How to Excel with CUFS (Excel 2010) Part 1

Course Manual

Finance Training

UNIVERSITY OF CAMBRIDGE
Finance Division

Appendix

1. Extracting Data from CUFS

1.1 Obtaining data by using online enquiries

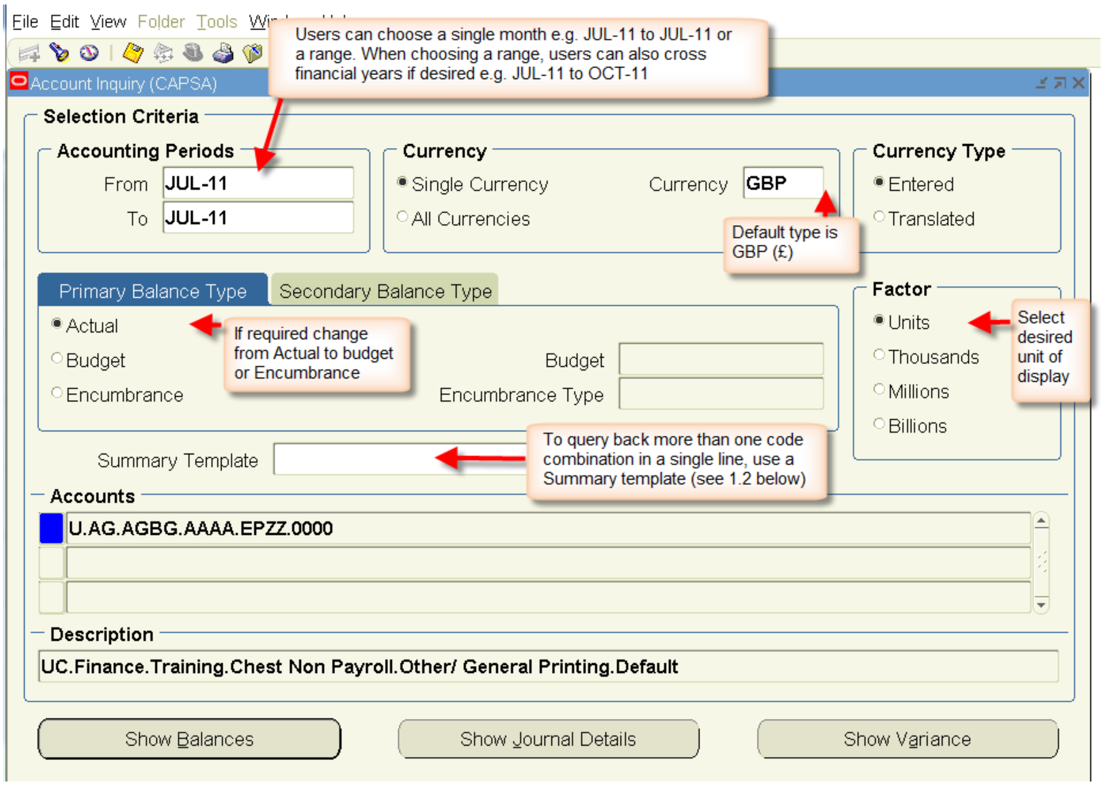
The General Ledger (GL) module allows you to review detailed balances and transactions within your accounts on screen. Online account enquiries can be used for various purposes, such as:

- Reviewing income/expenditure balances on a particular account or range of accounts
- Looking at expenditure against budgets (variances) and then “drilling down” to see the detail behind the balances
- Reviewing invoices posted from Accounts Payable to a general ledger account;
- Look at income posted from Accounts Receivable into trading/donations accounts

In CUFS, from your GL Navigator screen:

Enquiry → Account

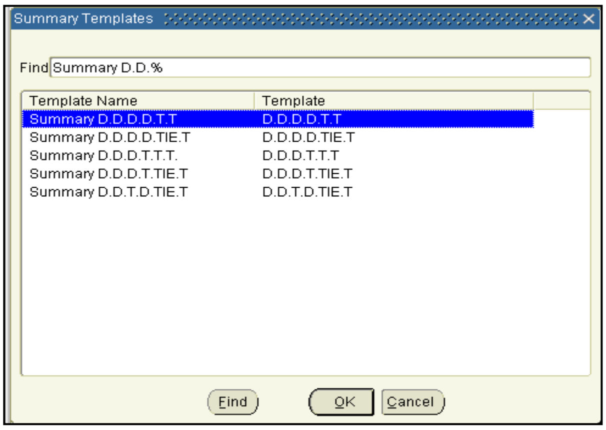
In the Account Enquiry screen you will need to decide whether you want to look at a range of accounts or just one specific account, e.g. **U.AG.AGBG.AAAA.EPZZ.0000** Fill in the boxes as follows:



Summary Templates

Templates allow you to group together and obtain balances for the following account code combinations:

- transactions for a particular cost centre and source of funds combination
- all transactions on a particular cost centre
- all transactions on a particular source of funds



Using the highlighted example D.D.D.D.T.T:

Where there is a D, you fill in the codes:

1st D = Entity (e.g. "U" for University)
2nd D = Dept. Code(s)
3rd D = Cost Centre(s)
4th D = Source(s) of Funds

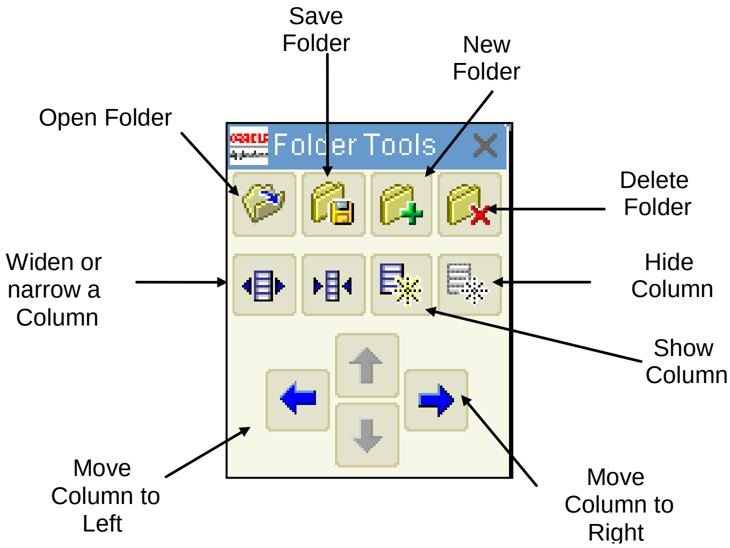
Where there is a T, leave the codes blank, CUFS will retrieve all combinations.

1	**D.D.D.D.T.T.**	This template will select **every transaction code combination** against specified department, cost centre and source of funds codes
2	**D.D.D.D.TIE.T**	**As 1 above**, but further limited to transaction codes for Income and expenditure only (TIE) e.g. transaction codes such as XEAA (brought forward balances) are excluded.
3	**D.D.D.T.T.T.**	This template will select **every source of funds and transaction code combination** against specified department and cost centre codes.
4	**D.D.D.T.TIE.T**	**As 3 above**, but further limited to transaction codes for Income and expenditure only (TIE) e.g. transaction codes such as XEAA are excluded.
5	**D.D.T.D.TIE.T**	This template will select **every cost centre and every income and expenditure transaction code combination** against specified department and cost centre codes. ***Note: Only available for Central Administration users***

Click on the **Show Journal Details** button to view the transactions and use folder tools to customise the view of the data before you export it to Excel.

Customising your Enquiry view using Folder Tools

Folders allow you to customise/personalise the layout of the screen, and are available when the folder icon or folder menu appears . Custom folders are specific and unique to the user who creates them.



To save a folder view:

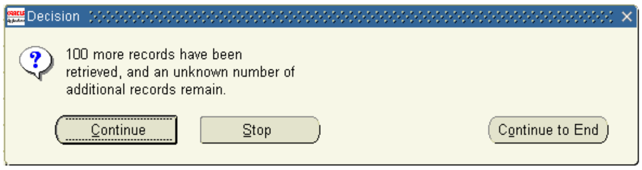
1. Select New from the 'Folder' menu.
2. Give your folder a name in the Folder field. (E.g. Phil's Export Screen)
3. If you want this folder view every time you view this screen, tick the 'Open as Default' box
4. Click on the Folder icon on the Toolbar to open the Folder Tools toolbar shown above.
5. Customise your folder by moving, unhiding, hiding, and resizing columns using the Folder Tools.
6. Click on the "Save" icon when you have finished customising.

All these functions can also be accessed from the Oracle **Folder** menu

Exporting your Enquiry

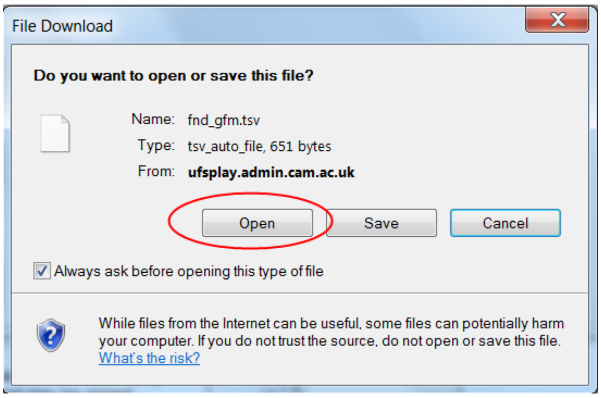
Before you attempt this for the first time, you may need to customise the configuration of your PC – Please see Appendix A for further guidance.

From the Menu bar choose: **File → Export**



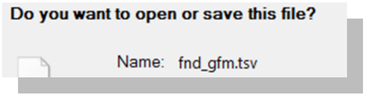
If you have more than 100 records, you will see this screen. Select **Continue to End**.
All the records will be retrieved and a red progress bar will show the % completed.

When the export has completed you will see the following window:



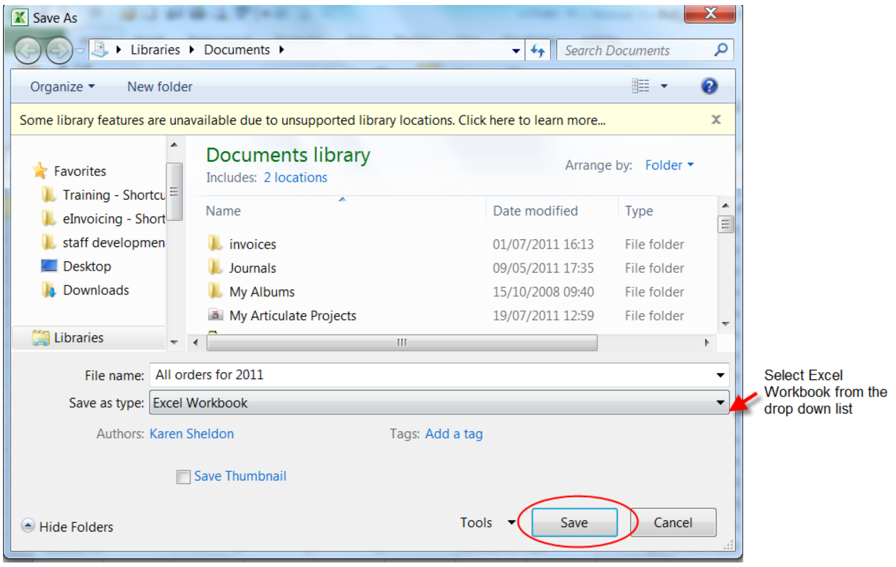
Saving it as an Excel file

The data should now automatically display in Excel for you, however it is still in a text file format as you can see from the suffix .tsv



Therefore before you do anything else you should save it as an Excel file.

1) Go to the **File menu**
2) Select **Save As**
3) Give the document a name, select where you would like it saved and then change the **Save as Type** to be Excel Workbook
4) Click **Save**



1.2 Exporting a report

Suitable Reports to Export

Within the GL:

- Transaction Code Balances – Alternative (UFS)
- Transaction Code Balances – Exportable (UFS)
- Trial Balance Detail (UFS)
- Account Analysis Transaction Detail 3 (UFS)

Within Grants:

-

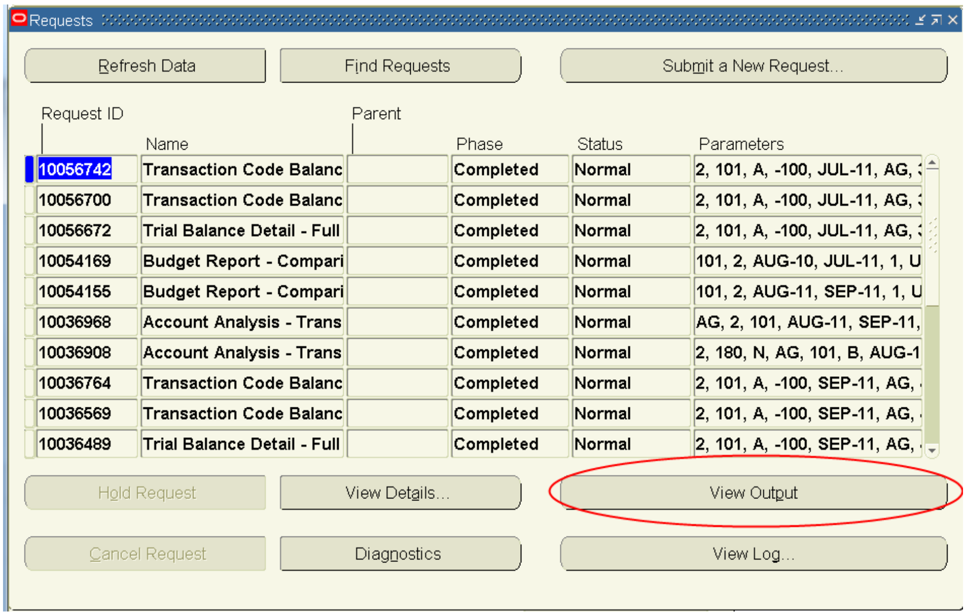
Plus any other reports where each line of data includes:

(i) All the information required to identify the record when sorting in Excel; and
(ii) The text is not wrapped around more than one line.

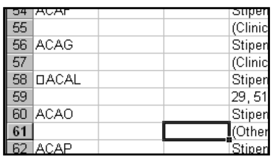
Page Breaks in Reports

a) Run your report in the normal way in CUFS but **do not print** it.

b) Instead when your report has completed normally click on the **View Output** button to display the report on line.



