



# HARNESSE THE POWER OF EXCEL

WITH SUZANNE  
DRIVER

[www.signalbizhub.org](http://www.signalbizhub.org)



# Power of Excel

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Using Excel for Business

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Campaign Scheduling

Sales Analysis

Budgets and Forecasting

Cash Flow

List Management

Book1 - Excel

Suzanne Driver

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER BLUEBEAM POWERPIVOT

Clipboard Font Alignment Number Styles Cells Editing Bluebeam

Calibri 11 A A

B I U

Wrap Text

General

Conditional Formatting

Format as Table

Cell Styles

Insert Delete Format

Sort & Filter Find & Select

Create PDF Change Settings Batch PDF

A1

Format as Table  
Quickly convert a range of cells to a table with its own style.

A B C D E F G H I J K L Q R S T U

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Sheet1

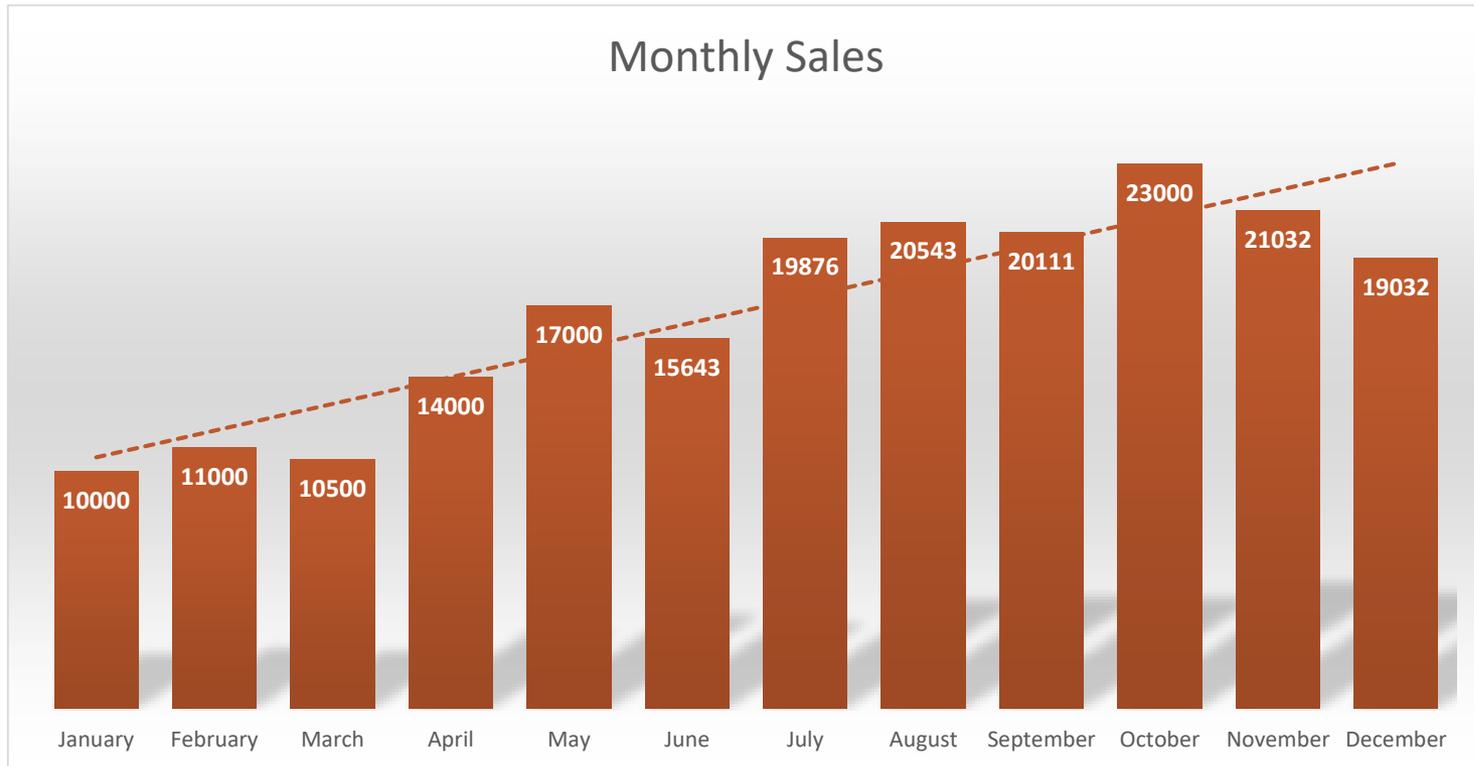
READY 100%



# Campaign Scheduling

Campaigns		
Date	Email	Facebook
Mon 06/11/2017	Group A	Target Liphook
Tue 07/11/2017	Group B	Target Woking
Wed 08/11/2017	Group C	
Thu 09/11/2017		Target Farnham
Fri 10/11/2017		Target Guildford
Mon 13/11/2017	Remind Group A	
Tue 14/11/2017	Remind Group B	
Wed 15/11/2017	Remind Group C	
Thu 16/11/2017		
Fri 17/11/2017		
Mon 20/11/2017	Remind Group A	
Tue 21/11/2017	Remind Group B	
Wed 22/11/2017	Remind Group C	
Thu 23/11/2017		
Fri 24/11/2017		

# Sales Analysis



# Budgets and Forecasting

## Cashflow

	WK1	WK2	WK3	WK4	WK5	WK6	WK7	WK8
	20/10/2017	27/10/2017	03/11/2017	10/11/2017	17/11/2017	24/11/2017	01/12/2017	08/12/2017
Bank C/F	£ 1,000.00	£ 2,080.00	£ 380.00	£ 780.00	£ 371.00	£ 2,160.60	£ 1,287.00	-£ 13.00
Invoices Due	£ 1,600.00	£ 3,000.00	£ 5,000.00	£ 2,000.00	£ 2,487.00	£ 3,908.00	£ 1,000.00	£ 4,000.00
Rent Due			£ 600.00				£ 600.00	
Transfer VAT A/C	£ 320.00	£ 600.00	£ 1,000.00	£ 400.00	£ 497.40	£ 781.60	£ 200.00	£ 800.00
Payroll		£ 4,000.00				£ 4,000.00		
Tax/NI				£ 800.00				
Suppliers	£ 200.00	£ 100.00	£ 3,000.00	£ 1,209.00	£ 200.00	£ -	£ 1,500.00	£ 1,000.00
