



Discovering the underappreciated gems within the Excel Ribbons

SPEED UP TASKS, ENHANCE PRESENTATION AND BRING IN ADDITIONAL FEATURES

Lunch and Learn series

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Lunch & Learn – The Series



3 Sep

File & Home

15 Oct

Formulas & Data

12 Nov

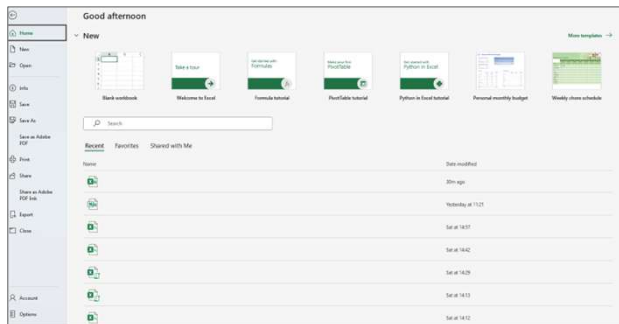
Insert

10 Dec

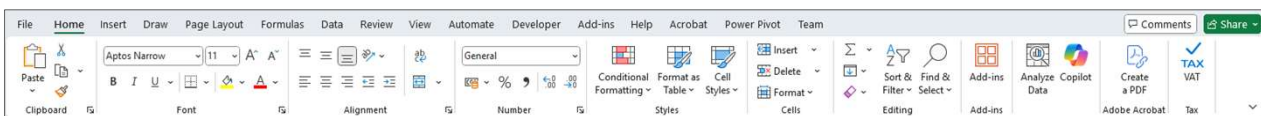
Everything else

12:30 to 13:00

File and Home Ribbons



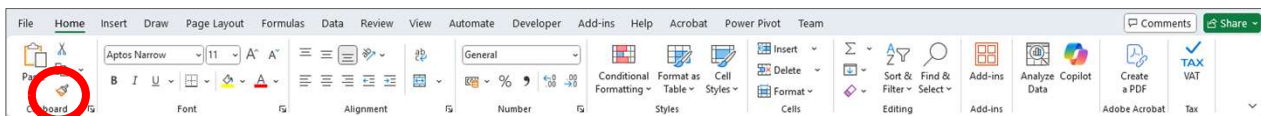
Info option



Format painter
Merger and centre v Centre across selection

Number and date formats
Cell styles
Conditional Formatting

Format Painter

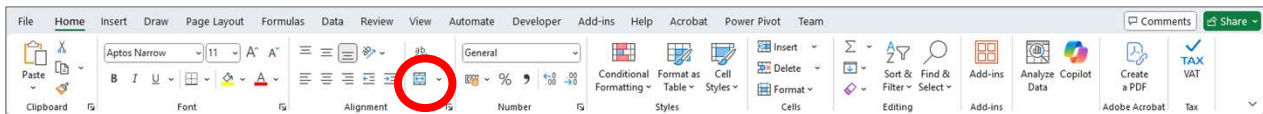


Copies a format

Double click to repeat – ESC to stop

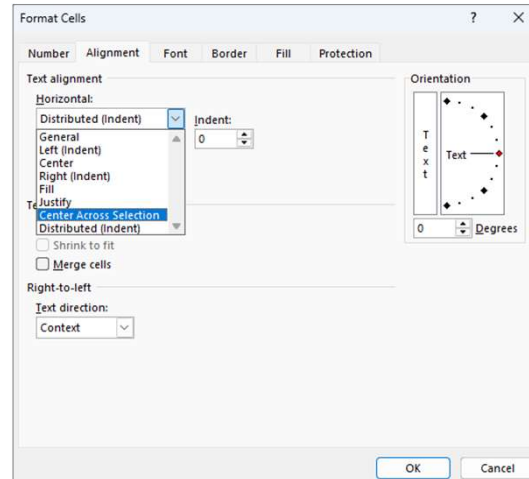
Stays loyal to row for multiple formats

Merge & Center (no more!)

