



Introduction to Excel Dashboards Part 2

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About the speaker:

David H. Ringstrom, CPA, is an author and nationally recognized instructor who teaches scores of webinars each year. His Excel courses are based on over 25 years of consulting and teaching experience. His mantra is “Either you work Excel, or it works you.” David offers spreadsheet and database consulting services nationwide.



Excel Versions

I'll be teaching from the Microsoft 365 version of Excel, and noting any differences or limitations in the legacy versions of Excel. References to Excel 2013+, Excel 2016+, and so on mean a feature is available in all subsequent versions, including Microsoft 365.

The Future of Excel

Microsoft 365 (Formerly Office 365)

Subscription-based version of Microsoft Office, which includes Excel. Use the software on multiple devices, new calculation engine, services and more features are rolling out that will dramatically set this version apart from past Excel versions.
www.microsoft365.com

Legacy Versions

Perpetual Licenses

Pay once for the software to use on a single computer. No new features added until you buy a new license. Includes

Excel 2019
Excel 2016
Excel 2013
Excel 2010
Excel 2007 and earlier

1 File Home Insert Page Layout

2 Cut Copy

Paste Format Painter

Calibri

B I U

I demonstrate each technique at least twice, first by way of numbered steps in PowerPoint, and then in Excel.

The following articles written by David Ringstrom include PDF of today's presentation along with an example workbook that contains most examples I'll teach from as well as related articles.

Email ask@davidringstrom.com if you haven't received the handouts.

Excel Tips, Data Entry Shortcuts

Related Articles Car Payme



Dynamic Pivot Chart Titles

1 Select any cell within the Top 5 Vendors pivot table.

2 Drag the field your slicer is based on (in this case Product) into the Filters section.

3 Add either formula. The goal is to have a formula that shows what choice has been made from the slicer.

4 Click once to select the title.

5 Click in the formula bar and type an = sign.

6 Click the cell that contains the formula, and then press Enter.

PivotTable Data:

Product	Total Sales
Whistlestop Fruit Stand	495,770
Bob's Fruit	402,746
Mountain Fruit	372,053
Grand Total	1,976,443

PivotChart Data:

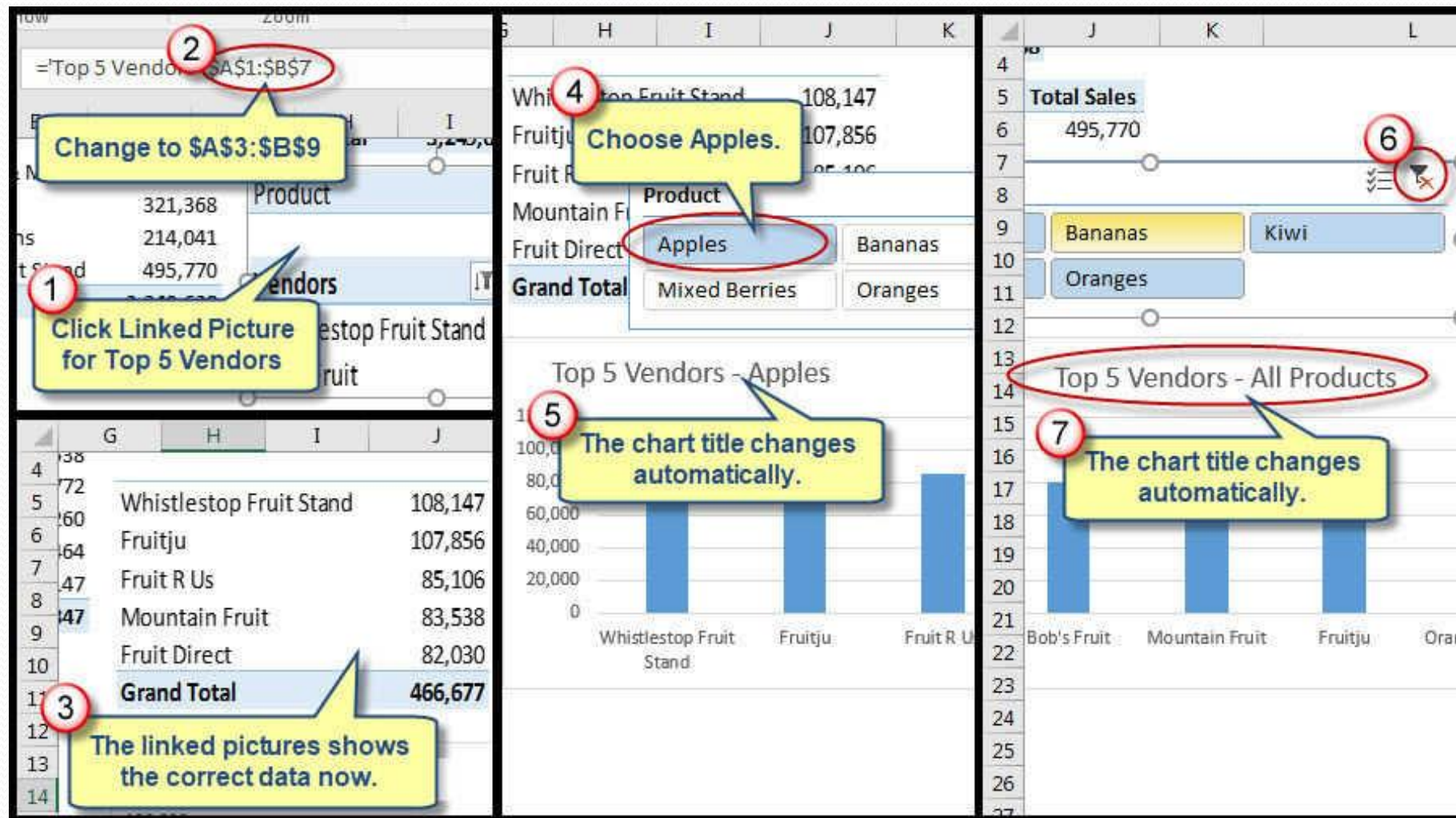
Product	Total Sales
Whistlestop Fruit Stand	495,770
Bob's Fruit	402,746
Mountain Fruit	372,053
Grand Total	1,976,443