Money In Bank	<b>£ 2,080.00</b>	<b>£ 380.00</b>	<b>£ 780.00</b>	<b>£ 371.00</b>	<b>£ 2,160.60</b>	<b>£ 1,287.00</b>	<b>-£ 13.00</b>	<b>£ 2,187.00</b>

# List Management

A	B	C	D	E	F	G
Contact Email	Title	First Name	Surname	Name	Position	Company Name
customer-services@1066housing.co.uk	Ms	Karen	COOPER		HR Consul	1066 Housing Assoc
brenda.voogt@1stcontact.co.uk	Mr	BRENDan	Voogt		Ops Direct	1st Contact Ltd.
claire.jenkins@2e2.com	Ms	CLAiRE	Jenkins		HR Manag	2E2 Ltd.
hro@2care-rsl.org.uk	Mr	Andrew	Mouzouri		Training M	2Care
andy_gilliam@3com.co.uk	Mr	AnDY	Gilliam		Intl Trainir	3Com UK Ltd
	Ms	Jo	KEAL WILLIAMS		Training M	Abacus Group Ltd
	Ms	Linda	Sibert		Training O	Abacus Group Ltd
	Mr	Paul	BOYCE		Training O	Abacus Group Ltd
tony.elliott@gb.abb.com	Mr	Tony	Elliot		HR Manag	ABB Ltd
	Mr	Mike	LAVELLE		Head of Co	Abbott Laboratorie
donovans@amvbbdo.co.uk	Ms	Sara	Donovan		Training &	Abbott Mead Vick
	Mr	John	Watson		Personnel	Ables
iwalton@mmm.com	Mr	Ian	Walton		Training M	3M UK Holdings pl
		Soa	Gorgueira		Training ai	A2 Dominion Grou
	Ms	Sharin	Fox Smith		Personnel	A&O Systems & Se



# What's Next

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Training

Excel at Signal  
25/3/19

Company  
Booking – 3  
Hours

**WORKING WITH NUMBERS  
IN EXCEL**

With Suzanne Driver

Monday 25th March at SiGNAL

This 3 hour course is  
designed for users of Excel  
who have no formal training.  
All key skills plus shortcut  
keys and ideas!

Book today!  
[www.signalbordon.org](http://www.signalbordon.org)



MON, 25 MAR 13:30

## Working with Numbers in Excel

Signal, Bordon

£99

#Business #Course

50%  
Discount  
Today



THANK YOU

Power of  
Excel

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# Hints and Tips from Suzanne Driver



Office 365 Trainer at the Bordon Hub 20th March 2019

## 1) Fill a column with double click

Highlight a cell

	A	B	C
1	Who is already talking to your customers?		
2			
3		1 A	
4		2	
5		3	
6		4	
7		5	
8		6	
9			
10			

Hover over the bottom right corner, you will get the + cursor (twiggy)

Double click the corner and the column will fill down to the bottom of the column adjoining it.

