

INTERMEDIATE EXCEL TIPS AND TRICKS FOR PSOFT FINANCIAL USERS

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2007 Interactive: Excel 2003 to Excel 2007 command reference guide

Wondering where your favorite Excel 2003 commands are located in the new Excel 2007 interface? Or just want to explore the new design with a little guidance?

By typing in the website address below you will be able to access the Microsoft reference guide:

<http://office.microsoft.com/en-us/excel/HA101491511033.aspx?pid=CH100648241033>

Converting files from .csv (comma delimited) to .xlsx (Excel 2007)

Example: When you run a trial balance you have options of which format to open the report in.

You can convert reports you process in Psoft from '.csv' to '.xlsx'. Instead of the PDF format, use the drop down and select the CSV (comma delimited) format. To save the report in Excel, do a 'save as' and choose the save as type 'Excel Workbook' to save the report in Excel 2007.

Fill data into adjacent cells

Example: Instead of re-typing the same data repeatedly in different cells you can use the fill handle function to select the cells to copy to.

Drag the fill handle across the cells that you want to fill (fill handle: The small black square in the lower-right corner of the selection. When you point to the fill handle, the pointer changes to a black cross.).

Shift-End Up/Down (Left/Right) Functionality for copying

Example: Use this function as a shortcut to select a range of cells in rows and/or columns to copy and paste the data into another tab or workbook. If you pull the trial balance report for all accounts and funds for a specific department and would like to copy a range of accounts into another tab for more analysis.

To select a range of cells with data/values in them, hold down the shift key and select the arrow key for the direction you want to copy. If you need to copy an entire row or column, you would hold down the shift key, press the end key and then the arrow key to select the entire row or column depending on which direction you are going.

Shortcuts for navigating in an excel spreadsheet

Control A: Used to select entire data in a worksheet.

Control F: Used to find a specific value in a cell.

Control C: Used to copy a cell or range of cells.

Control V: Used to paste the cells or range of cells you selected to copy.

Control P: Shortcut to print menu.

Double Click: Shortcut to navigate to the top/bottom and left/right of a cell range. Double click on the border of the selected cell in the direction you want to navigate to.

Filtering data

Example: You have pulled a trial balance query, i.e. NDU_GL61_TRIALBAL_SUMS_ACCTG, and there is a large amount of data. You need to see various funds and accounts within that data, but not all of them at once.

Filtered data displays only the rows that meet criteria that you specify and hides rows that you do not want displayed.

Note: Rather than pulling a query multiple times for multiple funds, just pull the query once for all your funds and use the filtering function to display the information needed.

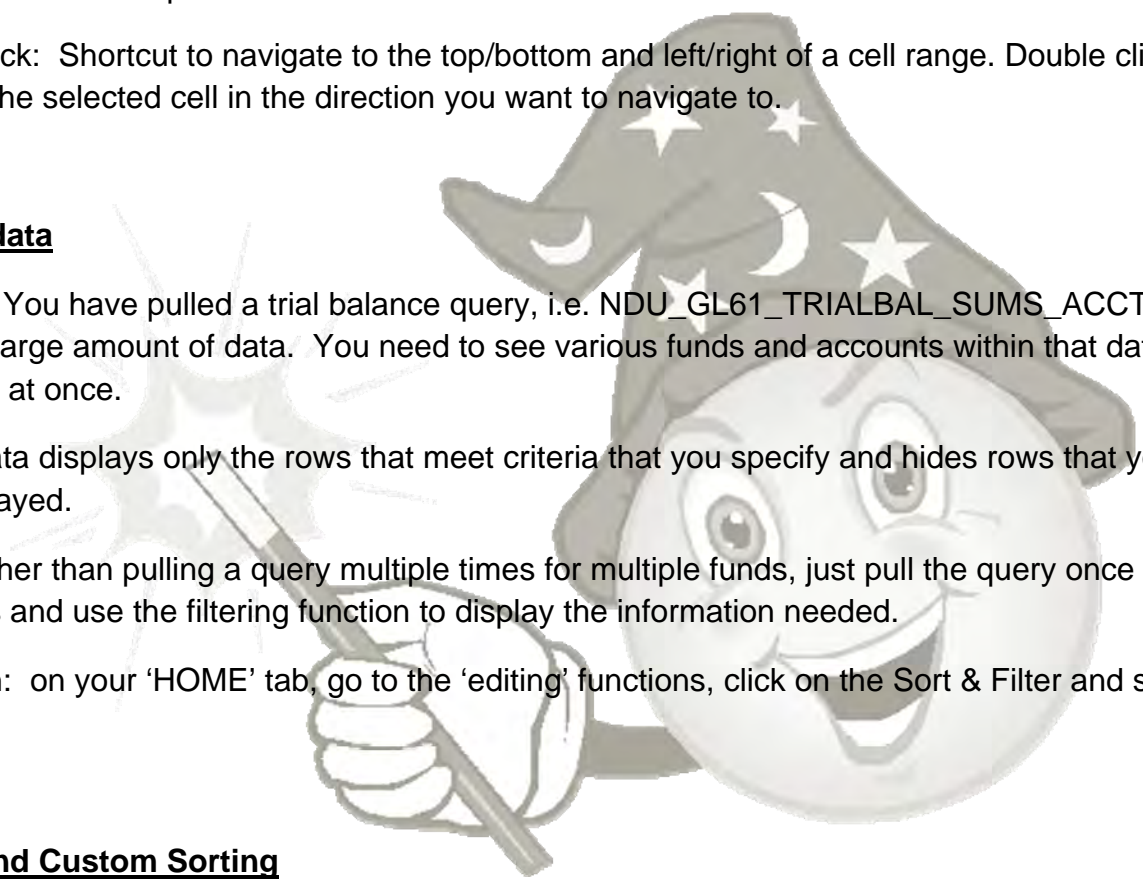
Navigation: on your 'HOME' tab, go to the 'editing' functions, click on the Sort & Filter and select 'Filter'.

Sorting and Custom Sorting

You can sort data by text (A to Z or Z to A), numbers (smallest to largest or largest to smallest), and dates and times (oldest to newest and newest to oldest) in one or more columns. The basic sort function sorts by the left most columns. You can also sort by using the custom sort option. This option will allow you to choose which column(s) to sort by and how to sort them.

Note: Make sure to select your entire worksheet before completing a sort function.

Navigation: on your 'HOME' tab, go to the 'editing' functions, click on the Sort & Filter and select either 'Sort A to Z', 'Sort Z to A' or 'Custom Sort'.



Subtotaling

Example: You have pulled a trial balance query and want to see the totals by fund.

Subtotaling allows you to total several rows of related data together by automatically inserting subtotals and totals for the selected cells.

Note: Data must be sorted by the value you are requesting it to subtotal by.

Navigation: on your 'DATA' tab, go to the 'outline' functions, click on the 'subtotal' button.

