

Keyboard Shortcuts

Alt + Page Down	Move right one screen
Alt + Page Up	Move left one screen
Ctrl + 0 (zero)	Hide Columns
Ctrl + 1	Launch Format cells dialog box
Ctrl + 9	Hide rows
Ctrl + A	Select all (entire worksheet)
Ctrl + C	Copy selected cells
Ctrl + Down Arrow	Move to the bottom of data in a column
Ctrl + End	Move to the bottom right cell in the used area of a worksheet
Ctrl + F	Find
Ctrl + G	Show Go To dialog box
Ctrl + H	Find & Replace
Ctrl + Home	Move to the top left cell of a worksheet
Ctrl + Left Arrow	Move to the beginning of data in a row
Ctrl + Right Arrow	Move to the end of data in a row
Ctrl + N	New workbook
Ctrl + O	Open an existing workbook
Ctrl + P	Print
Ctrl + Shift + \$	Currency format
Ctrl + Shift + %	Percent format
Ctrl + Shift + (Show hidden rows
Ctrl + Shift +)	Show hidden Columns
Ctrl + Shift + 8	Select a range
Ctrl + Up Arrow	Move to the top of data in a column
Ctrl + V	Paste
Ctrl + W	Close workbook
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + ;	Enter the current date.
Ctrl + S	Save existing workbook
F1	Help
F11	Create a chart
F12	Save as
F4 or (Ctrl + F)	Repeat
F7	Spell Check
F9	Recalculate worksheets
Page Down	Move down one screen
Page Up	Move up one screen

MOSTL XML Schema for SmartTag Usage

An XML Schema is a set of rules or constructs that defines what makes valid XML in a given context. MOSTL stands for Microsoft Office Smart Tag List, and the MOSTL Schema defines the structure that your XML must adhere to if you want to create a valid MOSTL Smart Tag.

Put another way, Office programs interpret XML for Smart Tags according to the MOSTL schema. If you want your Smart tag to be interpreted correctly by Microsoft Office, you must follow the rules of the MOSTL schema.

```
<ST:smarttaglist xmlns:ST="urn:schemas-microsoft-com:smarttags:list">
  <ST:name> SmartTagName</ST:name>
  <ST:description> Smart Tag description</ST:description>
  <ST:smarttag type="urn:schemas-microsoft-com:smarttags:SmartTagName">
    <ST:caption>Caption</ST:caption>
    <ST:terms>
      <ST:termlist>term1, term2, term3, term4</ST:termlist>
    </ST:terms>
    <ST:actions>
      <ST:action id="id number">
        <ST:caption>option name</ST:caption>
        <ST:url>URL to go to</ST:url>
      </ST:action>
      <ST:action id=" id number ">
        <ST:caption>option name</ST:caption>
        <ST:url>URL to go to</ST:url>
      </ST:action>
      <ST:action id=" id number ">
        <ST:caption>option name</ST:caption>
        <ST:url>URL to go to</ST:url>
      </ST:action>
    </ST:actions>
  </ST:smarttag>
</ST:smarttaglist>
```








Macro Security Settings

For macros in documents not in a trusted location, choose one of the following four options. These options are located in Excel Options → Macro Settings:

- Disable all macros without notification** This setting will prevent macros in files that are not in trusted locations from being run. (Trusted locations are normally on your own hard drive or shared folders on your network.) If you select this option, macros that are not in a trusted location will be disabled. Any alert boxes or messages associated with macro security will also be disabled.
- Disable all macros with notification** This is Excel 2007's default macro security setting. With this setting, macros in files that are not in trusted locations will be disabled, but you will still see security alerts if a workbook from a non trusted location contains a macro.
- Disable all macros except digitally signed macros** This setting is like the first option in that it will disable all macros unless they contain a valid digital signature. Macros can have a digital signature applied to them when a programmer attaches his/her signature as part of the code.
- Enable all macros** Excel will enable all macro code no matter what the content or source. This is not a recommended setting because any macro made by a malicious user could be executed and cause you to lose data or otherwise harm your computer.

Form Controls

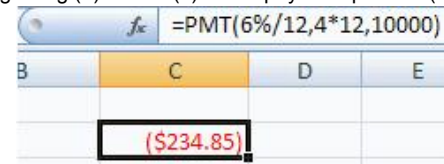
A form control is a kind of user interface component that can be added to a worksheet. You can add a single control or a group of form controls.