Formulas:

- Formula 1: `=IF(B1="(All)","All Products",B1)`
- Formula 2: `=IF(B1="(All)","All Products",B1)`
- Formula 3: `=IF(B1="(All)","All Products",B1)`
- Formula 4: `=IF(B1="(All)","All Products",B1)`



Dynamic Pivot Chart Titles





Linked Picture/Slicer Conflict

Panel 1: Problem

Linked pictures that overlap a slicer can make the slicer inoperable.

Region	Total Sales	Vendors
Mid GA	691,787	Bob's Fruit
North GA	2,108,437	Fruit Direct
South GA	449,414	Fruit R Us
Grand Total	3,249,638	Fruitju

Panel 2: Solution

Right-click the slicer.

City	Total Sales	Vendors
Atlanta	1,416,079	Middle Georgia
Blue Ridge	383,506	Mountain Fruit
Brunswick	235,373	Navel Oranges
Clarkesville	308,852	Orange U Glad
Macon	691,787	Oranges 'n Onions

Panel 3: Result

The slicer works properly now.

Region	Total Sales	Vendors
Mid GA	220,842	Bob's Fruit
North GA	381,234	Fruit Direct
South GA	113,901	Fruit R Us
Grand Total	715,977	Fruitju

Product Slicer:

- Oranges
- Bananas
- Apples
- Mixed Berries



Linked Pictures/Drill Down

1 Double-click a Linked Picture.

Region	Total Sales	Vendors
Mid GA	691,787	Bob's Fruit
North GA	2,108,437	Fruit Direct
South GA	449,414	Fruit R Us

2 The corresponding pivot table is activated.

Region	Total Sales
Mid GA	691,787
North GA	2,108,437
South GA	449,414
Grand Total	3,249,638

3 Double-click any number within a pivot table.

Region	Total Sales
Mid GA	691,787
North GA	2,108,437
South GA	449,414
Grand Total	3,249,638

4 A new worksheet appears with the underlying detail.

Region	City	Vendor	Product
North GA	Atlanta	Fruit R Us	Oranges
North GA	Atlanta	Fruit R Us	Apples
North GA	Atlanta	Fruit R Us	Kiwi
North GA	Atlanta	Fruit R Us	Bananas

5 Optional: Turn on Total Row.

6 Click any cell within the total row to add a total formula.

Region	City	Vendor	Product
North GA	Atlanta	Fruit R Us	Oranges
North GA	Atlanta	Fruit R Us	Apples
North GA	Atlanta	Fruit R Us	Kiwi
North GA	Atlanta	Fruit R Us	Bananas
			2108437



Timeline Feature (Excel 2013+)

1 Select any cell within a pivot table that contains at least one column of dates in its source data.

2 Choose the Timeline command from the Insert or Analyze menus.

3 Select a column, only columns containing dates will appear here.

4 OK

5 The Timeline appears.

6 Select a month.

7 The pivot table only shows data for that month.

8 Click Clear to show all data again.

9 Click here to change the time scale.

10 Right-click on a Timeline and choose Remove if you wish to delete the object.



Sparklines and Timeline Compatibility Issues

The image consists of two side-by-side screenshots of the Microsoft Excel 2007 interface, illustrating compatibility issues with Sparklines and Timelines.

