Excel is more than the cornerstone that supports the cost engineer—more often than not, it is the entire toolbox. A powerful tool, Excel has largely unused capabilities that can make the life of a cost engineer much easier. This paper covers some of these tools. This discussion assumes that the reader has a cursory understanding of Excel.

Data Validation

Figure 1 illustrates a data validation tool. Data validation provides many features useful to the cost engineer. For example, the user can select an item from a list, which is very helpful when combined with the VLookup function. The list can refer to a cell range defined as =A10:A50, or to a named range.

Data validation is also useful in controlling what can be typed into a field, e.g., only allowing dates, numbers, and numbers between certain values.

To protect complex formulas from being accidentally overwritten, the user can select Custom and enter “” in the formula field. If the user attempts to enter any value other than those allowed by the validation feature, the message shown in figure 2 will appear. If desired, this message can be customized.

If desired, customized messages can provide users with information about certain cells when they are selected, as shown in figure 3.

Named Ranges

Named ranges can refer to an individual cell or, more frequently, to a range of cells. A named range can make a complex spreadsheet less confusing. For example, it is easier to understand...
Ranges can be manipulated with several menu functions. They can easily found by setting the zoom on your worksheet to any percentage lower than 40 percent.

**VLookup**

The VLookup feature is very helpful in automating spreadsheets. Its uses vary from looking up the correct percentage for our data validation example, to automatically applying escalation to an historical project. At first glance, it looks complicated, but it is actually fairly straightforward. The following functions are available with VLookup:

- **Lookup_value**: Cell value that you want to look up from your list.
- **Table_array**: Address of the list that you want to look in.
- **Col_index_num**: Column number that the answer will come from. And,
- **Range_lookup**: True requires an Exact match. False does not require an exact match.

Figure 6 illustrates the dialog box for the VLookup function.

**Concatenate**

Cell values can be joined with a formula such as the following: =A1&A2. However, if a space is desired between the cell values, use a formula such as: =A1&" "&A2. Similarly, a comma can be inserted between the values with a formula such as: =A1&","&A2.
The Concatenate function is another way to do this. The following is an example of using the Concatenate function:


When calculated by Excel, the results would equal:

It should be noted that text strings can also be separated in Excel. The formula shown in figure 8 shows how to remove the first word from a text string.

<table>
<thead>
<tr>
<th>Mary</th>
<th>Mary had a little lamb</th>
</tr>
</thead>
<tbody>
<tr>
<td>=LEFT(B3,FIND(&quot; &quot;,B3)-1)</td>
<td>Mary had a little lamb</td>
</tr>
</tbody>
</table>

It is more difficult to remove the last word but it can be done as shown in figure 9.

<table>
<thead>
<tr>
<th>Mary had a little lamb</th>
<th>lamb</th>
</tr>
</thead>
<tbody>
<tr>
<td>=RIGHT(B3,LEN(B3)-FIND(&quot; &quot;,STRLEN(B3))-LEN(SUBSTITUTE(B3,&quot; &quot;,&quot;&quot;,LEN(B3)-LEN(SUBSTITUTE(B3,&quot; &quot;,&quot;&quot;))))))</td>
<td></td>
</tr>
</tbody>
</table>

All of the formulas on a worksheet can be revealed by pressing Ctrl `. The sheet will revert back when you press Ctrl ` again.

### Absolute References

Cell references are typically defined as =A1*A2, which works fine unless you want to copy the formula to another location. If this happens, the cell references will change unless absolute cell references (shown in figure 11) are used.

The following are examples of absolute cell references:

- `$A$1` Always refers to cell A1 no matter where the reference is copied.
- `$A1` Always refers to column A, but the row is allowed to shift. And,
- `$A$1` Always refers to row 1, but the column is allowed to shift

### Reveal Formulas

All of the formulas on a worksheet can be revealed by pressing Ctrl `. The sheet will revert back when you press Ctrl ` again.
A typical Excel formula, for example =Average(A10:A100)*A1, gives no indication of what the formula does. However, this can be easily remedied. Formula descriptions can be easily added if the proper format is used. The following is an example of the proper format: =Average(A10:A100)+N("Historical SF Costs")*A1+N("New Project Size"). The N function will return a value of 0 for any text entered, so it does not interfere with this calculation.

Automatically Change Chart Titles
Excel has a little known capability to automatically update chart labels and drawing objects. This is easy but not very intuitive. Select the item and enter = in the formula bar followed by the address of the cell with the desired content. In the example shown in Figure 12, entering =B1 places the content of cell B1 in the chart title and in the drawing object.

If Function
The IF function can be helpful in many chores. One very useful feature is its ability to eliminate the annoying #Ref, #Value, or #Div/0 error messages. This is done as follows:

= IF(Test Condition, Instruction if test is True, Instruction if test is False)

or

=IF(A1>1, A1/B1, 0)

Conditional Formatting
The conditional formatting feature, used for identifying information in a spreadsheet, is available from the Format menu as shown in figure 13.

