

EXCEL TIPS & TRICKS

By Jennifer Johnson, CPA

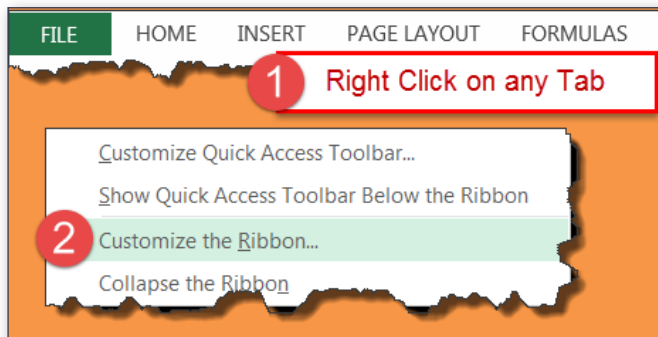
Excel is a technology tool designed to help you do more work in less time. The following tips and tricks are available to better leverage this useful tool. The instructions are based on the use of Microsoft Excel 2016.

Speak Cells

You can use the Speak commands in Excel to help verify data input. Any data entered on an Excel worksheet can be read back to you using the Speak commands. The Speak commands in Excel have to be custom added to your Ribbon.

To customize the Ribbon, start by first **right-clicking** on any one of the Ribbon tabs and then select **Customize the Ribbon**. See Figure 1.

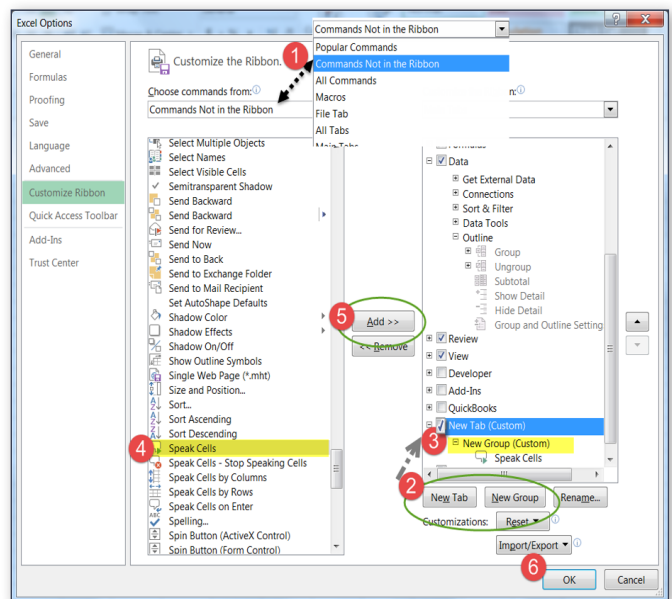
Figure 1.



You can then add the new commands to the Ribbon by creating a new tab and group.

1. From the **Choose Command From** dropdown, select **Commands Not in the Ribbon**.
2. Select **New Tab** and this will automatically give you a new tab and a new group. Note that commands can only be added into groups.
3. Select the **New Group (Custom)** that you just created.
4. From the command list on the left, select the **command(s)** (i.e., the **Speak Command**) you want to add to your new tab/group. See Figure 2 for a list of Speak commands.
5. Select **Add**.
6. Select **OK**.

Figure 2.

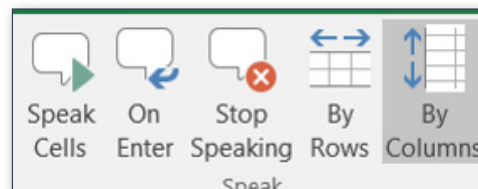


Your options for the Speak commands are:

- **Speak Cells:** Reads a selected range of cells
- **Speak Cells – Stop Speaking Cells:** Stops the reading of cells
- **Speak Cells by Columns:** Reads cells by columns
- **Speak Cells by Rows:** Reads cells by rows
- **Speak Cells on Enter:** Reads the cells on enter (click to turn off)

The new commands will appear in your new tab/group as shown in Figure 3.

Figure 3.



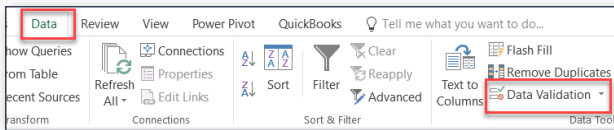
Creating “Tooltips” Using Data Validation

A **tooltip** is a message that appears when a cursor is positioned over an icon, image, hyperlink or other element in a graphical user interface. You can use the **Data Validation** function in Excel to display an input message that functions as a tooltip. Every time that cell is selected, the tooltip (a.k.a., Input Message) will appear. These can be used in place of comments in a cell.

To create the tooltip:

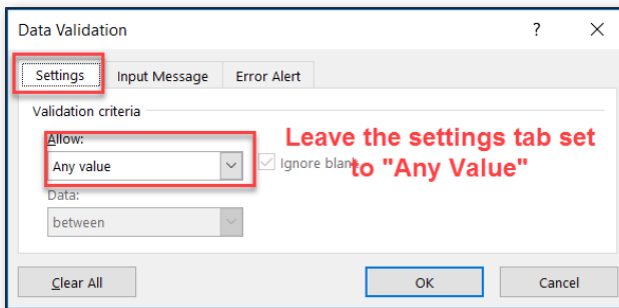
1. Select the field where the data is entered.
2. Select **Data Validation** from the **Data Tab** on the Ribbon. See Figure 4.

Figure 4.



3. No changes are necessary on the Setting tab. See Figure 5.

Figure 5.



4. On the Input Message Tab, select **Show the message when the cell is selected** and enter your input message. See Figure 6.

Figure 6.



5. Every time that cell is selected, the tooltip will appear, providing insight into what is required for entry into that field. See Figure 7.

Figure 7.

	A	B	C	D
1	Tooltip with Data Validation			
2	Total Cost			
3				
4				
5				
6				
7				
8				
9				

Cost
Cost is the selling price to the customer. Add fields 1,2 & 3 from the sales order and add shipping fees (line 10).

Input messages cannot be printed and only appear when the cell is selected. Unlike comments, there are no indicators showing a tooltip is available.

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