EXCEL

EXCEL MASTERING BOOK: LEARN EXCEL, MACROS, SHORTCUTS, & ACCOUNTING

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Introduction

I want to thank you and congratulate you for downloading the book, *Excel: Excel Mastering Book: Learn Excel, Macros, Shortcuts, and Accounting.*

Excel is, without a doubt, the number one spreadsheet program in the world. Next to it is Google Spreadsheet. And then next to Google are the other spreadsheet programs like Lotus — if it is still in computers anymore — OpenOffice, and so on and so forth.

In this book, you will learn the basic methods of using Excel. The book will also cover the most commonly used keyboard shortcuts, as well as the usage of macros in Excel for beginners. (By the way, this book was written with Windows users in mind. In case you are a Mac or Apple user, just keep in mind that the Alt key is equal to the Option key.)

Once you are done reading this book, hopefully you will have learned enough Excel methods and shortcuts so that you can use the program with ease and confidence. For sure, Excel is an invaluable tool for professionals, regardless of which industry you belong to. It is an application that will definitely help you become more organized — and therefore productive — at work.

Thanks again for downloading this book, I hope you enjoy it!

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Chapter 1: A Quick Introduction to Excel

What Is Microsoft Excel?

Excel is a spreadsheet program developed by Microsoft, creator of the popular operating system, Windows. Since its creation, it has been developed to have multiple features such as macro programming, pivot tables, tables, graphing tools, and of course, calculation. This program is often included in Microsoft's suite of programs called Microsoft Office, which you might be familiar with because of Microsoft Word.

Just like the old spreadsheet program, Lotus 1-2-3, Microsoft Excel contains a grid of cells, where you can put in numbers, text, and other types of data. It is commonly used in the accounting industry, government offices, and in homes for budgeting, scheduling, and the like. It takes the load off mundane computing for anyone and everyone and assists professionals with their complex formulas and calculations.

It can provide ease to those people who deal with finance, engineering, and statistics. Excel can be also used to create reports, charts, and histograms. Because of its usability, it has become one of the widely used applications in the world. More often than not, some people even use this program as an alternative to Microsoft Word and PowerPoint due to its versatility.

Chapter 2: Basic Operations in Excel

In this chapter, you will be familiarized — or refreshed, if you are already knowledgeable of using Excel — of the basic operations in Excel and their corresponding shortcuts. Take note of them well, especially the shortcuts. Using them can cut the time you need to sit down when using this program significantly.

Creating a New Workbook

To get started with Excel, you must create a new workbook. A new workbook in Excel will often have or contain three sheets. And to create a new workbook, you can press the Ctrl and N keys at the same time. Alternatively, you can create a new workbook by going to the File menu, which you can find on the upper left corner of your screen. Once you’ve clicked it, click on the New menu option.

Opening in a Workbook

In case that you already have a file that you want to open in Excel, you can just press Ctrl and O at the same time. A dialog box will appear where you can browse for the file that you want to open. Take note that Excel files often end with the file extension(s) .XLS (for workbooks created using older versions of Excel) and/or.XLSX (for workbooks created using newer versions).

On the other hand, you can open a workbook by clicking on the File menu again and then, click on the Open option. The file dialog box will appear, and then you can start browsing for the files that you want to open.

Another method that you can do to open a file or workbook in the program is to open Excel first. After that, look for the file in your computer. Just drag and drop the file on the Excel window, and Excel will open it for you.

Saving Your File

Once you are done editing and inputting information in your workbook, you can save your file by pressing the Ctrl and S keys at the same time. In case that you are going to save a new workbook for the first time, the program will show you a save dialog box. This will allow you to name your file and choose the location where you want to save it.

On the other hand, if the file for your workbook has been already created before, pressing Ctrl and S keys to save the file will just make your program write on your hard drive and will not provide you any dialog boxes — just like any regular program. Another shortcut key that you can use to save your file is the F12 key.

While it's saving your document, you will be able to see a loading bar that will indicate the progress of the program's saving function on the status bar, the bar on the bottom part of Excel. Also, your computer might indicate or show an hourglass to tell you that the program is saving your file.

Just like the other operations, you can also save your file by using the File menu. You can do that by pressing on the file button on the upper corner of your screen, and then pressing the Save button on the menu.

