

HELP ON SUPERTOOLS 1.0

Welcome and congratulation on choosing SuperTools 1.0 to assist you in your daily work with spreadsheets. SuperTools 1.0 adds in three menus to help you in many ways.

- 1) The Information menu is mainly concerned with administrative functions such as registration, un-installing the program, and contact information.
- 2) The Supertools menu is the heart of the program.
This menu contains hundreds and hundreds of easy to use tools.
With many tools all you need to do is highlight select an area, and then apply the appropriate tool from the menu.
Supertools index is available for finding help on any of the tools.
- 3) The Hyperlink menu is used to bookmark often used files, sheets, range areas, etc.

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TEN RECENT HYPERLINKS:	
Goto Hyperlink	(Doubleclick)
Goto Forward	(Alt -->)
Goto Backward	(Alt <--)
Add Link to Recent Hyperlinks	(Alt+M)
Paste Link to the Selected Cell	(Alt+L)

HYPERLINK BOOKMARKS:
Add Link to Hyperlink BookMarks
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SUPERTOOLS INDEX

Instructions: Double-click on a tool name below, to goto help on the given tool

Select Tools...

SELECT every other ROW of the highlighted rectangles, useful for forming (Alt+35)
SELECT every 3-rd ROW of the highlighted rectangles, many rows will be selected (Alt+31)
SELECT every 4-th ROW of the highlighted rectangles, many rows will be selected (Alt+32)
SELECT every 5-th ROW of the highlighted rectangles, many rows will be selected (Alt+30)
SELECT every n-th ROW of the highlighted rectangles, many rows will be selected... (Alt+62)
SELECT every other COLUMN of the highlighted rectangles, useful for forming (Alt+112)
SELECT every 3-rd COLUMN of the highlighted rectangles, many columns will be selected (Alt+36)
SELECT every 4-th COLUMN of the highlighted rectangles, many columns will be selected (Alt+37)
SELECT every 5-th COLUMN of the highlighted rectangles, many columns will be selected (Alt+38)
SELECT every n-th COLUMN of the highlighted rectangles, many columns will be selected... (Alt+39)
SELECT cells from every other ROW and every other COLUMN, checker type pattern (Alt+40)
SELECT DIAGONALS of the highlighted rectangles, diagonals going upper right to lower left (Alt+41)
SELECT DIAGONALS of the highlighted rectangles, diagonals going lower left to upper right (Alt+42)
SELECT DIAGONALS of the highlighted rectangles, diagonals going upper left to lower right (Alt+43)
SELECT DIAGONALS of the highlighted rectangles, diagonals going lower right to upper left (Alt+49)
SELECT Upper Left TRIANGLES of the highlighted rectangles (Alt+74)
SELECT Upper Right TRIANGLES of the highlighted rectangles (Alt+46)
SELECT Lower Left TRIANGLES of the highlighted rectangles (Alt+47)
SELECT Lower Right TRIANGLES of the highlighted rectangles (Alt+48)

Select Tools II...

SELECT from the highlighted rectangles, BLANK cells (Alt+51)
SELECT from the highlighted rectangles, NON-BLANK cells (Alt+54)
SELECT from the highlighted rectangles, FORMULAS cells (Alt+53)
SELECT from the highlighted rectangles, TEXT or NUMBERS cells (Alt+52)
SELECT from the highlighted rectangles, cells with value SAME as the FIRST cell (Alt+211)
SELECT from the highlighted rectangles, cells with values GREATER than the FIRST cell (Alt+63)
SELECT from the highlighted rectangles, cells with values LESS than the FIRST cell (Alt+64)
SELECT from the highlighted rectangles, cells with NUMBER FORMAT same as the FIRST cell (Alt+65)
SELECT from the highlighted rectangles, cells with FONT, SIZE, and STYLE same as the FIRST cell (Alt+76)
SELECT from the highlighted rectangles, cells with values range BETWEEN that of the first two cells (Alt+68)
SELECT from the highlighted rectangles, cells with value SAME as the LAST cell (Alt+69)
SELECT from the highlighted rectangles, cells with values GREATER than the LAST cell (Alt+70)
SELECT from the highlighted rectangles, cells with values LESS than the LAST cell (Alt+71)
SELECT from the highlighted rectangles, cells with NUMBER FORMAT same as the LAST cell (Alt+72)
SELECT from the highlighted rectangles, cells with FONT, SIZE, and STYLE same as the LAST cell (Alt+73)

Select Tools III...

SELECT SHEETS using a dialog box... (Alt+55)
COUNT the total number of cells SELECTED (Alt+75)
SELECT the largest rectangle CONTAINING the highlighted cells (Alt+58)
SELECT from the highlighted rectangles, the VISIBLE cells with non-zero rowheight or columnwidth (Alt+59)
SELECT the cells used in the formulas of the highlighted cells (Alt+60)
SELECT the cells which in their formulas use the highlighted cells (Alt+61)

Copy Tools...

COPY from the highlighted Non-adjacent selected cells (Alt+C)
CUT from the highlighted Non-adjacent selected cells (Alt+X)
PASTE to the highlighted Non-adjacent selected cells (Alt+V)
GETMORE pickup items from the selected cells, appending the items to previous copy and pickup (Alt+G)
DROPDOWN some items to the selected cells, distributing items from previous copy and pickup (Alt+B)
PASTE only into the BLANK cells of the highlighted rectangles (Alt+80)
PASTE only into the NON-BLANK cells of the highlighted rectangles (Alt+81)
PASTE only into the FORMULAS cells of the highlighted rectangles (Alt+82)
PASTE only into the TEXT or NUMBERS cells of the highlighted rectangles (Alt+84)
PASTE only BLANK cells into the highlighted rectangles (Alt+86)
PASTE only NON-BLANK cells into the highlighted rectangles (Alt+87)
PASTE only FORMULAS cells into the highlighted rectangles (Alt+89)
PASTE only TEXT or NUMBERS cells into the highlighted rectangles (Alt+91)

Copy Tools II...

RANGE VALUE replaces formulas in the selected rectangle by values (Alt+93)
MAKE all selected cells the SAME, using the FIRST cell for duplication (Alt+77)
FORMAT all selected cells the SAME, using the formatting of the FIRST cell (Alt+88)
EXCHANGE the contents of the two selected CELLS (Alt+44)
DUPLICATE the selected rows, copy the rows to the bottom of the worksheet (Alt+102)
MOVE the selected rows, move the rows to the bottom of the worksheet (Alt+103)

Insert Tools...

INSERT at every ROW of the highlighted rectangles, multiple rows will be inserted (Alt+104)
INSERT at every n-th ROW of the highlighted rectangles, multiple rows will be inserted... (Alt+105)
INSERT ROWS selected by the highlighted rectangles, multiple rows will be inserted (Alt+221)
INSERT at every COLUMN of the highlighted rectangles, multiple columns will be inserted (Alt+107)
INSERT at every n-th COLUMN of the highlighted rectangles, multiple columns will be inserted... (Alt+108)
INSERT COLUMNS selected by the highlighted rectangles, multiple columns will be inserted (Alt+109)
DELETE every other ROW of the highlighted rectangles, multiple rows will be deleted (Alt+113)
DELETE every n-th ROW of the highlighted rectangles, multiple rows will be deleted... (Alt+114)

DELETE ROWS selected by the highlighted rectangles, multiple rows will be deleted (Alt+122)
DELETE blank ROWS of the highlighted rectangles, multiple rows will be deleted (Alt+99)
DELETE every other COLUMN of the highlighted rectangles, multiple columns will be deleted (Alt+115)
DELETE every n-th COLUMN of the highlighted rectangles, multiple columns will be deleted... (Alt+116)
DELETE COLUMNS selected by the highlighted rectangles, multiple columns will be deleted (Alt+117)
DELETE blank COLUMNS of the highlighted rectangles, multiple columns will be deleted (Alt+118)

Transpose Tools...

TRANSCOPE rows and columns of the highlighted rectangles (Alt+119)
ROTATE CELLS of the highlighted rectangles (Alt+120)
ROTATE CELLS of the highlighted rectangles BackWards (Alt+121)
SHIFT the CELLS to the right side of the highlighted rectangles, RIGHT JUSTIFY (Alt+127)
SHIFT the CELLS to the left side of the highlighted rectangles, LEFT JUSTIFY (Alt+128)
SHIFT the CELLS to the top side of the highlighted rectangles, TOP JUSTIFY (Alt+129)
SHIFT the CELLS to the bottom side of the highlighted rectangles, BOTTOM JUSTIFY (Alt+130)

Math Tools...

ADD 1 to the Selected Cells (Alt+111)
SUBTRACT 1 to the Selected Cells (Alt+141)
MULTIPLY 10 to the Selected Cells (Alt+142)
MULTIPLY 100 to the Selected Cells (Alt+145)
MULTIPLY 1000 to the Selected Cells (Alt+147)
DIVIDE 10 to the Selected Cells (Alt+143)
DIVIDE 100 to the Selected Cells (Alt+146)
DIVIDE 1000 to the Selected Cells (Alt+148)
ROUND to the dollars at the Selected Cells (Alt+123)
ROUND to the pennies at the Selected Cells (Alt+175)
UNROUND the numbers at the Selected Cells (Alt+176)
FORMULAS of the selected cells are changed to RELATIVE cell references, i.e. without \$ signs (Alt+170)
FORMULAS of the selected cells are changed to ABSOLUTE cell references, i.e. with \$ signs (Alt+171)
FORMULAS are changed to ABSOLUTE ROW and RELATIVE COLUMN cell references (Alt+172)
FORMULAS are changed to RELATIVE ROW and ABSOLUTE COLUMN cell references (Alt+173)

Math Tools II..

SUM all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+66)
COUNT all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+150)
COUNTA all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+151)
AVERAGE all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+152)
PRODUCT all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+153)
MAX all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+154)
MIN all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+156)

SUM all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+33)
COUNT all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+157)
COUNTA all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+158)
AVERAGE all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+159)
PRODUCT all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+160)
MAX all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+161)
MIN all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+162)

Text Tools...

TEXT SHORTHAND defines short key combinations for often used text strings... (Alt+180)
TEXT SHORTHAND function is switched on/off... (Alt+183)
TEXT in the selected cells is reshuffled, so the text LENGTHS are all same as the first cell (Alt+188)
TEXT in the selected cells is stringed together, and put into the FIRST CELL (Alt+181)
TEXT in the selected cells is stringed together, and put into in the LAST CELL (Alt+182)
TEXT in the selected cells is changed to: UPPER CASE (Alt+185)
TEXT in the selected cells is changed to: lower case (Alt+186)
TEXT in the selected cells is changed to: Proper Case (Alt+187)
STAMP out at the selected cell, the USER name (Alt+195)
STAMP out at the selected cell, the current DATE and TIME (Alt+45)
STAMP out at the selected cell, the FILE name including the PATH (Alt+192)
STAMP out at the selected cell, the SHEET name (Alt+193)
STAMP out at the selected cell, the complete FILE, DATE, and USER name (Alt+34)

Format Tools...

