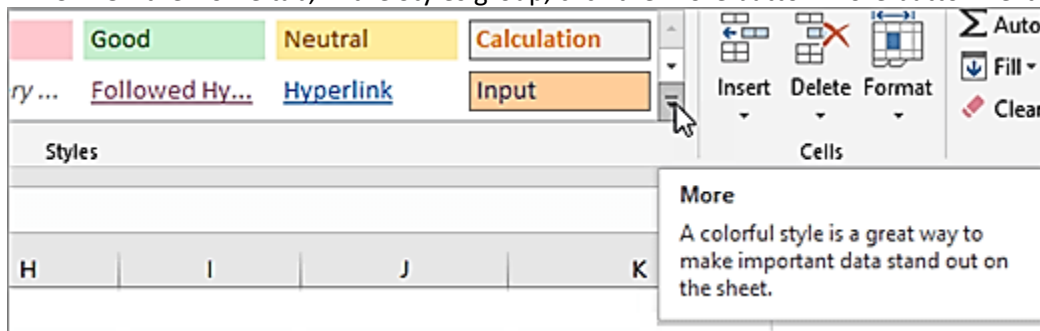


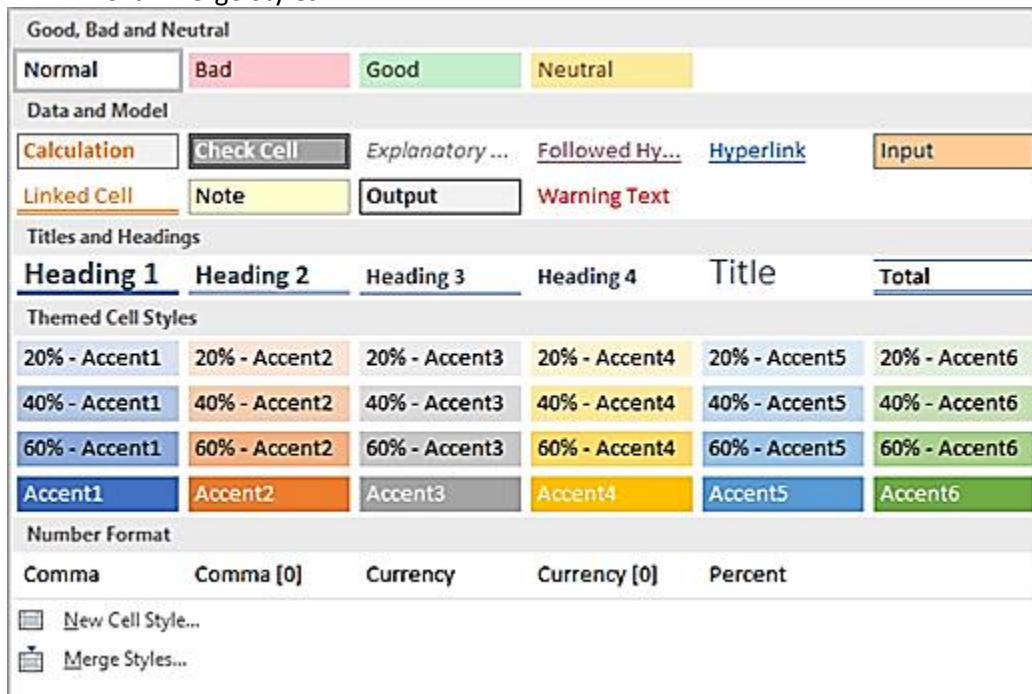
- Apply Custom Styles and Templates

If you want to make the cell styles that you create in or copy into a workbook available in all future workbooks, you can save them in a template that is used for all new workbooks. After you exit and restart Excel, the cell styles that you saved in your template workbook will be available in all new workbooks that you create.

