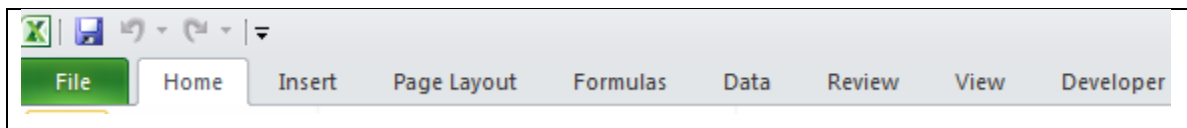


Control-a, control-b and control-d

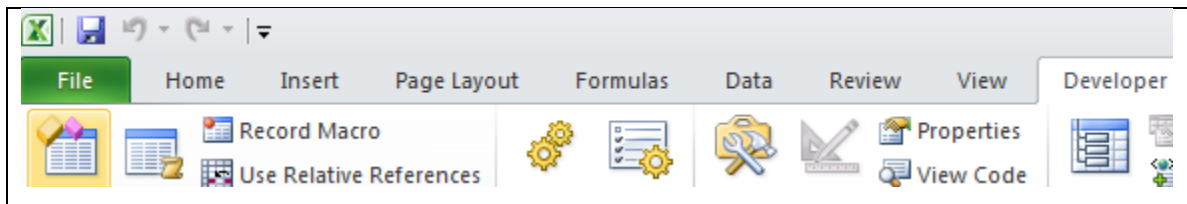
Assume that you are planning a presentation based on Excel. You intend to show your audience how to use the present value from Excel. Obviously, you don't want to waste your time to type your problems during your presentation. You just hope that if you hit "Ctrl-a" on your key board, your problem will appear. Then hit "Ctrl-b", your solution would be shown. When you hit "Ctrl-d", all your problem and solution would disappear.

Below is what you could do.

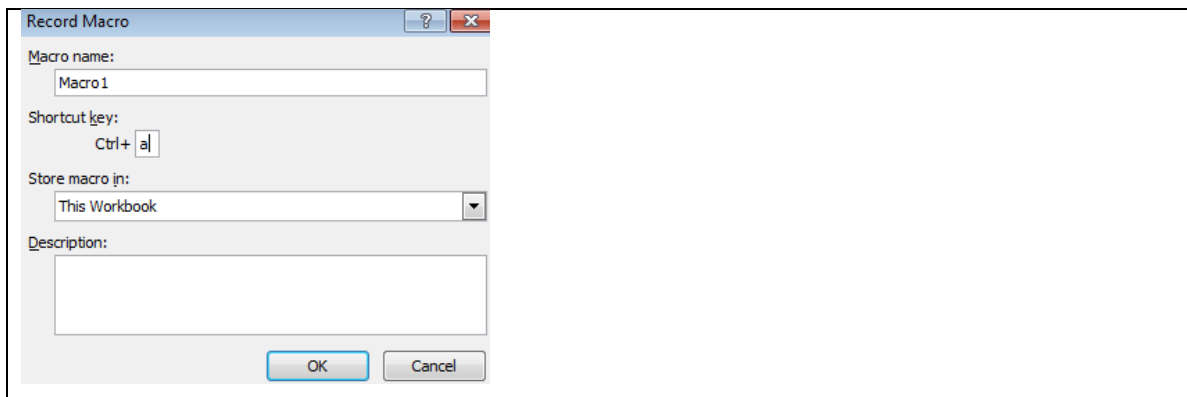
Step 0: After launching Excel, check whether "Developer" is on your menu bar, see below. If not, read Appendix A.



Step 1: Click "Developer" on your menu bar, then click "Record Marco".



Step 2: Enter a letter, e.g., "a". Then, click "OK", see below.



Step 3: Move your cursor to where you want to type, e.g., C3 and type “This is a test”. Then hit Enter-key.

	A	B	C	D
1				
2				
3			This is a test	

Step 4: Click “Stop Recording”.