Printing Your Spreadsheet

To print your spreadsheet or one of your workbooks, you can press the Ctrl button and the P key simultaneously. Doing that will make a program launch the print dialog box and let you print.

Another way to bring up the print dialog box is to click on the File button and then click on the Print button on the File menu. On the print dialog box, you can choose how many copies of your sheet you want to print. You can also select a range of pages in your sheet that you want to be processed by your printer.

In newer versions of Excel, a dialog box will not appear. Instead, whenever you press the Print button or the print shortcut key, you will be redirected to the Print sub-menu under the File menu.

On the other hand, if you want to see a preview of the page that will be printed in your printer, you can access print preview by pressing Ctrl and F2. When pressing this key combination in newer Excel versions, you will be brought to the Print sub-menu that also provides a print preview on the rightmost part of the menu.

Using the Page Layout View

Also, in the latest versions of the program, you will have the option to see a preview of your page within the workspace area by using the Page Layout function. You can find the Page Layout button by clicking on the View menu button on the ribbon.

Another way you can access the Page Layout function is to click its button that is located on the small group of buttons on the lower right corner of your screen. It should be just right beside the page zoom slider.

Closing Your Workbook and Closing Excel

Once you are done editing and saving your file, you might want to close it, together with Excel. On the other hand, you might just want to open a new file and get rid of the current open workbook.

To close a current open workbook, you can press the Ctrl and W keys at the same time. Pressing those buttons will close the workbook, and it will leave Excel in a workbook-less state, which will disable most of its functions aside from a few menu and ribbon options.

You can also close the workbook by going to the File menu. Just press the File button and click on the Close button. By the way, in case you have not saved your workbook and you tried to close it, Excel will launch an alert box that will tell you if you want to save or not save your file before Excel closes the workbook or cancel the operation you did, which is to close the workbook.

On the other hand, if you want to close Excel together with the workbook, you can just press Alt and F4. Alternatively, you can just click on the Exit button on the upper right corner of your screen.

Another method that you can perform is closing Excel using the taskbar. You can right-click on the Excel tab on your taskbar and then click on close window. In addition, you can close Excel by clicking on the File menu button, and clicking on Exit.

Chapter 3: The Ribbon and Commonly Used Functions

You are now familiar with the basic operations. It is time to teach you the most commonly used functions and get you more familiar with Microsoft Excel’s ribbon.

Microsoft Excel can be separated into two types:

1. The old versions, which do not have the ribbon; and
2. The new versions, which have the ribbon.

The ribbon is the fancy new look of the File menu bar and toolbar. Instead of just providing drop-down menus when a menu button is clicked, it now dynamically changes the content of the toolbar below or the ribbon’s body — it is actually a neat way to save space and organize the multitudes of tools that Excel has. (By the way, the ribbon device is also present on other Microsoft Office products.)

In case you are using the new version that has the ribbon device and you do not want to use it, you can press on the Ctrl and F1 keys simultaneously to hide the ribbon. You can put it back on by pressing the same key combination.

To navigate the ribbon easily without using the mouse, you can use the Alt key together with a specific letter key on your keyboard. Press the Alt key once, and Excel will provide you with small tooltips beside each menu and tool buttons. The tooltips will indicate the letter that you need to press in order to access a section in the ribbon after pressing the Alt key.

For example, if you want to access the Review section in the ribbon, press Alt and then check the tooltip that will appear beside the Review button. Once you have done that, the letter R will be just below the Review button. Press the letter R in your keyboard and then Excel will respond by showing you the contents of the Review section in the ribbon.

Once the Review section is shown, the tool buttons will also have tooltips beside them, which will indicate the letter that you need to press to access or use them. On the other hand, if you want to navigate through the buttons in the ribbon instead of accessing the button that you want using a letter key, you can press the Tab key.

Whenever you press the Tab key, a button will be highlighted, which will indicate that it is currently selected. If you press the Tab key again, the next button after the highlighted button will be highlighted. And by doing that, you can cycle through all the buttons under that ribbon section. To use the tool or option that is highlighted, just press on the Enter key.

How To Get Help in Excel

There will be times that you will encounter trouble when you are using Microsoft Excel. And when you are in a pinch and you are not online, you can use Excel’s help window by pressing the F1 button. Another way to access the help window is to click on the File button and then click on Help.