Left Screenshot: Shows a worksheet named 'Sheet2' with a table of fruit sales data. A green text box at the top provides a link to a free add-in for creating Excel 2007-compatible sparklines. A red callout box at the bottom states: "Timelines cannot be used in Excel 2010 and earlier."

Row Labels	Sum of Cases Sold
Apples	14441
Bananas	12365
Kiwi	12647
Mixed Berries	8839
Oranges	13560
Grand Total	61852

Right Screenshot: Shows a worksheet named 'Sparklines W' with a table of fruit sales data by month. A red callout box points to a cell containing a sparkline, stating: "Sparklines will not appear in Excel 2007, nor will any warning be presented."

Fruit	January	February	March
Apples	193	245	35
Oranges	409	303	24



Sparklines Feature (Excel 2010+)

1 Select the cell(s) where you want to put the Sparklines.

2 Choose a Sparkline command from the Insert menu.

3 Select the cells with data.

4 OK

5 Column sparklines.

Line sparklines.

Win/Loss sparklines. "Up" bars represent positive numbers, "down" negative.

	A	B	C	D
1	Data	Jan	Feb	Mar
2	Apples	271	264	154
3	Oranges	253	203	229

	A	B	C	D
1	Data	Jan	Feb	Mar
2	Apples	271	264	154
3	Oranges	253	203	229

	A	B	C	D
1	Data	Jan	Feb	Mar
2	Apples	271	264	-154
3	Oranges	253	-203	229



Dashboard Sparklines

Step 1: Add the data for the month of April.

	A	B	C	D	E
1	Data	Jan	Feb	Mar	Apr
2	Apples	271	264	154	400
3	Oranges	253	203	229	500

Step 2: Sparkline still shows 3 months only.

	A	B	C	D	E
1	Data	Jan	Feb	Mar	Apr
2	Apples	271	264	154	400
3	Oranges	253	203	229	500

Step 3: Select any cell within your data.

Step 4: Insert > Table

Step 5: Create Table

Where is the data for your table?

☒ My table has headers

Step 6: OK

Step 7: Again add the data for the month of April.

	A	B	C	D	E
1	Data	Jan	Feb	Mar	Apr
2	Apples	271	264	154	400
3	Oranges	253	203	229	500

Step 8: Sparkline now shows 4 months.



Removing Sparklines

Optional: Adjust column widths and/or row heights to resize sparklines.

4 To resize the range, click on **Edit Data** from the **Design** menu, after activating the sparkline cells.

1 To remove sparklines: select the cells.

2 Sparklines

3 Clear Selected Sparklines

5 Edit Sparklines

Choose the data range that you want

Data Range: G2:N3

Choose where you want the sparklines to be placed

Location Range: \$H\$5:\$H\$6

6 OK

Sparklines are not viewable in Excel 2007 and earlier.

<http://sparklines-excel.blogspot.com> offers a free add-in that allows Sparklines functionality in Excel 2007



Combining Worksheets with Power Query

1 Select any cell within the first list. (Make sure that the header row is the same on all worksheets)

Goal: merge 3 worksheets into a single consolidated list that is refreshable when new data is added.

2 **3** This command may also appear as From Sheet in certain versions of Excel.

4 **5** **6** **7** **8** After you click OK repeat steps 1-8 for other worksheets.

Table1 - Power Query Editor

Date	Region	City	Vendor	Product	Unit	Cases Sold	Total Sales
1/1/2022	North GA	Atlanta	Fruit R Us	Bananas	Case	6868	75548
1/8/2022	North GA	Atlanta	Fruit R Us	Mixed Ber	Case	1996	29940

Import Data

Select how you want to view this data in your workbook.

- ☐ Table
- ☐ PivotTable Report
- ☐ PivotChart
- ☒ Only Create Connection

Where do you want to put the data?