-  The label control allows you to add a text label to a worksheet.
-  The button control allows you to add a button to a worksheet. (The button could be assigned to a macro if you wish.)
- The check box control allows a user to make selections based on true or false values.
-  The option (radio) button control can enable a selection from mutually exclusive items.
-  The list box control can provide options based on a list of worksheet data.
-  The combo box control can provide options based on worksheet data.
-  The scroll bar control allows you to scroll through a selection of data.
-  The spin button control allows you to increase or decrease a numeric value for input.

PMT Financial Formula

The PMT function is a good example of the capabilities of Excel's financial functions. If you have a loan at a constant interest rate and fixed periodic payments, the PMT function will calculate the amount of a single loan payment. Consider a loan of \$10,000 with 6% annual interest over 4 years:

- Rate** The Rate argument is the interest rate per payment period. This means that if you have a 6% annual interest rate, and your payments will be once a month, the rate will be 6%/12.
- Nper** The Nper argument is the number of payment periods required for the loan. If you are repaying the loan over 4 years, the Nper argument would be 4*12, for four years of 12 monthly payments.
- Pv** The Pv argument is the present value of the loan, \$10,000.
- Fv** You can use an Fv argument to specify an amount that is left outstanding after the loan payments are made for all payment periods. (Default is 0.)
- Date** The Type argument will specify if the payment is made at the beginning (1) or end (0) of the payment period. (Default is 0.)



The monthly payment needs to be \$234.85.

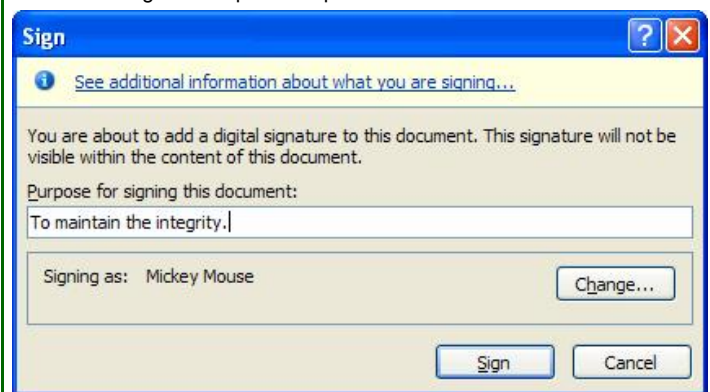
VBA Operators

Operator	Definition	Example
Not	Inverses a logical value	Not True equals False, and Not False equals True
=	Tests for equality	X = Y will evaluate to true if X has the same value as Y
<>	Not equals	X <> Y will evaluate to true if X does not equal Y
<	Less than	X < Y evaluates to true if X is less than Y
>	Greater than	X > Y evaluates to true if X is greater than Y
>=	Greater than equal to	5 >= 5 is true 5 >= 6 is false
<=	Less than or equal to	5 <= 5 is true 5 <= 4 is false

The equality operator (=) serves a dual purpose in VBA. It can be used as a logical test for equality, i.e. **If myValue = 10 Then statement**. Or it can be used as an assignment operator as in **myValue = someNumber + 10**, where the variable **myValue** is assigned the value on the right hand side of the equals sign (**someNumber + 10**).

Digitally Signing your Workbook

1. Click Office Menu → Prepare → Add a Digital Signature.
2. Choose to view digital signature providers on the Internet or Click OK to proceed with making your own signature.
3. Click the Create your own digital ID radio button in the Get a Digital ID dialogue box
Click OK
4. Enter your own information in the dialogue box.
5. After entering your personal info, you will be asked to confirm the purpose of creating the signature.
6. Click Sign to complete the process.



Installing Add-Ins

1. Open Excel Options.
2. Click the Add-In tab on the left side of the screen
3. At the bottom of the Add-In page, select Excel Add-Ins from the Manage combo box.
4. Select the Add-In you want to install by placing a check mark beside it.
5. Click OK to install the Add-In or click the Automation button to set some background properties for this Add-In.

VBA Data Types

- String** Strings of text data.
- Double** Large numbers with or without decimal places.
- Integer** Small to moderately large whole numbers.
- Long** Large numbers with no decimal places (sometimes referred to as a long integer).
- Date** Contains a date like an integer holds a whole number.
- VARIANT** Will hold any data type.