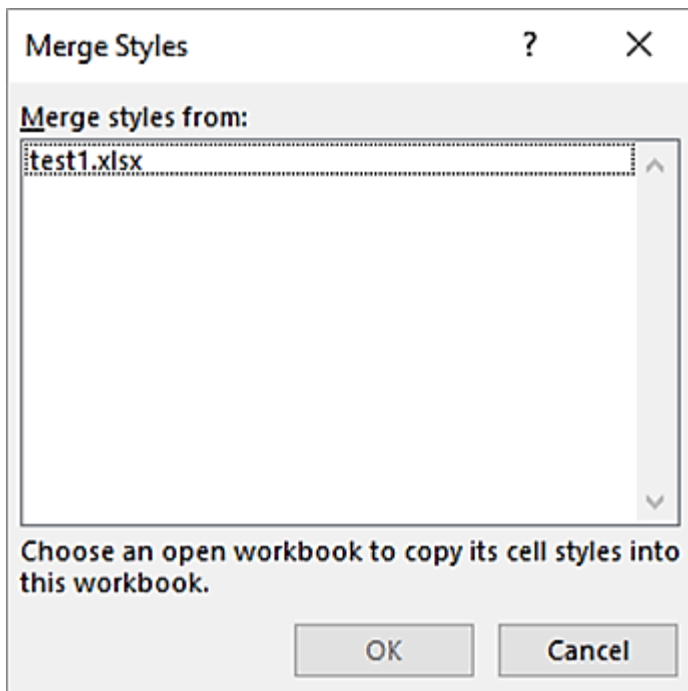
1. Open the workbook that contains the styles that you want to make available.
2. On the File tab, click New and select Blank Workbook.
3. On the Home tab, in the Styles group, click the More button More button next to the cell styles box.



4. Click Merge Styles.



5. In the Merge Styles dialog box, in the Merge styles from box, click the workbook that contains the styles that you want to copy, and then click OK.



6. If both workbooks contain styles that have identical names, you must indicate whether you want to merge these styles by doing the following:
 - a. To replace the styles in the active workbook with the copied styles, click Yes.
 - b. To keep the styles in the active workbook as they are, click No.
7. On the File tab, click Save As.
8. In the File name box, type Book.
9. In the Save as type box, click Excel Template, or click Excel Macro-Enabled Template if the workbook contains macros that you want to make available in the template.
10. Click Browse and then locate and select the XLSTART folder.
 - a. Note: In Windows 10, the XLSTART folder is typically located in C:\Program Files(x86)\Microsoft Office\root\Office 16\XLSTART.
11. Click Save.

After you exit and restart Excel, the cell styles that you saved in Book.xltx (or Book.xltn) will be available in all new workbooks that you create.

Using Database Functions

(see day 3 summary)

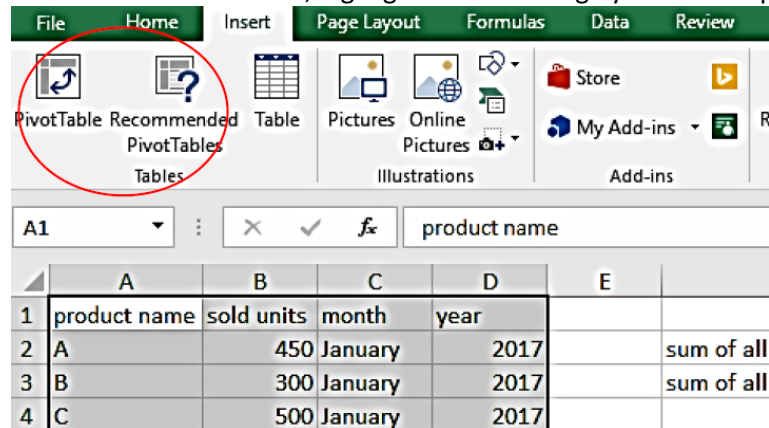
2:30pm – 3:30pm

- Describe how to merge database to PIVOT
- Add available fieldnames to different data labels of Pivot Area to generate different report scenario
- Manipulate and re-define PIVOT data resources
- Manage and Derive Formulas in Pivot Area using Value Field settings and Calculated Field feature.
- Re-create PIVOT reports with dashboards using Slicer feature

