoft Excel 2010 and 2013 have a new keyboard shortcut for deleting a sheet – **Alt + H, D, S**. However, they will still recognise the original version, which involves one less keystroke.

CONCLUSION

Can't get enough of these time-saving tips? Why not join the list for our weekly Excel Tips and Tricks newsletter, where you'll receive a handy tip or trick delivered straight to your inbox every Thursday!

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