☐ Add this data to the Data Model

OK **Cancel**



Queries & Connections Task Pane

9 The Queries & Connections panel shows the data connections within a workbook.

10 Connection Only means the data can be referenced within Power Query but the data itself doesn't appear on a worksheet. Hover over the connection name to see a preview of the data.

11 x rows loaded means the data appears on a worksheet in the workbook. Click once on the connection name to activate the corresponding worksheet.

12 The March data was inadvertently loaded to a worksheet, which means it appear so both the March and Table3 worksheets. To eliminate the duplication simply delete the Table3 worksheet to make March be Connection Only.

Month	Region	City	Vendor	Product	Unit	Cases Sold
3/1/2022 0:00	North GA	Atlanta	Fruit R Us	Oranges	Case	2482
3/8/2022 0:00	North GA	Atlanta	Fruit R Us	Apples		4588
3/15/2022 0:00						4274
3/22/2022 0:00						1902
3/29/2022 0:00	North GA	Atlanta	Fruit R Us	Mixed berries	Case	2512

Queries & Connections

Queries | Connections

3 queries

- Table1
Connection only.
- Table2
Connection only.
- Table3
5 rows loaded.

January | February | **Table3** | March



Queries & Connections Task Pane

13 Click here to close the Queries & Connections panel.

16 Right-click on a query.

17 Rename

14 Data Review View Help

15 Queries & Connections

Click Queries & Connections to display the Queries & Connections task pane.

18 Type a new name and press Enter. This has the same effect as renaming inside Power Query.

19 Taking the time to rename queries makes working with multiple data sets far less confusing and frustrating.

Queries & Connections

Queries | Connections

3 queries

Table	Connection
Table1	Connection
Table2	Connection
Table3	Connection

Copy
Paste
Edit
Delete
Rename

January
Connection only.

February
Connection only.

March
Connection only.

Product	Unit	Cases Sold	Total Sales
Oranges	Case	2482	3423
Apples	Case	4588	2161



Combining Worksheets with Power Query

AutoSave Off

Home Insert

Get Data

Refresh All

From File

From Database

From Azure

From Online Services

From Other Sources

Legacy Wizards

Combine Queries

Merge

Append

Append

Concatenate rows from three or more tables into a single table.

Two tables Three or more tables

Available tables

January February March

Tables to append

January February March

Add >>

Hold down the Ctrl key while you select all three tables. Alternatively click on the first table, and hold the Shift key while you click on the last table.

OK



Combining Worksheets with Power Query

28 The March dates are missing because of an inconsistent column heading.

30 Choose the March data.

31 Correct Month to be Date as it appears on the other sheets.

29 Click here to expand the navigation pane.

32 The March dates now appear when you click on the Append query.

33 Home Transform Add Column

22 Close & Load Refresh Preview Manage Query

35 The combined list appears on a new worksheet. If you add new items to the other worksheets click Refresh All on the Data menu to update this combined list.

Date	Region	City	Vendor
1/1/2022 0:00	North GA	Atlanta	Fruit R U
1/1/2022 0:00	North GA	Atlanta	Fruit R U
2/13/2022 0:00	North GA	Atlanta	Fruit R U
2/19/2022 0:00	North GA	Atlanta	Fruit R U



Combining Worksheets with Power Query

36 Copy and paste the January data or otherwise add new records.

37 Right-click any cell in the combined list.

38 Refresh

39 The new January data appears. **CAVEAT:** New data only appears in the consolidated list when the individual lists are tables. If they're normal cell ranges Power Query won't "see" the new data and won't combine it into the list.

Date	Region	City	Vendor	Product
1/1/2022	North GA	Atlanta	Fruit R Us	Oranges
1/8/2022	North GA	Atlanta	Fruit R Us	Apples
1/15/2022	North GA	Atlanta	Fruit R Us	Kiwi
1/22/2022	North GA	Atlanta	Fruit R Us	Bananas
1/29/2022	North GA	Atlanta	Fruit R Us	Mangoes
1/1/2022	North GA	Atlanta	Fruit R Us	Oranges
1/8/2022	North GA	Atlanta	Fruit R Us	Apples
1/15/2022	North GA	Atlanta	Fruit R Us	Kiwi
1/22/2022	North GA	Atlanta	Fruit R Us	Bananas
1/29/2022	North GA	Atlanta	Fruit R Us	Mangoes



Power Query Properties

1 Select any cell within the query.

2 Query

3 Properties

4 Background refresh results in confusion because if you don't know where to look on the status bar it's easy to overlook that Excel is still updating the query.