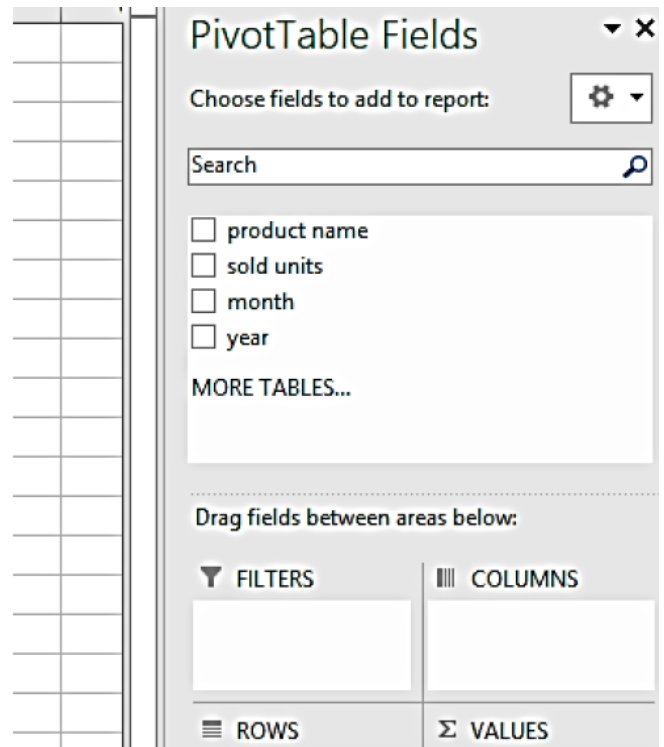
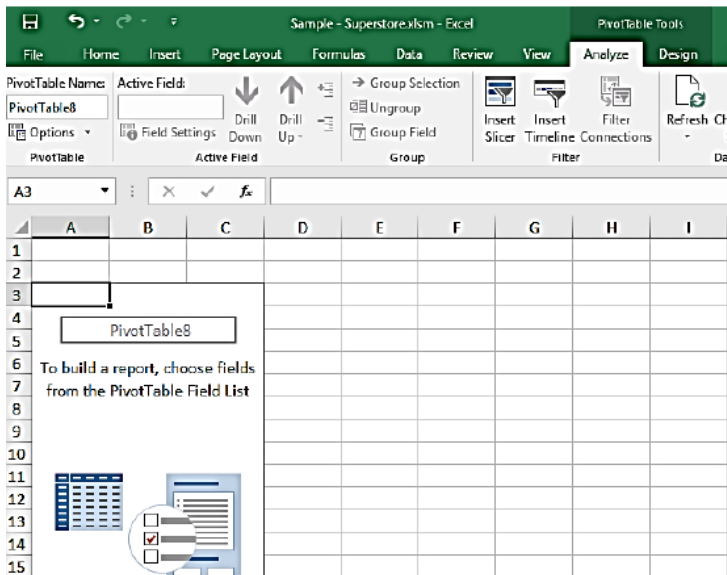
1. Pivot Table

Excel PivotTables are good and fast ways to present data in a variety of ways. Because of its flexibility, you don't need to create new tables or charts for changing elements and values every time.

→To create a PivotTable, highlight the data range you need to present then go to insert→pivot table

