



Excel for CPAs

Tips, Tricks and Traps

50 Excel Tips, Tricks & Traps

The file used in today's presentation is available for download at www.CarltonCollins.com under the Excel tab.

1. Recover an unsaved Workbook (End of **Recent Files**)
2. Recover an Excel File You Forgot to Save (Open a file, then select **File, Info, Versions**)
3. Underlines that don't touch Excel (Use **Accounting Format**, then apply **Font Underlines**)
4. Five Tips Using Excel's Fill Handle:
 - a. Copy by dragging the Fill Handle
 - b. Autofill by dragging the Fill Handle
 - c. Hold Ctrl key when dragging Fill Handle to disable AutoFill effect
 - d. Double-click the Fill handle to copy down
 - e. Drag the Fill Handle to number a range
5. Sparklines (Excel 2010 & 2013 only, select **Insert, Sparklines**)
6. Unlock 219 Hidden Excel Commands
7. Using **Speak Cells** in a macro
8. Use Excel's **Exact Function** to compare upper or lower character case
9. Suggested default settings for Excel
10. Using transparency in Excel's Area Charts
11. Printing Charts (select the chart, not the chart range)
12. Formula Auditing:
 - a. Auditing Formulas with **Trace Precedent Arrows**
 - b. Auditing Formulas with **Show Formulas** (or press CTRL + ` (Accent Mark))
 - c. Auditing Formulas with **Evaluate Formula**
13. Managing Links in Excel (Use **Data, Links** and Search for a “[“)
14. Controlling the green error tick marks in Excel (Select **Formulas, Error Checking, Options**)
15. Use Superscript Font to improve appearance of footnote reference in Excel
16. Footing your financials in Excel (Embed Word as an Object in Excel)
17. Displaying two-digit Years as the default date format (**Control Panel, Region or Regional**)
18. Duplicate a worksheet by dragging
19. Excel **print scaling** tip for fitting all columns on a single page
20. Using Excel's **Split Screen Tool**
21. Grouping tip – Use **Auto Outline** instead of **Grouping**
22. Using the Calibri for text and numbers in Excel
23. Different approaches to using **AutoSum**
24. Controlling **Precision** in Excel (**File, Options, Advanced, When Calculating..., Set Precision...**)
25. Helpful working examples of all Excel functions (**Formulas, Insert Function, Help...**)
26. Customizing the **Status Bar** (Right-click the **Status Bar**)
27. Zoom in and out of Excel using **Ctrl + Scroll Wheel**
28. Make the **Format Painter** tool stick (by double-clicking)
29. Replace formatting with **Find and Replace, Options**
30. Creating **Custom Lists** in Excel
31. Using **Scroll Tips** in Excel
32. Click the edge of a cell to navigate that direction
33. Using the Indent Icon
34. Creating a Drop Down with **Alt + Down Arrow**
35. Use **F4** to repeat your last command

- 36. Using **F11** to produce a Quick Chart
- 37. Excel trick for filling in missing labels
- 38. AutoFilter**
- 39. Using the **REPT** function – a poor man’s sparkline
- 40. The **INFO** function
- 41. The **CELL** function
- 42. A list of all 455 functions
- 43. The **AGGREGATE** function

Some New Stuff in Excel 2013:

- 44. **Flash Fill** - watches you work and applies logic to help you complete your tasks.
- 45. **Quick Analysis** - helps you analyze data more quickly by offering data layouts.
- 46. **Timeline Slicer** - helps you slice and dice Pivot data containing dates.
- 47. **PowerView** - enables you to create new report types, such as the interactive map charts.
- 48. **Get A Link** – Send Excel workbooks links instead of workbooks via email.
- 49. **Excel Compare tool** - similar to Word’s Compare tool.
- 50. **Touch-Screen Enabled** – Makes excel accessible on touch-screen mobile devices.
- 51. **Windows 8 Style Tiles** – For easy launching and navigation.