In most CUFS reports the formatting includes page break symbols that need to be removed before it is imported into Excel otherwise you will end up with something in Excel that looks like the picture below.

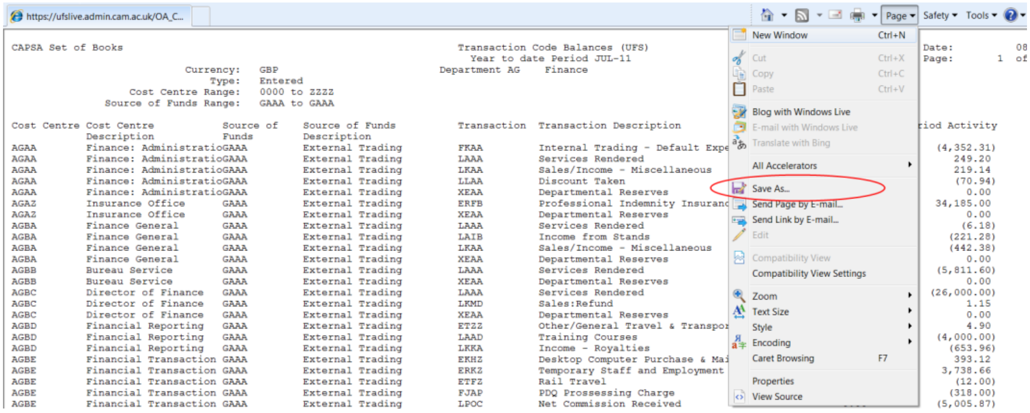


Excel displays all the original page breaks as a □ symbol at the front of the first row of data on each page. This means that it shunts all the data for that row along by one character and often into slitting it over two columns.

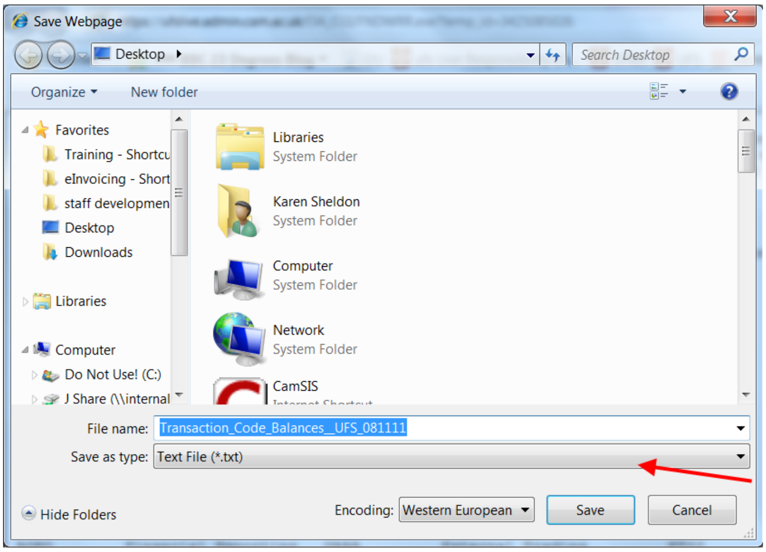
To rectify we save the output as a text file and removing the page breaks in Word and then import this text file in to Excel.

Save as a Text File

a) In Internet Explorer 8, click on **Page** and select **Save As…**



b) Give your webpage a name and save it as a text file either on the desktop or in an appropriate folder.



c) Now close the web browser (and the report)

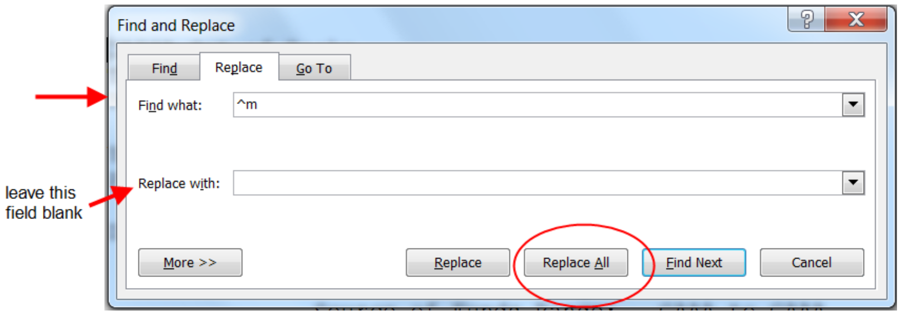
Open Text file in word to remove the page breaks

a) In Word , find and open the text file that you have just saved.Do not worry about its format at this stage!

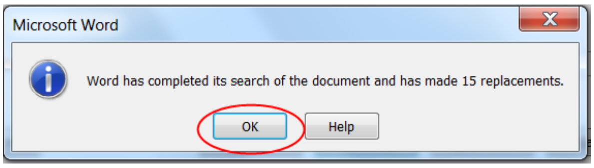
b) In the Home tab on the ribbon select **Replace**

c) In the **Find and Replace** parameter box ask it to find **^m** (all the manual page breaks) and replace them with nothing.

Then click on **Replace All**



d) Click **OK** to the pop up message that appears

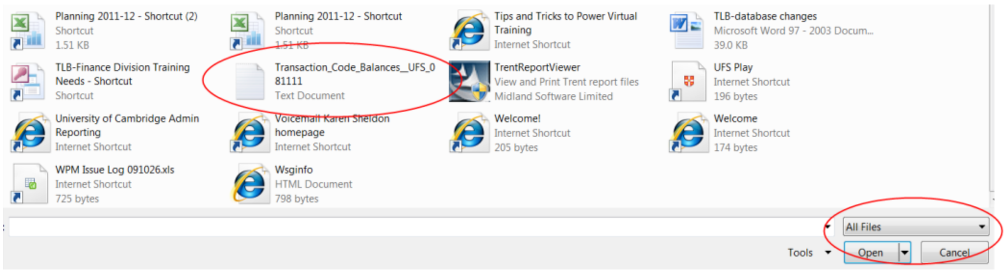


e) Re-save the text file and then close Word

Open the Text File in Excel

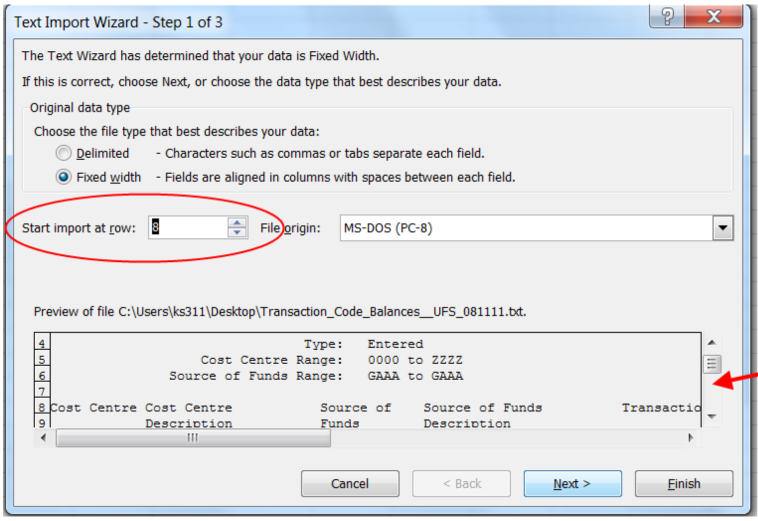
a) Now open up Excel and the folder where you saved your text file.

b) Change the file type to be All Files and then **open** your text file



c) The Text Import wizard will guide you through the next few steps.
Step 1: **Start the import at the** row containing the column headings

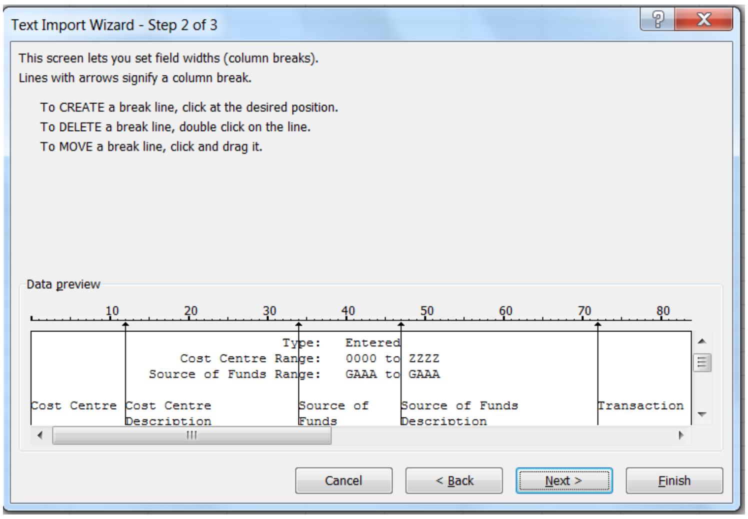
Click **Next**



start the import where the column headings start

scroll down until you reach the first set at column headings

e) Step 2: Specify exactly where you would like Excel to put the column breaks.



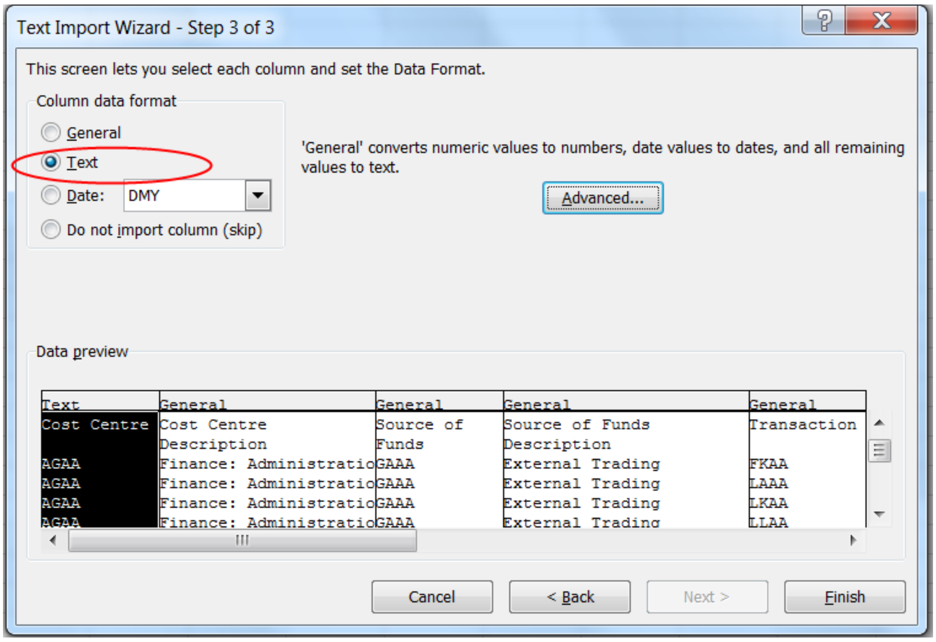
Always align the column breaks with:

- the start text column titles to eliminate all ‘spaces’
- At the end of ‘amount’ column titles to allow plenty of space for large numbers

Click **Next**

f) Step 3: specify the format of the columns you are about to import:

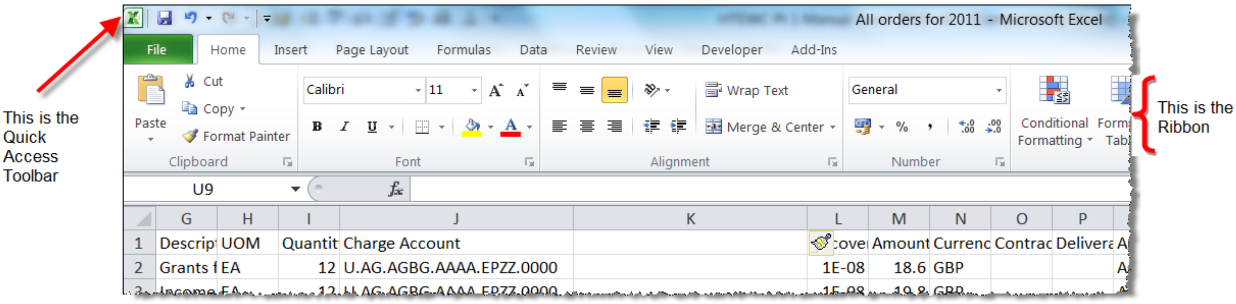
Cost centres/ Sources of funds	Always select Text	So any balance sheet entries are not converted from 0000 to just 0
Dates	Select Date	So it will sort on this field chronologically rather than alphabetically



q) Click on **Finish**

2. Excel Basics

It is sometimes useful to customise your toolbar in Excel so that you have icons displayed for the functions that you are likely to use on a regular basis. In Excel 2010 you have two tool bars that you can customise.



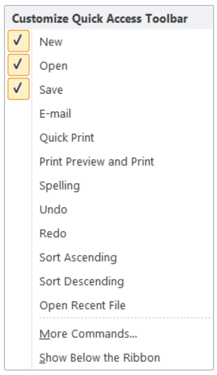
2.1 Customizing the Quick Access Toolbar

There are a couple of ways in which to either add/remove commands to the tool bar or even change the position of the toolbar itself.

Option 1

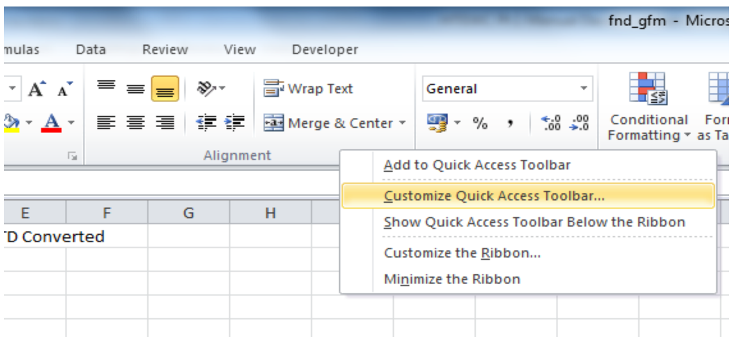
Check/uncheck the commands that you would like displayed on your tool bar.