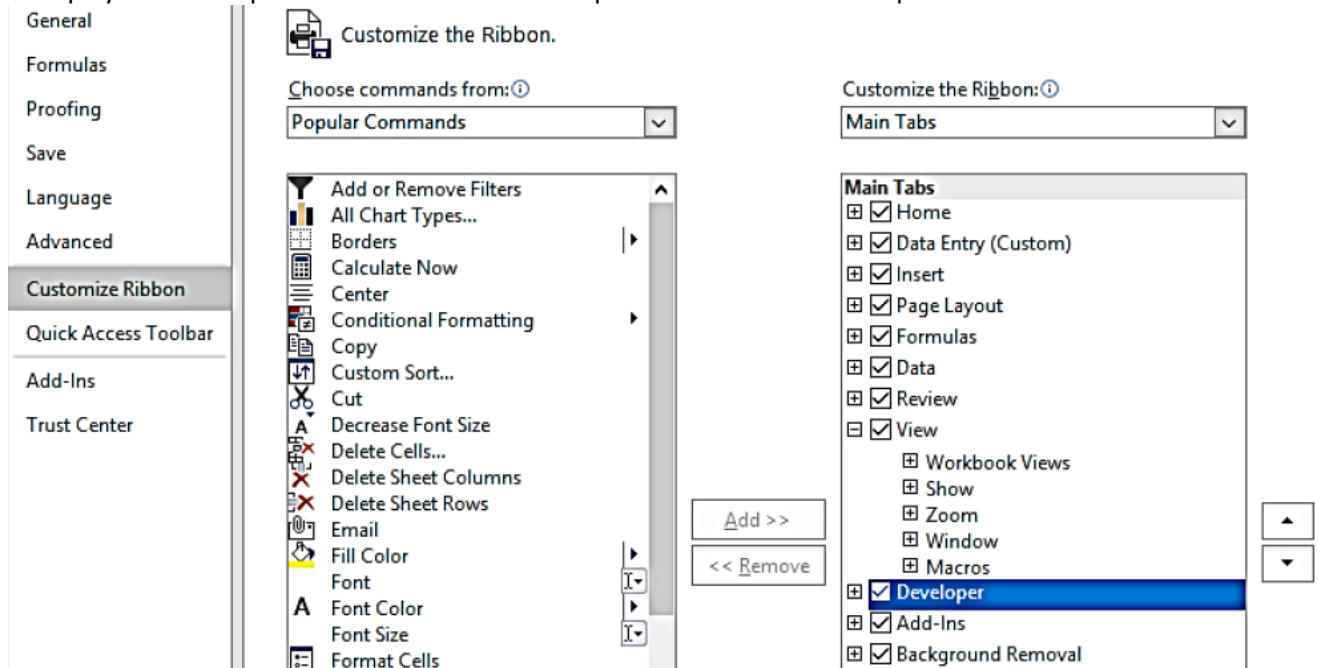


→You can then customize your PivotTable Field List, Field List Position (Row or Column), Filters, and Aggregate Functions (Like Sum of Values)



1. Creating macro

→ Display the developer tab in the ribbon. File→options→check the developer tab



Planning the macro:

For example, we want to create a macro that will separate the first and last names from a list as follows

	A	B	C
1	doe, john		
2	santos, jay		
3	reyes, jose		
4	wilcon, fina		
5	goller, dianne		
6	reina, wilma		
7	dirnado, oliver		

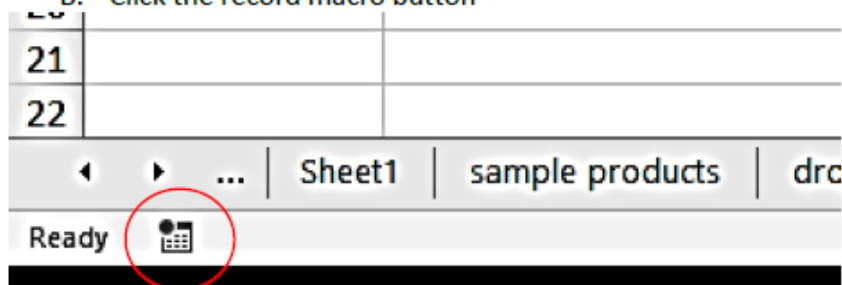
The action typically involves going to data, clicking on text to column, selecting a delimiter and choosing an output cell. Although instead of selecting a cell at a time, we can also select all of the cells with data and converting them by batch, we will use this chance to demonstrate using a macro on a repeated task.

Recording the macro

A. Highlight the cell with data that you wish to run the macro.

	A	
1	doe, john	
2	santos, jay	
3	reyes, jose	
4	wilcon, fina	
5	goller, dianne	
6	reina, wilma	
7	dirnado, oliver	
8		

B. Click the record macro button



Perform your action with a single cell and end it by highlighting the next cell with data before ending the macro recording.