	A	B	C
1	Who is already talking to your customers?		
2			
3		1 A	
4		2 A	
5		3 A	
6		4 A	
7		5 A	
8		6 A	
9			
10			

Join us each Wednesday 9:30 - 12:00

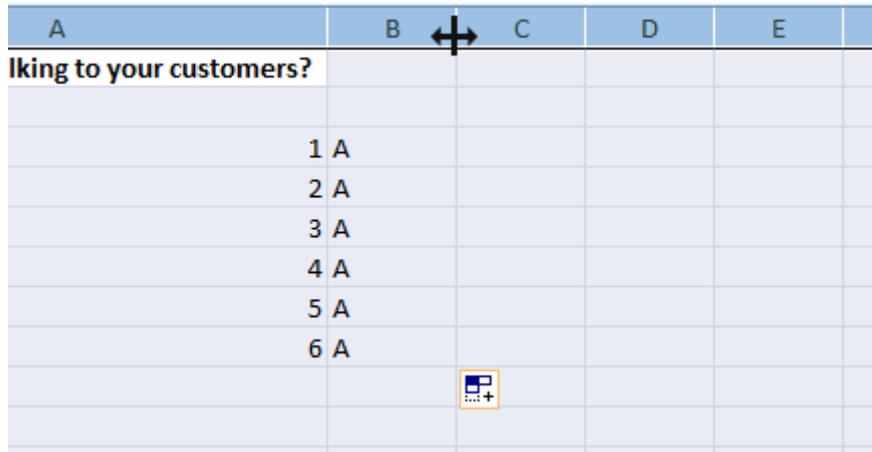
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## 2) Resize all columns to the right width

Highlight all the columns you wish to resize the width of

Hover between the columns and the double arrow cursor will show



A	B	C	D	E
Who is already talking to your customers?				
1 A				
2 A				
3 A				
4 A				
5 A				
6 A				

Double click and the columns will resize to fit each columns content

## 3) Add current date to the cell

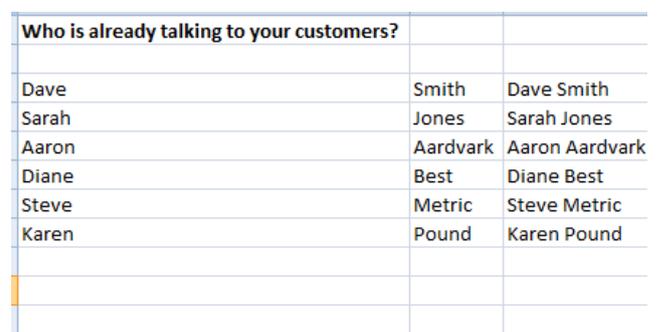
Click alt + ; at the same time

## 4) Concatenate two columns

Type into the right of two columns, Excel will fill and concatenate all data in the previous two cells



Who is already talking to your customers?	
Dave	Smith
Sarah	Jones
Aaron	Aardvark
Diane	Best
Steve	Metric
Karen	Pound