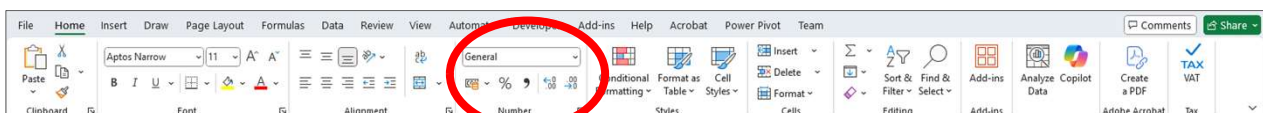


Center Across Selection solves all the problems of not being able to highlight an area that has previously been merged.

Found as an option on the Format Cells Dialog box as a Horizontal option



Number and Date Formats



Four parts to the number format

Positive ; Negative ; Zero ; Text

Bust format for financial reports

#,##0_);(,##0)

For reports in thousands

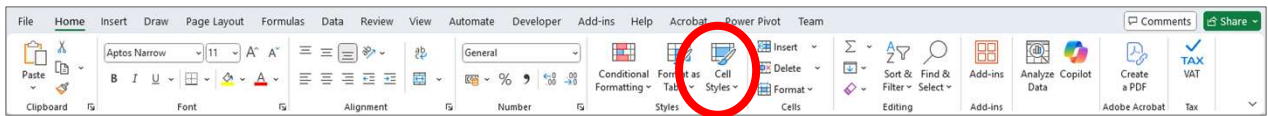
#,##0,_) ;(,##0,)

Dates – just a formatted number

dd mmm yy

NB formatting can also be applied using the =TEXT(Number,"Format") function and the current date and time is displayed using =NOW()

Cell Styles

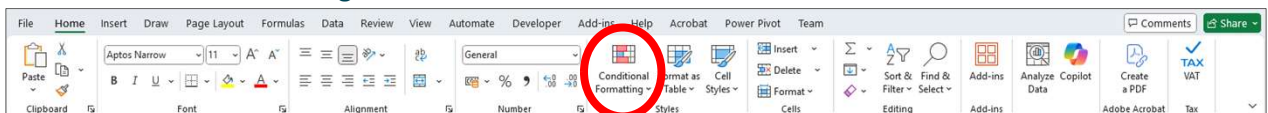


Consistent formatting

One change will change all incidents

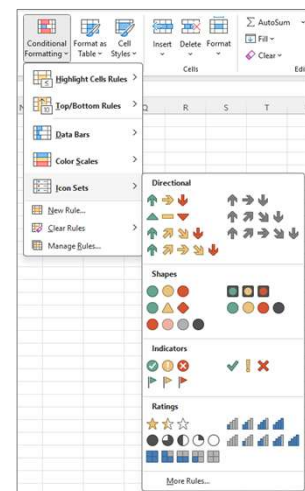
Can be used in Management reports to switch from actual numbers to whole thousands