UNHIDE the hidden COLUMNS to the right of the selected areas (Alt+222)
UNHIDE the hidden COLUMNS to the left of the selected areas (Alt+205)
COPY column widths from the selected area (Alt+215)
PASTE column widths to the selected area (Alt+216)
FORMAT all selected cells the SAME, using the formatting of the FIRST cell (Alt+88)
FORMAT all selected cells the SAME, using the formatting of the LAST cell (Alt+204)
FORMAT with Long UNDERLINE (Alt+200)
FORMAT with very Long UNDERLINE (Alt+201)
FORMAT without the Long UNDERLINES (Alt+202)
FORMAT the OUTLINE edges of the selected areas with BORDER LINES (Alt+206)
FORMAT the INTERNAL edges of the selected areas with NO BORDER LINES (Alt+207)
DISPLAY FORMAT switch between showing GridLines and showing None (Alt+56)
DISPLAY FORMAT switch between showing Values and showing Formulas. (Alt+67)

Print Tools...

SET PRINT AREA to the same high-lighted areas when MULTIPLE sheets are selected (Alt+208)
PRINT a list of pages, LOAD the SHEET NAMES from the selected cells (Alt+213)

HELP on how to specify the SHEET NAMES in the command above... (Alt+214)
PRINT pages using RANGE NAMES... (Alt+210)
PRINT a list of records (i.e. rows), each record is printed as a separate page... (Alt+212)
COPY from the selected sheet, the PRINTER PAGE SETUP settings (Alt+110)
PASTE to the selected sheet, the PRINTER PAGE SETUP settings (Alt+223)
CLEAR the HEADER and FOOTER of the printer page setup (Alt+224)
STAMP out at the selected cell, HEADER and FOOTER of the printer page setup (Alt+217)
LOAD back from the selected cell, HEADER and FOOTER of the printer page setup (Alt+218)

File Tools...
DELETE the current workbook FILE... (Alt+226)
RENAME the current workbook FILE... (Alt+230)
SAVE the current workbook FILE and save the PREVIOUS version as a .BAK backup file (Alt+227)
SAVE a COPY of the current workbook as a backup file on FLOPPY DRIVE a: (Alt+234)
SAVE a COPY of the current workbook as a backup file on FLOPPY DRIVE b: (Alt+235)
CLOSE ALL the FILES (Alt+228)
OPEN ALL the FILES in the previous close-all-the-files command (Alt+229)
STAMP out starting at the selected cell, names of opened FILES (Alt+241)
OPEN a list of FILES, LOAD the names from the selected cells (Alt+242)
CLOSE a list of FILES, LOAD the names from the selected cells (Alt+243)
STAMP out starting at the selected cell, names of FILES in the current workbook's directory (Alt+244)
STAMP out starting at the selected cell, names of SHEETS in the workbook (Alt+245)
STAMP out starting at the selected cell, names of range AREAS in the workbook (Alt+246)

Redo Previous Command (Alt+R)

END OF PAGE.

Info Menu

ABOUT SUPERTOOLS 1.0

ABOUT SUPERTOOLS 1.0

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OK

Product ID:

510-181

Warning: This computer program is protected by
copyright law and international treaties.
Unauthorized reproduction or distribution of this
program may result in severe civil and criminal
prosecution under the law.

END OF PAGE.

Info Menu

HOW TO GET STARTED

HOW TO GET STARTED

SuperTools 1.0 adds in three useful menus: Info, Sup, Hyp
Under the Sup menu you will find hundreds of simple tools that you can use right away.

OK

For example, let us say you want to select the diagonal entries of a rectangular range area:

STEP ONE: Highlight the rectangular range area.

STEP TWO: Under Select Tools in the Sup menu, you will see a list of select tools.
Click on the tool which selects diagonals.

Many of the other useful tools work in the same simple two steps.

You can also use control keys for even faster results.

After the diagonal entries are selected. You can copy the entries by pressing Alt+C.

Alt+C is the command to copy non-adjacent cells.

You can highlight select a destination cell to paste the entries, then press Alt+V.

Alt+V is the command to paste to non-adjacent cells.

END OF PAGE.

Info Menu

FREQUENTLY ASKED QUESTIONS

FREQUENTLY AKED QUESTIONS

Q: Does SuperTools 1.0 have compatibility problems with normal Excel functions?

OK

A: SuperTools 1.0 is designed to preserve ALL of the normal Excel functions, except
1) Alt+V is used for paste non-adjacent cells, 2) double-click is used for hyperlink goto.
But these two features can be switched back to normal usage from default.

Select Excel Normal Usage

Select SuperTools 1.0 Default

Q: What do I do if running a command is taking excessively long time?

A: Hit the Esc key several times to exit the command execution.

END OF PAGE.

Info Menu

USER REGISTRATION

USER REGISTRATION

Please enter your
Registration Password:

76061

OK

Cancel

To purchase this product and
receive your Registration Password:

- 1) Make out a check for \$29 US
payable to SuperTools.
- 2) Write down the Product ID: 510-181
on the check.
- 3) Send the check to:

SuperTools
PO BOX 2120
Arcadia, CA 91077

(optional) Write down your e-mail address
to get your Registration Password faster.

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END OF PAGE.

Info Menu

UN-INSTALL SUPERTOOLS 1.0

UN-INSTALL SUPERTOOLS 1.0

Proceed to Un-Install permanently
SuperTools version 1.0

OK

Cancel

UN-INSTALL SUPERTOOLS 1.0

Complete the Un-Install process.

OK

Cancel

END OF PAGE.

Info Menu

TELL A FRIEND

TELL A FRIEND ABOUT OUR PRODUCTS

YOUR registered Product ID lets you participate with us in the Referral Program.

OK

Because of your valuable referral:

- a) Your friend will purchase the product at the special reduced price of \$25.
- b) And best of all, you will receive a \$10 check Referral Fee from us!

For your friend to purchase the product:

- 1) He needs to download the product from our web site.
- 2) Make out a check for \$25 US payable to SuperTools.
- 3) Write down on the check:
 - a) the Product ID of the downloaded product, and
 - b) YOUR registered Product ID.
- 4) Send the check to:

SuperTools
PO BOX 2120
Arcadia, CA 91077

(optional) Write down your e-mail address
to get your Registration Password faster.

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END OF PAGE.

Info Menu

HOW TO CONTACT US

HOW TO CONTACT US

Contact us by sending e-mail comments to:
support@supertools.com

OK

Visit our Web site at:
www.supertools.com

To purchase this product and receive your Registration Password:

- 1) Make out a check for \$29 US
payable to SuperTools.
- 2) Write down the Product ID:
on the check.
- 3) Send the check to:

(optional) Write down your e-mail address
to get your Registration Password faster.

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END OF PAGE.

Info Menu

HELP

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END OF PAGE.

Select Tools...	
SELECT every other ROW of the highlighted rectangles, useful for formatting (Alt+35)	
SELECT every 3-rd ROW of the highlighted rectangles, many rows will be selected (Alt+31)	
SELECT every 4-th ROW of the highlighted rectangles, many rows will be selected (Alt+32)	
SELECT every 5-th ROW of the highlighted rectangles, many rows will be selected (Alt+30)	
SELECT every n-th ROW of the highlighted rectangles, many rows will be selected... (Alt+62)	
SELECT every other COLUMN of the highlighted rectangles, useful for formatting (Alt+112)	
SELECT every 3-rd COLUMN of the highlighted rectangles, many columns will be selected (Alt+36)	
SELECT every 4-th COLUMN of the highlighted rectangles, many columns will be selected (Alt+37)	
SELECT every 5-th COLUMN of the highlighted rectangles, many columns will be selected (Alt+38)	
SELECT every n-th COLUMN of the highlighted rectangles, many columns will be selected... (Alt+39)	
SELECT cells from every other ROW and every other COLUMN, checker type pattern (Alt+40)	

SITUATION: I want to select every other row for formatting purposes, as shown below in Figure 2. What is the fastest way of doing it?

	A	B
1		
2	cats	9
3		
4	dogs	7
5		
6	snakes	13
7		

Figure 1

	A	B
1		
2	cats	9
3		
4	dogs	7
5		
6	snakes	13
7		

Figure 2

SOLUTION: Highlight select the entire area as shown in Figure 1. Under Select Tools in the Sup menu, you will see a list of select tools. Click on the first tool which selects every other row of cells. Other operations such as selecting every other column, etc are also available.

To use above tools, first highlight the area, then choose the tool from the menu. These tools are can be useful, say for formatting every other column, changing the columnwidths of every other column, etc.

SELECT every other ROW of the highlighted rectangles, useful for formatting (Alt+35)	
SELECT every 3-rd ROW of the highlighted rectangles, many rows will be selected (Alt+31)	
SELECT every 4-th ROW of the highlighted rectangles, many rows will be selected (Alt+32)	
SELECT every 5-th ROW of the highlighted rectangles, many rows will be selected (Alt+30)	
SELECT every n-th ROW of the highlighted rectangles, many rows will be selected... (Alt+62)	
SELECT every other COLUMN of the highlighted rectangles, useful for formatting (Alt+112)	
SELECT every 3-rd COLUMN of the highlighted rectangles, many columns will be selected (Alt+36)	
SELECT every 4-th COLUMN of the highlighted rectangles, many columns will be selected (Alt+37)	
SELECT every 5-th COLUMN of the highlighted rectangles, many columns will be selected (Alt+38)	
SELECT every n-th COLUMN of the highlighted rectangles, many columns will be selected... (Alt+39)	
SELECT cells from every other ROW and every other COLUMN, checker type pattern (Alt+40)	

Figure 3

SUMMARY: To select every other row takes two steps:
STEP ONE: Highlight the selected area.
STEP TWO: Click on the appropriate tool under the Select Tools in the Sup menu.

END OF PAGE.

Select Tools...	
SELECT DIAGONALS of the highlighted rectangles, diagonals going upper right to lower left	(Alt+41)
SELECT DIAGONALS of the highlighted rectangles, diagonals going lower left to upper right	(Alt+42)
SELECT DIAGONALS of the highlighted rectangles, diagonals going upper left to lower right	(Alt+43)
SELECT DIAGONALS of the highlighted rectangles, diagonals going lower right to upper left	(Alt+49)
SELECT Upper Left TRIANGLES of the highlighted rectangles	(Alt+74)
SELECT Upper Right TRIANGLES of the highlighted rectangles	(Alt+46)
SELECT Lower Left TRIANGLES of the highlighted rectangles	(Alt+47)
SELECT Lower Right TRIANGLES of the highlighted rectangles	(Alt+48)

SITUATION: I want to select the diagonal entries of a triangle, as shown below in Figure 2. What is the fastest way of doing it?

	A	B	C	D	E
1					
2	2.1	4.7	5.1	1.1	1.3
3	3.2	5.6	3.5	1.2	
4	5.6	9.1	1.4		
5	9.5	2.4			
6	5.5				
7					

Figure 1

	A	B	C	D	E
1					
2	2.1	4.7	5.1	1.1	1.3
3	3.2	5.6	3.5	1.2	
4	5.6	9.1	1.4		
5	9.5	2.4			
6	5.5				
7					

Figure 2

SOLUTION: Highlight select the entire area as shown in Figure 1. Under Select Tools in the Sup menu, you will see a list of select tools. Click on the tool which selects the diagonal of the selected area. Other operations such as selecting the whole upper triangle, etc are also available.

These tools are useful because often one needs to work with triangle areas. To use above tools, first highlight the area, then choose the tool from the menu. These tools are especially useful when used in conjunction with the copy and paste tool which works with non-adjacent cells. The copy and paste tools can be found under the Copy Tools, or you can use hot keys Alt+C and Alt+V.