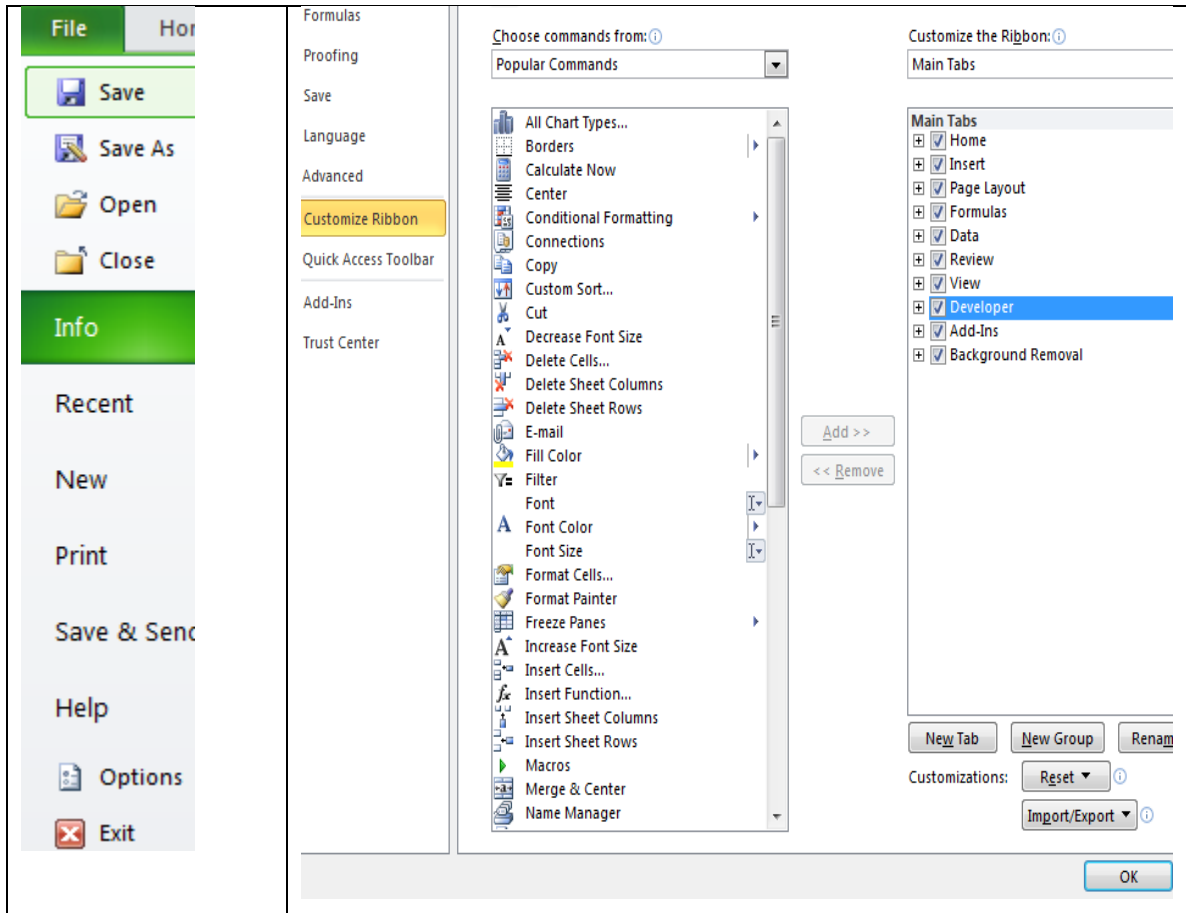


Now, you are ready to use “Ctrl-a” to repeat this operation. Just delete what you just typed, then “Ctrl-a”.

Note: Usually, I use “Ctrl-d” to clean everything. When you generate such an operation by repeat the above 4 steps, remember two things: 1) highlighted area should be big enough; 2) after you delete the contents of the highlighted area, remember to move your cursor to A1 then hit the Enter key.

Appendix A: Activate your “developer”

Step 1: Click “File” then Options, see the left panel below.



Step 2: Click “Customize Ribbons”,. Then check “Developer”. Finally click “OK”., see the right panel above. The “developer” would appear on your menu bar.