5 This setting makes the query automatically update itself when you open the workbook that contains the query.

6 Fast Data load is not available in older versions of Excel, but speeds up the loading process when available.

7 OK

IMPORTANT: These settings have to be established for each query in the workbook.

Date	Region	City	Vendor
1/1/2022 0:00	North GA	Atlanta	Fruit R U
1/8/2022 0:00	North GA	Atlanta	Fruit R U
1/29/2022 0:00	North GA	Atlanta	Fruit R U
1/1/2022 0:00	North GA	Atlanta	Fruit R U
1/8/2022 0:00	North GA	Atlanta	Fruit R U
1/15/2022 0:00	North GA	Atlanta	Fruit R U
1/22/2022 0:00	North GA	Atlanta	Fruit R U

Query Properties

Query name: Append1

Description:

Usage Definition

Refresh control

Last Refreshed:

☐ Enable background refresh

☐ Refresh every 60 minutes

☒ Refresh data when opening the file

☐ Remove data from the external

☒ Refresh this connection on Refresh All

☒ Enable Fast Data Load

OLAP Server Formatting

Retrieve the following T

☐ Number Format ☐ Fill

☐ Font Style ☐ Text

OLAP Drill Through

Maximum number of records to retrieve:

Language when available

OK Cancel



Set PivotTable to Refresh Automatically

The screenshot shows the Excel interface with the following elements:

- 1** The **Analyze** tab is selected in the **PivotTable Tools** ribbon.
- 2** The **Options** button is clicked in the **PivotTable Name** group.
- 3** The **Data** tab is selected in the **PivotTable Options** dialog box.
- 4** The **Refresh data when opening the file** checkbox is checked in the **PivotTable Data** section.
- 5** The **OK** button is highlighted.

PivotTable Data

- ☒ Save source data with file
- ☒ Enable show details
- ☒ Refresh data when opening the file

Retain items deleted from the data source

Number of items to retain per field: Automatic

What-If Analysis

- ☐ Enable cell editing in the values area

Check this box if you want to refresh data when opening the file.

Row Labels	Sum of Total Sales
Apples	148231
Bananas	167005
Kiwi	110524
Mixed Berries	123661
Oranges	145015
Lime	20000
Coconut	75000
Grand Total	



Add Formulas to Query Results

1

Data returned from Microsoft Query is automatically formatted as a table. When crafting formulas that reference data within a table Excel uses the field name instead of a cell reference.

Cases Sold	Total Sale	Per Case Price
6168	61680	10.00
6070	65405	10.78
6638	66638	11.00

Formula: `=[@[Total Sales]]/[@[Cases Sold]]`

2

Type the cell address manually instead of clicking on the cells within the table if you prefer to see cell addresses. Updating any cell within a column of formulas updates the entire column.

Total Sales	Per Case Price
61680	10.00
85106	10.78
66638	11.00

Formula: `=H2/G2`

Change options related to formula calculation

Calculation options

Workbook Calculation

- ☒ Automatic
- ☐ Automatic except for data tables
- ☐ Manual

☒ Recalculate workbook before saving

Working with formulas

- ☐ R1C1 reference style
- ☒ Formula AutoComplete
- ☒ Use table names in formulas

Alternative: Clear the checkbox for Use Table Names in Formulas in the Formulas section of Excel's Options dialog box and then click OK. From then on you can click on cells within a table and see the cell addresses instead of field names.



Group and Ungroup Rows and Columns

1 Select columns B:Q.

2 Choose Group from the Data menu.

3 Click here to hide columns B:Q.

4 Group rows 2:6, 9:12, and 15:26 in the same fashion.

5 Use the buttons to expand or collapse the spreadsheet.

6 Optional: Choose Ungroup from the Data menu.

7 Ungroup...
Clear Outline

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1		January	February														
2	Income																
3	Design																
4	Labor																
5	Materials Income																
6	Subcontracted Labor Income																
8	Total Income																
9	Cost of Goods Sold																
10	Job Materials																

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8	Design Income	36,729
9	Labor Income	208,225
10	Materials Income	119,921
11	Subcontracted Labor Income	82,710
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18	Total Income	447,586

