



ACCESS ANALYTIC

7 Mischievous Adventures in Excel!

White Paper

by Wyn Hopkins & Jeff Robson

Introduction

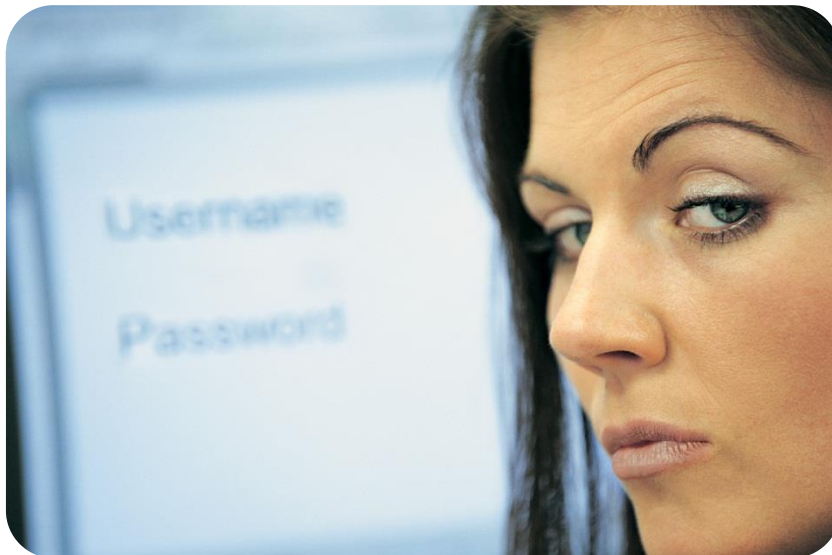
Excel is such a powerful tool for so many things ... but as Spiderman's dad says, "With great power comes great responsibility!"

In this white paper, we've put together a few ideas on how to cause great mischief in Excel.

Please ... be nice,

don't turn to the dark side,

and only use your powers for good, not evil!