Alternatively select the 'More commands…' option

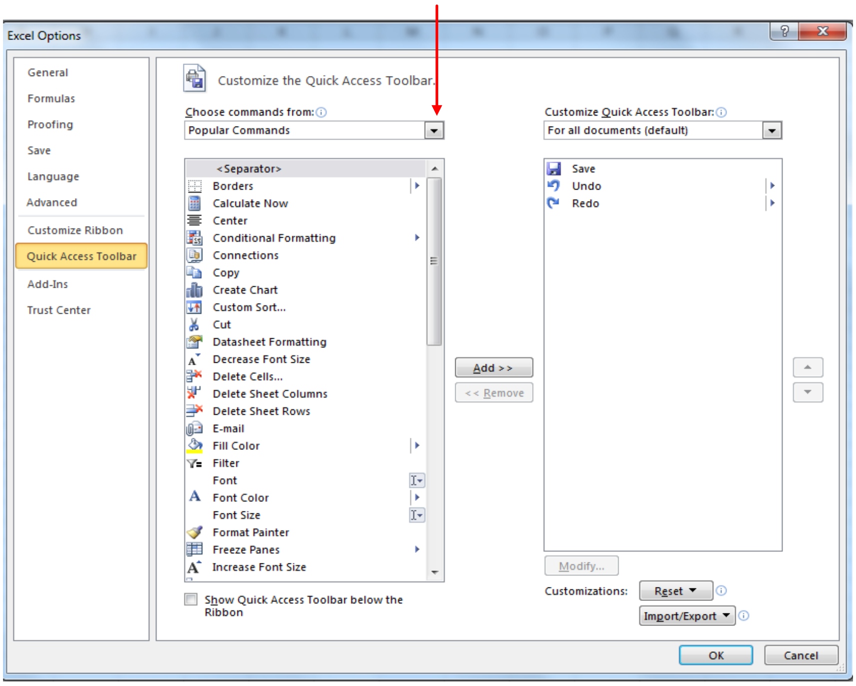


Option 2

1) Put your curser anywhere in the Ribbon and then right click.
2) Select **Customize Quick Access Toolbar.**



3) Select ‘Popular…’ or ‘All commands’ from the drop down list



- **To add an icon…**

  Highlight the command you would like to see on the toolbar and click on the **Add** button.

- **To remove an icon…**

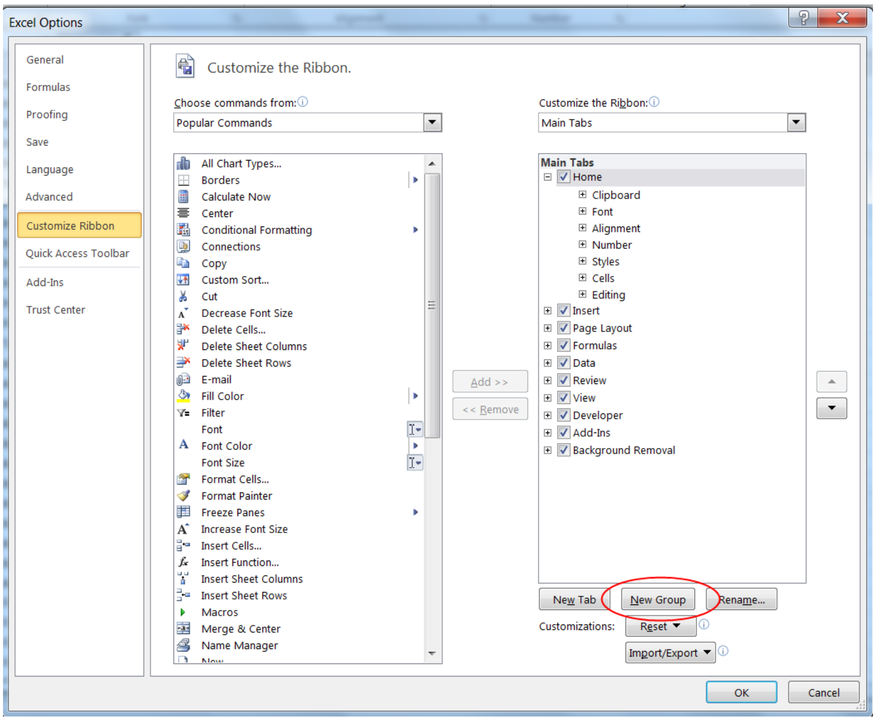
  Highlight the unwanted icon in the right hand box and then click the **Remove** button.

2.2 Customizing the Ribbon

You can also customize the Ribbon which especially useful if there is a particular function/icon that you use regularly which is not on the Home Tab.

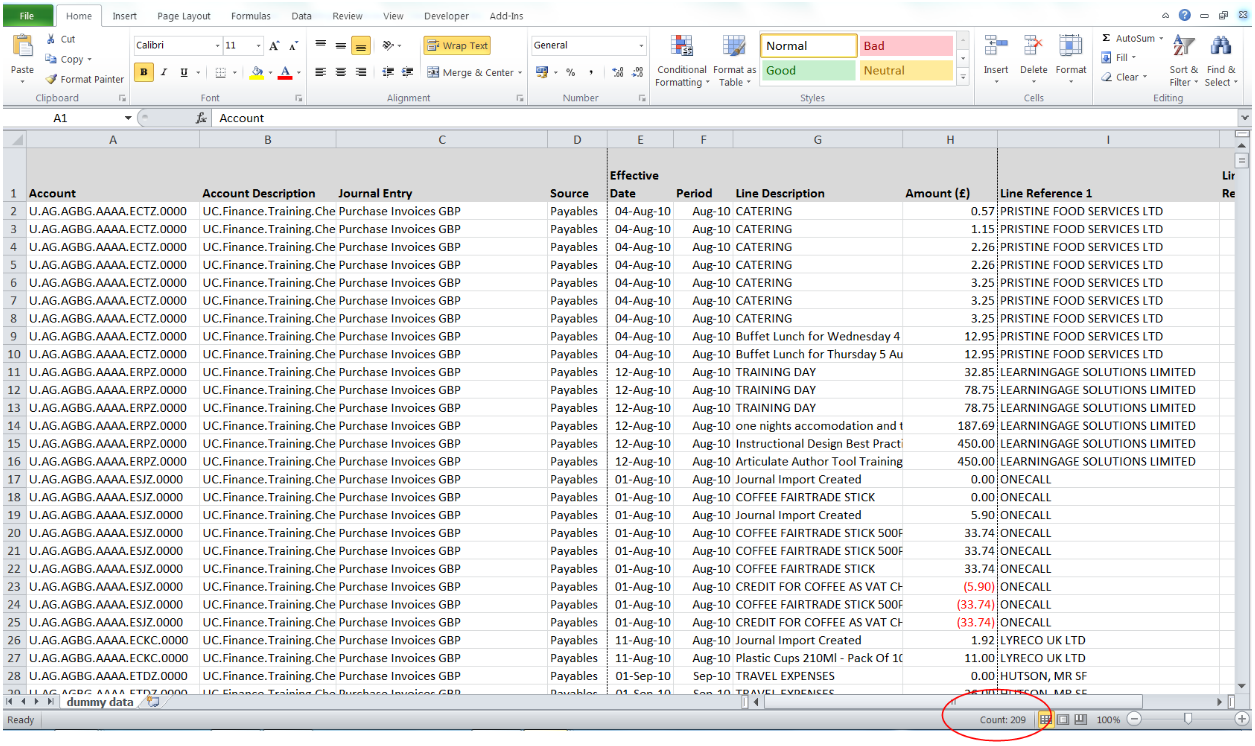
a) Put your curser anywhere in the Ribbon and then right click
b) Select **Customize Ribbon**

The easiest option is to set up a ‘**new group’** with the particular functions that you use regularly and then allocate it to the Home Tab.


Excel Options
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Customize the Ribbon.
Choose commands from:
Popular Commands
All Chart Types...
Borders
Calculate Now
Center
Conditional Formatting
Connections
Copy
Custom Sort...
Cut
Decrease Font Size
Delete Cells...
Delete Sheet Columns
Delete Sheet Rows
E-mail
Fill Color
Filter
Font
Font Color
Font Size
Format Cells...
Format Painter
Freeze Panes
Increase Font Size
Insert Cells...
Insert Function...
Insert Sheet Columns
Insert Sheet Rows
Macros
Merge & Center
Name Manager
Add >>
<< Remove
Customize the Ribbon:
Main Tabs
Main Tabs
Home
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
Insert
Page Layout
Formulas
Data
Review
View
Developer
Add-Ins
Background Removal
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export
OK
Cancel

2.3 Moving around large Spreadsheets

You can at a glance see how many rows of data there are in your spreadsheet by highlighting a column and then looking at the bottom right of the screen to see what the ‘count’ is.



	Account	Account Description	Journal Entry	Source	Effective Date	Period	Line Description	Amount (£)	Line Reference 1
2	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	04-Aug-10	Aug-10	CATERING	0.57	PRISTINE FOOD SERVICES LTD
3	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	04-Aug-10	Aug-10	CATERING	1.15	PRISTINE FOOD SERVICES LTD
4	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	04-Aug-10	Aug-10	CATERING	2.26	PRISTINE FOOD SERVICES LTD
5	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	04-Aug-10	Aug-10	CATERING	2.26	PRISTINE FOOD SERVICES LTD
6	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	04-Aug-10	Aug-10	CATERING	3.25	PRISTINE FOOD SERVICES LTD
7	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	04-Aug-10	Aug-10	CATERING	3.25	PRISTINE FOOD SERVICES LTD
8	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	04-Aug-10	Aug-10	CATERING	3.25	PRISTINE FOOD SERVICES LTD
9	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	04-Aug-10	Aug-10	Buffet Lunch for Wednesday 4	12.95	PRISTINE FOOD SERVICES LTD
10	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	04-Aug-10	Aug-10	Buffet Lunch for Thursday 5 Au	12.95	PRISTINE FOOD SERVICES LTD
11	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	12-Aug-10	Aug-10	TRAINING DAY	32.85	LEARNINGAGE SOLUTIONS LIMITED
12	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	12-Aug-10	Aug-10	TRAINING DAY	78.75	LEARNINGAGE SOLUTIONS LIMITED
13	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	12-Aug-10	Aug-10	TRAINING DAY	78.75	LEARNINGAGE SOLUTIONS LIMITED
14	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	12-Aug-10	Aug-10	one nights accomodation and t	187.69	LEARNINGAGE SOLUTIONS LIMITED
15	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	12-Aug-10	Aug-10	Instructional Design Best Practi	450.00	LEARNINGAGE SOLUTIONS LIMITED
16	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	12-Aug-10	Aug-10	Articulate Author Tool Training	450.00	LEARNINGAGE SOLUTIONS LIMITED
17	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	01-Aug-10	Aug-10	Journal Import Created	0.00	ONECALL
18	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	01-Aug-10	Aug-10	COFFEE FAIRTRADE STICK	0.00	ONECALL
19	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	01-Aug-10	Aug-10	Journal Import Created	5.90	ONECALL
20	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	01-Aug-10	Aug-10	COFFEE FAIRTRADE STICK 500F	33.74	ONECALL
21	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	01-Aug-10	Aug-10	COFFEE FAIRTRADE STICK 500F	33.74	ONECALL
22	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	01-Aug-10	Aug-10	COFFEE FAIRTRADE STICK	33.74	ONECALL
23	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	01-Aug-10	Aug-10	CREDIT FOR COFFEE AS VAT CH	(5.90)	ONECALL
24	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	01-Aug-10	Aug-10	COFFEE FAIRTRADE STICK 500F	(33.74)	ONECALL
25	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	01-Aug-10	Aug-10	CREDIT FOR COFFEE AS VAT CH	(33.74)	ONECALL
26	U.AG.AGBG.AAAA.ECKC.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	11-Aug-10	Aug-10	Journal Import Created	1.92	LYRECO UK LTD
27	U.AG.AGBG.AAAA.ECKC.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	11-Aug-10	Aug-10	Plastic Cups 210Ml - Pack Of 1(	11.00	LYRECO UK LTD
28	U.AG.AGBG.AAAA.ETDZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP	Payables	01-Sep-10	Sep-10	TRAVEL EXPENSES	0.00	HUTSON, MR SF

Going to last cell containing data (the bottom right corner) — *Ctrl + End*

Returning to the top of your spread sheet — *Ctrl +Home*

Selecting/highlighting a block of data — *Shift + arrow keys*

Highlighting all data — *Shift + Ctrl + End*

Note: More quick keys are listed in Appendix B at the back of this manual

2.4 Formatting columns' width

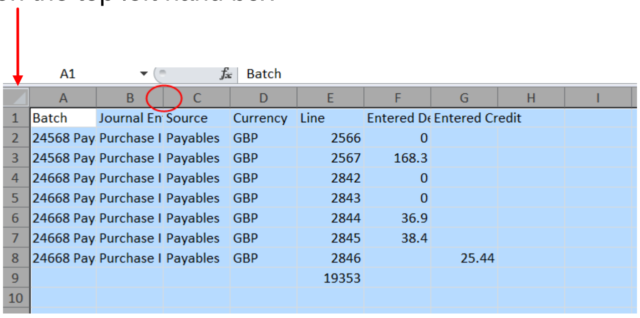
Once exported into Excel you can quickly format the columns on your spreadsheet using a variety of methods.

