

## Lesson 4-16: Use Speak Cells to eliminate data entry errors

One of my favorite Excel features is the ability to read the workbook to me via the *Speak Cells* facility. When I need to input lots of numbers from a sheet of paper and want to check them, I get Excel to read them to me as I tick each off my list. This is much faster and nicer than continuously looking first at the screen, and then at the paper, for each entry.

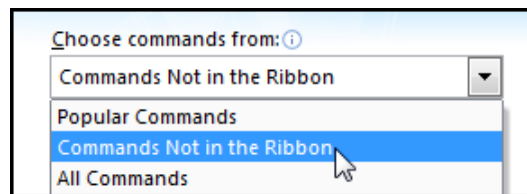
This is one of those “secret” features that most Excel users will never discover because you won’t find it anywhere on the Ribbon or standard Excel dialogs. In order to use this feature, you’ll have to add some custom buttons to the Quick Access Toolbar.

- 1 Open *Profit Analysis-2* from your sample files folder (if it isn’t already open).
- 2 Add custom buttons to the Quick Access Toolbar for all of the *speak cells* commands.

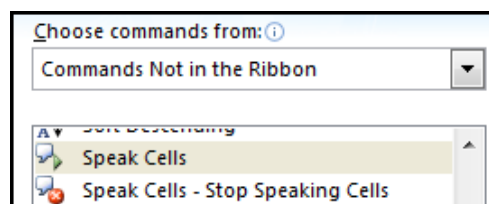
1. Click: Office Button→Excel Options→Customize.

The *Customize the Quick Access Toolbar* pane appears.

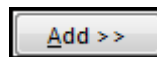
2. Select *Commands Not in the Ribbon* from the *Choose commands from* drop-down list:



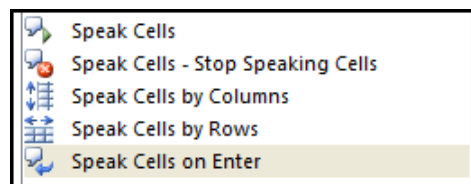
3. Click the *Speak Cells* command in the list of commands window:



4. Click the *Add* button.



5. Click the *Add* button four more times to add all *Speak Cells* commands to the Quick Access toolbar.

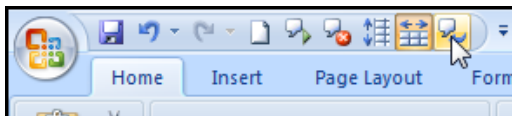


6. Click the OK button.

- 3 Type **Bonus** into cell G3 on the *January* worksheet.
- 4 Apply the *Heading 3* cell style to cell G3.

**Profit Analysis-2**

- 5 Click in cell G4.
- 6 Click the *Speak Cells on Enter* button that you added to the Quick Access Toolbar.



You should hear the words “Cells will now be spoken on enter”. If you don’t hear this, your speakers are either muted or not working.

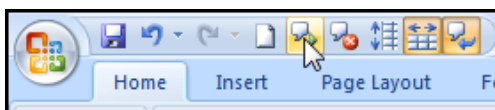
- 7 Add the following values to column G without looking at the Excel screen.

	E	F	G
3	Cost	Profit	Bonus
4	9,431	7,325	700
5	7,412	12,025	1200
6	7,960	6,782	600
7	6,214	9,667	900
8	8,714	3,121	300
9	5,587	4,961	400
10	45,318	43,881	

Notice that Excel speaks the number back to you every time you press the <Enter> key.

This means that you can be sure that you added the correct value without having to continually look from paper to screen.

- 8 Select cells G4:G9.
- 9 Click the *Speak Cells* button that you added to the Quick Access Toolbar.



This time Excel speaks each value in the column in sequence. This is an alternative way to double-check that figures have been entered correctly.

- 10 Click the *Speak Cells on Enter* button that you added to the Quick Access Toolbar.

You should hear the words “Turned off speak on enter”.

If you don’t do this, Excel will continue to speak to you when you remove the toolbar buttons!

- 11 Remove the *Speak Cells* buttons from the Quick Access Toolbar.

Right-click upon each *Speak Cells* button in turn and then click *Remove from Quick Access Toolbar*.

- 12 Save your work as *Profit Analysis-3*.

## note

### Excel won’t stop talking!

You may delete your *Quick Access Toolbar* buttons and then find that Excel continues to talk to you.

It’s easy to run into this problem, as you would reasonably expect the *Stop Speaking Cells* button to switch off the voice.

However, Excel will continue speaking as long as the *Speak Cells on Enter* button is pressed.