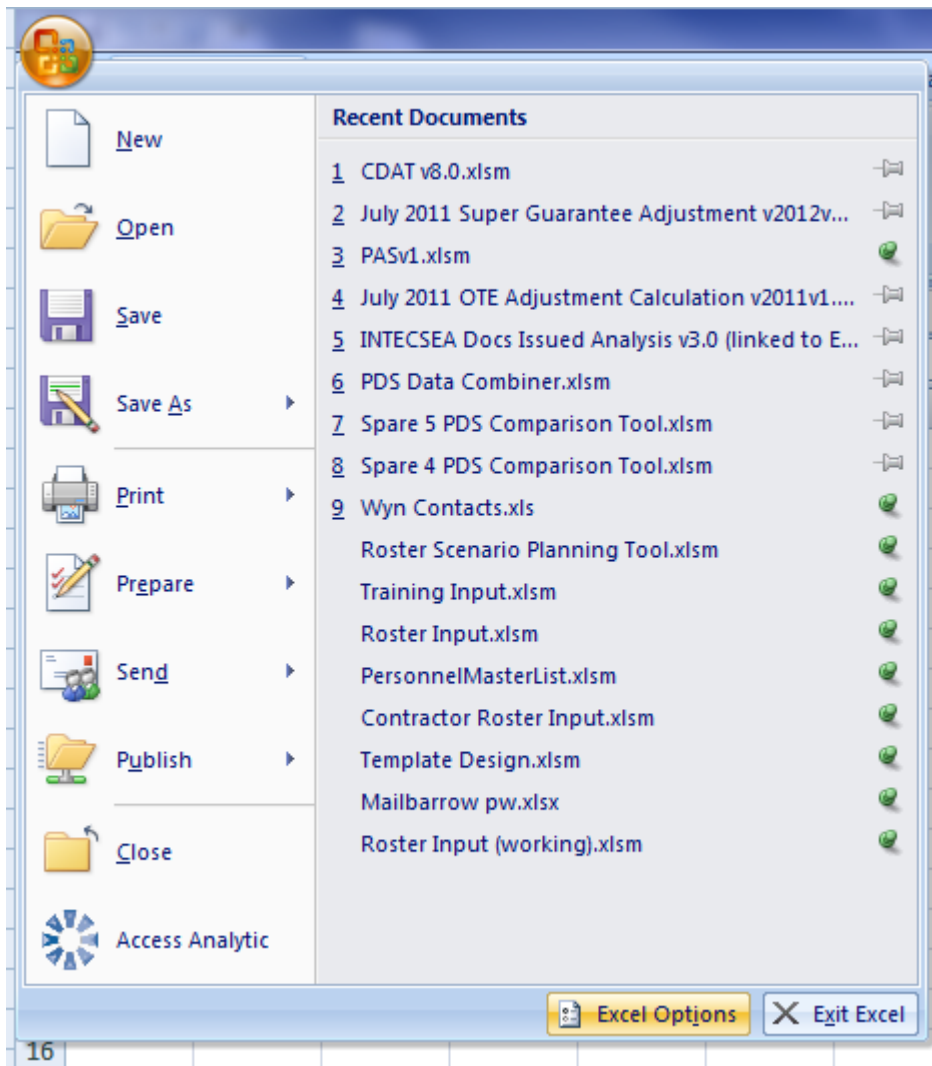


LOCK UP YOUR DAUGHTERS SPREADSHEETS

For those of you with a mischievous side and colleagues who don't lock their computers when leaving their desks here are 7 tricks to try out. All instructions based on Excel 2007.

We take no responsibility for the consequences!

Within Excel Office Button – Excel Options there's a whole range of customisations that can wreak mayhem on an unsuspecting ~~victim~~ colleague....



1. Autocorrect

How to get there: Excel Options – Proofing – Autocorrect Options

What to do:

Replace: “the” With: “I’m bananas”

Click OK

What happens:

Wherever the word “the” is then typed it will be automatically replaced with “I’m bananas”

Note that this is an Office change and impacts Word, Outlook, PowerPoint etc also!

How to fix it:

To change it back type “the” in the Replace: box and click the Delete button

Used for the power of good:

To correct common typos or to save typing lengthy frequent text

e.g. I type “myemail” instead of whopkins@accessanalytic.com.au and it automatically corrects it with the full email address.

2. Custom list

How to get there: Excel Options – Popular – Edit Custom Lists

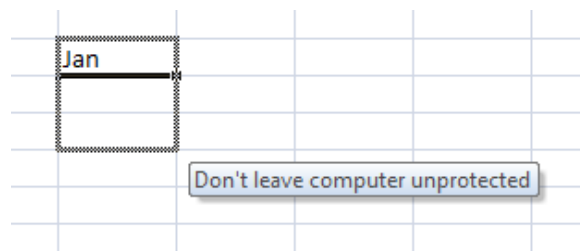
What to do:

Click New List then type

Jan, Feb, Mar, April, Don’t leave computer unprotected, Jun, Jul

What happens:

Custom lists are used to autofill cells when the “drag handle” is pulled down



How to fix it:

Go back into custom lists, click on your new list and then click on the delete key