All Columns

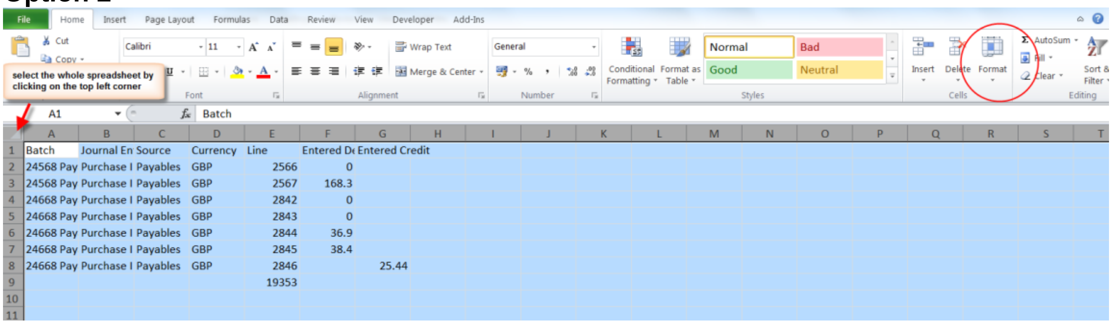
Select the whole work sheet by clicking on the top left hand box

Option 1

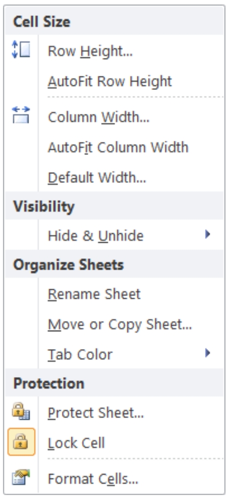
- Place your cursor on the vertical line between a column and its right hand neighbour (e.g. between Band C)
- Your cursor should change into a cross symbol
- **Double click**



Option 2



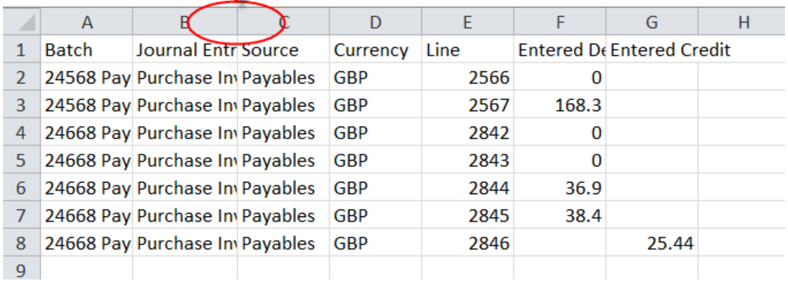
- Under the Home Task bar select the **Format** option
- Select **AutoFit Column Width**



Just One Column

Option 1 Click on the dividing right-hand line of the column that you want to expand

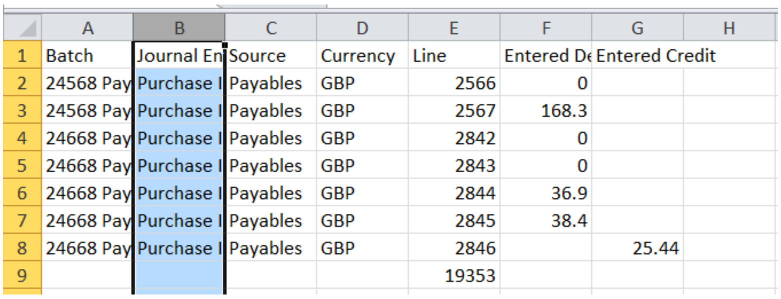
E.g. Double click on this line to expand the width of column B



	A	B	C	D	E	F	G	H
1	Batch	Journal Entr	Source	Currency	Line	Entered De	Entered Credit	
2	24568 Pay	Purchase In	Payables	GBP	2566	0		
3	24568 Pay	Purchase In	Payables	GBP	2567	168.3		
4	24668 Pay	Purchase In	Payables	GBP	2842	0		
5	24668 Pay	Purchase In	Payables	GBP	2843	0		
6	24668 Pay	Purchase In	Payables	GBP	2844	36.9		
7	24668 Pay	Purchase In	Payables	GBP	2845	38.4		
8	24668 Pay	Purchase In	Payables	GBP	2846		25.44	
9								

Option 2 Highlight the column you would like to expand

- Under the Home Task bar select the **Format** option
- Select **AutoFit Column Width**



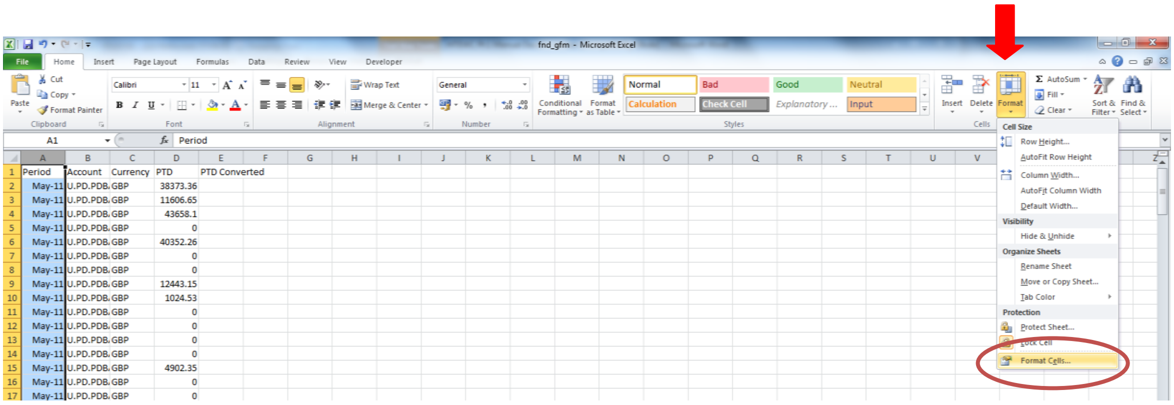
	A	B	C	D	E	F	G	H
1	Batch	Journal En	Source	Currency	Line	Entered De	Entered Credit	
2	24568 Pay	Purchase I	Payables	GBP	2566	0		
3	24568 Pay	Purchase I	Payables	GBP	2567	168.3		
4	24668 Pay	Purchase I	Payables	GBP	2842	0		
5	24668 Pay	Purchase I	Payables	GBP	2843	0		
6	24668 Pay	Purchase I	Payables	GBP	2844	36.9		
7	24668 Pay	Purchase I	Payables	GBP	2845	38.4		
8	24668 Pay	Purchase I	Payables	GBP	2846		25.44	
9					19353			

2.5 Formatting Date fields

Often it is useful to reformat date fields in Excel for both presentational purposes and to allow individual days within a month to be grouped together.

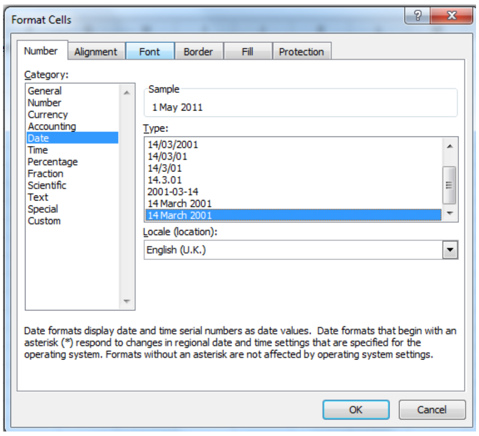
To do this

1. Highlight your date column
2. From the Home tab on the task bar select **Format** > **Format cells** from the menu



Option 1:

Select the **Date** category and then your preferred date Type

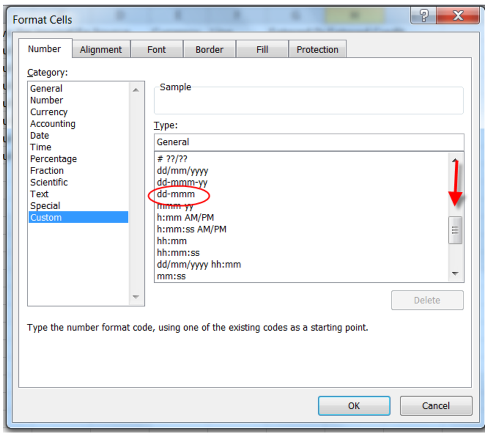


Option 2:

Select the **Custom** category

Scroll down the list of available types

Select **dd-mmm**



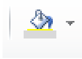
2.6 Formatting numbers and working with currencies

To make it easier to read we should always include some basic formatting on the spreadsheet.

Column Headings

1st Always make sure your heading row stands out by highlighting the whole row and either:

a) putting all the text in Bold (**Ctrl +B**); or

b) Shading in the top row using the  icon in the ribbon

	A	B	C	D	E	F	G	H	I
1	**Account**	**Account Description**	**Journal Entry**	**Source**	**Effective Date**	**Period**	**Line Description**	**Amount (£)**	**Line Reference 1**
2	U.AG.AGB	UC.Finance.Training.Che	Purchase I	Payables	########	Aug-10	CATERING	0.57	PRISTINE FOOD SERVIC
3	U.AG.AGB	UC.Finance.Training.Che	Purchase I	Payables	########	Aug-10	CATERING	1.15	PRISTINE FOOD SERVIC

2nd Make sure that any value columns include an indication of the currency (there is a big difference between 2 million yen and 2 million pounds!). The standard practice is not to include the currency symbol in each cell, instead include it in the column heading.

Amount (£)

Never mix currencies in the same report, remember …

- **Entered debits/credits** are the foreign currency values
- **Accounted debits/credits** are the sterling value
- **Functional currency** is also the sterling equivalent

3rd At this point it is advised that you think carefully about the purpose of your spreadsheet/report and who will be its eventual recipient and the level of preciseness (materiality) required.

E.g. *If the report is for your Head of Department and is to summarize expenditure for the whole year are they really likely to be interested in the 'pence'?*

Think about the materiality of the figures. For example it is not uncommon at School or University level for us to work in £000s. So £83,176.54 would be displayed as

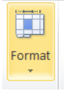
Amount (£000)
83

Formatting numbers

a) Highlight your column of values and …

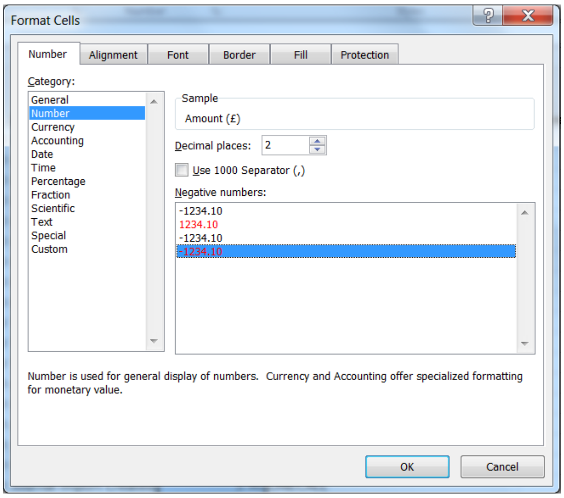
Option 1 Right click and select **Format cells** from the context menu that pops up

Option 2 Click on the Format icon in the Ribbon



and select **Format Cells** from its pop up menu.

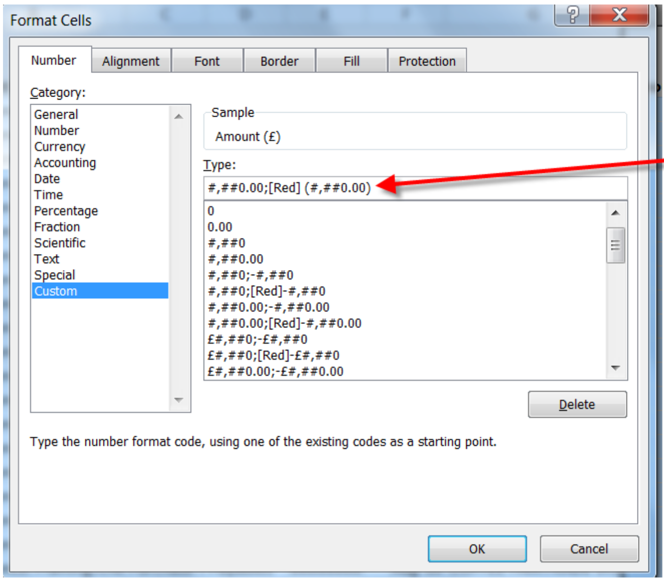
b) Select the **Number** category and your required format
c) Click on **OK**



Displaying negative items in reds makes them stand out on screen but be careful if your spreadsheet is subsequently going to be printed out, as there might not always be a colour printer!

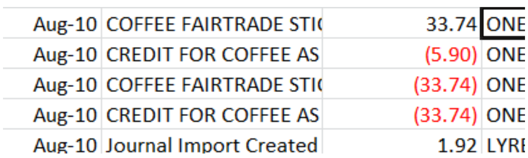
An alternative method is to display any negative figures in brackets…

a) Select the **Custom** category



Create your own style to place any negative values in red brackets by typing this format into this field.

Click **OK**



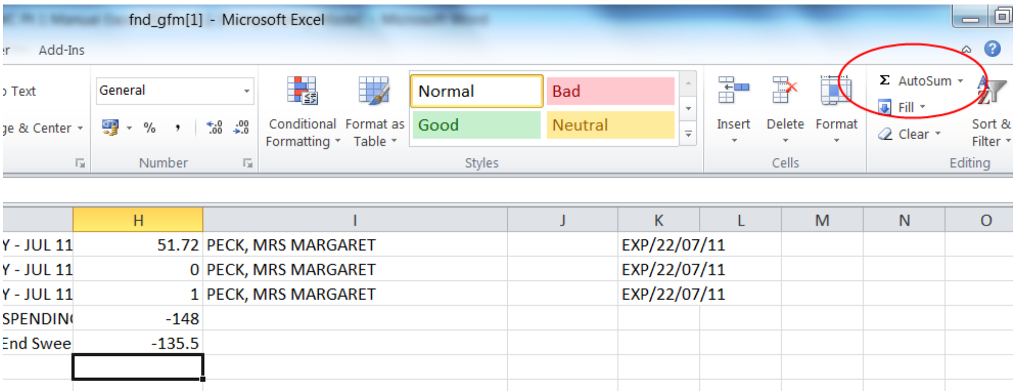
Aug-10	COFFEE FAIRTRADE STI(	33.74	ONE
Aug-10	CREDIT FOR COFFEE AS	(5.90)	ONE
Aug-10	COFFEE FAIRTRADE STI(	(33.74)	ONE
Aug-10	CREDIT FOR COFFEE AS	(33.74)	ONE
Aug-10	Journal Import Created	1.92	LYRI

2.7 Reconciling the data back to CUFS

It is always vitally important that you ensure that the data in your spreadsheet still agrees with CUFS and that you haven't accidentally lost or corrupted any of the data during the export and your initial manipulations.

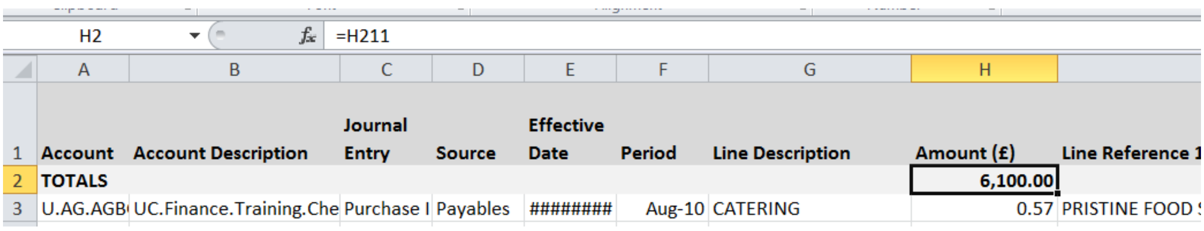
Therefore, always make a note of the total in CUFS before the export and then Sum the Amount column to make sure its total agrees

a) navigate to the bottom of the spreadsheet
b) click in the cell below the last data amount value
c) click on the **AutoSum** icon in the Ribbon
d) hit the **return** key
e) compare to the total in CUFS.



