

Including live numbers in text

To add wow to your Excel presentations and to keep them interactive you should know how to include cell references in text.

A couple of examples are:

- ⇒ Month End 10-May-08
- ⇒ Total amount past due is \$9,037.06

Now you could just type them this way. However, when the date changes or the pas due amount changes someone needs to remember to update these statements.

Wouldn't it be a lot nicer if they automatically updated?

Well here is how.

First, you need to know how to use a couple of functions.

Concatenating text or combining two different text statements. In Excel you can use the & to concatenate separate text statements.

All things are Possible All things arePossible =F28&G28

In the above example, we have concatenated the statements in F28 and G28. Of course, the lack of a space between are and Possible is not acceptable. Os lets add a space

All things are Possible All things are Possible =F28&" "&G28

In the above example, we have combined three things. First the text in F28 and then we inserted a space (" ") and the reference to the text in G28. This is much more readable.

The next function we need is the function TEXT()

TEXT(value,format_text)

Value = number, date you want to display in the text string

format_text = how to format the number date included in the text string

10-May 10-May-08 =TEXT(B8,"D-MMM-YY")

In the above example, we first referred to the cell containing the date we want and then told Excel what format we wanted to display.

For how do design number formats you can go to three places.

1. Search Excel help for 'Create or delete a custom number format'.
2. Read the discussion in John Walkenbach's book 'Excel 2003 or 2007 bible'.
3. Check the custom number formats in the format number command in Excel.

In this example, I used the date format corresponding to the way I wanted the date display. First the day then the month as three letters is displayed and then a 2-digit year. If the date was in September, it would be displayed as 10-Sep-08.

The number reference does not need to be on the same worksheet, as the next example will demonstrate.

| Total amount past due is \$9,037.06
="Total amount past due is "&TEXT(Sheet2!A23, "\$##,###.##")

In this example, I have referred to a location A23 on Sheet2. The number format tells Excel we want to have a “,” between each three places and we want two places after the decimal point. By putting the \$ in front we tell Excel to place a dollar sign in front of the number.

Yes, if you wish you can place the dollar sign at the rear.

| Total amount past due is 9,037.06 \$
="Total amount past due is "&TEXT(Sheet2!A23, "##,###.## \$")

Or other symbols:

| Total amount past due is £9,037.06
="Total amount past due is "&TEXT(Sheet2!A23, "£##,###.##")

Learning some of the many functions and their use can be daunting. One way to get specific help is to have a trainer set-up training classes, on specific subjects, at your Company. Check my website (<http://www.lwmweb.com/>) for upcoming seminars or contact me (LWM@LWMWEB.COM) for in-house seminars for your company. On the other hand, you can study the many Excel books currently available.