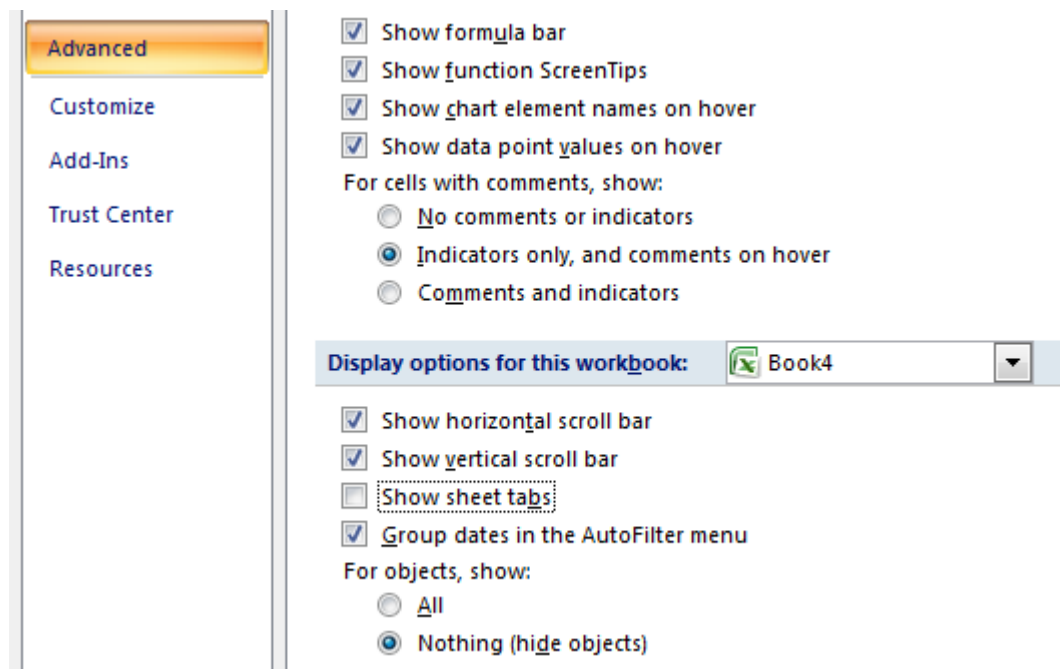
Used for the power of good:

Custom lists can be created as a short cut for repetitive lists. For example, a product range or set of departments or list of scenario names that you use over and over again.

3. The Heart Stopper: Hide Objects / Sheets

Know someone who has a spreadsheet filled with wonderfully colourful charts or 101 sheets? Want to make them all disappear instantly – but not permanently?

How to get there: Excel options > Advanced > Display options for this workbook section



What to do: Un-tick “Show sheet tabs”
and / or
click the button “For objects, show: Nothing”

What happens: Well, we’ll leave you to work that one out.

How to fix it: Just re tick “Show sheet tabs” and / or click “for objects, show: All”

Used for the power of good:

I can’t think of a reason for hiding all objects in a workbook, but hiding all sheet tabs is a quick way to present a single sheet view to someone while hiding all your workings sheets. It’s not an obstacle to a determined “snooper” but will deter the uninitiated from focussing on things they don’t need to see.

4. Formulas R1C1 style

How to get there: Excel Options – Formulas – R1C1 reference style

What to do: Tick the box

What happens: Turns your column headings to numbers and all of your formulae into very unfamiliar cell references, highly confusing and of little benefit to 99% of people.

Take a look at what happens to a simple =SUM(A1:A3) formula

	R4C1					
	1	2	3	4	5	6
1	5					
2	10					
3	15					
4	30					
5						

How to fix it: Go back and un-tick the box

Used for the power of good: Answers on a postcard please?

5. The old fake screenshot

An oldie but a goody: take a screenshot of a worksheet then paste it as a picture over the top of the worksheet.

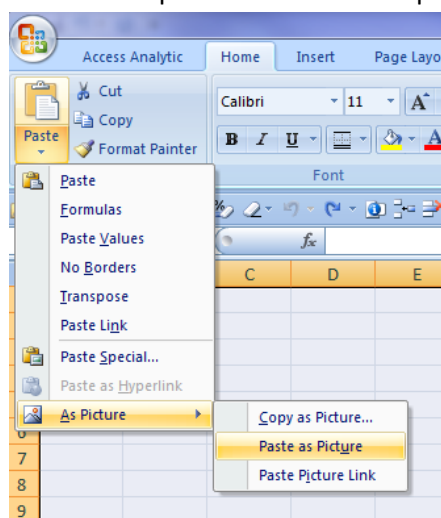
How to get there:

Highlight from cell A1 to AH200.

Right Click Copy.

Select Cell A1.

Click the drop down arrow on the paste button, and Paste as Picture



What happens: Trying to type onto a picture gets pretty frustrating...

Extra:

For those users with a single monitor you could also go to the desktop, press Prt Scr on your keyboard then go back into Excel and Paste, then go to the View ribbon and uncheck the “Headings” box and then click on the “Full Screen” option.