Sometimes if you have a large spreadsheet with lots of columns of figures you may find it easier to summarise the column totals at the top of the page, rather that having to keep scrolling down to see them.

a) Simply AutoSum as normal at the bottom of the page
b) Return to the top of the wprksheet and insert an extra line
c) Type into this new top cell a link to the cell where the column total is displayed i.e. **=H211**



3. Simple Functions

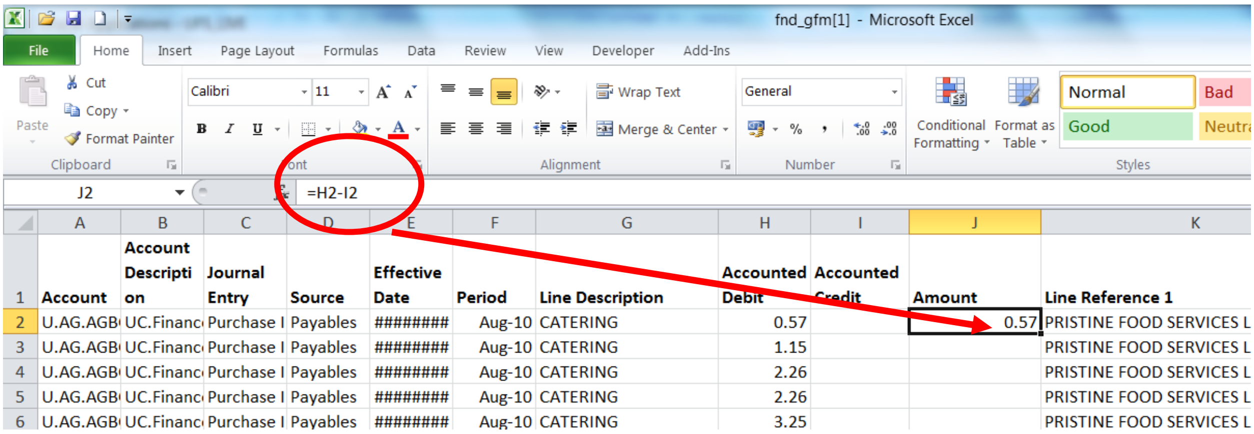
3.1 A quick way to put the debits and credits into a single column

Sometimes debits and credits are exported from the CUFS in two separate columns **and** they are both presented as positive numbers (e.g. from the general ledger enquiry screen). In Excel, you want the credit values to be minus numbers and you want all the values in a single column. A simple and reliable way to do this is as follows:

a) Ensure there is a blank column to the right of the "Accounted Credits" column. To illustrate, let's say the new column is column J

b) Name the new column "**Amount**"

c) In cell J2, enter the formula **=H2-I2**

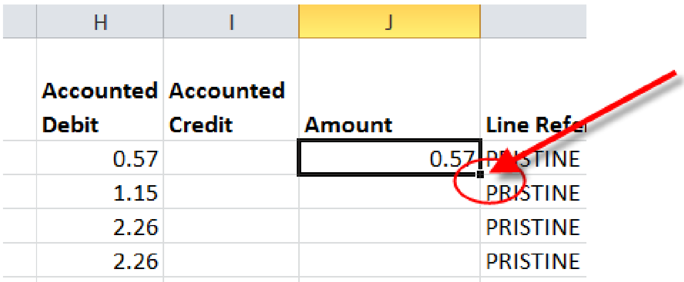


For each line of data, there will only be a value in either the debit column or credit column, never in both, so the result of the formula will be a plus figure for debits and a minus figure for credits.

3.2 Copying formula/text within your spreadsheet

Copying formula all the way down to the bottom of the spreadsheet

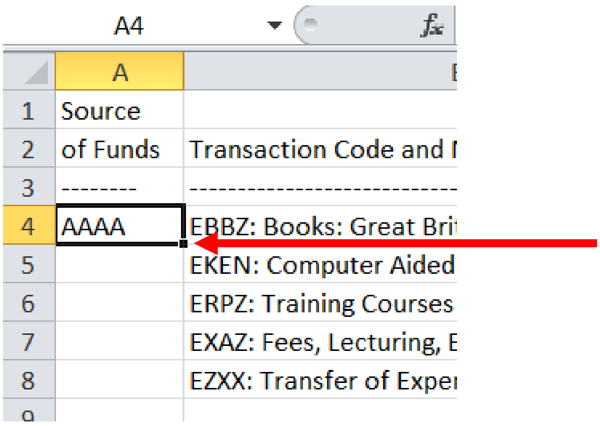
There are a number of ways of copying this formula down to the last row of data. The easiest way of doing this is as follows:



With your mouse "hover" over the bottom right corner of the field where you have entered the expression that you want to copy down.

Double-click on the little black square that appears

Copying text/formula across just a specific range of cells



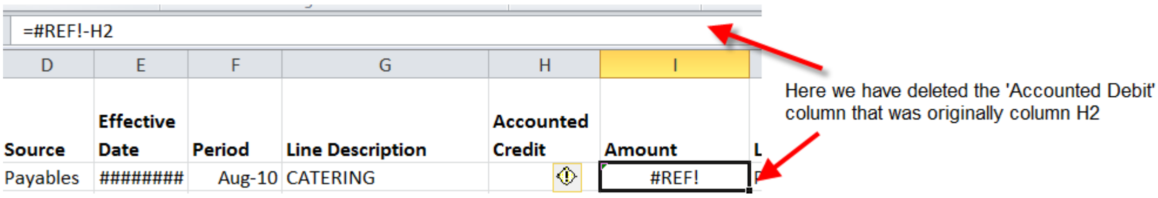
a) Highlight the cell you want to copy

b) Put your cursor on the bottom right hand corner of the cell's box so that the crossed arrows appear.

c) Press the left hand button of your mouse and keeping it pressed, drag it down over the cells where you want the information copied into.

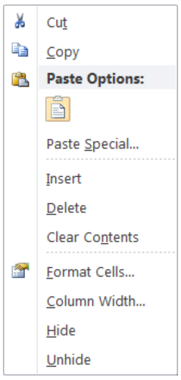
3.3 Converting calculated figures into values: copy – paste special

In the example we are working through the debit and credit columns are no longer needed but at the moment all the values in the "amount" column are dependent on them and if we deleted them an error in the formula will occur.

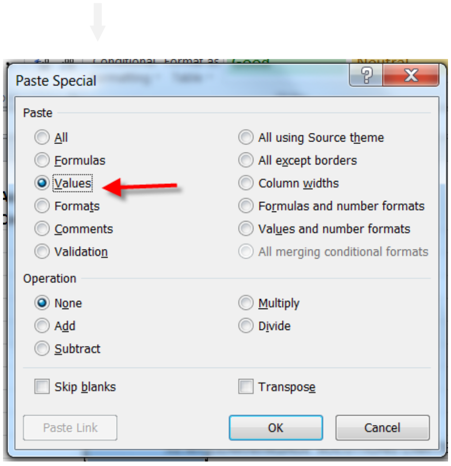


Therefore, **before you delete them**, we need to turn all the figures calculated in the new 'Amount' column into values (i.e. plain numbers):

a) Highlight the whole of column that currently contains the calculated values , e.g. Column J in our worked example
b) Right click on the mouse to bring up the context menu
c) Select **Copy**
d) Keeping the column highlighted, right click again and this time select **Paste Special**



e) Check the **Values** radio button and then press **OK**



f) Now you can delete the debit and credit columns and will be left with just one column of numbers, debits are positive, credits are negative.

Other uses for this functionality

- copy a formula from one cell to another
- copy just the value from a cell, i.e. removing the formula behind the value
- copy a comment from one cell to another
- highlight that you want to paste just the 'values' and click OK

3.4 Extracting data from existing cells

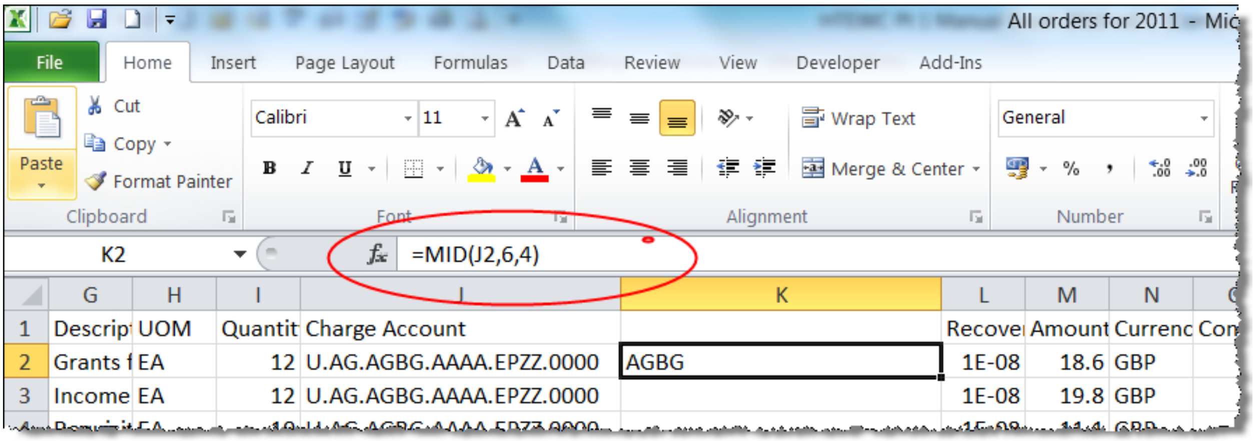
The 'Mid' function

This is a particularly useful way of extracting the details of just one segment from an account code string, e.g. the cost centre

a) Insert a new column ready for your new data and give it a column title
b) Click into a cell in your new column and enter the formula:

= MID (J2,6,4)

J2 is the cell containing the source text
6 tells the formula to start at the sixth character in the text
4 indicates the number of characters to capture



Also Using LEFT and RIGHT formulas

Similar to the Mid function, you can also capture text at the beginning and end of a cell by using LEFT and RIGHT formulas.

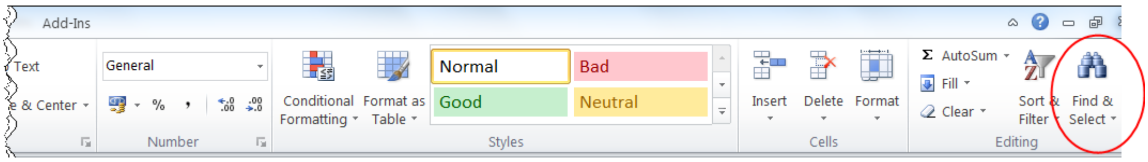
Left — Looking at cell J2 in the screen shot above, to capture the nine characters U.AG.AGBG at the beginning of the cell use the LEFT formula:

=LEFT(J2,9)

Right — To capture the last nine characters EPZZ.0000 use the formula:
=RIGHT(J2,9)

3.5 Find Function

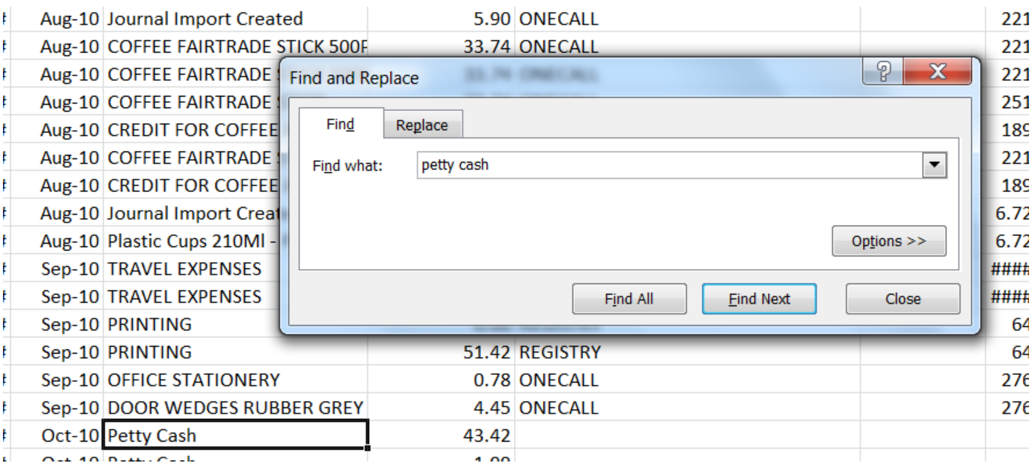
a) Use **Ctrl F** (Find) or the binoculars icon on the ribbon to find a value or text anywhere in the spreadsheet.



b) Type either the value or text that you wish to locate into the **Find what** box
c) Click on the **Find Next** button - if the value exists, it will go to the cell.

You can then press "Find Next" again to see if there are any other cells containing your specified text or value.

d) Click on close to clear the Find box.



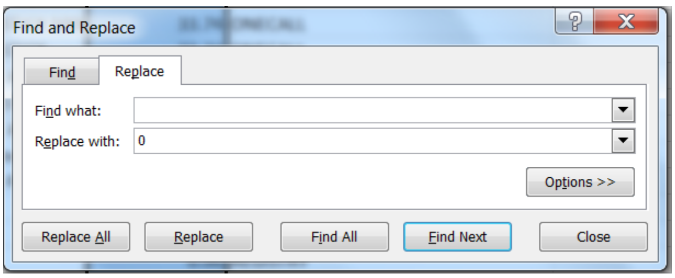
3.6 Find and Replace Function

In addition to finding a value or text, you can then replace it with something else. You can also replace blank cells with a value e.g. a zero.

In our data exercise we want to replace blank cells in the debit and credit column with zeros.

a) Highlight worksheet cells where you want to use the find and replace functionality
b) Use the quick keys **Ctrl+H** to bring up the Find and Replace window
- **Find what**: leave it blank (i.e. find blank cells)
- **Replace with**: 0

c) Click on the Replace all button



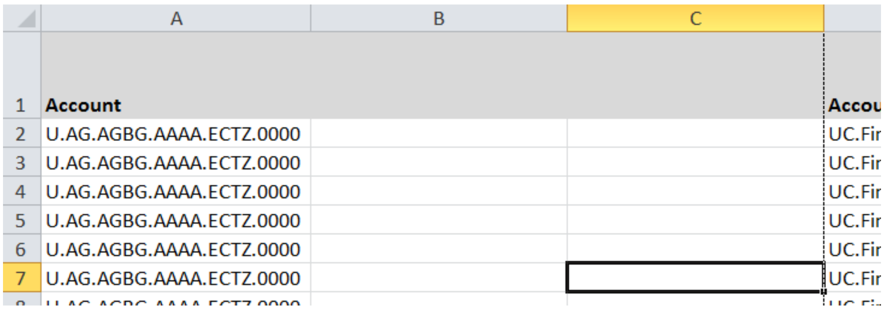
4. Data Functions

4.1 Text to Column

Data from CUFS often contains strings of account code information that you want to separate out to enable you to sort and analyse the information more easily. You could use the MID, LEFT and RIGHT formula to extract this information but an easier option is the **Text to Column** function.