SELECT DIAGONALS of the highlighted rectangles, diagonals going upper right to lower left	(Alt+41)
SELECT DIAGONALS of the highlighted rectangles, diagonals going lower left to upper right	(Alt+42)
SELECT DIAGONALS of the highlighted rectangles, diagonals going upper left to lower right	(Alt+43)
SELECT DIAGONALS of the highlighted rectangles, diagonals going lower right to upper left	(Alt+49)
SELECT Upper Left TRIANGLES of the highlighted rectangles	(Alt+74)
SELECT Upper Right TRIANGLES of the highlighted rectangles	(Alt+46)
SELECT Lower Left TRIANGLES of the highlighted rectangles	(Alt+47)
SELECT Lower Right TRIANGLES of the highlighted rectangles	(Alt+48)

Figure 3

SUMMARY: To select the diagonal takes two steps:
STEP ONE: Highlight the selected area.
STEP TWO: Click on the appropriate tool under the Select Tools in the Sup menu.

END OF PAGE.

Select Tools...

SELECT from the highlighted rectangles, BLANK cells (Alt+51)
SELECT from the highlighted rectangles, NON-BLANK cells (Alt+54)
SELECT from the highlighted rectangles, FORMULAS cells (Alt+53)
SELECT from the highlighted rectangles, TEXT or NUMBERS cells (Alt+52)

SITUATION: I want to select only the non-blank cells for formatting purposes,
as shown below in Figure 2.

What is the fastest way of doing it?

	A	B
1		
2	apples	oranges
3		pears
4		bananas
5		
6	pears	
7		

Figure 1

	A	B
1		
2	apples	oranges
3		pears
4		bananas
5		
6	pears	
7		

Figure 2

SOLUTION: Highlight select the entire area as shown in Figure 1.

Under Select Tools II in the Sup menu, you will see a list of select tools.

Click on the tool which selects the non-blank cells.

Other operations such as selecting cells containing formulas, etc are also available.

To use above tools, first highlight the area, then choose the tool from the menu.

SELECT from the highlighted rectangles, BLANK cells (Alt+51)
SELECT from the highlighted rectangles, NON-BLANK cells (Alt+54)
SELECT from the highlighted rectangles, FORMULAS cells (Alt+53)
SELECT from the highlighted rectangles, TEXT or NUMBERS cells (Alt+52)

Figure 3

SUMMARY: To select non-blank cells takes two steps:

STEP ONE: Highlight the selected area.

STEP TWO: Click on the appropriate tool under the Select Tools II
in the Sup menu.

END OF PAGE.

Select Tools...	
SELECT from the highlighted rectangles, cells with value SAME as the FIRST cell (Alt+211)	
SELECT from the highlighted rectangles, cells with values GREATER than the FIRST cell (Alt+63)	
SELECT from the highlighted rectangles, cells with values LESS than the FIRST cell (Alt+64)	
SELECT from the highlighted rectangles, cells with NUMBER FORMAT same as the FIRST cell (Alt+65)	
SELECT from the highlighted rectangles, cells with FONT, SIZE, and STYLE same as the FIRST cell (Alt+76)	
SELECT from the highlighted rectangles, cells with values range BETWEEN that of the first two cells (Alt+68)	
SELECT from the highlighted rectangles, cells with value SAME as the LAST cell (Alt+69)	
SELECT from the highlighted rectangles, cells with values GREATER than the LAST cell (Alt+70)	
SELECT from the highlighted rectangles, cells with values LESS than the LAST cell (Alt+71)	
SELECT from the highlighted rectangles, cells with NUMBER FORMAT same as the LAST cell (Alt+72)	
SELECT from the highlighted rectangles, cells with FONT, SIZE, and STYLE same as the LAST cell (Alt+73)	

SITUATION: I want to select cells with value 7.3, as shown below in Figure 2. What is the good way of doing it?

	A	B	C	D	E
1		7.3			
2					
3		1.1	1.1	1.2	2.1
4		9.1	1.4	7.3	5.6
5		2.4	7.3	9.5	1.1
6		3.2	2.4	5.6	7.3
7					

Figure 1

	A	B	C	D	E
1		7.3			
2					
3		1.1	1.1	1.2	2.1
4		9.1	1.4	7.3	5.6
5		2.4	7.3	9.5	1.1
6		3.2	2.4	5.6	7.3
7					

Figure 2

SOLUTION: Highlight select the cell at B1, then the entire area as shown in Figure 1. To highlight both the cell and the area, hold down the control key while selecting the entire area. Under Select Tools in the Sup menu, you will see a list of select tools. Click on the tool which selects the cells with the same value as the first cell. Other operations such as selecting cells with value greater than the first cell, etc. are also available.

Select Tools...	
SELECT from the highlighted rectangles, cells with value SAME as the FIRST cell (Alt+211)	
SELECT from the highlighted rectangles, cells with values GREATER than the FIRST cell (Alt+63)	
SELECT from the highlighted rectangles, cells with values LESS than the FIRST cell (Alt+64)	
SELECT from the highlighted rectangles, cells with NUMBER FORMAT same as the FIRST cell (Alt+65)	
SELECT from the highlighted rectangles, cells with FONT, SIZE, and STYLE same as the FIRST cell (Alt+76)	
SELECT from the highlighted rectangles, cells with values range BETWEEN that of the first two cells (Alt+68)	
SELECT from the highlighted rectangles, cells with value SAME as the LAST cell (Alt+69)	
SELECT from the highlighted rectangles, cells with values GREATER than the LAST cell (Alt+70)	
SELECT from the highlighted rectangles, cells with values LESS than the LAST cell (Alt+71)	
SELECT from the highlighted rectangles, cells with NUMBER FORMAT same as the LAST cell (Alt+72)	
SELECT from the highlighted rectangles, cells with FONT, SIZE, and STYLE same as the LAST cell (Alt+73)	

Figure 3

SUMMARY: To select the cells with value same as the first cell takes two steps:
STEP ONE: Highlight the selected area or areas
STEP TWO: Click on the appropriate tool under the Select Tools II in the Sup menu.

TECHNICAL NOTES: If the cell B2 is blank, you can instead first highlight select the cell D4, then while holding down the control key highlight select the whole area range B3 to E6. The resulting selected area will be as shown in Figure 4, even though two areas are actually being selected. After applying the appropriate tool, the final result is as shown in Figure 5.

	A	B	C	D	E
1					
2					
3		1.1	1.1	1.2	2.1
4		9.1	1.4	7.3	5.6
5		2.4	7.3	9.5	1.1
6		3.2	2.4	5.6	7.3
7					

Figure 4

	A	B	C	D	E
1					
2					
3		1.1	1.1	1.2	2.1
4		9.1	1.4	7.3	5.6
5		2.4	7.3	9.5	1.1
6		3.2	2.4	5.6	7.3
7					

Figure 5

END OF PAGE.

Select Tools III...
SELECT SHEETS using a dialog box... (Alt+55)

SITUATION: I want to select sheets, but there are so many of them around.
What is an easy way of doing it?

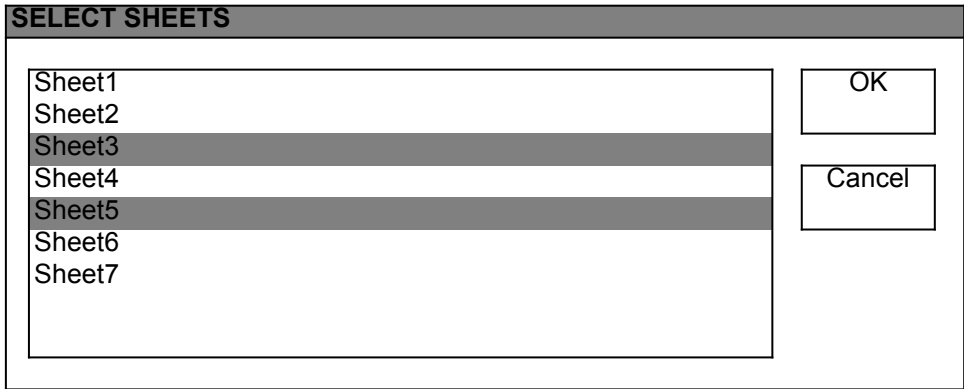


Figure 1

SOLUTION: Press Alt+55.

A dialog box will appear as shown in Figure 1, click on the sheets you want to select.
To select more than one sheet, hold down the Control key while clicking the mouse button.

This tool is useful for quickly going to selected sheets when there are a large number of sheets in the workbook file. This is because when there are many sheets, the sheet tabs are difficult to work with.

SELECT SHEETS using a dialog box... (Alt+55)

Figure 2

SUMMARY: To select sheets takes two steps:

STEP ONE: Press Alt+55.

STEP TWO: When the dialog box appears, click on the sheets you want to select.

END OF PAGE.



SITUATION: I want to count the selected cells.
How do I do it?

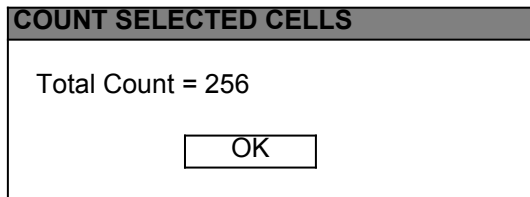


Figure 1

SOLUTION: Under Select Tools III in the Sup menu, you will see a list of select tools. Select the tool which counts the selected cells.
A dialog box will appear as shown above in Figure 1, click on OK.

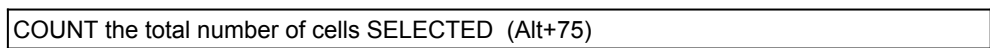


Figure 2

SUMMARY: To count the selected cells takes two steps:
STEP ONE: Click on the appropriate tool under the Select Tools III in the Sup menu.
STEP TWO: Click OK when the dialog box appears.

END OF PAGE.

Select Tools III...

SELECT the largest rectangle CONTAINING the highlighted cells (Alt+58)

SITUATION: I want to select the rectangle containing the highlighted cells.
What is a good way of doing it?

	A	B	C
1			
2	cats		
3		dogs	
4	snakes		
5			

Figure 1

	A	B	C
1			
2	cats		
3		dogs	
4	snakes		
5			

Figure 2

SOLUTION: Highlight select a cell as shown in Figure 1.

Under Select Tools III in the Sup menu, you will see a list of select tools.

Select the tool which highlight selects the containing rectangle.

The rectangle containing the highlighted cells has only blank cells outside its borders.

This tool is useful when starting out with one cell selected in a table of numbers then you want to select the whole table next.

The tool allows for quick selection of the table of numbers without worrying about where exactly are the borders.

SELECT the largest rectangle CONTAINING the highlighted cells (Alt+58)

Figure 3

SUMMARY: To highlight select the containing rectangle takes two steps:

STEP ONE: Highlight select some cells.

STEP TWO: Click on the appropriate tool under the Select Tools III in the Sup menu.

END OF PAGE.

Select Tools III...

SELECT from the highlighted rectangles, the VISIBLE cells with non-zero rowheight or columnwidth (Alt+59)

SITUATION: I want to select only the non-hidden visible cells.
What is a good way of doing it?

	A	B	C
1			
2	cats		
4	snakes		
5			

Figure 1

	A	B	C
1			
2	cats		
4	snakes		
5			

Figure 2

SOLUTION: Highlight select an area as shown in Figure 1.
Rows 2, 3, and 4 are selected, even though row 3 is hidden.

Under Select Tools III in the Sup menu, you will see a list of select tools.
Select the tool which highlight selects the visible cells only.
Only rows 2 and 4 are selected, since row 3 is not visible.