The help window will provide you guides on basic commands and operations in Excel, troubleshooting tips and steps, and advance topics that can help you in making your life easier when using Excel. It is easy to navigate, and you can just use its search function to find the topics that you want to read up on.

Undo and Redo

You can undo and redo almost all of your actions in Microsoft Excel. To undo your recent action, just press Ctrl and Z. On the other hand, you can redo the recent action you undid by pressing on Ctrl and Y.

You can also perform undo and redo by using the undo and redo buttons, which you can find on the upper left corner of Microsoft Excel. One click of the button can undo or redo one action. They can also provide you with a history of all the actions that you can undo and redo. With that list, you can easily perform multiple undo and redo actions.

Cut, Copy, and Paste

Three of the most basic operations that you will use often are cut, copy, and paste. You might be already familiar with the shortcut keys for these actions. But just to make sure, the shortcut keys for these three actions are Ctrl + X, Ctrl + C, and Ctrl + V, respectively.

Also, you can access these functions by using the context menu, which you can launch by pressing the right mouse button on a cell.

Chapter 4: Cell Navigation

You will be spending most of your time navigating and editing cells in Microsoft Excel. And surely, only using the mouse pointer to navigate and select cells in the program can be a very time-consuming task. So save yourself the time and effort, and learn the following shortcuts.

Basic Cell Navigation

You can use the cursor keys to move around the cells. Of course, you can just use your mouse to click on the cell that you want to select and edit, but that will be hellish if you are dealing with multiple pages and data.

Fast Page Navigation

In due time, you will be able to fill your sheet with lots of data. And unfortunately, not all of the cells that you have edited will fit into your screen or viewport.

Aside from using the cursor keys, you can check out the other cells that you cannot see within your screen or viewport by pressing the Page Up (PgUp) and Page Down (PgDn) keys to move fast upwards or downwards the screen.

If you want to move toward the left on your sheet, you can press the Alt and Page Up buttons simultaneously. On the other hand, if you want to move to the right in your sheet, you can press the Alt and Page Down buttons instead.

In certain cases, you can use the Home and End buttons to navigate through the topmost, bottommost, leftmost, and rightmost parts of your sheet. Pressing the Home button will take you to the start or the first cell of a row. Pressing the Alt and Home buttons will take you to the last cell of the row.

Pressing the End button will put Excel into End mode. When Excel is on End mode, pressing a cursor or arrow key will take you to a data region edge, according to the direction of the arrow key that you pressed.

Data Region Edge Navigation

If you want to precisely go to the edge of the data cluster, meaning continuous cells that you have filled up with information, you can use the Ctrl and cursor keys. For example, if you have a 3 x 3 table filled with data, you can go to the bottommost cell in that table by pressing Ctrl and the down arrow button. The same effect will happen if you perform other cursor arrow and Ctrl key combinations.

Remember that these combinations of keys will only work on columns or rows that are filled with continuous data. In case that there is a gap between the tables or cells, an empty cell, the cursor will only go to edge before the blank cell.

Multiple Cell Highlighting

If you want to select multiple cells in your worksheet, you can do that by using the Ctrl key and the left mouse button. Just hold on to the Ctrl key and click on the cells that you want to include in your selection.

Another method that you can do is to press Shift and F8. After you press that combination, Excel will be in multi-select or Add to Selection mode. If you want to confirm that you have done it correctly, you can check the status bar.

The phrase Add to Selection should be in there if you have pressed the buttons correctly. In case you want to cancel the selection that you have made or just get out of the Add to Selection mode, you can just press the Escape (Esc) button.

Cell Selection Extension

If you want to select multiple cells in a row or column, you can just hold the Shift button and then use the cursor keys to select the other cells that you want to be included in your selection.

Cell Selection Until Data Region Edge

If you want to select all the data within a table or continuous cells in the row or column, you can do that by pressing Shift, Ctrl, and the arrow key that corresponds to the direction of the cells you want to add in your selection resides.

Cell Selection Extension To The Next Screen

As you might have noticed, there is a pattern when it comes to extending your cell selection. You can just combine Shift and the corresponding navigation buttons to select multiple cells. If you want to include another cell located away from the cluster in your selection, you will need to press Ctrl and click that cell.