Used for the power of good:

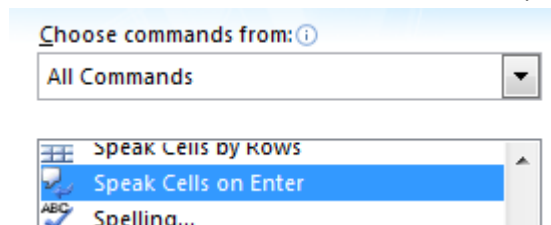
Can be a quick way to make a one off dashboard, or more useful is the Paste Picture Link option which is then a dynamic picture that will change whenever the source data or chart changes.

6. The Talker: Computer with Speakers required.

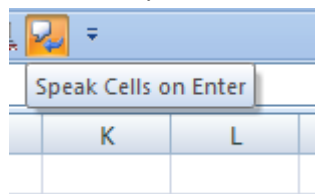
How to get there:

Right Click on the Ribbon, select Customise Quick Access Toolbar

Select All Commands, then scroll down to Speak Cells on Enter and click Add then OK



Go back to your workbook and click on the newly added icon.



What happens: Every time anything is entered into a cell, your computer will speak it!

Extra: For that extra sting in the tail you can go back to Customise Quick Access Toolbar and remove that icon you’ve just added. Then it can’t be turned off until the icon is added back to the toolbar.

How to fix it: Click on the smart icon again – it’s an on/off toggle

7. Finally the downright mean:

How to get there: Right Click on a sheet tab name and select View Code

Duplicate the image below, by firstly selecting Worksheet from drop down box 1 and then

Activate from drop down box 2.

Then type in the rest.



How to fix it: Highlight and delete all the text in the above window

Used for the power of good:

Using Excel “events” such as changing a cell or opening and closing a workbook to trigger a macro can be very useful in protecting files and providing instructions to the user.

8. More Ideas?

Do you have some more ideas about how to cause mischief in Excel?

E-mail us at info@accessanalytic.com.au and we'll add the best ones to this white paper with your name as the author!

Access Analytic Overview

OVERVIEW

Access Analytic provides AMAZING Excel solutions to enable companies to grow, control their costs and reduce their risks.

I never knew Excel could do that!

	Process Improvement	Financial Modelling	Reporting	Training
Assist Growth	Flexibility	Forecasting & Capital Raising	Dashboards & Power BI	Tailored Courses
Control Cost	Efficiency	Budget Systems	Finance, HR & Operations	Productivity
Reduce Risk	Automation	Model Audit	Confidence	Best Practice

Figure 1: Access Analytic Solutions Overview

Our Services fall into three groups:

1. Helping Companies Grow:

- **Process Improvement:** streamlining processes to create flexible, scalable processes.
- **Financial Modelling:** to forecast results (e.g. equity/loan capital raising, business planning, feasibility studies, project economics etc.) with sensitivity and scenario analysis to support decision-making with confidence.
- **Reporting:** tailored dashboards and KPIs using Excel and Power BI to connect to both cloud and on-premise data, thereby allowing companies to keep on top of their operations, gain insights, and make data-driven decisions.
- **Training:** training in all of these areas to transfer skills to support further growth.

2. Helping Companies Control Cost

- **Process Improvement:** efficient Excel-based processes that reduce the need for manual input.
- **Financial Modelling:** Excel-based budgeting and forecasting systems that enable companies to efficiently control and monitor their costs.
- **Reporting:** reporting to assist Finance, Human Resources and Operations with their areas of responsibility for cost control.
- **Training:** assisting staff to become more productive and reduce the need for additional resources. Courses are provided on an in-house basis, which often results in a cost saving of 50% or more compared to public courses.

3. Helping Companies Reduce Risk

- **Process Improvement:** by automating processes, companies not only save time, they also reduce the errors and risks that result from manual inputs. This results in more accurate data, which can provide better analysis.
- **Financial Modelling:** independent model auditing services to provide assurance that key models are producing accurate results and can be relied upon.
- **Reporting:** reporting that focuses on the right data at the right time to provide transparency & visibility.
- **Training:** financial modelling best practices to reduce risk and improve quality.