Bio for J. Carlton Collins, CPA

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Summary of Selected Positions, Awards & Accomplishments:

1. Member of the 2013 GSCPA Leadership Council.
2. Recipient of the John L. Lawler award for 2012 best article in the Journal of Accountancy.
3. 2013 - 2014 Chair of the GSCPA IT Section.
4. Author of the monthly technology Q&A column for the Journal of Accountancy.
5. Recipient of the AICPA’s *Lifetime Technical Contribution to the CPA Profession Award*.
6. Honored as one of the CPA Industries Top 25 Thought Leaders by CPA Technology Advisor
7. Chairman of the Southeast Accounting Show - the South’s largest CPA event (*multiple years*).
8. Recipient of the ASCPA’s *Tom Radcliff Outstanding Discussion Leader Award*.
9. Named “Top Ten CPA Technologists” by Accounting Technologies Magazine (*multiple years*).
10. Named “Top 100 Most Influential CPAs ” by Accounting Technologies Magazine (*multiple years*).
11. Has personally delivered over 2,000 technology lectures in multiple countries throughout the world.
12. Recipient of the Outstanding Discussion Leader Award from the Georgia Society of CPAs.
13. Lead author for PPC’s Guide to Installing Microcomputer Accounting Systems.
14. Has installed accounting systems for more than 200 companies.
15. Chairperson of the AICPA Technology Conference.
16. Recipient of the ACCPAC Partner of the Year Award.
17. Determined by SAP to be one of the country’s “Top Ten Most Influential ERP Systems Consultants”.
18. Has delivered keynote and session lectures at dozens of accounting software conferences including seven Microsoft Partner Conferences, five Sage Conferences, and multiple conferences for Epicor, Open Systems, Exact Software, Sage ACCPAC ERP, Dynamics NAV, Dynamics AX, SouthWare, Axapta .
19. Has provided consulting services to many computer companies (including Compaq, IBM, Microsoft, Apple, Novell, Peachtree, Epicor, Sage Software, Exact, ACCPAC, Intuit, Peachtree, Great Plains, and others).
20. Sworn in as a Certified Public Accountant on September 18, 1985.
21. Member of the American Institute of CPAs since 1985.
22. Member of the Georgia Society of CPAs since 1982.
23. Founder of the Atlanta based PC Advisory Group in 1987.

24. Editor of [Accounting Software News](#) since 1998.

J. Carlton Collins, CPA is an award winning author/editor for the Journal of Accountancy who publishes a monthly technology column in the Journal. In 2013 Collins won the prestigious Lawler Award for excellence in national journalism. J. Carlton Collins, CPA is also an award winning and top rated public speaker, delivering more than 2,000 lectures in 44 states and 5 countries at international, national, and regional conferences and full day CPE presentations. His awards include "AICPA Lifetime Achievement Award", "Tom Radcliffe Outstanding Discussion Leader Award", "GSCPA Outstanding Discussion Leader Award", and "Accounting Technologies' Top Ten CPA Technologists Award". J. Carlton Collins, CPA is also a consultant who has assisted 275+ large and small companies with the selection and implementation of accounting systems. Mr. Collins has a Bachelor's degree in Accounting from the University of Georgia, and is a 25+ year member of the American Institute of CPAs and the Georgia Society of CPAs.

At the University of Georgia, Mr. Collins was elected President of the Phi Eta Sigma Honor Society, was initiated into the BIFTAD Honor Society, served three years in the Judicial Defender/Advocate program, and was a member of Alpha Tau Omega fraternity.

At Glynn Academy High School, Mr. Collins was Senior Class President, Class Valedictorian (1 of 6), and received a principle nomination to Annapolis Naval Academy. Mr. Collins has been married for 29 years and has two children. He devotes his leisure time to family, travel, tennis, fishing, snow skiing, and riding motorcycles (both dirt and street). Mr. Collins is past president of his home owners association, participates in the Gwinnett Clean and Beautiful program, and volunteers for Norcross Cooperative Ministries food drive.

As an auditor Mr. Collins has audited businesses in the areas of health care, construction, distribution, automobile dealerships, insurance, manufacturing, and general business. Mr. Collins' tax experience includes corporate, individual, partnership, fiduciary, and estate tax planning work. In the area of finance, Mr. Collins has prepared (or assisted in preparing) feasibility studies and financial forecasts for nearly 300 projects seeking more than \$3 billion in startup capital, including field work for 80 of those projects. Mr. Collins is familiar with bond issues, Medicare and Medicaid reimbursement, and conventional financing matters. In 1992, Mr. Collins contributed and demonstrated more than 500 pages of suggested design improvements to the Microsoft Excel development team - and many of those improvements are found in Excel today.