So, if you want to extend your selection to the next screen, you can combine Shift and Page Down or Page Up button. If you want to go to a different direction (left or right), you can just add the Alt button to the key combinations.

Active Cell Navigation

If you are currently editing a cell or have an active cell and you want to quickly move to an adjacent cell, you can use the Enter, Tab, and Shift keys. Note that:

1. Pressing Enter will let you move down from the active cell.
2. Pressing Shift and Enter will let you move to the cell above.
3. Pressing Tab will let you move to the right cell.
4. Pressing Shift and Tab will let you move to the left cell.

Another alternative to make it easier for you to send your selection without memorizing all the shortcut keys and combinations is to just press the F8 key. Pressing that will make Excel go into extended selection mode. Once you are in it, just use the navigation keys to extend your selection.

Chapter 5: Formatting and Miscellaneous Functions and Shortcuts

At this point, you will be faster in editing and working on your workbook. If you were able to memorize the previous shortcuts and techniques in the previous sections, then you will be able to cut your time with Excel in half. That is no exaggeration.

Basic Text Formatting

Now, since you have a solid foundation on how to operate in Excel efficiently, here are some miscellaneous functions and shortcuts for text formatting.

1. To apply bold formatting to your text in Excel, just highlight the text, or click on the cell if you want to just put everything in that cell in boldface, and then press Ctrl and B.
2. On the other hand, if you want your text to be italicized, just press Ctrl and I.
3. To underline your text, just press Ctrl and U.
4. In case that you want to apply a strikethrough instead, you can just press Ctrl and 5.

If you want to cancel some text formatting, you can just press the key combination for the formatting function that you want to cancel again. Moreover, if you want to carry over or imitate the recent formatting style that you applied to a cell, you can just press F4 on the cell that you want to receive the same formatting style.

Formatting Dialog Box

If you want to apply multiple formatting options in a cell quickly, you can launch the formatting dialog box by pressing Ctrl and 1 to edit the styling of the cell.

In the formatting dialog box, you will be able to change the border, font, alignment, and number format of the cells that you highlighted. If you just want to change the font of the text inside a cell, you can just press Ctrl, Shift, and F. That key combination will also launch the formatting dialog box; however, it will be automatically set to the font tab.

Although, for minor styling that does not have a shortcut key, it will be much better to use the Home ribbon. All the common formatting options are already there, and you will not need to open the formatting dialog box.

Editing or Adding A Comment Into a Cell

If you are collaborating with somebody or another person is also working on your workbook and you want to add some notes for him to see, you can just add a comment in a cell. This is an effective way pass on information via the document. With it, you can easily track changes. You can even use these comments as markers, which is especially useful if your workbook contains a thousand lines of data rows and columns.

You can also use comments to give yourself reminders about specific cells. Adding a comment is a simple as pressing Shift and F2. Once you have pressed that combination, a small yellow tooltip box-like window will appear just beside the active cell. In there, you can leave your comments, or if there is an existing comment, you can edit it there.

If you have added a comment to a cell, the cell will have a red arrow on its upper right border. You must hover on that cell to see the comment. On the other hand, if you want to find or select all the cells that have comments on them, you can just press on Ctrl, Shift, and O. All the cells that have comments on them will be highlighted by pressing that key combination.

Inserting Time and Date

To insert the current date in a cell, just press Ctrl and ;. If you want to add or insert the current time instead, you can press Ctrl, Shift, and ; (which is actually : since the key will be shifted).

Duplicating Cell Value

If you want to duplicate the value of the cell above the active cell, press Ctrl, Shift, and ‘ (which is actually “ since the key will be shifted).

Inserting Hyperlinks

If you want to insert a hyperlink to a cell or text within the cell, you can press Ctrl and K. Once you have done that, the hyperlink dialog box will appear. In there, you can indicate the address that you want to link to that cell or text.

Text Alignment Setting and Alt Shortcut Keys

If you want to change the text alignment of a cell, you can do so by performing multiple combinations of keyboard shortcuts. For example, if you want to align center, you must press and hold Alt. After that, press H, A, and C. Technically, you are just using the Alt shortcut keys for the ribbon.