Record Macro ? X

Macro name:
separate_fullname

Shortcut key:
Ctrl+ f

Store macro in:
This Workbook

Description:

OK Cancel

File Home Data Entry Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

From Access From Web From Text From Other Sources Existing Connections New Query Show Queries From Table Recent Sources Refresh All Connections Sort Filter Clear Reapply Advanced Text to Columns

Get External Data Get & Transform Connections Sort & Filter

A1 : X ✓ fx doe, john

	A	B
1	doe, john	
2	santos, jay	
3	reyes, jose	
4	wilcon, fina	
5	goller, dianne	
6	reina, wilma	
7	dimado, oliver	
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:
☒ Delimited - Characters such as commas or tabs separate each field.
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	doe, john
2	
3	
4	
5	

Cancel < Back Next > Finish

	A	B
1	doe, john	
2	santos, jay	
3	reyes, jose	
4	wilcon, fina	
5	goller, dianne	
6	reina, wilma	
7	dimado, oliver	
8		
9		
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12		
13		
14		
15		
16		
17		
18		

Convert Text to Columns Wizard - Step 2 of 3

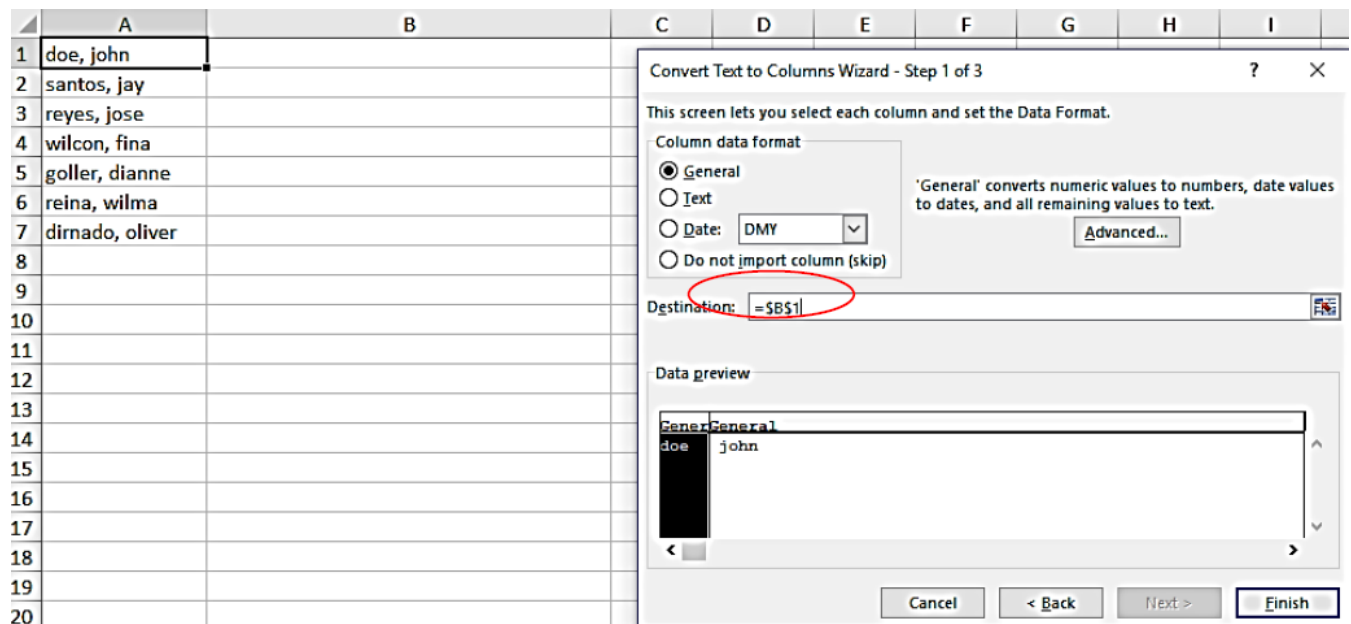
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters
☐ Tab
☐ Semicolon
☒ Comma
☐ Space
☐ Other:
☐ Treat consecutive delimiters as one
Text qualifier: "