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8	Total Income	447,586
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13	Total COGS	141,631
14	Gross Profit	305,955
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17	Total Expense	74,721
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Custom Views - Multipurpose Worksheets

1 Click to select the entire worksheet.

2 Right-click any column.

3 Unhide

4 Right-click any row.

5 Unhide

6 Click on cell A1.

7 View

8 Custom Views

9 Add...

10 Add View

11 OK

	A	B
1		January
2		February
3		3,000
4		17,229
5	Materials Income	4,119
6	Subcontracted Labor Income	600
7		
8	Total Income	24,948
9	Cost of Goods Sold	
10	Job Materials	8,270



Custom Views - Multipurpose Worksheets

1 Hold down the Ctrl key and select columns E, I, M, and Q (all 4 of the Quarter columns).

2 Right-click column Q.

3 Hide

4 View

5 Custom Views

6 Add...

7 Add View

8 OK

9 Custom Views

10 All Periods

11 Click Show to choose the All Periods view to unhide all columns at once. Add additional views as needed.

Custom Views-Financial State...

Custom Views-Financial State...

Custom Views-Financial State...

Custom Views-Financial State...



Streamlining Custom Views

1 AutoSave Off 12 Months

2 More Commands...

3 The Quick Access Toolbar section of the Excel Options dialog box appears.

4 Choose a workbook that has custom views within it.

5 Commands Not in the Ribbon

6 Custom Views

7 Add >>

8 OK

9 Any view can be chosen from this list without having to activate the View menu.

10 Optional: To remove the list right-click on the arrow.

11 Remove from Quick Access Toolbar



Tables Conflict With Custom Views

The image consists of three side-by-side screenshots of the Microsoft Excel interface, illustrating the conflict between tables and custom views.

Left Screenshot: The 'Insert' tab is selected in the ribbon. The 'Table' button is circled in red and labeled with a red '1'. A red '2' is placed over the 'Table' button. A 'Create Table' dialog box is open, showing the data range '\$A\$1:\$F\$51' and the checkbox 'My table has headers' checked. The 'OK' button is circled in red and labeled with a red '3'.

Middle Screenshot: The 'Custom Views' button in the 'Workbook Views' group is circled in red and labeled with a red '4'. A red callout box contains the text: "Adding a table anywhere in a workbook disables the custom views command in Excel for Windows. You can use the Table feature and Custom Views together in Excel for Mac."

Right Screenshot: The 'Custom Views' dialog box is open, showing the list of views with 'Atlanta Apples/Oranges' selected. A green callout box labeled with a green '5' contains the text: "Removing all tables from a workbook restores access to custom views. The views remain intact while tables are present in the workbook."



Controlling Excel's Look and Feel

The screenshot illustrates the process of customizing Excel's appearance through the Options dialog box. The steps are as follows:

- 1**: Click the **File** tab on the ribbon.
- 2**: In the **View** group, click the **Show** button (indicated by a green callout: "Clear headings to turn off the worksheet frame.").
- 3**: Click the **Options** button in the bottom-left corner of the File menu.
- 4**: In the **Excel Options** dialog box, select the **Advanced** category.
- 5**: Under the **Advanced** category, click the **Advanced** sub-category.
- 6**: In the **Display options for this workbook:** section, check the following options:
 - ☐ Show horizontal scroll bar
 - ☐ Show vertical scroll bar
 - ☒ Show sheet tabs
 - ☒ Group dates in the AutoFilter menu
 Under the **For objects, show:** section, select **All**.
- 7**: Click the **OK** button at the bottom right of the dialog box.



Show/Hide Excel Ribbon

1 Press Alt-F11 in Excel to display Excel's Visual Basic Editor.

2 View Code

3 Project Explorer

4 Double-click ThisWorkbook within your dashboard spreadsheet.

5

```
Private Sub Workbook_Activate()

    'Hides Excel menu/status bar when Dashboard is active
    Application.ExecuteExcel4Macro "Show.Toolbar(""Ribbon"",False)"
    Application.DisplayStatusBar = False
End Sub

Private Sub Workbook_Deactivate()

    'Restores Excel menu/status bar when any other workbook is active
    Application.ExecuteExcel4Macro "Show.Toolbar(""Ribbon"",True)"
    Application.DisplayStatusBar = True
End Sub
```

Thank you for attending!

I'm happy to hear from you. In particular let me know if you did not receive the handouts for this presentation.

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Is there something you were hoping to learn today but didn't?
Please let me know. You can ask me anything about Excel.