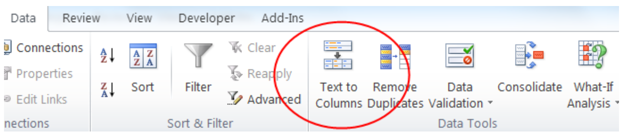
Before you start

- Decide which elements of the original text you want to spread out into columns. In the example below we will extract from the Account string the cost centre, the source of funds code transaction codes i.e. three columns
- Insert extra blank columns to insert your split data – NB this function overwrites the original column so in the example below I only need two extra columns not three

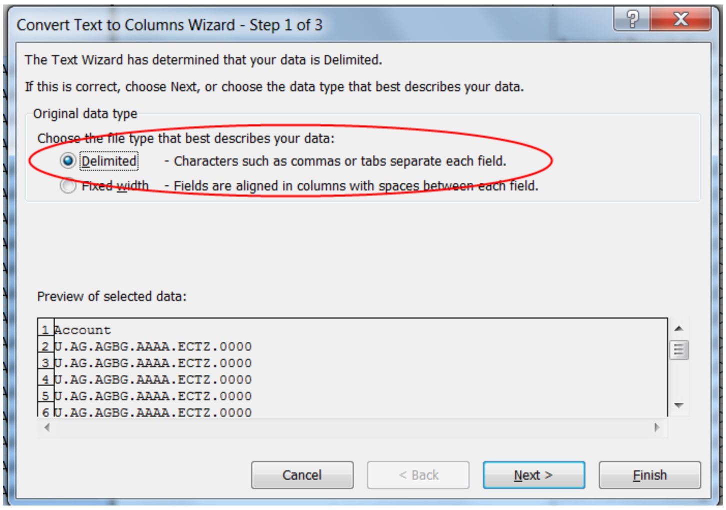


Splitting

a) Highlight the column of text that you want to split.
b) Select the **Data** tab on the ribbon and click on **Text to Columns.**

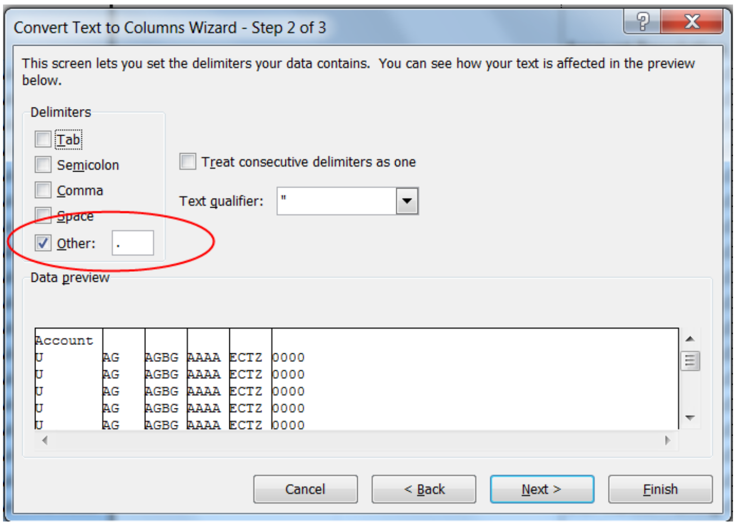


c) A 'wizard' will open and guide you through a series of steps.
Step 1: leave the Delimited box checked and then click on **Next**



d) Step 2: Tick the **Other** Delimiter box and type a **full stop** into the field next to it. In the preview window you should see the system split your account code into all the different segments.

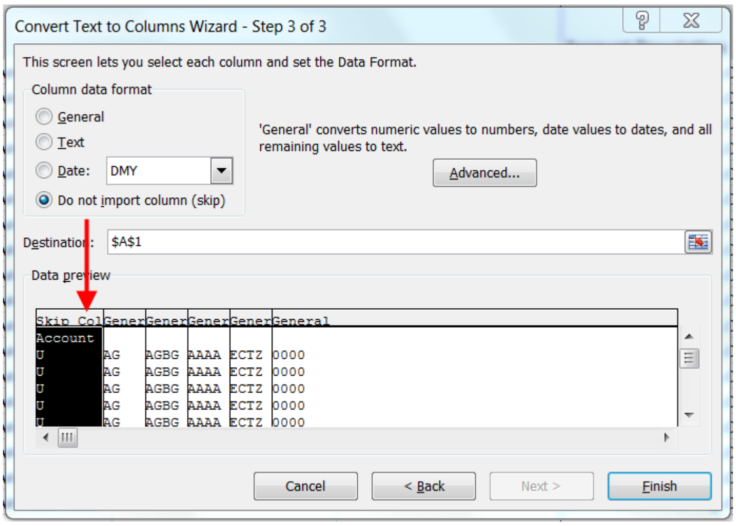
Click **Next**



e) Step 3: In turn highlight each column in the Data Preview window and specify its format for import.

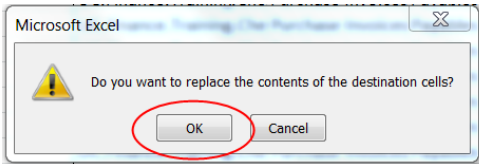
Column 1:	Entity code	U	Do not import
Column 2:	Dept. Code	AG	Do not import
Column 3:	Cost Centre	AGBG	import as Text
Column 4:	Source of Funds	AAAA	import as Text
Column 5:	Trans. code	ECTZ	leave as is
Column 6:	Spare	0000	Do not import

We convert the Cost centre and Source of funds codes to text other wise if your data includes transactions against either your Balance sheet cost centre (0000) or source of funds (0000) Excel will display these items as just 0 rather than 0000.

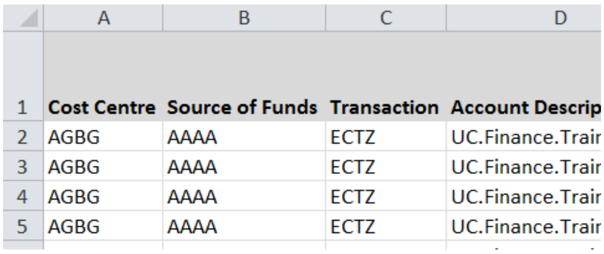


f) Click **Finish**

g) Say **OK** to the pop up message



h) Your text will be split out across the three columns; add in appropriate column headings.



	A	B	C	D
1	Cost Centre	Source of Funds	Transaction	Account Descrip
2	AGBG	AAAA	ECTZ	UC.Finance.Trair
3	AGBG	AAAA	ECTZ	UC.Finance.Trair
4	AGBG	AAAA	ECTZ	UC.Finance.Trair
5	AGBG	AAAA	ECTZ	UC.Finance.Trair

4.2 Sorting

There are a variety of reasons why you may want to sort your spreadsheet in a particular order e.g.

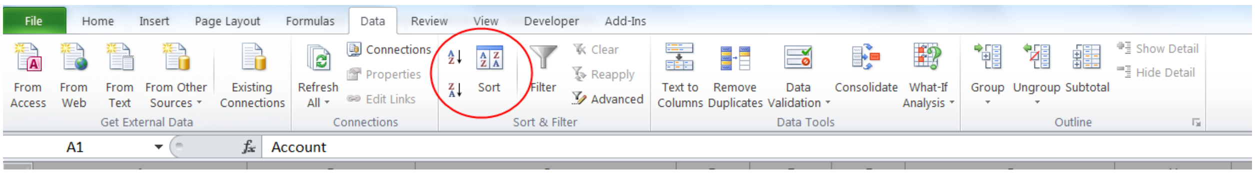
- to put in date order;
- rearrange alphabetically,
- to rearrange in numeric value
- to collate together lines of information you do not need so you can delete them quickly and easily

NB. It is much easier to sort when your data has column headings

a) Highlight the whole spreadsheet or the block of data you wish to sort

b) Select the **Data** ribbon tab

c) Click on the **Sort** icon



d) Under **Column**, in the **Sort by** box, select the first column that you want to sort.

e) Under **Sort On**, select the type of sort. Do one of the following:

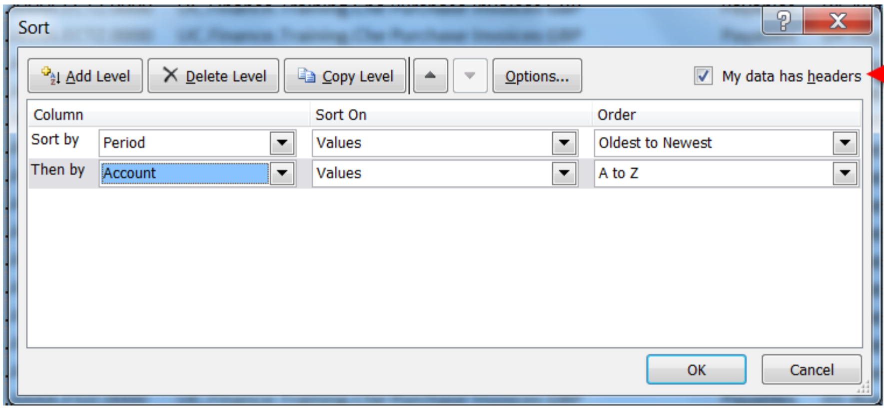
- To sort by text, number, or date and time, select **Values**
- To sort by format, select **Cell Color**, **Font Color**, or **Cell Icon**

f) Under **Order**, select how you want to sort. Do one of the following:

- For text values, select **A to Z** or **Z to A**.
- For number values, select **Smallest to Largest** or **Largest to Smallest**.

- For date or time values, select **Oldest to Newest** or **Newest to Oldest**.
- To sort based on a custom list, select **Custom List**.

g) To add another column to sort by, click **Add Level**, and then repeat steps d) to f) above



1. Remember to check the box to say that your data includes a Header row

Tell Excel which columns to sort by (you can now select up to 64 colums!)

4.3 Subtotalling

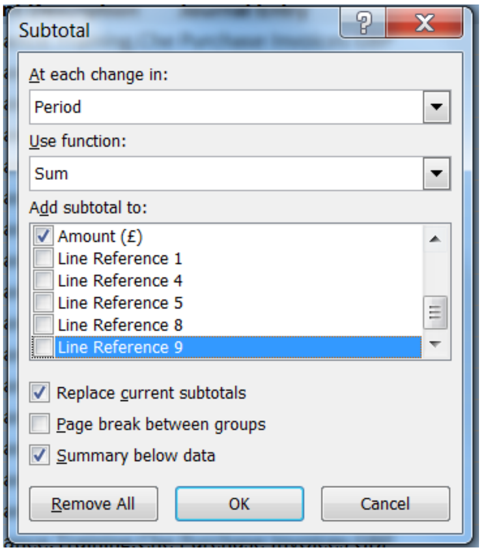
Sub-totalling is a very easy to use tool but first you must make sure of a few things.

Prerequisites

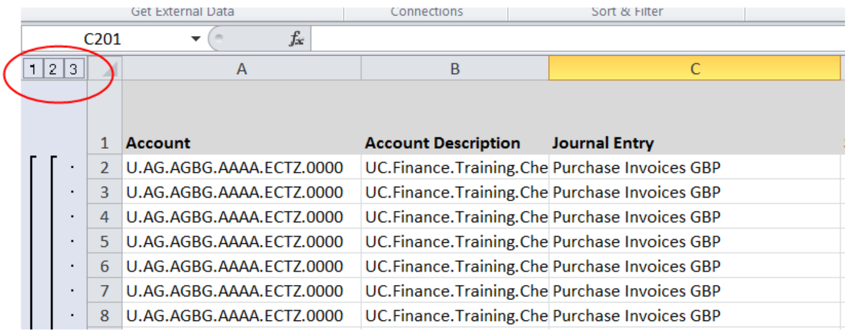
- The data is sorted in the way you wish to subtotal – if you want to subtotal by cost centre, the data should be sorted by cost centre
- Columns with dates in them are actually ***formatted*** as dates otherwise they will sort alphabetically rather than chronologically
- There are now blank fields in the data
- You don't already have a **'total'** within/at the end of the data – if so it will also be included within the sub-totalling giving a misguiding Grand Total

Adding a subtotal

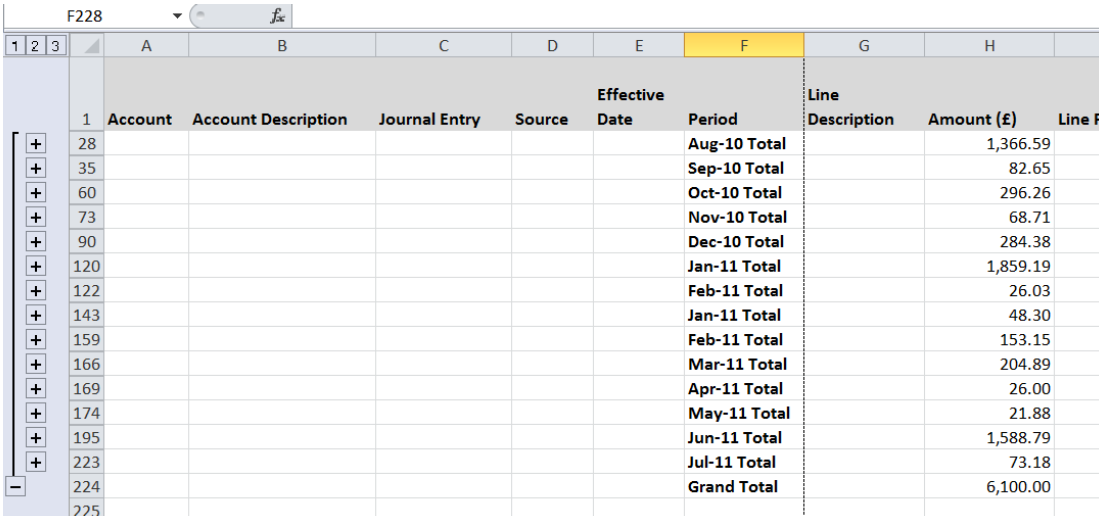
a) Make sure your curser is in the block data that you wish to subtotal
b) Select from the ribbon **Data** > **Subtotals**
c) Set the required sub-totalling criteria
d) Click **OK**