Conditional Formatting



Will highlight values and cells based in conditions

Also great for adding Data bars, Colour Scales, and Icons Sets



Icons for variances

The Care Team

Management Accounts for April 202X

	April					Year to Date					Full Year			
	Budget	Actual	Last Year	Variance Plan	Variance Last Year	Budget	Actual	Last Year	Variance Plan	Variance Last Year	Budget	Forecast *	Last Year	Variance Forecast
Income Statement														
Income	125,000	91,576	140,167	(33,424)	(48,591)	420,000	440,723	426,995	20,723	13,728	1,405,000	1,425,723	1,469,879	20,723
Care Staff	(50,000)	(27,581)	(56,487)	22,419	28,906	(168,000)	(182,323)	(172,666)	(14,323)	(9,657)	(362,000)	(576,323)	(598,145)	(14,323)
Gross Contribution	75,000	63,995	83,680	(11,005)	(19,685)	252,000	258,400	254,329	6,400	4,071	843,000	849,400	871,734	6,400
Office Staff	(44,000)	(31,942)	(49,740)	12,058	17,798	(148,000)	(131,827)	(159,052)	16,173	27,225	(488,000)	(471,827)	(543,680)	16,173
Rent	(3,438)	(3,438)	(3,438)	0	0	(13,750)	(13,750)	(13,750)	0	0	(41,250)	(41,250)	(41,250)	0
Utilities	(3,000)	(3,239)	(4,268)	(239)	1,029	(12,000)	(12,486)	(17,665)	(486)	5,179	(36,000)	(36,486)	(47,852)	(486)
Other	(2,900)	(2,206)	(2,473)	294	267	(10,000)	(11,817)	(9,805)	(1,817)	(2,012)	(30,000)	(31,817)	(27,417)	(1,817)
Depreciation	(4,125)	(4,404)	(4,225)	(279)	(179)	(16,500)	(18,014)	(16,700)	(1,514)	(1,314)	(49,500)	(51,014)	(49,270)	(1,514)
Net Surplus	17,938	18,767	19,537	829	(770)	51,750	70,506	37,357	18,756	33,149	198,250	217,006	162,265	18,756
KPIs														
Contribution Margin	60%	70%	60%			60%	59%	60%			60%	60%	59%	
Net Surplus	14%	20%	14%			12%	16%	9%			14%	15%	11%	
Variances														
Top 5 adverse % variances - Actual v Budget						Top 5 adverse % variances - Actual v Budget					Legend			
1 Revenue				-27%		1 Other					More than 10% better than budget			
2 Gross Profit				-15%		2 Depreciation					Within 10% of budget both +/-			
3 Utilities				-8%		3 Cost of sales					More than 10% worse than budget			
4 Depreciation				-7%		4 Utilities								
5 Rent				0%		5 Rent								

Icons for variances

Add conditional formatting

Edit Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format all cells based on their values:

Format Style: Icon Sets Reverse Icon Order

Icon Style: Green Yellow Red Show Icon Only

Display each icon according to these rules:

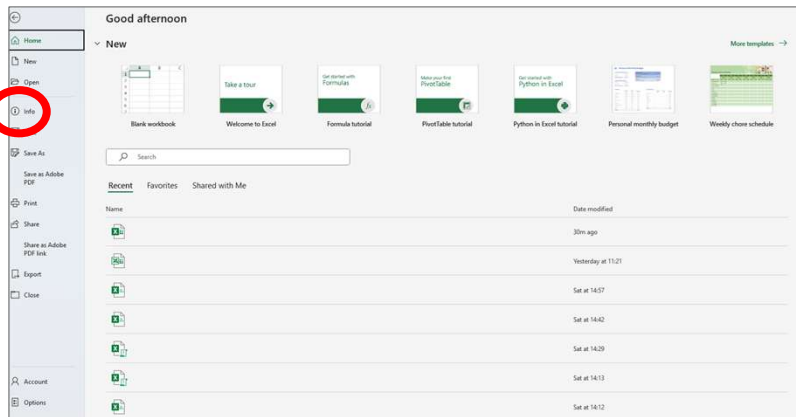
Icon	When value is	Value	Type
Green	when value is	>= 10	Number
Yellow	when < 10 and	>= -10	Number
Red	when < -10		