Data preview

doe	john
-----	------

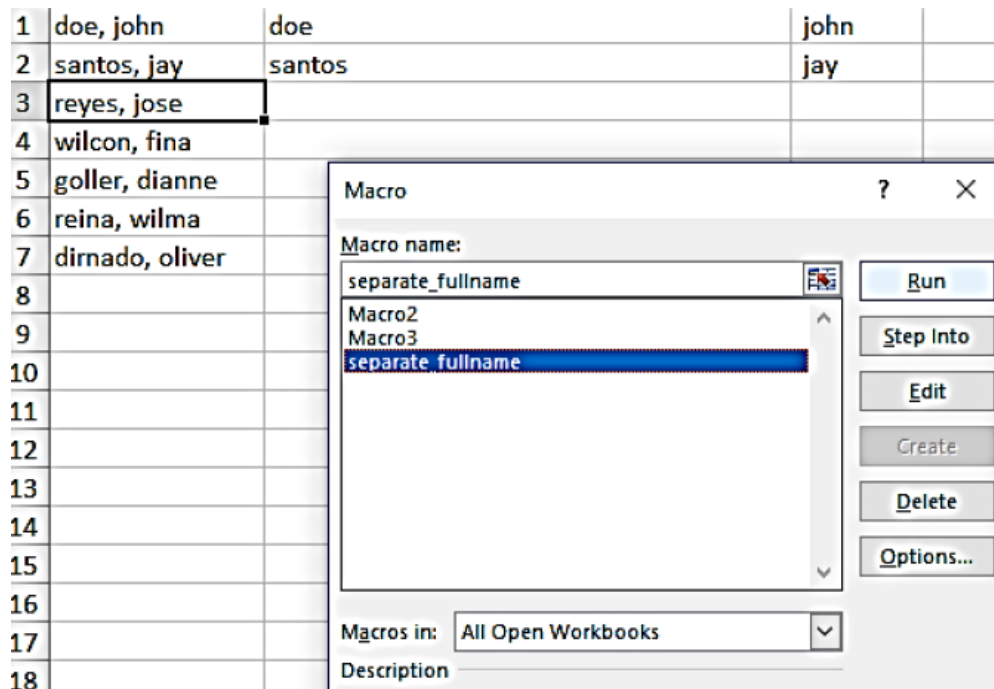
Cancel < Back Next > Finish



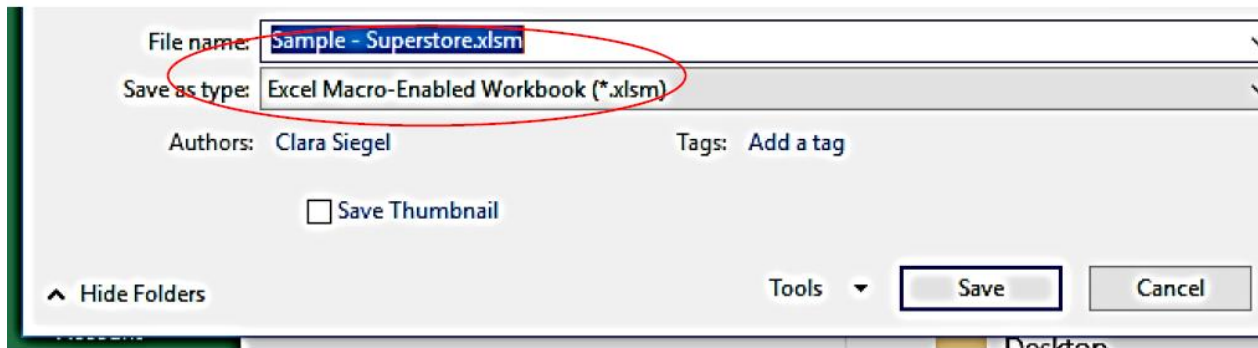
→ Once action is done, highlight the next cell then stop macro recording

A2	santos, jay
----	-------------

	A	B	C
1	doe, john	doe	john
2	santos, jay		
3	reyes, jose		
4	wilcon, fina		
5	goller, dianne		



Saving Workbooks That Contain Macros



Macro Activities

Activity 1: You receive a Microsoft Excel file from your boss with some data and you need to write the date using Year, Month and Day in different columns. You do this because it is the format your job needs and you've been adding the same values every day for a few years.