Pressing H after the Alt key will take you to the Home tab of the ribbon. Pressing A means that you want to toggle on the alignment toolbar buttons. And pressing C means that you want to activate the align center button. You can review the shortcuts for the alignment buttons by pressing the Alt key.

The same can be applied to all other formatting options that you can find on the home tab or in the various other tabs in the ribbon.

Table

Tables are especially useful in certain situations; however, it is typical that most users of Excel do not use it heavily. In case that you want to create a table of your own in the workbook, you can create one instantly by pressing Ctrl and T.

To highlight the row in your table, you can press Shift and Space. On the other hand, if you want to select a table column, you can press Ctrl and Space instead. If you want to select everything in your table, you can do that by pressing Ctrl and A.

Chapter 6: Basic Usage of Macros

To be honest, it is advisable that you should be capable of easily figuring out Excel formulas before you start learning about Macros since the latter is a much more advanced function in Excel. Nevertheless, it does not mean that you cannot learn it right away.

Advanced or not, Macros should be learned by every Excel user, especially office drones that deal with massive Excel workbooks 40 hours a week. With Macros, you can deal with multiple sheets, workbooks, and data faster. You can relieve yourself from certain mundane tasks entailed in your job. And with Macros, you can process certain time-consuming tasks with just a few clicks.

What are macros anyway? Macros are automatons that contain recordings of your actions. Inherently, the creation of macros is not initially available for new users and the newly installed Microsoft Excel. For it to become available, you must first enable the Developer ribbon.

Enabling The Developer Ribbon

To enable the Developer tab, go to File. After that, click on Options. The options dialog box will appear, and you will need to go to the Customize Ribbon tab. Go to the Customize the Ribbon section, and look for Developer. Put a check on it, and press OK.

The Developer tab will become available in your ribbon. Click on it. On the leftmost corner, you will see two buttons: Visual Basic and Macros. In this book, you will only deal with Macros. The Visual Basic part will be totally reserved for future studies.

But to whet your appetite, being capable of using Visual Basic scripts in your Excel can ascend you to Excel heaven. It will require you to know basic programming and a bit of mastery in Excel formulas (for you to understand programming and develop macro scripts easier).

As mentioned, Macros are recordings of the actions that you perform in a workbook. You can record your actions by pressing on the Record Macro button just beside Macros. You can also create a macro by using Visual Basic. You can name the macro, assign a shortcut key to it, and add a description to it.

Creating and Recording A Macro

To get you started, create a macro now. Input the name that you want for it, and assign a shortcut key. For this example, assign Ctrl + D to it. After that, Excel will start recording your actions, and to verify if it is already recording, the Record Macro will change into Stop Recording. For starters, put some text on A1, A2, and A3. Once you are finished, click on Stop Recording.

To check if your Macro was recorded, click on the Macros button. It will bring up a dialog box. In there, you will see the macro that you just recorded. Also, you can Run, Debug (Step Into), Edit, and Delete the macros that you have created. Do note that editing a macro can only be done using the Visual Basic editor.

In case you cannot understand how VB (Visual Basic) and Excel work yet, all you can do is to record your actions again if you want to change the macro you have created. On the other hand, the Options button can let you change the shortcut key and description for the macro you selected.

Testing and Running Macros

Moving forward, close that dialog box for now. Try running your macro. But before that, delete the text that you typed in the three cells. Now, press the shortcut keys that you have assigned to your macro (Ctrl + D, if you followed the instruction).

As you can see, Excel moved on its own and just recreated what you just recorded. The text that you typed in the three cells was rewritten on the sheet. Do note that you can record lots of actions in a macro. If you have repetitive boring tasks you always perform in your workbooks, you can just record them in a macro. When you need to do those tasks again, you can just hit on the shortcut key of your macro.

If the mundane tasks you recorded take one hour of your time every day, by running your macro, you can shorten the time that those tasks consume in a matter of minutes — not to mention that you only need to press the shortcut key that you assigned or run it from the Macros dialog box.

Macro Security

By the way, do note that some Excel installations have a high security setting. If your Excel program is set to high security, the program may block your macros. To lower the security for macros, access the Macros Security dialog box or the Trust Center.

