



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

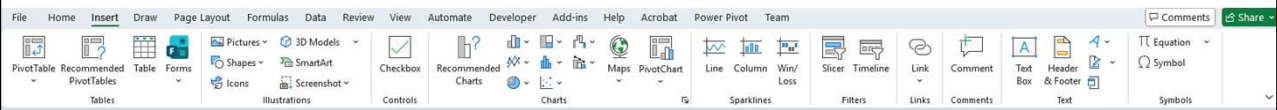
Insert

10 Dec

Everything else

12:30 to 13:00

Insert Ribbons



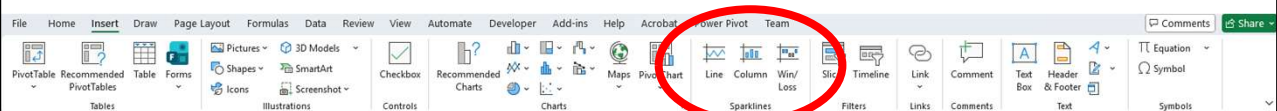
- Sparklines
- CheckBox
- Table
- Dynamic charts with CheckBoxes
- Waterfall charts

For further icons see







Webinar 21 Mar 2025 – ‘Is this the end of Pivot Tables’

Webinar Series – Lunch & Learn 13 Sep 2024 to 9 Jan 2025 (5 sessions)
on ‘Brining financial reports to alive in Excel with visualisation’

Sparklines

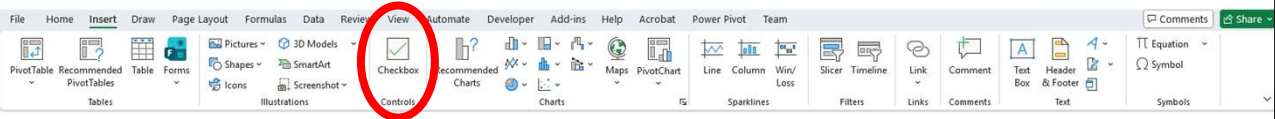


A great visual audit of how the numbers outside the screen area are sequencing. When reviewing a series ask yourself ‘Is the profile of the series what I was expecting?’

Budget by Month							
Budget data - Month actual							
		Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Income Statement							
Revenue		(95,000.00)	(90,000.00)	(110,000.00)	(125,000.00)	(130,000.00)	(125,000.00)
Cost of sales		38,000.00	36,000.00	44,000.00	50,000.00	52,000.00	50,000.00
Staff cost		32,000.00	32,000.00	40,000.00	44,000.00	44,000.00	44,000.00
Rent		3,437.50	3,437.50	3,437.50	3,437.50	3,437.50	3,437.50
Utilities		3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Other		2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00

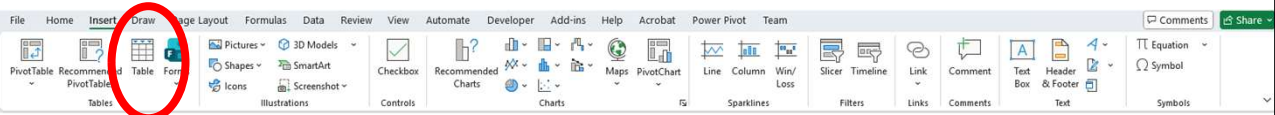
Located in the middle of the ‘Insert’ Ribbon

Check Boxes



- Size, color, back color and alignment all adjustable as if a character of text
- Use space bar to check and un-check
- Value returns as True/False, use **=N()** to turn into a number with 1 True and 0 False
- Use **=COUNTIF(range, True)** to add up the number of incidents
- You can also apply a TABLE and use **=FILTER(Array, Range = True)**

Tables



Allows you to filter data using criteria and to sort easily

	Date	Customer	Sales person	Depot	Value
3					
4	15/08/2005	AJ Brown	Tom Good	South	850.00
5	30/06/2025	Goldings	Barbara Ward	West	1574.00
6	18/05/2025	Cole and Harper	Joan Wood	West	2874.00
7	12/09/2025	Goldings	Barbara Ward	West	2547.00
8	31/05/2025	JJ McKay	Paul Scott	North	690.00
9	21/06/2025	Alliance Partnership	Joan Wood	West	2378.00
10	25/09/2025	Blyth & Co	Dave Trot	North	1478.00

Append data with automatic formatting

Tables

File Home Insert Draw Page Layout Formulas Data Review View Automate Developer Add-ins Help Acrobat Power Pivot Team

PivotTable Recommended PivotTables Table Forms Icons SmartArt Illustrations Checkboxes Recommended Charts Maps PivotCharts Line Column Win/Loss Slicer Timeline Link Comment Text Box Header & Footer Text TT Equation Symbol

Insert Slicer from Tables Ribbon

Date	Customer	Sales person	Depot	Value
15/08/2005	AJ Brown	Tom Good	South	850.00
30/06/2025	Goldings	Barbara Ward	West	1574.00
18/05/2025	Cole and Harper	Joan Wood	West	2874.00
12/09/2025	Goldings	Barbara Ward	West	2547.00
31/05/2025	JJ McKay	Paul Scott	North	690.00
21/06/2025	Alliance Partnership	Joan Wood	West	2378.00
25/09/2025	Blyth & Co	Dave Trot	North	1478.00

Sales person

- Barbara Ward
- Dave Trot
- Joan Wood
- Paul Scott
- Tom Good

A Waterfall Chart

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Select Waterfall Chart

Set the pillars as 'Total'

Right click on the colour cell on the legend and select the fill color

You can set colors manually for individual bars, but if the chart is fed with new data the red/green will need correcting.

Detailed Profit Analysis of Sales per Day

■ Positives ■ Negatives ■ Pillars

Questions



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