Prepwork: Create a worksheet with columns: date | month | year | your email | mobile number

Note:

Add current day number

=day(now())

Add current month number

=month(now())

Add current year

=year(now())

Activity 2:

Autofit Columns

```
Sub AutoFitAllColumns()  
Activate  
Cells.Select  
Cells.EntireColumn.AutoFit  
End Sub
```

Autofit Rows

```
Sub AutoFitAllRows()  
Cells.Select  
Cells.EntireRow.AutoFit  
End Sub
```

Activity 3: Highlight misspelled words

```
Sub HighlightMisspellings()  
Dim cell As range  
For Each cell In ActiveSheet.UsedRange  
If Not Application.CheckSpelling(word:=cell.Text) Then  
cell.Style = "Bad"  
End If  
Next cell  
End Sub
```

Activity 4: Delete all empty worksheets

```
Sub DeleteBlankWorksheets()  
Dim wsheet As Worksheet  
On Error Resume Next  
Application.DisplayAlerts = False  
Application.ScreenUpdating = False  
  
For Each wsheet In Application.Worksheets  
If Application.WorksheetFunction.CountA(wsheet.UsedRange) = 0 Then  
wsheet.Delete  
End If  
Next  
Application.DisplayAlerts = True  
Application.ScreenUpdating = True  
End Sub
```

Activity 5: Sort all worksheets

```
Sub SortAllWorksheetsByName()  
Dim i As Integer  
Dim j As Integer  
For i = 1 To Sheets.Count  
For j = 1 To Sheets.Count - 1  
If UCase$(Sheets(j).Name) > UCase$(Sheets(j + 1).Name) Then  
Sheets(j).Move After:=Sheets(j + 1)  
End If  
Next j  
Next i  
End Sub
```

Activity 6: Hide all worksheets except the active

```
Sub HideAllExceptActiveSheet()  
Dim ws As Worksheet  
For Each ws In ThisWorkbook.Worksheets  
If ws.Name <> ActiveSheet.Name Then ws.Visible = xlSheetHidden  
Next ws  
End Sub
```

Activity 7: Unhide all hidden worksheets

```
Sub UnhideAllWorksheets()  
Dim ws As Worksheet  
For Each ws In ActiveWorkbook.Worksheets  
ws.Visible = xlSheetVisible  
Next ws  
End Sub
```

Activity 8: Save excel with timestamp in name

```
Sub SaveWorkbookWithTimeStamp()  
Dim timestamp As String  
timestamp = Format(Date, "dd-mm-yyyy") & "_" & Format(Time, "hh-ss")  
ThisWorkbook.SaveAs "C:\Users\Username\Desktop\WorkbookName" & timestamp  
End Sub
```

Activity 9: Convert all formulas into values (also do recorded macro)

```
Sub ConvertToValues()  
With ActiveSheet.UsedRange  
.Value = .Value  
End With  
End Sub
```

Activity 10: generate categorized sums and create chart (recorded Macro)

Activity 11:

Example: Select all values greater than 500 then convert to 0.

```
Sub FindReplace()  
'Updateby Extendoffice  
Dim Rng As Range  
Dim WorkRng As Range  
On Error Resume Next  
xTitleId = "KutoolsforExcel"  
Set WorkRng = Application.Selection  
Set WorkRng = Application.InputBox("Range", xTitleId, WorkRng.Address, Type:=8)  
For Each Rng In WorkRng  
If Rng.Value > 500 Then  
Rng.Value = 0  
End If  
Next  
End Sub
```

Recorded Macro:

1. create another column and fill this new column with if condition for replacement
=if(b2>500,0,b2)
2. copy the results and paste special values to the original column to replace.