We are based in Perth, Western Australia and the business was established in 2000.

Access Analytic provides services to clients located in: Australasia, Asia, Africa and the Middle East. A selection of our clients is shown below:



ACCESS ANALYTIC: RISING STAR



Access Analytic was named as one of the WA Business News' Rising Stars for 2012, recognising the success and achievements of our company.

Further details regarding Access Analytic Solutions have been included at Appendix A: *Access Analytic Details* on page 13 below.

KEY STAFF

Jeff Robson, Principal Business Analyst

Masters (Applied Finance), BCom (Accounting & Information Systems), CISA, MAICD, FAIM, F Fin, Microsoft Excel Expert

Jeff is the founding Director and Principal Business Analyst at Access Analytic Solutions. He has over 20 years' experience in chartered accounting, business management and consulting.

Jeff holds a Masters in Applied Finance and is a Certified Information Systems Auditor. He is highly regarded and recognised around the world as an expert in the field of financial modelling.

His achievements have been recognised by his peers and he is a Fellow of both the Financial Services Institute of Australasia and the Australian Institute of Management.

Jeff has extensive experience in best practice financial modelling, management reporting, business analysis, and spreadsheet auditing and is also an entertaining international presenter and trainer on these subjects.



Wyn Hopkins, Senior Manager

B.Sc. (Hons) Accounting & Financial Management, CA, MS Excel Expert

Wyn gained his Chartered Accountant qualification at PricewaterhouseCoopers in the UK in 2000.

He has extensive Business Analyst experience in FTSE 100 financial services companies (HBOS and Barclays in the UK) as well as GESB in Perth and telecommunications companies industry in Australia.

Wyn is skilled in financial analysis, strategic financial modelling, management reporting and forecasting, and value-based management techniques.



Yury Tokarev (Manager)

CA, PhD (Finance & Economics), GradDip (Accounting), BBS, Microsoft Excel Expert

Yury joined Access Analytic from WHK Chartered Accountants, where he was involved in business services and advisory for four years.

Prior to this, he worked as a Corporate Finance Consultant at one of the top European Investment Banks.

Yury has highly advanced skills in Excel and financial modelling, including complex financial models and the development of VBA macro solutions.



Anthony Kitson, Senior Business Analyst (Contract)

Chartered Accountant (CA), B.Bus (Accounting & Finance), B.Eng (Electronics & Comms), CISA, Prince2 Practitioner

Anthony has extensive expertise in consulting and business management, with over 25 years in combined experience.

He specialises in the areas of Financial Modelling, Data Analytics, reporting, revenue leakage, Business Intelligence, and Information Management.

Anthony's experience has been gained across the Government, Energy, Power & Natural Resources, Financial Services, and Industrial sectors.

He has specialised expertise in financial modelling for mining, including building and reviewing models for Bank Feasibility Studies, project finance, consolidated corporate models, production planning and workforce planning.



Neale Blackwood, Senior Business Analyst (Contract)

CPA, B.Bus (Accounting), Microsoft Excel Expert

Neale is a CPA with over 20 years' experience in accounting, budgeting, management reporting, and developing spreadsheet applications.

Neale has extensive experience across a broad range of industries including mining, education, property, forestry, government, and construction.

Neale is the CPA magazine's authority on spreadsheets and related subjects, and writes a monthly column for this publication.

He is also a sought-after speaker and trainer regarding the use of Excel, particularly by accountants.



Brett Rawcliffe, Senior Database Analyst (Contract)

MACS

Brett is a highly experienced database analyst and is regularly in contact with Microsoft regarding their database software.

Over the last 13 years Brett has developed hundreds of database solutions for companies of all sizes, from sole traders needing a simple contact manager to multi-nationals needing to develop specialised systems to complement their organisation-wide systems.

Appendix A: Access Analytic Details

Access Analytic Solutions Details	
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