The conditional formatting dialog box allows the user to input up to three conditions, as shown in figure 14. Formatting only has to be applied to one cell. It can then be copied to other cells using the Copy-Paste function or the Format Painter.

The results of the conditional formatting are shown in figure 15. Note that this tool only affects the cell’s format (color, font size, font type, or border), not the cell’s value. But it can be extremely useful in examining large spreadsheets.
AutoFilter

The AutoFilter tool is accessed by the data menu as shown in figure 16. It offers a dropdown window that shows all cell values in ascending order. Whatever value the user selects will be the only value shown. AutoFilter also offers the ability to make a custom selection, when can be very handy when working with large data sets.

In the example shown in figure 16, the custom AutoFilter will filter the list shown and only reveal items greater than or equal to 200.

Subtotal

The Subtotal command, when combined with the AutoFilter, is a very powerful feature that you will find yourself using frequently. By inserting three blank rows at the top of your spreadsheet and using the Subtotal feature, you can easily obtain a great deal of information about your data.

As shown in figure 17, Function_num is a number from 1 to 11 (including hidden values) or 101 to 111 (ignoring hidden values) that specifies which function to use in calculating subtotals within a list. If there are other subtotals within ref1, ref2, etc. (or nested subtotals), these nested subtotals are ignored to avoid double-counting. The Subtotal function ignores any rows that are not included in the result of a filter, no matter which Function_num value you use. The Subtotal function is designed for columns of data, or vertical ranges. It is not designed for rows of data, or horizontal ranges.

Conversions

Excel offers a built-in unit-of-measurement conversion—the “add in” function. It allows units to be converted into values for

Figure 16—Custom AutoFilter

Figure 17—Subtotal Function
weight/mass, distance, time, pressure, force, energy, power, temperature, and liquid measure. The Analysis ToolPak must be “added in” to use this feature. See the section on Using Add-In Programs for more information and instructions.

Reducing File Size
Excel files that are used routinely can become huge. Frequently, this is a result of residual formatting in empty cells. A good way to reduce file size is to remove unnecessary formatting by highlighting the first empty row and clicking Ctrl + Shift + Down Arrow, then selecting Edit > Clear All. This removes all unused formatting and can substantially reduce file size.

Adding Custom Functions to Excel
It is astonishingly easy to add custom functions to Excel by using VBA commands. These commands function exactly like Excel’s built-in commands. Numerous websites offer custom VBA code at modest prices for those too timid to try writing their own. Other websites, such as Rentacoder.com code, enable you to offer work for programmers to bid on. In using VBA function, the first step is to access the Visual Basic menu bar as shown in figure 19. Note that the Macro Security setting (available from the Tools menu) must be set to “medium” for any VBA function to work.

Then next step, shown in figure 20, is to select the Visual Basic Editor, which will open up a new program.

Figure 20 - VBA Menu Bar
When the new program is opened, a module must be inserted by selecting Insert > Module as shown in figure 20.

Figure 21—Insert Module
When a module is inserted, a blank window appears. The following commands must be typed in this window, with the underlined items entered exactly as shown. Spaces are not allowed between words connected with_. Any word followed by “” is ignored by VBA, so those symbols are used for documenting the functions.

Function New_Function (User_Variable)
‘This custom function multiplies a user variable by 10 and returns the answer in the cell containing the new function.

New_Function = 10 * User_Variable
End Function
Of course, this example is rudimentary; much more complex functions can be used. The example function can be made more user-friendly by adding help that will be displayed on the menu bar. To do this, the following set of instructions must be added to our VBA module:

Sub setoptions()
    Application.MacroOptions Macro:="New_Function", 
    Description:="This function multiplies a user variable by 10 and returns the answer in the cell containing the new function"
End Sub

After including the help instructions in our custom function, you must initialize them by placing the cursor on the word “Description” and clicking on the green arrow (see figure 22).

Figure 23 illustrates the custom code for the new function in the example.

Figure 23 shows the result of the completed custom function. Custom functions, as shown, only work in the spreadsheet in which they are created. Whoever opens the spreadsheet can use them. However, if the spreadsheet is saved as an “add-in” by using File > Save As (see figure 25), they can be used in any spreadsheet opened by the user. The custom functions will not be available when the file is opened by others unless they have also installed the add-in.

**EXAMPLES OF CUSTOM FUNCTIONS**

The following sections contain examples of custom functions used by the author.

**Number of Bids New Project = GBBids**

Function GBBids(Number_of_Bids) As Double

'Number of Bidders for New Project
'ALG 1 y = 1.2686x^-0.1218

GBBids = 1.2686 * Number_of_Bids ^ -0.1218

End Function
VBA Module Naming

By default, Excel assigns numbers to identify any new modules. However, these numbers are not very descriptive; and on a large worksheet, it can be difficult to find the VBA code that you want to modify. The best way to address this is to rename the modules in descriptive terms. To do this, select the Properties window and then change the name as shown in figure 27. This name cannot be the same as the name for the macro contained in the module, or the macro will not run.
RECOMMENDED READING

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