OK Cancel

Year to Date					Full Year				Run Rules To 14th Plan	
Budget	Actual	Last Year	Variance Plan	Variance Last Year	Budget	Forecast *	Last Year	Variance Forecast	Actual	To 14th Plan
395,000	349,147	286,828	54,147	62,319	1,405,000	1,459,147	1,469,879	54,147	116,882	124,526
(58,000)	(54,742)	(110,179)	(56,742)	(58,558)	(362,000)	(598,742)	(598,145)	(56,742)	(51,581)	(49,307)
27,000	28,455	17,648	17,455	31,750	843,000	845,455	871,734	17,455	64,823	75,231
(24,000)	(9,885)	(100,312)	4,115	8,437	(488,000)	(481,885)	(543,680)	4,115	(30,295)	(49,311)
	(40,333)	(10,313)	0	0	41,250	(41,250)	(41,250)	0	(3,638)	(4,488)
			(248)	4,149	(36,000)	(36,348)	(47,852)	(248)	(1,083)	(4,280)
			(12,776)	(2,776)	(60,000)	(61,111)	(77,417)	(2,111)	(8,204)	(6,978)
			(1,136)	(89,500)	(50,793)	(49,270)	5,285	(5,516)	(9,855)	
51,759	17,821	17,826	0	39,938	198,250	216,176	162,265	17,826	17,246	12,281
(300)	(202)	(878)	188	276	(1,350)	(1,002)	(1,844)	188	(94)	(136)
23,513	51,626	17,443	18,126	34,184	197,050	215,174	160,421	18,126	17,212	12,087
*Forecast is Actual for the first 13 months and budget for the last 9 months										
60%	59%	59%			60%	59%	59%			
11%	15%	6%			14%	15%	11%			

Show Icon Only to hide calculation

File Info



Copies a format

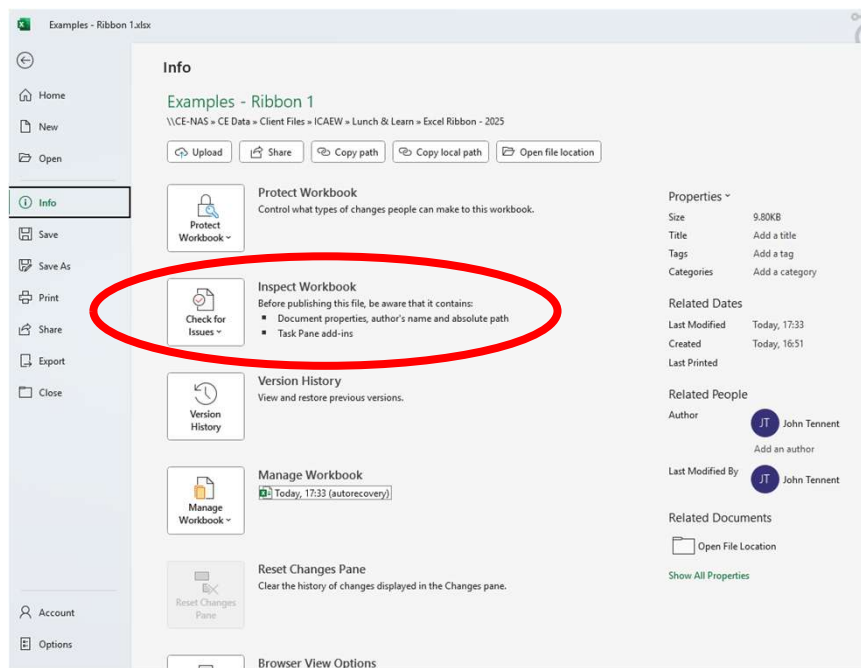
Double click to repeat – ESC to stop

File Info

Checks / audits the workbook

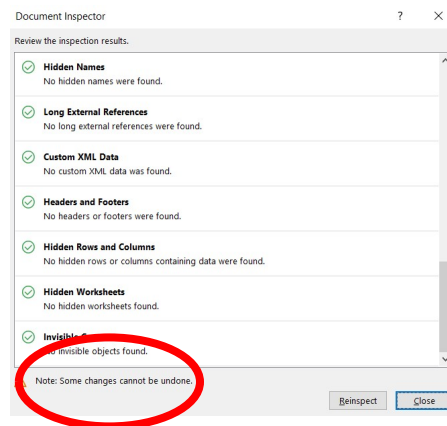
Pulls out errors

Highlights issues (hidden rows / columns)



File Info

NB always save the Workbook first and apply to a separate version



Questions





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