Excel will create subtotal rows within the data. They are special formulas that are placed at the end of each month. The left edge of your worksheet will look different, giving 3 options at the top of the sheet for choosing the level of detail you wish to see.



e) To begin with, all rows are shown **but if you click on button 2**, all the detail is hidden and the just the subtotals show…………



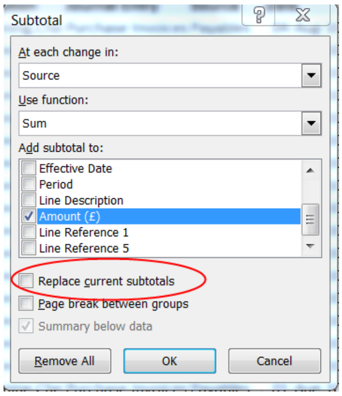
	Account	Account Description	Journal Entry	Source	Effective Date	Period	Line Description	Amount (£)	Line R
28						Aug-10 Total		1,366.59	
35						Sep-10 Total		82.65	
60						Oct-10 Total		296.26	
73						Nov-10 Total		68.71	
90						Dec-10 Total		284.38	
120						Jan-11 Total		1,859.19	
122						Feb-11 Total		26.03	
143						Jan-11 Total		48.30	
159						Feb-11 Total		153.15	
166						Mar-11 Total		204.89	
169						Apr-11 Total		26.00	
174						May-11 Total		21.88	
195						Jun-11 Total		1,588.79	
223						Jul-11 Total		73.18	
224						Grand Total		6,100.00	

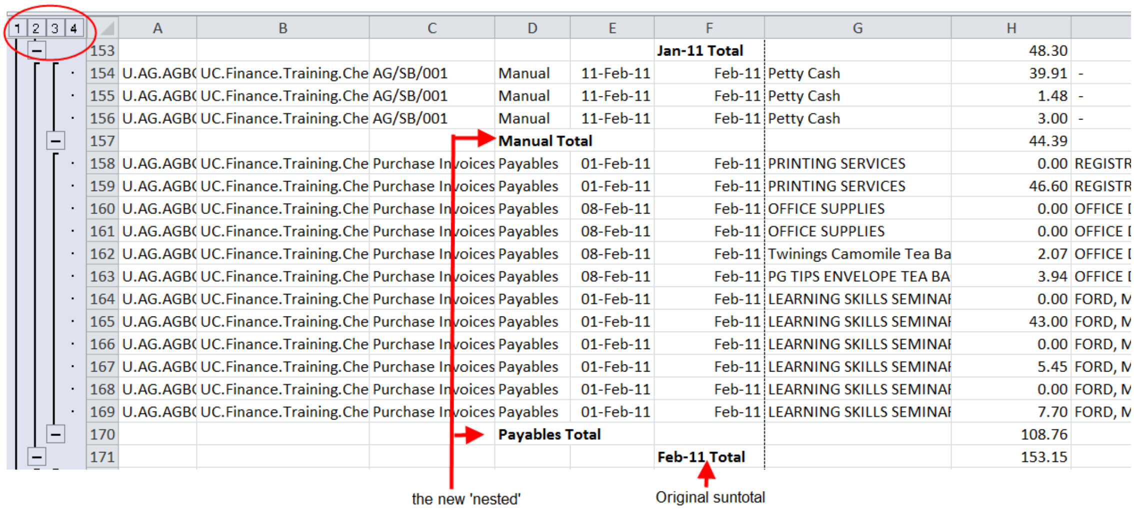
f) To reveal the detail behind the subtotals, click on one or more of the plus signs

Nested subtotals

You can also have subtotals within subtotals ('nested').

a) Subtotal as normal
b) return to the subtotal icon
c) enter the parameters for the nested subtotal
d) uncheck the '**replace current subtotals**' box
e) Click **OK**





	A	B	C	D	E	F	G	H	
153						Jan-11 Total		48.30	
154	U.AG.AGB(	UC.Finance.Training.Che	AG/SB/001	Manual	11-Feb-11	Feb-11	Petty Cash	39.91	-
155	U.AG.AGB(	UC.Finance.Training.Che	AG/SB/001	Manual	11-Feb-11	Feb-11	Petty Cash	1.48	-
156	U.AG.AGB(	UC.Finance.Training.Che	AG/SB/001	Manual	11-Feb-11	Feb-11	Petty Cash	3.00	-
157				Manual Total				44.39	
158	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	PRINTING SERVICES	0.00	REGISTR
159	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	PRINTING SERVICES	46.60	REGISTR
160	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	08-Feb-11	Feb-11	OFFICE SUPPLIES	0.00	OFFICE I
161	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	08-Feb-11	Feb-11	OFFICE SUPPLIES	0.00	OFFICE I
162	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	08-Feb-11	Feb-11	Twinings Camomile Tea Ba	2.07	OFFICE I
163	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	08-Feb-11	Feb-11	PG TIPS ENVELOPE TEA BA	3.94	OFFICE I
164	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	0.00	FORD, N
165	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	43.00	FORD, N
166	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	0.00	FORD, N
167	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	5.45	FORD, N
168	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	0.00	FORD, N
169	U.AG.AGB(	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	7.70	FORD, N
170				Payables Total				108.76	
171						Feb-11 Total		153.15	

To remove subtotals

In the Data ribbon, click on the Subtotals icon
Click the **Remove all** button.

4.4 Filtering

Filters are very handy when there are many rows and columns of data in an Excel spreadsheet. A filter allows you narrow down the view of the data based on criteria you select.

When you filter data, entire rows are hidden if values in one or more columns don't meet the filtering criteria. You can filter on:

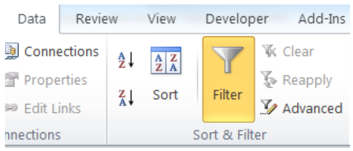
- numeric or text values, or
- by colour for cells that have colour formatting applied to their background or text.

Before you begin filtering

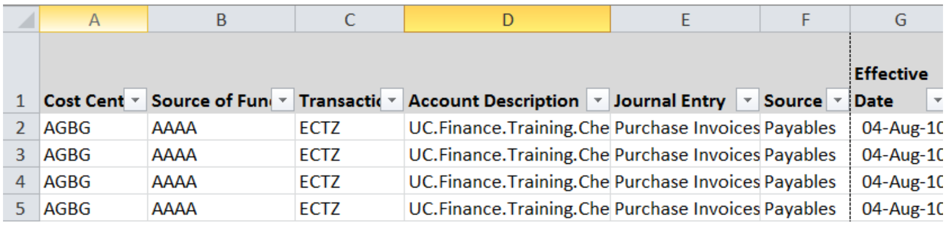
- Remove any subtotals
- Make sure that you have column headings
- Make sure that you curser is in the block of data

Adding an Autofilter

a) From the Data tab select Filter

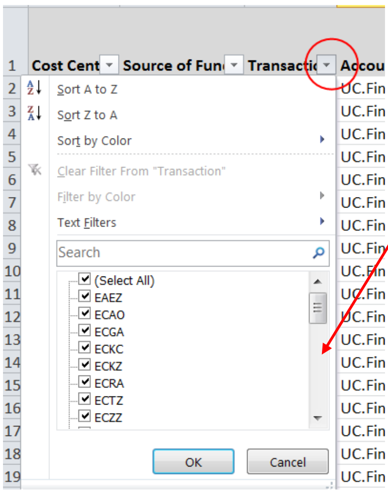


This will automatically put little drop down arrows (the 'filters') next to each of your column headings



	A	B	C	D	E	F	G
1	Cost Cent	Source of Fun	Transactic	Account Description	Journal Entry	Source	Effective Date
2	AGBG	AAAA	ECTZ	UC.Finance.Training.Che	Purchase Invoices	Payables	04-Aug-1(
3	AGBG	AAAA	ECTZ	UC.Finance.Training.Che	Purchase Invoices	Payables	04-Aug-1(
4	AGBG	AAAA	ECTZ	UC.Finance.Training.Che	Purchase Invoices	Payables	04-Aug-1(
5	AGBG	AAAA	ECTZ	UC.Finance.Training.Che	Purchase Invoices	Payables	04-Aug-1(

b) To filter your data click an arrow and pick from the relevant drop down list, e.g. Data for just transaction code ERPZ

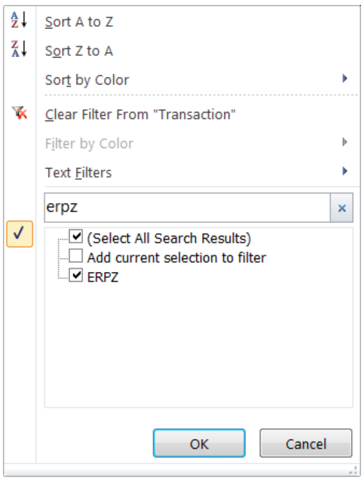


You can either:

- Scroll down the list and tick/un-tick your required values.

Or

- If it's a long list and you know the criteria that you want just type it into the search field.



c) Click **OK**

The blue line numbers indicate that these are filtered rows

	A	B	C	
1	Cost Cent	Source of Fun	Transactic	Acc
11	AGBG	AAAA	ERPZ	UC.I
12	AGBG	AAAA	ERPZ	UC.I
13	AGBG	AAAA	ERPZ	UC.I
14	AGBG	AAAA	ERPZ	UC.I
15	AGBG	AAAA	ERPZ	UC.I
16	AGBG	AAAA	ERPZ	UC.I
210				
211				

this icon indicates that a filter has been placed on this column

Applying more than one filter

a) You could then apply filters to other columns if you wish. Simply add one filter as normal and then repeat on another column.

e.g. Filters added to Transaction codes and Period to give travel costs during Feb-11 to Jul-11.

	A	B	C	D	E	F	G	H	I	J	
1	Cost Cent	Source of Fun	Transactic	Account Description	Journal Entry	Source	Effective Date	Period	Line Description	Amount (£)	L
138	AGBG	AAAA	ETFZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	0.00	F
139	AGBG	AAAA	ETFZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	43.00	F
140	AGBG	AAAA	ETGZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	0.00	F
141	AGBG	AAAA	ETGZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	5.45	F
142	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	0.00	F
143	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	7.70	F
154	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	26-May-11	May-11	EXPENSES	0.00	P
155	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	26-May-11	May-11	EXPENSES	1.00	P
199	AGBG	AAAA	ETZA	UC.Finance.Training.Che	Purchase Invoices	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	0.00	P
200	AGBG	AAAA	ETZA	UC.Finance.Training.Che	Purchase Invoices	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	1.00	P
206	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	AG/SB/001	Manual	11-Feb-11	Feb-11	Petty Cash	3.00	-
210										61.15	

Adding Totals

When filters are applied, the Autosum function recognises the filters and acts differently.

In the example below, instead of =sum(J1:J209), only the filtered and displayed data is included in the sum – and a subtotal for the filtered data is calculated

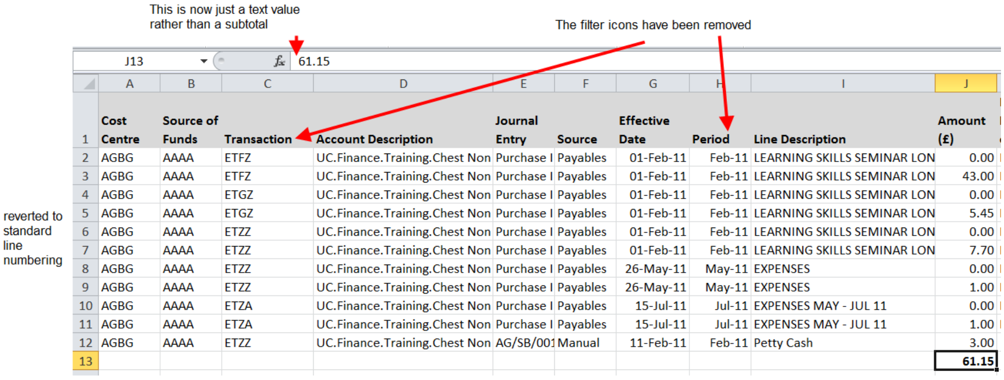
J210 =SUBTOTAL(9,J2:J209)

	A	B	C	D	E	F	G	H	I	J
1	Cost Cent	Source of Fun	Transactic	Account Description	Journal Entry	Source	Effective Date	Period	Line Description	Amount (£)
138	AGBG	AAAA	ETFZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	0.00
139	AGBG	AAAA	ETFZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	43.00
140	AGBG	AAAA	ETGZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	0.00
141	AGBG	AAAA	ETGZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	5.45
142	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	0.00
143	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAI	7.70
154	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	26-May-11	May-11	EXPENSES	0.00
155	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	26-May-11	May-11	EXPENSES	1.00
199	AGBG	AAAA	ETZA	UC.Finance.Training.Che	Purchase Invoices	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	0.00
200	AGBG	AAAA	ETZA	UC.Finance.Training.Che	Purchase Invoices	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	1.00
206	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	AG/SB/001	Manual	11-Feb-11	Feb-11	Petty Cash	3.00
210										61.15

Bonus feature: When you apply a different filter, the subtotal changes automatically

Copying filtered information

When a filter is on and the data is highlighted and copied to another sheet, only the filtered data is copied.

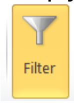


	Cost Centre	Source of Funds	Transaction	Account Description	Journal Entry	Source	Effective Date	Period	Line Description	Amount (£)
2	AGBG	AAAA	ETFZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	0.00
3	AGBG	AAAA	ETFZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	43.00
4	AGBG	AAAA	ETGZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	0.00
5	AGBG	AAAA	ETGZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	5.45
6	AGBG	AAAA	ETZZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	0.00
7	AGBG	AAAA	ETZZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	7.70
8	AGBG	AAAA	ETZZ	UC.Finance.Training.Chest Non	Purchase I	Payables	26-May-11	May-11	EXPENSES	0.00
9	AGBG	AAAA	ETZZ	UC.Finance.Training.Chest Non	Purchase I	Payables	26-May-11	May-11	EXPENSES	1.00
10	AGBG	AAAA	ETZA	UC.Finance.Training.Chest Non	Purchase I	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	0.00
11	AGBG	AAAA	ETZA	UC.Finance.Training.Chest Non	Purchase I	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	1.00
12	AGBG	AAAA	ETZZ	UC.Finance.Training.Chest Non	AG/SB/001	Manual	11-Feb-11	Feb-11	Petty Cash	3.00
13										61.15

Removing filters

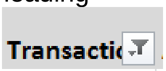
To remove all your filters from the spreadsheet

Simply click on the **Filter** icon in the Data tab.