Highlighting an area selects every cell in the area including the hidden rows and columns with rowheight or columnwidth zero.

This tool selects only those rows and columns which are visible and not hidden.
The tool can be put to good used in conjunction with the filter buttons which hides and unhides rows

SELECT from the highlighted rectangles, the VISIBLE cells with non-zero rowheight or columnwidth (Alt+59)

Figure 3

SUMMARY: To highlight select the visible cells takes two steps:
STEP ONE: Highlight select an area.
STEP TWO: Click on the appropriate tool under the Select Tools III in the Sup menu.

END OF PAGE.

Select Tools III...

SELECT the cells used in the formulas of the highlighted cells (Alt+60)

SELECT the cells which in their formulas use the highlighted cells (Alt+61)

SITUATION: I want to select the cells used in the formulas.

What is a good way of doing it?

	A	B	C
1			
2		2	
3		3	
4		5	
5			

Figure 1

	A	B	C
1			
2		2	
3		3	
4		5	
5			

Figure 2

SOLUTION: Highlight select the cells with the formulas as shown in Figure 1.

Under Select Tools III in the Sup menu, you will see a list of select tools.

Click on the tool which highlight selects the cells used in the fomulas.

Also available is a tool to go the other way, that is to select the cells with the formulas.

SELECT the cells used in the formulas of the highlighted cells (Alt+60)

SELECT the cells which in their formulas use the highlighted cells (Alt+61)

Figure 3

SUMMARY: To select the cells used in the formulas takes two steps:

STEP ONE: Highlight select the cells with the formulas.

STEP TWO: Click on the appropriate tool under the Select Tools III in the Sup menu.

END OF PAGE.

Copy Tools...	
COPY	from the highlighted Non-adjacent selected cells (Alt+C)
CUT	from the highlighted Non-adjacent selected cells (Alt+X)
PASTE	to the highlighted Non-adjacent selected cells (Alt+V)
GETMORE	pickup items from the selected cells, appending the items to previous copy and pickup (Alt+G)
DROPDOWN	some items to the selected cells, distributing items from previous copy and pickup (Alt+B)

SITUATION: I want to copy from non-adjacent cells as shown in Figure 1 and pasted them to the column on the right as shown below in Figure 2. What is the fastest way of doing it?

	A	B	C
1			
2	cats		
3		dogs	
4	snakes		
5			
6			
7			

Figure 1

	A	B	C
1			
2	cats		cats
3		dogs	dogs
4	snakes		snakes
5			
6			
7			

Figure 2

SOLUTION: Highlight select the three non-adjacent cells as shown in Figure 1. Press Alt+C to copy. Highlight select the cell C2, and press Alt+V to paste. Other fancy operations such as Getmore, Dropdown, etc. are also available.

This group of tools is very useful for moving numbers around amongst the cells. Basically the Copy and Cut gets the cell values or formulas one by one, and these values or formulas are pasted one by one with the Paste tool. The key thing is that the tools work with non-adjacent selected cells. What this means is that we can be copying from multiple selected areas and as well as pasting into multiple selected areas.

COPY	from the highlighted Non-adjacent selected cells (Alt+C)
CUT	from the highlighted Non-adjacent selected cells (Alt+X)
PASTE	to the highlighted Non-adjacent selected cells (Alt+V)
GETMORE	pickup items from the selected cells, appending the items to previous copy and pickup (Alt+G)
DROPDOWN	some items to the selected cells, distributing items from previous copy and pickup (Alt+B)

Figure 3

SUMMARY: To copy and paste non-adjacent cells takes two steps:
STEP ONE: Highlight the selected cells, and press Alt+C to copy.
STEP TWO: Select the destination cells, and press Alt+V to paste.

END OF PAGE.

Copy Tools...	
PASTE only into the BLANK cells of the highlighted rectangles (Alt+80)	
PASTE only into the NON-BLANK cells of the highlighted rectangles (Alt+81)	
PASTE only into the FORMULAS cells of the highlighted rectangles (Alt+82)	
PASTE only into the TEXT or NUMBERS cells of the highlighted rectangles (Alt+84)	
PASTE only BLANK cells into the highlighted rectangles (Alt+86)	
PASTE only NON-BLANK cells into the highlighted rectangles (Alt+87)	
PASTE only FORMULAS cells into the highlighted rectangles (Alt+89)	
PASTE only TEXT or NUMBERS cells into the highlighted rectangles (Alt+91)	

SITUATION: I want to paste only into the blank cells as shown below in Figure 2. What is a good way of doing it?

	A	B	C	D	E
1					
2	a	d		1	
3	b	f			5
4	c	g		3	
5					
6					
7					

Figure 1

	A	B	C	D	E
1					
2	a	d		1	d
3	b	e		b	5
4	c	f		3	g
5					
6					
7					

Figure 2

SOLUTION: Highlight select the first area as shown in Figure 1. Press Alt+C to copy. Highlight select the second area as shown in Figure 2. Under Copy Tools in the Sup menu, you will see a list of copy tools. Click on the tool which paste only into blank cells. Other masking operations such as paste only blanks etc. are also available.

The first series of paste tools allows for superimposing cells from two equal areas. For example, in the first tool only the blank cells are affected and changed. Similarly for the other tools. The second series of paste tools allows for superimposing cells from two equal areas. For example, in the first tool the blank cells of the first source area are masked onto the the second target area.

PASTE only into the BLANK cells of the highlighted rectangles (Alt+80)	
PASTE only into the NON-BLANK cells of the highlighted rectangles (Alt+81)	
PASTE only into the FORMULAS cells of the highlighted rectangles (Alt+82)	
PASTE only into the TEXT or NUMBERS cells of the highlighted rectangles (Alt+84)	
PASTE only BLANK cells into the highlighted rectangles (Alt+86)	
PASTE only NON-BLANK cells into the highlighted rectangles (Alt+87)	
PASTE only FORMULAS cells into the highlighted rectangles (Alt+89)	
PASTE only TEXT or NUMBERS cells into the highlighted rectangles (Alt+91)	

Figure 3

SUMMARY: To paste into blank cells takes two steps:
STEP ONE: Highlight select the first area and press Alt+C.
STEP TWO: Highlight select the second area, then click on the paste into blank tool under the Copy Tools in the Sup menu.

END OF PAGE.

Copy Tools...

RANGE VALUE replaces formulas in the selected rectangle by values (Alt+93)

SITUATION: I want to turn the formulas into values,
What is the fastest way of doing it?

	A	B
1		
2	9 cats	9
3		
4	7 dogs	7
5		
6	13 snakes	13
7		

Figure 1

	A	B
1		
2	9 cats	9
3		
4	7 dogs	7
5		
6	13 snakes	13
7		

Figure 2

SOLUTION: Highlight select the area as shown in Figure 1.
Under Copy Tools in the Sup menu, you will see a list of copy tools.
Click on the tool shown below in Figure 3.
Notice that formulas in Figure 1 turn into values in Figure 2.

This tool turns the formulas into their values at each cell.
The values can be either numbers or text.

RANGE VALUE replaces formulas in the selected rectangle by values (Alt+93)

Figure 3

SUMMARY: To turn formulas into values takes two steps:
STEP ONE: Highlight the selected area.
STEP TWO: Click on the appropriate tool under the Copy Tools in the Sup menu.

END OF PAGE.

Copy Tools...

MAKE all selected cells the SAME, using the FIRST cell for duplication (Alt+77)
FORMAT all selected cells the SAME, using the formatting of the FIRST cell (Alt+88)

SITUATION: I want to make every selected cell the same as the first cell as shown below in Figure 2.
What is a good way of doing it?

	A	B	C	D	E
1		7.3			
2					
3		1.1	1.1	1.2	2.1
4		9.1	1.4	7.3	5.6
5		2.4	7.3	9.5	1.1
6		3.2	2.4	5.6	7.3
7					

Figure 1

	A	B	C	D	E
1		7.3			
2					
3		7.3	7.3	7.3	7.3
4		7.3	7.3	7.3	7.3
5		7.3	7.3	7.3	7.3
6		7.3	7.3	7.3	7.3
7					

Figure 2

SOLUTION: Highlight select the cell at B1, then the entire area as shown in Figure 1. To highlight both the cell and the area, hold down the control key while selecting the entire area. Under Copy Tools in the Sup menu, you will see a list of copy tools. Click on the tool which make all the selected cells the same. Also available is making all the formats the same.

These two tools use the first cell as for duplication. In the first tool, every selected cell is made identical to the first cell. In the second tool, the format of the first cell is applied to every selected cell.

MAKE all selected cells the SAME, using the FIRST cell for duplication (Alt+77)
FORMAT all selected cells the SAME, using the formatting of the FIRST cell (Alt+88)

Figure 3

SUMMARY: To make all the selected cells the same takes two steps:
STEP ONE: Highlight the selected area or areas
STEP TWO: Click on the appropriate tool under the Copy Tools in the Sup menu.

TECHNICAL NOTES: If the cell B2 is blank, you can instead first highlight select the cell D4, then while holding down the control key highlight select the whole area range B3 to E6. The resulting selected area will be as shown in Figure 4, even though two areas are actually being selected. After applying the appropriate tool, the final result is as shown in Figure 5.

	A	B	C	D	E
1					
2					
3		1.1	1.1	1.2	2.1
4		9.1	1.4	7.3	5.6
5		2.4	7.3	9.5	1.1
6		3.2	2.4	5.6	7.3
7					

Figure 4

	A	B	C	D	E
1					
2					
3		7.3	7.3	7.3	7.3
4		7.3	7.3	7.3	7.3
5		7.3	7.3	7.3	7.3
6		7.3	7.3	7.3	7.3
7					

Figure 5

END OF PAGE.

Copy Tools...

EXCHANGE the contents of the two selected CELLS (Alt+44)

SITUATION: I want to exchange two cells without a lot of moving and dragging.
What is a good way of doing it?

	A	B
1		
2	apples	
3		
4		bananas
5		
6		

Figure 1

	A	B
1		
2	bananas	
3		
4		apples
5		
6		

Figure 2

SOLUTION: Highlight select the two as shown in Figure 1.
Press Alt+44.

Instead of dragging cells around or doing cut and paste, this tool is a convenient alternative for exchanging two cells.
Just select the two cells and apply the tool.

EXCHANGE the contents of the two selected CELLS (Alt+44)

Figure 3

SUMMARY: To exchange two cells takes two steps:

STEP ONE: Highlight the two cells.

STEP TWO: Press Alt+44.

END OF PAGE.

Copy Tools...

DUPLICATE the selected rows, copy the rows to the bottom of the worksheet (Alt+102)

MOVE the selected rows, move the rows to the bottom of the worksheet (Alt+103)

SITUATION: I want to move the selected rows to the bottom of the worksheet,
What is the fastest way of doing it?

	A	B
1		
2	apple	
3	dogs	
4	pear	
5	banana	
6	cats	
7	orange	
8		
9		
10		

Figure 1

	A	B
1		
2	apple	
3	pear	
4	banana	
5	orange	
6		
7		
8	dogs	
9	cats	
10		

Figure 2

SOLUTION: Highlight select the rows as shown in Figure 1.

Under Copy Tools II in the Sup menu, you will see a list of copy tools.

Click on the tool which move the selected rows to the bottom.

Other operations such as selecting every other column, etc are also available.