Who is already talking to your customers?	
Dave	Smith
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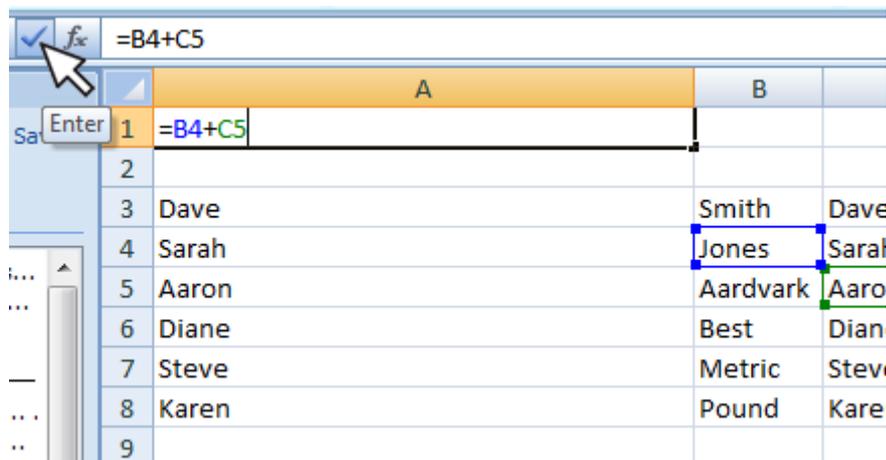
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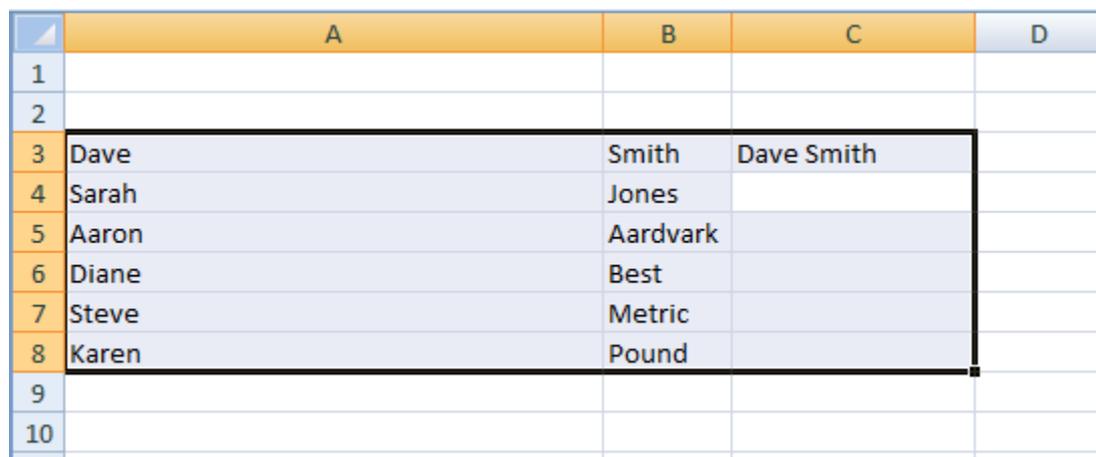


### 5) Use the tick button to save a click

Once you have written your formula, click the tick button to the left of the formula bar. This closes the cell but leaves the cell highlighted.



### 6) Highlight cells and use tab to move sequentially down them



Select the range of cells you wish to work with and then use the [TAB] button to move through just the range of cells selected



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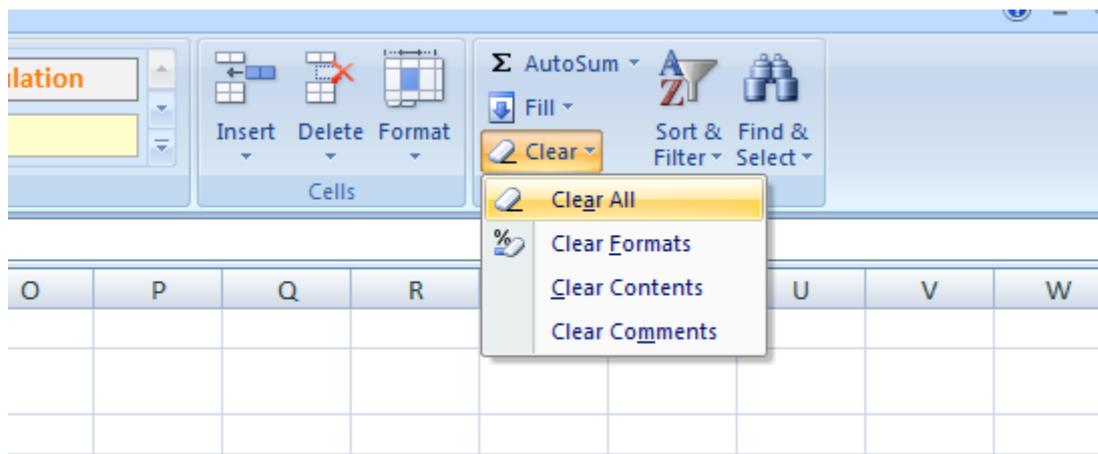
## 7) Do not use empty rows

	A	B	C	D	E	F
1						
2	This is the Title					
3	Dave	Smith	Dave Smith			
4	Sarah	Jones				
5	Aaron	Aardvark				
6	Diane	Best				
7	Steve	Metric				
8	Karen	Pound				
9						
10						

Excel dislikes empty rows so to separate large amounts of data, make the row taller and format the txt to the top/middle

## 8) Do not just delete

Using delete button on keyboard only deletes the content but not the formatting. Use clear all button to wipe content and format too



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