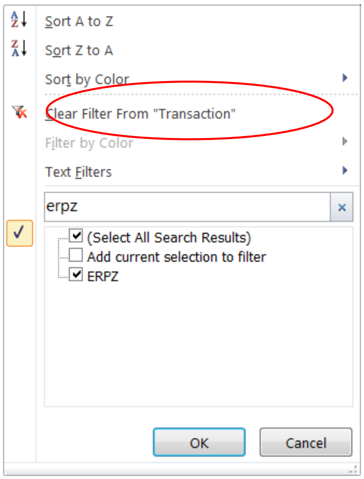


If you have multiple filters applied and you just want to remove one

Simply click on the filter icon next to the column heading



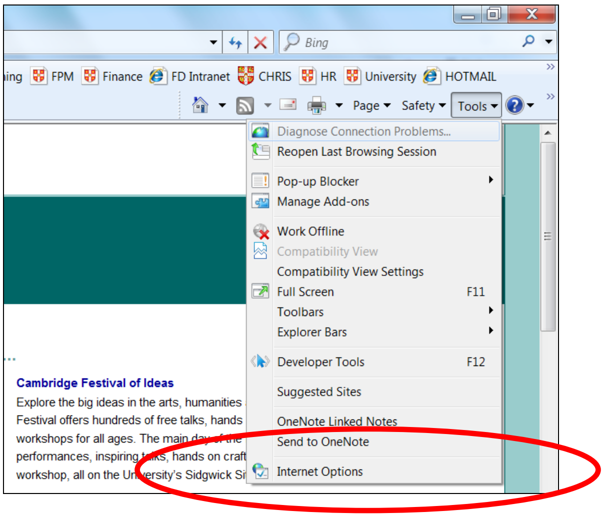
And select **Clear filter from ….**

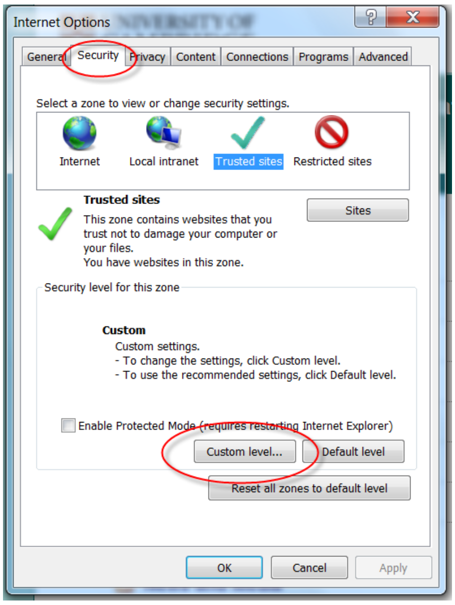


Appendix A Configuring your pc to allow automatic export of queries from CUFS into Excel

Step 1: Setting Internet Options

1. In an Internet Explorer browser window navigate to the **Tools** menu and select **Internet options**





2. Select the Security tab

Highlight **Trusted sites**

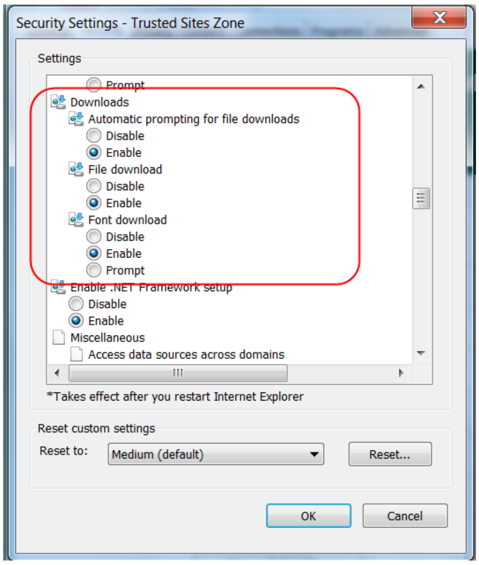
Click on the **Custom level** button

3. Scroll down until you reach the **Downloads** section of the list. Click on the radio buttons for:

- Automatic prompting for downloads – enable
- File download – enable

Click on **OK** to close this window.

4. Click on **OK** to close the previous window.



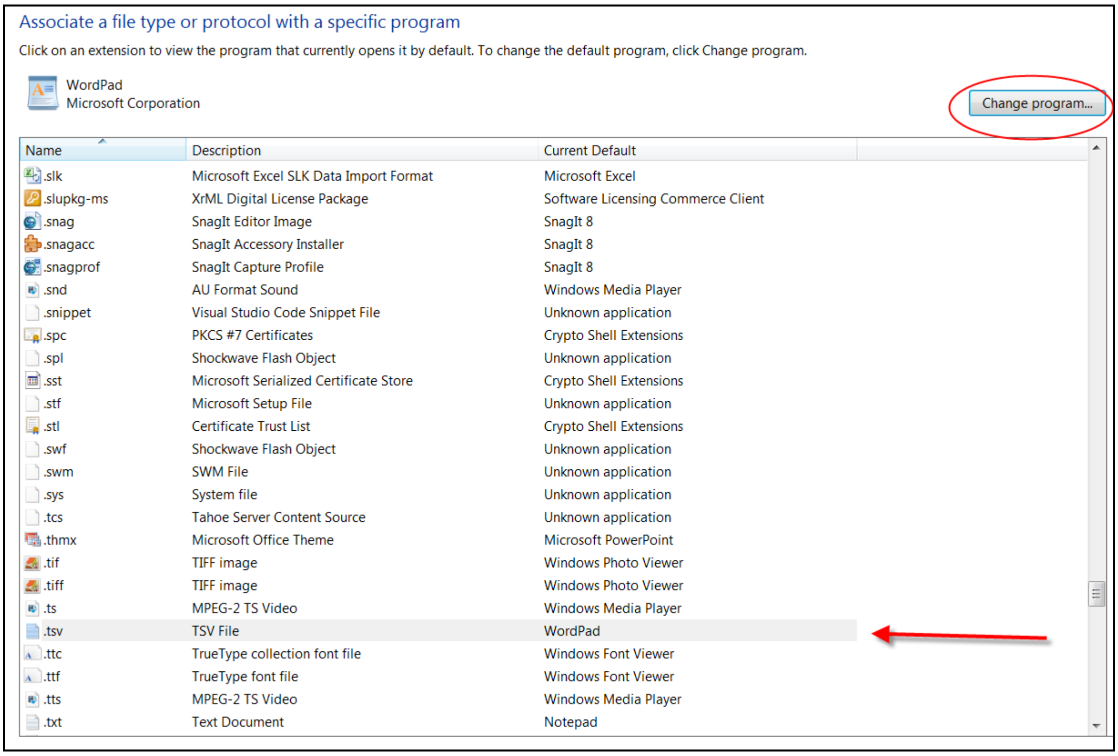
Step 2: In addition, Excel has to be associated with a .tsv file

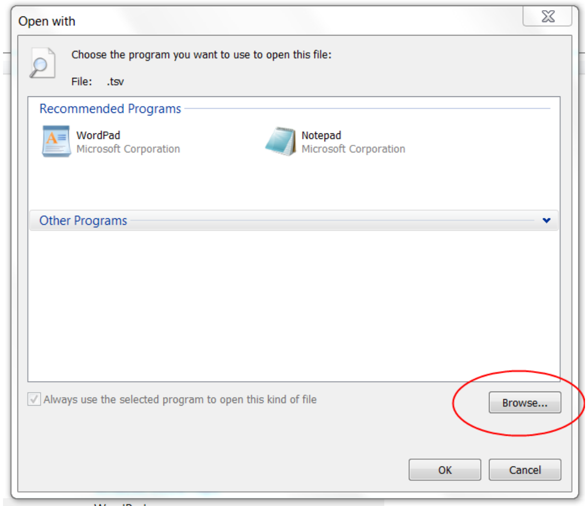
<u>Windows 7</u>

1. Navigate to **Start** > **Control Panel** > **Programs** > **Default Programs** > **Make a file type always open a specific program**

2. Scroll down until you find ***TSV File*** in the list, highlight this and click on the **Change Program** button

*If the tsv file type does not appear initially on your list, go back to CUFS run the enquiry and save it to your desk top as a tsv file. From the desktop click on the shortcut and when prompted click **Select a program from a list of installed programs'** and then click **OK**. Click on **Word Pad** and click **OK** and word pad will open. Close out of word pad and proceed from step 1 above.*

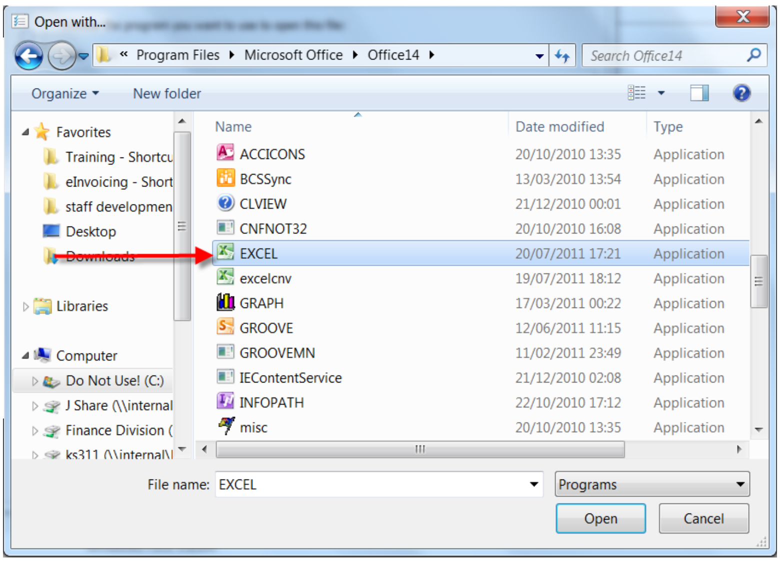




3. Click on the **Browse** button.

4. Find ***Microsoft Office*** in the list of program files – click **Open**

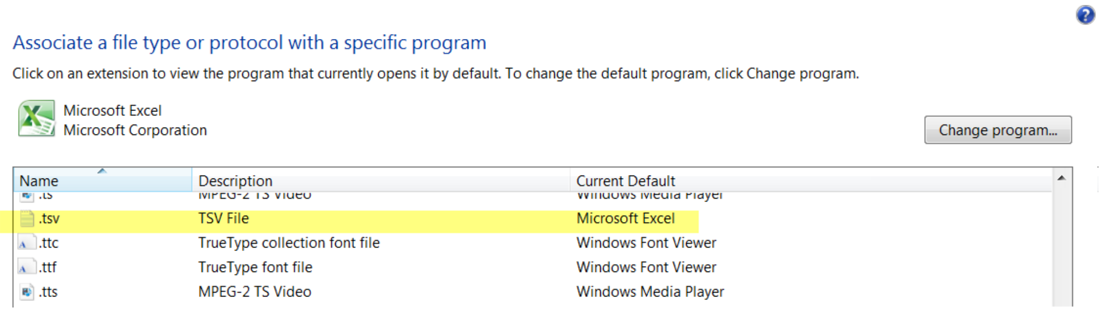
- Find and open the **Office14** folder
- Select **Excel**
- Click **Open**



5. You will return to the previous '***Open with***...' screen which will now include the Excel icon

6. Highlight the Excel icon and click on **OK**

7. You should return to the previous window and the tsv file should now show as being associated with Excel.



Windows XP

My Computer - Tools - Folder Options - File Types
search for .tsv file or New if it doesn't exist - select Excel from list of associations.

In a Firefox/Safari browser window

Tools – Options – Main – Tick Show downloads

Appendix B : Excel navigation keys

Key	Description
CTRL+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
CTRL+A	Selects the entire worksheet. If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet. When the insertion point is to the right of a function name in a formula, displays the **Function Arguments** dialog box. CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
CTRL+F	Displays the **Find** dialog box. SHIFT+F5 also displays this dialog box, while SHIFT+F4 repeats the last **Find** action.
CTRL+G	Displays the **Go To** dialog box. F5 also displays this dialog box.
F5	Displays the **Go To** dialog box.

Other useful shortcut keys

Key	Description
ARROW KEYS	Move one cell up, down, left, or right in a worksheet. CTRL+ARROW KEY moves to the edge of the current data region (data region: A range of cells that contains data and that is bounded by empty cells or datasheet borders.) in a worksheet. SHIFT+ARROW KEY extends the selection of cells by one cell. CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell. LEFT ARROW or RIGHT ARROW selects the menu to the left or right when a menu is visible. When a submenu is open, these arrow keys switch between the main menu and the submenu. DOWN ARROW or UP ARROW selects the next or previous command when a menu or submenu is open. In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.

.

END	Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on. Also selects the last command on the menu when a menu or submenu is visible. CTRL+END moves to the last cell on a worksheet, in the lowest used row of the rightmost used column. CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner).
HOME	Moves to the beginning of a row in a worksheet. Moves to the cell in the upper-left corner of the window when SCROLL LOCK is turned on. Selects the first command on the menu when a menu or submenu is visible. CTRL+HOME moves to the beginning of a worksheet. CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.
PAGE DOWN	Moves one screen down in a worksheet. CTRL+PAGE DOWN moves to the next sheet in a workbook. CTRL+SHIFT+PAGE DOWN selects the current and next sheet in a workbook.
PAGE UP	Moves one screen up in a worksheet. CTRL+PAGE UP moves to the previous sheet in a workbook. CTRL+SHIFT+PAGE UP selects the current and previous sheet in a workbook.
SPACEBAR	In a dialog box, performs the action for the selected button, or selects or clears a check box. CTRL+SPACEBAR selects an entire column in a worksheet. SHIFT+SPACEBAR selects an entire row in a worksheet. CTRL+SHIFT+SPACEBAR selects the entire worksheet. ▪ If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the entire worksheet. ▪ When an object is selected, CTRL+SHIFT+SPACEBAR selects

all objects on a worksheet.

ALT+SPACEBAR displays the **Control** menu for the Excel window.