DUPLICATE the selected rows, copy the rows to the bottom of the worksheet (Alt+102)

MOVE the selected rows, move the rows to the bottom of the worksheet (Alt+103)

Figure 3

SUMMARY: To select every other row takes two steps:

STEP ONE: Highlight the selected area.

STEP TWO: Click on the appropriate tool under the Select Tools in the Sup menu.

END OF PAGE.

Insert Tools...	
INSERT at every ROW of the highlighted rectangles, multiple rows will be inserted (Alt+104)	
INSERT at every n-th ROW of the highlighted rectangles, multiple rows will be inserted... (Alt+105)	
INSERT ROWS selected by the highlighted rectangles, multiple rows will be inserted (Alt+221)	
INSERT at every COLUMN of the highlighted rectangles, multiple columns will be inserted (Alt+107)	
INSERT at every n-th COLUMN of the highlighted rectangles, multiple columns will be inserted... (Alt+108)	
INSERT COLUMNS selected by the highlighted rectangles, multiple columns will be inserted (Alt+109)	

SITUATION: I want to insert rows at multiple selected locations shown in Figure 1
 What is the fastest way of doing it?

	A	B	C
1			
2	albert		
3	bob		
4	chris		
5	david		
6	ed		
7	fred		
8			
9			
10			

Figure 1

	A	B	C
1			
2	albert		
3			
4	bob		
5	chris		
6	david		
7			
8			
9	ed		
10	fred		

Figure 2

SOLUTION: Highlight select the the cell locations as shown in Figure 1.
 Under Insert Tools in the Sup menu, you will see a list of insert tools.
 Click on the tool which Insert Rows selected by the highlighted rectangles.
 Other insert tools are also available.

INSERT at every ROW of the highlighted rectangles, multiple rows will be inserted (Alt+104)	
INSERT at every n-th ROW of the highlighted rectangles, multiple rows will be inserted... (Alt+105)	
INSERT ROWS selected by the highlighted rectangles, multiple rows will be inserted (Alt+221)	
INSERT at every COLUMN of the highlighted rectangles, multiple columns will be inserted (Alt+107)	
INSERT at every n-th COLUMN of the highlighted rectangles, multiple columns will be inserted... (Alt+108)	
INSERT COLUMNS selected by the highlighted rectangles, multiple columns will be inserted (Alt+109)	

Figure 3

SUMMARY: To insert multiple rows takes two steps:
STEP ONE: Highlight the selected cell locations.
STEP TWO: Click on the appropriate tool under the Insert Tools
 in the Sup menu.

END OF PAGE.

Insert Tools...	
DELETE every other ROW of the highlighted rectangles, multiple rows will be deleted (Alt+113)	
DELETE every n-th ROW of the highlighted rectangles, multiple rows will be deleted... (Alt+114)	
DELETE ROWS selected by the highlighted rectangles, multiple rows will be deleted (Alt+122)	
DELETE blank ROWS of the highlighted rectangles, multiple rows will be deleted (Alt+99)	
DELETE every other COLUMN of the highlighted rectangles, multiple columns will be deleted (Alt+115)	
DELETE every n-th COLUMN of the highlighted rectangles, multiple columns will be deleted... (Alt+116)	
DELETE COLUMNS selected by the highlighted rectangles, multiple columns will be deleted (Alt+117)	
DELETE blank COLUMNS of the highlighted rectangles, multiple columns will be deleted (Alt+118)	

SITUATION: I want to delete rows at multiple selected locations shown in Figure 1
 What is the fastest way of doing it?

	A	B	C
1			
2	albert		
3	bob		
4	chris		
5	david		
6	ed		
7	fred		
8			
9			
10			

Figure 1

	A	B	C
1			
2	albert		
3	chris		
4	david		
5			
6			
7			
8			
9			
10			

Figure 2

SOLUTION: Highlight select the the cell locations as shown in Figure 1.
 Under Insert Tools in the Sup menu, you will see a list of delete rows tools.
 Click on the tool which Delete Rows selected by the highlighted rectangles.
 Other delete tools are also available.

DELETE every other ROW of the highlighted rectangles, multiple rows will be deleted (Alt+113)	
DELETE every n-th ROW of the highlighted rectangles, multiple rows will be deleted... (Alt+114)	
DELETE ROWS selected by the highlighted rectangles, multiple rows will be deleted (Alt+122)	
DELETE blank ROWS of the highlighted rectangles, multiple rows will be deleted (Alt+99)	
DELETE every other COLUMN of the highlighted rectangles, multiple columns will be deleted (Alt+115)	
DELETE every n-th COLUMN of the highlighted rectangles, multiple columns will be deleted... (Alt+116)	
DELETE COLUMNS selected by the highlighted rectangles, multiple columns will be deleted (Alt+117)	
DELETE blank COLUMNS of the highlighted rectangles, multiple columns will be deleted (Alt+118)	

Figure 3

SUMMARY: To delete multiple rows takes two steps:
STEP ONE: Highlight the selected cell locations.
STEP TWO: Click on the appropriate delete rows tool under the Insert Tools
 in the Sup menu.

END OF PAGE.

Math Tools...
ADD 1 to the Selected Cells (Alt+140)
SUBTRACT 1 to the Selected Cells (Alt+141)
MULTIPLY 10 to the Selected Cells (Alt+142)
MULTIPLY 100 to the Selected Cells (Alt+145)
MULTIPLY 1000 to the Selected Cells (Alt+147)
DIVIDE 10 to the Selected Cells (Alt+143)
DIVIDE 100 to the Selected Cells (Alt+146)
DIVIDE 1000 to the Selected Cells (Alt+148)

SITUATION: I want to increase the values of the numbers by one, as shown below in Figure 1 and Figure 2. What is the fastest way of doing it?

	A	B
1		
2	2.14159	
3		12
4	1.7818	
5		
6		
7		

Figure 1

	A	B
1		
2	3.14159	
3		13
4	2.7818	
5		
6		
7		

Figure 2

SOLUTION: Highlight select an area to include the three numbers. Under Math Tools in the Sup menu, you will see a list of math tools. Click on the first tool which adds one to the selected cells. Other math operations such as subtract 1, multiply 10, etc are also available.

ADD 1 to the Selected Cells (Alt+140)
SUBTRACT 1 to the Selected Cells (Alt+141)
MULTIPLY 10 to the Selected Cells (Alt+142)
MULTIPLY 100 to the Selected Cells (Alt+145)
MULTIPLY 1000 to the Selected Cells (Alt+147)
DIVIDE 10 to the Selected Cells (Alt+143)
DIVIDE 100 to the Selected Cells (Alt+146)
DIVIDE 1000 to the Selected Cells (Alt+148)

Figure 3

SUMMARY: To add one to the selected cells takes two steps:
STEP ONE: Highlight the selected area.
STEP TWO: Click on the appropriate tool under the Math Tools in the Sup menu.

END OF PAGE.

Math Tools...
ROUND to the dollars at the Selected Cells (Alt+123)
ROUND to the pennies at the Selected Cells (Alt+175)
UNROUND the numbers at the Selected Cells (Alt+176)

SITUATION: I want to round the values of the numbers to the dollar,
as shown below in Figure 1 and Figure 2.
What is the fastest way of doing it?

	A	B
1		
2	3.14159	
3		13
4	2.7818	
5		
6		
7		

Figure 1

	A	B
1		
2	3	
3		13
4	3	
5		
6		
7		

Figure 2

SOLUTION: Highlight select an area to include the three numbers.
Under Math Tools in the Sup menu, you will see a list of math tools.
Click on the tool which rounds the values of the selected cells to the dollars
Unround tool recovers the original numbers.

ROUND to the dollars at the Selected Cells (Alt+123)
ROUND to the pennies at the Selected Cells (Alt+175)
UNROUND the numbers at the Selected Cells (Alt+176)

Figure 3

SUMMARY: To round the selected cells to the dollar takes two steps:
STEP ONE: Highlight the selected area.
STEP TWO: Click on the appropriate tool under the Math Tools in the Sup menu.

END OF PAGE.

Math Tools...	
FORMULAS of the selected cells are changed to RELATIVE cell references, i.e. without \$ signs (Alt+170)	
FORMULAS of the selected cells are changed to ABSOLUTE cell references, i.e. with \$ signs (Alt+171)	
FORMULAS are changed to ABSOLUTE ROW and RELATIVE COLUMN cell references (Alt+172)	
FORMULAS are changed to RELATIVE ROW and ABSOLUTE COLUMN cell references (Alt+173)	

SITUATION: I want to change the cell references from relative to absolute.
 What is the fastest way of doing it?

	A	B
1		
2	1.2	
3	2.5	
4		
5	=SUM(A2:A3)	
6		
7		

Figure 1

	A	B
1		
2	1.2	
3	2.5	
4		
5	=SUM(\$A\$2:\$A\$3)	
6		
7		

Figure 2

SOLUTION: Highlight select the area with the formulas.
 Under Math Tools in the Sup menu, you will see a list of math tools.
 Click on the tool which changes cell references from relative to absolute.
 Other reference changing tools are also available.

FORMULAS of the selected cells are changed to RELATIVE cell references, i.e. without \$ signs (Alt+170)	
FORMULAS of the selected cells are changed to ABSOLUTE cell references, i.e. with \$ signs (Alt+171)	
FORMULAS are changed to ABSOLUTE ROW and RELATIVE COLUMN cell references (Alt+172)	
FORMULAS are changed to RELATIVE ROW and ABSOLUTE COLUMN cell references (Alt+173)	

Figure 3

SUMMARY: To change cell references from relative to absolute takes two steps:
STEP ONE: Highlight the selected area.
STEP TWO: Click on the appropriate tool under the Math Tools in the Sup menu.

END OF PAGE.

Math Tools...	
SUM all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+66)	
COUNT all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+150)	
COUNTA all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+151)	
AVERAGE all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+152)	
PRODUCT all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+153)	
MAX all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+154)	
MIN all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+156)	
SUM all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+33)	
COUNT all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+157)	
COUNTA all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+158)	
AVERAGE all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+159)	
PRODUCT all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+160)	
MAX all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+161)	
MIN all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+162)	

SITUATION: I want to sum all the selected cells and place the result at the last cell.
What is a good way of doing it?

	A	B
1		
2	1.2	
3	2.5	
4		
5		
6		
7		

Figure 1

	A	B
1		
2	1.2	
3	2.5	
4		
5	=SUM(A2:A3)	
6		
7		

Figure 2

SOLUTION: Highlight select the areas to be summed and the last cell.
Under Math Tools II in the Sup menu, you will see a list of math tools.
Click on the tool which sum all the selected cells and place the result at the last cell.
Other similar math tools are also available.

SUM all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+66)	
COUNT all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+150)	
COUNTA all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+151)	
AVERAGE all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+152)	
PRODUCT all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+153)	
MAX all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+154)	
MIN all the Selected Cells, and put the resulting formula in the FIRST CELL (Alt+156)	
SUM all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+33)	
COUNT all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+157)	
COUNTA all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+158)	
AVERAGE all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+159)	
PRODUCT all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+160)	
MAX all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+161)	
MIN all the Selected Cells, and put the resulting formula in the LAST CELL (Alt+162)	

Figure 3

SUMMARY: To sum all the selected cells and place the result at the last cell takes two steps:
STEP ONE: Highlight the areas to be summed and the last cell.
STEP TWO: Click on the appropriate tool under the Math Tools II in the Sup menu.

END OF PAGE.