You will be provided with four security settings. Choose one that suits your work style. By default, it will be set to Disable all macros with notification. Also, do note that if you downloaded a workbook from the Internet, all the macros saved in it will be automatically blocked by default.

Advanced Learning

That is all about basic macro usage. The other buttons in the Developer ribbon section are reserved for Visual Basic. It is highly suggested that you learn how to use Visual Basic to create advanced macros and scripts for your workbook. If you want to start familiarizing yourself with Visual Basic codes in Excel, you can try to edit the macro that you have just created.

For example, the macro you have just created might look like this:

```
Sub Macro1()
‘
‘ Macro1 Macro
‘
‘ Keyboard Shortcut: Ctrl+d
‘
    Range(“A1”).Select
    ActiveCell.FormulaR1C1 = “Text you placed on A1”
    Range(“A2”).Select
    ActiveCell.FormulaR1C1 = “Text you placed on A2”
    Range(“A3”).Select
    ActiveCell.FormulaR1C1 = “Text you placed on A1”
    Range(“A4”).Select
End Sub
```

Vaguely, you might get the idea on what happened in the script. The script started with Sub Macro1(). It basically declares that it is the start of your macro’s sub routine or script. Note that lines that started with the single quote (‘) are comment lines. They do not affect your macro. They are just there to serve as notes.

On the other hand, after the comment lines are the actual commands that you have recorded. Range(“A1”).Select means that you selected the A1 cell (it could have been a range of cells, but in the instruction provided, you only need to edit one cell, which is A1). After that, the next action was to assign a value to the current active or selected cell, which is, again, A1.

The actions were repeated, and the address of the cell and text you inputted were the only things that have changed. If you were able to understand this explanation or script with no difficulties, then you might already be ready for fully using and taking advantage of Visual Basic and Macros.

Conclusion

Thank you again for downloading this book!

I hope this book was able to help you to understand the nuances of Excel and, more importantly, learn the basic operations and shortcuts of Excel to help you use the program more efficiently.

The next step is to apply what you have just learned — you will be amazed at how much more productive and efficient you are!

Also, do not hesitate to refer to this book from time to time should you need to refresh your memory on the basics of Excel.

Finally, if you enjoyed this book, then I ’ d like to ask you for a favor, would you be kind enough to leave a review for this book on Amazon? It ’ d be greatly appreciated!

Click here to leave a review for this book on Amazon!

Thank you and good luck!

Preview Of Hacking Beginner’s Guide

Hacking

Beginner’s Guide to Computer Hacking, Basic Security, Penetration Testing

Choosing the Right Tools

Make sure that your tools are appropriate for your attack. It is true that you will still face problems even if you’re using the best tools in the world. However, having the ideal tools significantly increases your chances of succeeding. The tips given below will help you in getting the best tools for your tasks:

- *Use cracking tools (e.g. ophcrack) to test the target’s password system*. As its name implies, a cracking tool helps hackers in “cracking” (i.e. deciphering) the password of an authorized user.
- *Use a web weakness scanner (e.g. NTOSpider) when analyzing web-based applications*. You will get undesirable/inaccurate results if you’ll use a network scanner (e.g. Wireshark) for web-based systems.

Important Note: If you don’t know which tools to use, you may ask other people. You can use online resources (e.g. Twitter, Google, Facebook, etc.) to get more information about the latest hacking tools. Here are some of the most popular hacking tools today:

- Metasploit
- OmniPeek
- ophcrack
- GFI Languard
- Cain & Abel
- QualysGuard

- WebInspect

Click here to check out the rest of Hacking Beginner’s Guide on Amazon.

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Tea Cleanse: 7 Day Tea Cleanse Diet: How to Choose Your Detox Teas, Boost Your Metabolism, Lose 10 Pounds a Week and Flush Out Toxins

Whole Food: 30 Day Whole Food Diet: Whole Foods Cookbook for Beginners, Tasty Recipes to Lose Weight Eating Whole Foods

Diabetes: Step by Step Diabetes Diet to Reverse Diabetes, Lower Your Blood Sugar and Live Well

Bone Broth: Bone Broth Diet Cookbook: Bone Broth Recipes and Guide to Lose Up 15 Pounds, Firm up Your Skin, Reverse Grey Hair and Improve Health in 21 Days

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