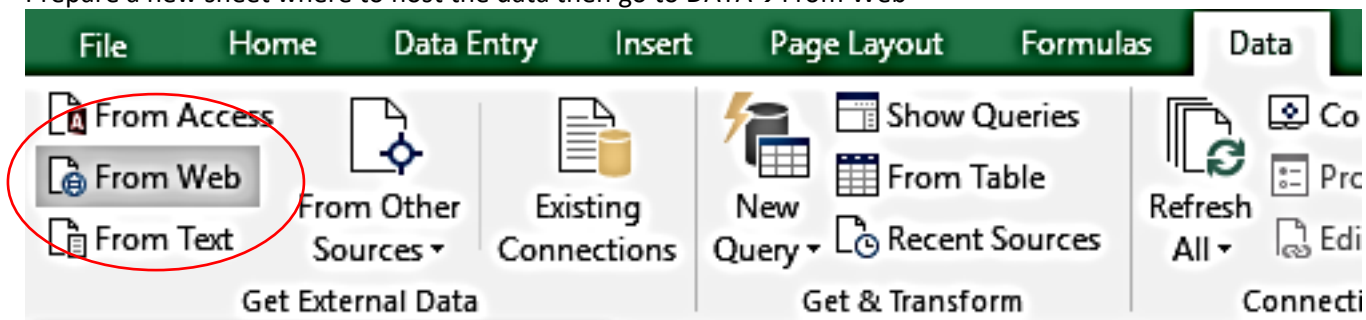
Excel and Web Integration

A Web Query is when you send a request to a web page and ask for some data to be returned. You'll see how to do that in this section, by importing data into your spreadsheet from a web page on our web site.

There are many reasons why you would want to do that. If, for example, you're a hard-working sales person out in the field, and a customer wants the latest prices, you could run a web query in Excel and pull the prices from your employer's website.

For example, we want to display a table in our spreadsheet (dynamic and updating) from a web site (<http://www.bsp.gov.ph/statistics/sdds/ExchRate.htm>)

Prepare a new sheet where to host the data then go to DATA→From Web



New Web Query

Address:

Click next to the tables you want to select, then click Import.

BANGKO SENTRAL NG PILIPINAS TREASURY DEPARTMENT REFERENCE EXCHANGE RATE BULLETIN December 29, 2017				
COUNTRY	UNIT	SYMBOL	EURO EQUIVALENT	U.S.DOLLAR EQUIVALENT
<i>1. CONVERTIBLE CURRENCIES WITH BANGKO SENTRAL:</i>				
1 UNITED STATES	DOLLAR	USD	0.837451	1.000
2 JAPAN	YEN	JPY	0.007419	0.008
3 UNITED KINGDOM	POUND	GBP	1.125869	1.344
4 HONGKONG	DOLLAR	HKD	0.107161	0.127

Select a table on the site, click the small arrow for the table you wish to use and click import below to request for the data.

	A	B	C	D	E	F	G
1	BANGKO SENTRAL NG PILIPINAS						
2	TREASURY DEPARTMENT						
3	REFERENCE EXCHANGE RATE BULLETIN						
4	December 29, 2017						
5	COUNTRY	UNIT	SYMBOL	EURO	U.S.DOLLAR	PHIL.PESO	
6				EQUIVALENT	EQUIVALENT	EQUIVALENT	
7							
8	I. CONVERTIBLE CURRENCIES WITH BANGKO SENTRAL:						
9							
10	1 UNITED STATES	DOLLAR	USD	0.837451	1	49.923	
11	2 JAPAN	YEN	JPY	0.007419	0.008859	0.4423	
12	3 UNITED KINGDOM	POUND	GBP	1.125869	1.3444	67.1165	
13	4 HONGKONG	DOLLAR	HKD	0.107161	0.127961	6.3882	
14	5 SWITZERLAND	FRANC	CHF	0.855502	1.021555	50.9991	

You can also manage other connection properties like “refresh” settings.