Text Tools...
TEXT SHORTHAND defines short key combinations for often used text strings... (Alt+180)
TEXT SHORTHAND function is switched on/off... (Alt+183)

SITUATION: I want to use shorthand key combinations for often used text strings.
How do I do it?

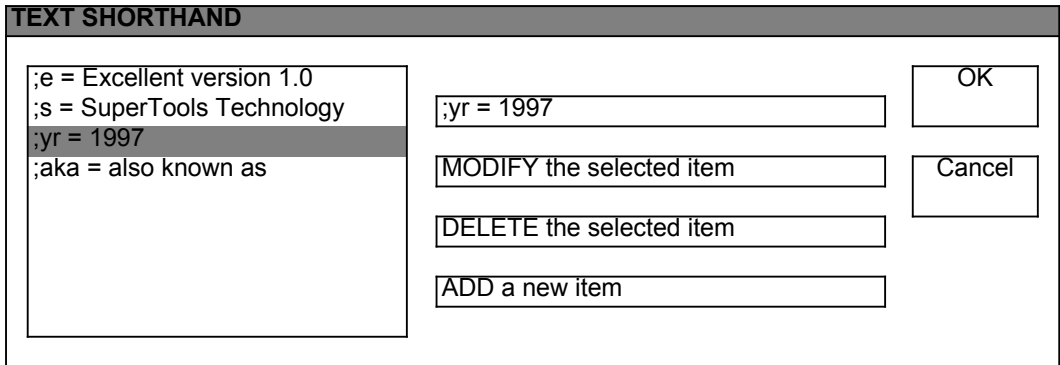


Figure 1

SOLUTION: At a cell, type the shorthand: ;aka
What is entered at the cell is the text string: also known as

To edit the text shorthand strings select **Text Shorthand tool** under **Text Tools** in the **Sup** menu.

A dialog box for modifying the text shorthand strings will appear as shown in **Figure 1**.
Note that text shorthand function can be switched on/off.

TEXT SHORTHAND defines short key combinations for often used text strings... (Alt+180)
TEXT SHORTHAND function is switched on/off... (Alt+183)

Figure 2

SUMMARY: To use text shorthand takes one steps:
STEP ONE: Enter the shorthand key combinations, such as: ;aka

END OF PAGE.

Text Tools...

TEXT in the selected cells is reshuffled, so the text LENGTHS are all same as the first cell (Alt+188)

SITUATION: I want to make the text lengths the same.
What is a good way of doing it?

	A	B
1		
2	Once upon a time,	
3	in a kingdom far	far away there
4	lived	
5		

Figure 1

	A	B
1		
2	Once upon a time,	
3	in a kingdom far	
4	far away there	
5	lived	

Figure 2

SOLUTION: Highlight select the cells as shown in Figure 1.
Under Text Tools in the Sup menu, you will see a list of text tools.
Click on the tool which makes text lengths the same.

TEXT in the selected cells is reshuffled, so the text LENGTHS are all same as the first cell (Alt+188)

Figure 3

SUMMARY: To make text lengths the same takes two steps:
STEP ONE: Highlight select the cells with the text.
STEP TWO: Click on the appropriate tool under the Text Tools in the Sup menu.

END OF PAGE.

Text Tools...	
TEXT in	the selected cells is stringed together, and put into the FIRST CELL (Alt+181)
TEXT in	the selected cells is stringed together, and put into in the LAST CELL (Alt+182)

SITUATION: I want to string text together.
 What is a good way of doing it?

	A	B
1		
2	Once upon a time,	
3	in a kingdom	
4		
5		

Figure 1

	A	B
1		
2	Once upon a time,	
3	in a kingdom	
4	Once upon a time,in a kingdom	
5		

Figure 2

SOLUTION: Highlight select the cells as shown in Figure 1.
 Under Text Tools in the Sup menu, you will see a list of text tools.
 Click on the tool which strings text together.

TEXT in	the selected cells is stringed together, and put into the FIRST CELL (Alt+181)
TEXT in	the selected cells is stringed together, and put into in the LAST CELL (Alt+182)

Figure 3

SUMMARY: To string text together takes two steps:
STEP ONE: Highlight select the cells with the text.
STEP TWO: Click on the appropriate tool under the Text Tools in the Sup menu.

END OF PAGE.

Text Tools...

TEXT in the selected cells is changed to: UPPER CASE (Alt+185)

TEXT in the selected cells is changed to: lower case (Alt+186)

TEXT in the selected cells is changed to: Proper Case (Alt+187)

SITUATION: I want to change text to upper case.

What is a good way of doing it?

	A	B
1		
2	apple	
3	pear	
4	orange	
5		
6		

Figure 1

	A	B
1		
2	APPLE	
3	PEAR	
4	ORANGE	
5		
6		

Figure 2

SOLUTION: Highlight select the areas where the text is, as shown in Figure 1.

Under Text Tools in the Sup menu, you will see a list of text tools.

Click on the tool which changes text to upper case.

TEXT in the selected cells is changed to: UPPER CASE (Alt+185)

TEXT in the selected cells is changed to: lower case (Alt+186)

TEXT in the selected cells is changed to: Proper Case (Alt+187)

Figure 3

SUMMARY: To change text to upper case takes two steps:

STEP ONE: Highlight the areas with the text.

STEP TWO: Click on the appropriate tool under the Text Tools in the Sup menu.

END OF PAGE.

Text Tools...

STAMP out at the selected cell, the USER name (Alt+195)
STAMP out at the selected cell, the current DATE and TIME (Alt+45)
STAMP out at the selected cell, the FILE name including the PATH (Alt+192)
STAMP out at the selected cell, the SHEET name (Alt+193)
STAMP out at the selected cell, the complete FILE, DATE, and USER name (Alt+34)

SITUATION: I want to stamp out the current date and time.
What is a good way of doing it?

	A	B
1		
2		
3		
4		
5		

Figure 1

	A	B
1		
2	###	
3		
4		
5		

Figure 2

SOLUTION: Highlight select a cell as shown in Figure 1.
Under Text Tools in the Sup menu, you will see a list of text tools.
Click on the tool which stamps out the current date and time.

STAMP out at the selected cell, the USER name (Alt+195)
STAMP out at the selected cell, the current DATE and TIME (Alt+45)
STAMP out at the selected cell, the FILE name including the PATH (Alt+192)
STAMP out at the selected cell, the SHEET name (Alt+193)
STAMP out at the selected cell, the complete FILE, DATE, and USER name (Alt+34)

Figure 3

SUMMARY: To stamp out current date and time takes two steps:
STEP ONE: Highlight select a cell.
STEP TWO: Click on the appropriate tool under the Text Tools in the Sup menu.

END OF PAGE.

Format Tools...

UNHIDE the hidden COLUMNS to the right of the selected areas (Alt+222)

UNHIDE the hidden COLUMNS to the left of the selected areas (Alt+205)

SITUATION: I want to unhide the columns C and D in Figure 1.
What is a good way of doing it?

	A	B	E	F	G
1					
2					
3	0.1	0.2	0.5	0.6	0.7
4					
5					

Figure 1

	A	B	C	D	E
1					
2					
3	0.1	0.2	0.3	0.4	0.5
4					
5					

Figure 2

SOLUTION: Highlight select cells, and to the right are the hidden columns.
Under Format Tools in the Sup menu, you will see a list of format tools.
Click on the tool which unhides the hidden columns to the right.

UNHIDE the hidden COLUMNS to the right of the selected areas (Alt+222)

UNHIDE the hidden COLUMNS to the left of the selected areas (Alt+205)

Figure 3

SUMMARY: To unhide columns takes two steps:
STEP ONE: Highlight select cells right next to the hidden columns.
STEP TWO: Click on the appropriate tool under the Format Tools
in the Sup menu.

END OF PAGE.

Format Tools...

COPY column widths from the selected area (Alt+215)

PASTE column widths to the selected area (Alt+216)

SITUATION: I want to copy and paste column widths.
What is the best way of doing it?

	A	B	C	D	E
1					
2					
3	0.1		0.2		0.3
4					
5					

Figure 1

	A	B	C	D	E
1					
2					
3	0.1		0.2		0.3
4					
5					

Figure 2

SOLUTION: Highlight select cells as shown in Figure 1.

Under Format Tools in the Sup menu, you will see a list of format tools.

Click on the tool which copies the column widths.

Highlight select the cell as shown in Figure 2.

Click on the tool which pastes the column widths.

COPY column widths from the selected area (Alt+215)

PASTE column widths to the selected area (Alt+216)

Figure 3

SUMMARY: To copy and paste column widths takes two steps:

STEP ONE: Highlight select cells, and use copy column width tool.

STEP TWO: Highlight select cells, and use paste column width tool.

END OF PAGE.

Format Tools...

FORMAT all selected cells the SAME, using the formatting of the FIRST cell (Alt+88)

FORMAT all selected cells the SAME, using the formatting of the LAST cell (Alt+204)

SITUATION: I want to make every selected cell the same format as the first cell as shown below in Figure 2.
What is a fast way of doing it?

	A	B	C	D	E
1		7.30			
2					
3		1.1	1	1.2	2.12
4		0	1.4	7.3	5.6
5		2	7.3	9	1.1
6		3.2	1.11	5.6	7.3
7					

Figure 1

	A	B	C	D	E
1		7.30			
2					
3		1.10	1.00	1.20	2.12
4		0.00	1.40	7.30	5.60
5		2.00	7.30	9.00	1.10
6		3.20	1.11	5.60	7.30
7					

Figure 2

SOLUTION: Highlight select the cell at B1, then the entire area as shown in Figure 1. To highlight both the cell and the area, hold down the control key while selecting the entire area.
Under Format Tools in the Sup menu, you will see a list of format tools. Click on the tools which make all the selected cell format the same.

FORMAT all selected cells the SAME, using the formatting of the FIRST cell (Alt+88)

FORMAT all selected cells the SAME, using the formatting of the LAST cell (Alt+204)

Figure 3

SUMMARY: To make all the selected cell format the same takes two steps:
STEP ONE: Highlight the selected area or areas
STEP TWO: Click on the appropriate tool under the Format Tools in the Sup menu.

TECHNICAL NOTES: If the cell B2 is blank, you can instead first highlight select the cell E3, then while holding down the control key highlight select the whole area range B3 to E6. The resulting selected area will be as shown in Figure 4, even though two areas are actually being selected. After applying the appropriate tool, the final result is as shown in Figure 5.

	A	B	C	D	E
1					
2					
3		1.1	1	1.2	2.12
4		0	1.4	7.3	5.6
5		2	7.3	9	1.1
6		3.2	1.11	5.6	7.3
7					

Figure 4

	A	B	C	D	E
1					
2					
3		1.10	1.00	1.20	2.12
4		0.00	1.40	7.30	5.60
5		2.00	7.30	9.00	1.10
6		3.20	1.11	5.60	7.30
7					

Figure 5

END OF PAGE.

Format Tools...

FORMAT with Long UNDERLINE (Alt+200)
FORMAT with very Long UNDERLINE (Alt+201)
FORMAT without the Long UNDERLINES (Alt+202)

SITUATION: I want to use long underlines.
What is a good way of doing it?

	A	B
1		
2	Albert	Bob
3		
4	1.5	2.3
5	2.1	1.8
6		
7		

Figure 1

	A	B
1		
2	<u>Albert</u>	<u>Bob</u>
3		
4	1.5	2.3
5	2.1	1.8
6		
7		

Figure 2

SOLUTION: Highlight select the cells to be underlined.
Under Format Tools in the Sup menu, you will see a list of format tools.
Click on the tool which Format with long Underline.

FORMAT with Long UNDERLINE (Alt+200)
FORMAT with very Long UNDERLINE (Alt+201)
FORMAT without the Long UNDERLINES (Alt+202)

Figure 3

SUMMARY: To format with long underlines takes two steps:
STEP ONE: Highlight the cells to be underlined.
STEP TWO: Click on the appropriate tool under the Format Tools in the Sup menu.

END OF PAGE.

Format Tools...

FORMAT the OUTLINE edges of the selected areas with BORDER LINES (Alt+206)

FORMAT the INTERNAL edges of the selected areas with NO BORDER LINES (Alt+207)

SITUATION: I want to put border outline on the selected cells
as shown below in Figure 2.
What is the fastest way of doing it?

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					

Figure 1

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					

Figure 2

SOLUTION: Highlight select the cells as shown in Figure 1.
Under Format Tools in the Sup menu, you will see a list of format tools.
Click on the tool which makes border outlines.
Also available is a useful tool for erasing internal edge lines.

FORMAT the OUTLINE edges of the selected areas with BORDER LINES (Alt+206)

FORMAT the INTERNAL edges of the selected areas with NO BORDER LINES (Alt+207)

Figure 3

SUMMARY: To make border outlines takes two steps:
STEP ONE: Highlight the selected area or areas
STEP TWO: Click on the appropriate tool under the Format Tools
in the Sup menu.

END OF PAGE.

Format Tools...

DISPLAY FORMAT switch between showing GridLines and showing None (Alt+56)

DISPLAY FORMAT switch between showing Values and showing Formulas. (Alt+67)

SITUATION: I want to display without gridlines
as shown below in Figure 2.
What is a fast way of doing it?

	A	B	C	D	E
1					
2		1.1			
3		2.1			
4		<u>1.5</u>			
5		4.7			
6					
7					

Figure 1

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					

Figure 2

SOLUTION: Under Format Tools in the Sup menu, you will see a list of format tools.
Click on the tool which switches the gridlines off.
Also available is a useful tool for switching to displaying formulas.

DISPLAY FORMAT switch between showing GridLines and showing None (Alt+56)

DISPLAY FORMAT switch between showing Values and showing Formulas. (Alt+67)

Figure 3

SUMMARY: To display without gridlines takes one step:

STEP ONE: Click on the appropriate tool under the Format Tools
in the Sup menu.

END OF PAGE.

Print Tools...

SET PRINT AREA to the same high-lighted areas when MULTIPLE sheets are selected (Alt+208)

SITUATION: I want to set printareas to multiple sheets.
What is the best way of doing it?

	A	B	C	D	E
1					
2		1.1			
3		2.1			
4		1.5			
5		4.7			
6					
7					

Figure 1

	A	B	C	D	E
1					
2		1.1			
3		2.1			
4		1.5			
5		4.7			
6					
7					

Figure 2

SOLUTION: Highlight select the printareas as shown in Figure 1.
Under Print Tools in the Sup menu, you will see a list of print tools.
Click on the tool which set printareas to mutiple sheets.

SET PRINT AREA to the same high-lighted areas when MULTIPLE sheets are selected (Alt+208)

Figure 3

SUMMARY: To set printareas to multiple sheets takes two steps:
STEP ONE: Highlight the selected area or areas
STEP TWO: Click on the appropriate tool under the Print Tools
in the Sup menu.

END OF PAGE.

Print Tools...

PRINT a list of pages, LOAD the SHEET NAMES from the selected cells (Alt+213)

HELP on how to specify the SHEET NAMES in the command above... (Alt+214)

SITUATION: I want to print out two sheets.

How do I do it?

	A	B
1		
2	Sheet1	
3	C:\TEMP\WORKBOOK1.XLS\Sheet1	
4		
5		

Figure 1

SOLUTION: Highlight select the two cells as shown in Figure 1.

Under Print Tools in the Sup menu, you will see a list of print tools.

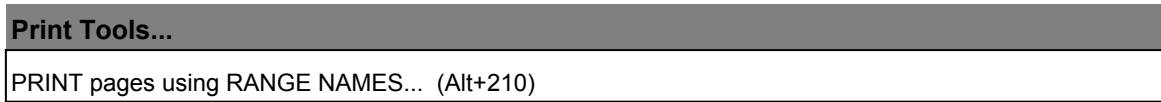
Click on the tool which prints out the sheets.

PRINT a list of pages, LOAD the SHEET NAMES from the selected cells (Alt+213)

HELP on how to specify the SHEET NAMES in the command above... (Alt+214)

Figure 2

SUMMARY: To print many sheets takes two steps:**STEP ONE:** Highlight select the cells with the sheet names.**STEP TWO:** Click on the appropriate tool under the Print Tools in the Sup menu.**END OF PAGE.**



SITUATION: I want to print pages using range names.
How do I do it?

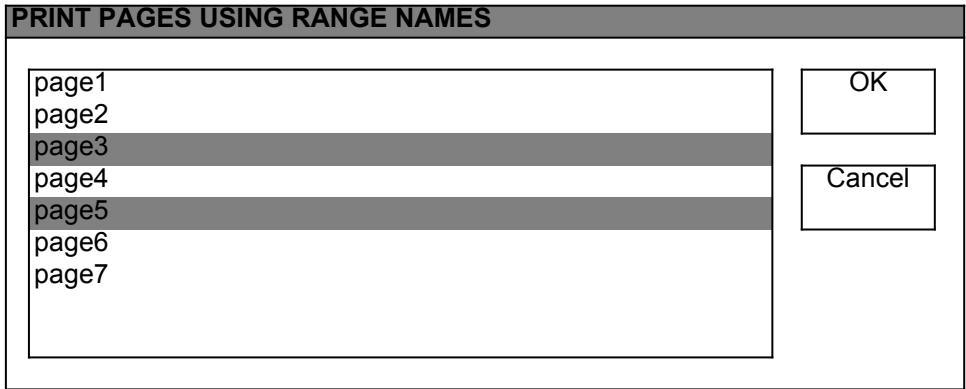


Figure 1

SOLUTION: Press Alt+55.

A dialog box will appear as shown in Figure 1, click on the range areas you want to print. To select more than one range area, hold down the Control key while clicking the mouse button.



Figure 2

SUMMARY: To print range areas takes two steps:

STEP ONE: Press Alt+55.

STEP TWO: When the dialog box appears, click on the range areas you want to print.

END OF PAGE.

Print Tools...

PRINT a list of records (i.e. rows), each record is printed as a separate page... (Alt+212)

SITUATION: I want to print a stack of pages, one record on each page.
How do I do it?

PRINT A LIST OF RECORDS

Print a list of records (ie. rows). Each record is printed as a separate page, but using the same page template.

OK

Where is the list of records? (reference address)

\$A\$1:\$I\$10

Cancel

Where is the print page template? (worksheet name)

Sheet1

Note that: Cells in the print page template NEED to be linked to (i.e. refer to) cells in the first row of the list of records.

Figure 1

SOLUTION: Under Print Tools in the Sup menu, you will see a list of print tools. Click on the tool to print a list of records, and a dialog box will appear as shown in Figure 1. Type in the cell reference of where the list of records are located. Select the worksheet where the print page template is located. Click on OK to run the print tool. Note that: the list of records and the print page template need to be on the same workbook.

PRINT a list of records (i.e. rows), each record is printed as a separate page... (Alt+212)

Figure 2

SUMMARY: To print a list of records takes three steps:

STEP ONE: Under the Print Tools in the Sup menu, click on the tool for printing records.

STEP TWO: When the dialog box appears, type in the location of the list of records and select the print page template.

STEP THREE: Press OK to run the print tool.

END OF PAGE.

Print Tools...

COPY from the selected sheet, the PRINTER PAGE SETUP settings (Alt+110)

PASTE to the selected sheet, the PRINTER PAGE SETUP settings (Alt+223)

SITUATION: I want to copy and paste printer page setups.
What is the best way of doing it?

	A	B	C	D	E
1					
2		1.1			
3		2.1			
4		1.5			
5		4.7			
6					
7					

Figure 1

SOLUTION: Select the first sheet, and Press Alt+110 to copy the printer page setup.
Select the second sheet, and press Alt+223 to paste the printer page setup.

COPY from the selected sheet, the PRINTER PAGE SETUP settings (Alt+110)

PASTE to the selected sheet, the PRINTER PAGE SETUP settings (Alt+223)

Figure 2

SUMMARY: To copy and paste printer page setups takes two steps:

STEP ONE: Select the first sheet, and Press Alt+110.

STEP TWO: Select the second sheet, and press Alt+223.

END OF PAGE.

Print Tools...

CLEAR the HEADER and FOOTER of the printer page setup (Alt+224)

STAMP out at the selected cell, HEADER and FOOTER of the printer page setup (Alt+217)

LOAD back from the selected cell, HEADER and FOOTER of the printer page setup (Alt+218)

SITUATION: I want to stamp out the header and footer of the printer page setup.
What is a quick way of doing it?

	A	B
1		
2		
3		
4		
5		

Figure 1

	A	B
1		
2	&A	
3	Page &P	
4		
5		

Figure 2

SOLUTION: Highlight select a cell as shown in Figure 1.

Under Print Tools in the Sup menu, you will see a list of print tools.

Click on the tool which stamps out the header and the footer.

CLEAR the HEADER and FOOTER of the printer page setup (Alt+224)

STAMP out at the selected cell, HEADER and FOOTER of the printer page setup (Alt+217)

LOAD back from the selected cell, HEADER and FOOTER of the printer page setup (Alt+218)

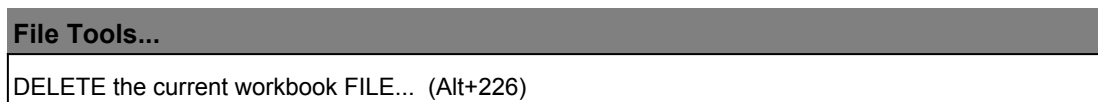
Figure 3

SUMMARY: To stamp out the header and the footer takes two steps:

STEP ONE: Highlight select a cell.

STEP TWO: Click on the appropriate tool under the Print Tools in the Sup menu.

END OF PAGE.



SITUATION: I want to delete the current workbook file.
How do I do it?

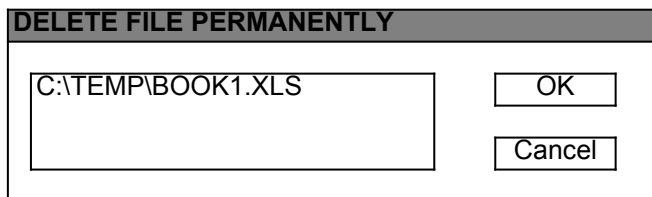


Figure 1

SOLUTION: Under File Tools in the Sup menu, you will see a list of file tools.
Select the tool which delete the current workbook file.
A dialog box will appear as shown above in Figure 1, click on OK.

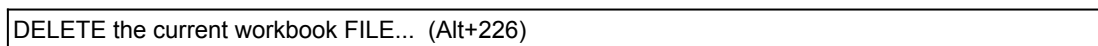
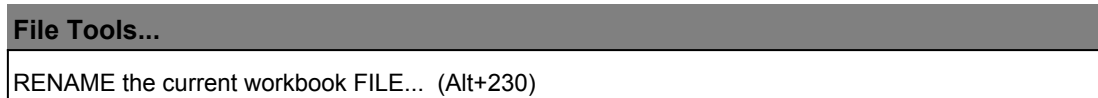


Figure 2

SUMMARY: To delete the current workbook file takes two steps:
STEP ONE: Click on the delete file tool under the File Tools
in the Sup menu.
STEP TWO: Click OK when the dialog box appears.

END OF PAGE.



SITUATION: I want to rename the current workbook file.
How do I do it?

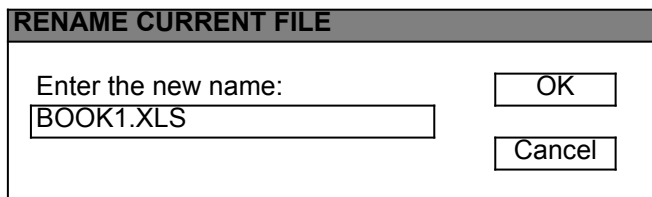


Figure 1

SOLUTION: Under File Tools in the Sup menu, you will see a list of file tools.
Select the tool which rename the current workbook file.
A dialog box will appear as shown above in Figure 1.
Type in the new file name and click on OK

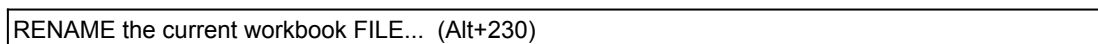


Figure 2

SUMMARY: To rename the current workbook file takes two steps:
STEP ONE: Click on the delete file tool under the File Tools
in the Sup menu.
STEP TWO: When the dialog box appears, type in the new name and click on OK.

END OF PAGE.

File Tools...

SAVE the current workbook FILE and save the PREVIOUS version as a .BAK backup file (Alt+227)

SITUATION: I want to save file with a backup.
What is a good way of doing it?

SOLUTION: Under File Tools in the Sup menu, you will see a list of file tools.
Select the tool which saves file with a backup.

SAVE the current workbook FILE and save the PREVIOUS version as a .BAK backup file (Alt+227)

Figure 2

SUMMARY: To save file with a backup takes one steps:
STEP ONE: Click on the appropriate tool under the File Tools
in the Sup menu.

END OF PAGE.

File Tools...

SAVE a COPY of the current workbook as a backup file on FLOPPY DRIVE a: (Alt+234)

SAVE a COPY of the current workbook as a backup file on FLOPPY DRIVE b: (Alt+235)

SITUATION: I want to save file to diskettes as a backup.
What is a good way of doing it?

SOLUTION: Under File Tools in the Sup menu, you will see a list of file tools.
Select the tool which saves file to diskettes as a backup.

SAVE a COPY of the current workbook as a backup file on FLOPPY DRIVE a: (Alt+234)

SAVE a COPY of the current workbook as a backup file on FLOPPY DRIVE b: (Alt+235)

Figure 2

SUMMARY: To save file to diskettes as a backup takes one steps:
STEP ONE: Click on the appropriate tool under the File Tools
in the Sup menu.

END OF PAGE.

File Tools...

CLOSE ALL the FILES (Alt+228)

OPEN ALL the FILES in the previous close-all-the-files tool (Alt+229)

SITUATION: I want to close all the opened files.
What is a fast way of doing it?

SOLUTION: Under File Tools in the Sup menu, you will see a list of file tools.
Select the tool which close all the files.

CLOSE ALL the FILES (Alt+228)

OPEN ALL the FILES in the previous close-all-the-files tool (Alt+229)

Figure 2

SUMMARY: To close all the files takes one steps:
STEP ONE: Click on the appropriate tool under the File Tools
in the Sup menu.

END OF PAGE.

File Tools...

STAMP out starting at the selected cell, names of opened FILES (Alt+241)

OPEN a list of FILES, LOAD the names from the selected cells (Alt+242)

CLOSE a list of FILES, LOAD the names from the selected cells (Alt+243)

SITUATION: I want to stamp out names of the opened files.

What is a good way of doing it?

	A	B
1		
2		
3		
4		
5		

Figure 1

	A	B
1		
2	C:\TEMP\BOOK1.XLS	
3	C:\TEMP\BOOK2.XLS	
4	C:\TEMP\BOOK3.XLS	
5		

Figure 2

SOLUTION: Highlight select a cell as shown in Figure 1.

Under File Tools in the Sup menu, you will see a list of file tools.

Click on the tool which stamps out the open file names.

STAMP out starting at the selected cell, names of opened FILES (Alt+241)

OPEN a list of FILES, LOAD the names from the selected cells (Alt+242)

CLOSE a list of FILES, LOAD the names from the selected cells (Alt+243)

Figure 3

SUMMARY: To stamp out open file names takes two steps:

STEP ONE: Highlight select a cell.

STEP TWO: Click on the appropriate tool under the File Tools in the Sup menu.

END OF PAGE.

File Tools...

STAMP out starting at the selected cell, names of FILES in the current workbook's directory (Alt+244)

STAMP out starting at the selected cell, names of SHEETS in the workbook (Alt+245)

STAMP out starting at the selected cell, names of range AREAS in the workbook (Alt+246)

SITUATION: I want to stamp out names of the sheets.

What is a good way of doing it?

	A	B
1		
2		
3		
4		
5		

Figure 1

	A	B
1		
2	Sheet1	
3	Sheet2	
4	Sheet3	
5		

Figure 2

SOLUTION: Highlight select a cell as shown in Figure 1.

Under File Tools in the Sup menu, you will see a list of file tools.

Click on the tool which stamps out the sheet names.

STAMP out starting at the selected cell, names of FILES in the current workbook's directory (Alt+244)

STAMP out starting at the selected cell, names of SHEETS in the workbook (Alt+245)

STAMP out starting at the selected cell, names of range AREAS in the workbook (Alt+246)

Figure 3

SUMMARY: To stamp out sheet names takes two steps:

STEP ONE: Highlight select a cell.

STEP TWO: Click on the appropriate tool under the File Tools in the Sup menu.

END OF PAGE.

HYPERLINK BOOKMARKS:

Add Link to Hyperlink BookMarks
Edit Hyperlink BookMarks

SITUATION: I want to use hyperlink bookmarks for going to often used range areas.
How do I do it?

	A	B
1		
2		
3		
4		
5		

Figure 1

SOLUTION:

- 1) Highlight select a range area as shown in Figure 1.
- 2) Under **HYPERLINK BOOKMARKS** in the Hyp menu, you will see two tools listed.
Click on the tool which **Add Link to Hyperlink BookMarks**.
You will see that a new hyperlink is added as the very last item of the Hyp menu.
- 3) Any time you want to go that often used range area, all you need to do is to select that hyperlink in the Hyp menu.

HYPERLINK BOOKMARKS:

Add Link to Hyperlink BookMarks
Edit Hyperlink BookMarks

Figure 3

SUMMARY: Using hyperlink bookmarks for going to often used range areas takes three steps:

STEP ONE: Highlight select a range area.

STEP TWO: Click on the **Add Link to Hyperlink BookMarks** tool in the Hyp menu.

STEP THREE: To go to the range area, click on the newly added hyperlink in the Hyp menu .

END OF PAGE.

TEN RECENT HYPERLINKS:

Goto Hyperlink	(Doubleclick)
Goto Forward	(Alt -->)
Goto Backward	(Alt <--)
Add Link to Recent Hyperlinks	(Alt+M)
Paste Link to the Selected Cell	(Alt+L)

SITUATION: I want to quickly jump between various range areas.
How do I do it?

	A	B
1		
2		
3		
4		
5		

Figure 1

SOLUTION:

- 1) Highlight select a range area as shown in Figure 1.
- 2) Press Alt+M.
This marks the area and adds the link to the ten recent hyperlinks.
- 3) Press Alt --> or Alt <--.
This move forward or backward within the ten recent hyperlinks.

TEN RECENT HYPERLINKS:

Goto Hyperlink	(Doubleclick)
Goto Forward	(Alt -->)
Goto Backward	(Alt <--)
Add Link to Recent Hyperlinks	(Alt+M)
Paste Link to the Selected Cell	(Alt+L)

Figure 3

SUMMARY: To quickly jump between various range areas takes three steps:

STEP ONE: Highlight select a range area for marking.

STEP TWO: Press Alt+M to mark the area.

STEP THREE: Press Alt --> and Alt <--,

to move forward and backward between the various range areas.

END OF PAGE.

TEN RECENT HYPERLINKS:

Goto Hyperlink	(DoubleClick)
Goto Forward	(Alt -->)
Goto Backward	(Alt <--)
Add Link to Recent Hyperlinks	(Alt+M)
Paste Link to the Selected Cell	(Alt+L)

SITUATION: I want to quickly jump to a useful range area by double clicking a cell.
How do I make a hyperlink at the cell?

	A	B	C	D
1				
2	DoubleClick Here			
3				
4				
5				

Figure 1

SOLUTION:

- 1) Highlight select a range area, such as C3:D4 as shown in Figure 1.
- 2) Press Alt+M.
This marks the area and adds the link to the ten recent hyperlinks.
- 3) Highlight select a cell, such as A2 shown in Figure 1.
- 4) Press Alt +L.
This makes a hyperlink at the selected cell.

A hyperlink is words that are blue and underlined. By double clicking the mouse on the words, we move forward to another page of text and figures. We can go back to where we first started by pressing Alt <--.

For example, if you double click on the blue words in Figure 1, you will move forward to the gray area. If you press Alt <-- you will go back to the blue hyperlink cell.

TEN RECENT HYPERLINKS:

Goto Hyperlink	(DoubleClick)
Goto Forward	(Alt -->)
Goto Backward	(Alt <--)
Add Link to Recent Hyperlinks	(Alt+M)
Paste Link to the Selected Cell	(Alt+L)

Figure 3

SUMMARY: To make a hyperlink takes four steps:

- STEP ONE:** Highlight select a range area for marking.
- STEP TWO:** Press Alt+M to mark the area.
- STEP THREE:** Highlight select a cell.
- STEP FOUR:** Press Alt+L to create a hyperlink at the cell.

END OF PAGE.

HYPERLINK BOOKMARKS:

Add Link to Hyperlink BookMarks

Edit Hyperlink BookMarks

SITUATION: I want to edit hyperlink bookmarks.
How do I do it?

EDIT HYPERLINK BOOKMARKS

My BookMarks | -->

BookMark1

BookMark2

My BookMarks | -->

BookMark3

BookMark4

BookMark5

BookMark6

BookMark7

BookMark8

Up

Down

These buttons move the selected ITEM

OK

Cancel

The new NAME LABEL for the selected ITEM on the Left is:

BookMark1

DELETE the selected ITEM

Insert a new GROUPING

Insert a SEPARATOR

Figure 1

SOLUTION:

Select the tool for Edit Hyperlink BookMarks under the Hyp menu.

When the dialog box appears, click on the buttons and type in the new labels.

Highlight select a hyperlink by clicking on it, as shown on Figure 1.

Type in the new label for it at the input box.

Delete the selected item by pressing the delete button.

Move the hyperlink up and down the menu by pressing the up and down buttons.

HYPERLINK BOOKMARKS:

Add Link to Hyperlink BookMarks

Edit Hyperlink BookMarks

Figure 2

SUMMARY: To edit hyperlink bookmarks takes three steps.

STEP ONE: Select the tool for Edit Hyperlink BookMarks under the Hyp menu.

STEP TWO: When the dialog box appears, click on the buttons and type in the new labels.

STEP THREE: Click OK when done editing.

END OF PAGE.