Index

A

application window, 28
arrange all, 66
AutoComplete
  formula entry using, 89
AutoFill
  custom fill series, creating, 96
  date series, examples of, 94
  formulas, using to adjust, 92
  smart tag options, using, 94
  text and numeric series, creating with, 90
AutoFit rows and columns, **81**
AutoSave, 40, *See also* versions
  draft versions, explanation of, 40
  time interval, changing, 40
AutoSum, 68
  AVERAGE functions, creating with, 84
  MAX functions, creating with, 85
  SUM a non contiguous range with, 82
AVERAGE function, 84

B

backstage view, 24, 48
backup. *See also* AutoSave
  automatic backups, reverting to, 40
  RAID array, use of to improve resilience, 40
  time interval for automatic backups, changing, 40
binary workbook format, 34

C

cancel button, 64
cells
  active cell, 78
  deleting, 84
  entering text into, 64
  entering values into, 64
  selecting a range of, 71
  selecting all in a worksheet, 81
check box, 46
close button, 26
columns
  making several the same size, 81
  resizing automatically, 80
  selecting, 74
  selecting non contiguous, 74
  width of, manually changing, 81
confirm button, 64
crash, recovering from, 40
currency
  prefixes, 65
cursor shapes, explained, 71
custom lists, 97

D

delete, recovering work accidentally deleted, 40
dialog launcher, 47
documents. *See also* files
  organization of, 36
  pinning, 36
downloading the sample files, 13, **30**
draft versions, explanation of, 40
drop-down list, 47

E

editing cell contents, 64
Excel 97-2003 workbook format, 34
Excel workbook file format, 32, 34

F

files. *See also* workbooks; documents
  default workbook file location, setting, 37
  formats supported, 32, 34
  opening with earlier Excel versions, 34
  organization of, 36
  recent workbooks list, increasing the number of entries in, 36
formula bar
  explanation of, 70
  graphic showing location of, 32
formulas
  <F2> key to display range addressed by, 85
  Autocomplete, creating with, 88
  AutoFill, adjusting with, 92
  AVERAGE function, creating using AutoSum, 84
  formula bar, viewing in, 70
  MAX function, creating using AutoSum, 85
  mouse selection, creating with, 86
  multiplication operator (*) using in, 87
  SUM function, creating using AutoSum, 68
  syntax box, understanding, 89
  visual keyboard technique, creating with, 87

fractions,entering into cells, 65
full screen view, 54
functions
AVERAGE, 84
MAX, 85
SUM, **68**, 82

G

gallery, 46
GoTo Special, 79

H

help system, 56
<F1> key, accessing with, 57
formula AutoComplete, accessing from within, 89
help button, accessing with, 56
Ribbon, accessing directly from, 57

K

key tips, 50
keyboard shortcuts
AutoSelect a range, 79
AutoSum, 68
bold, 51
close, 27
cycle through worksheets, 39
italic, 51
Ribbon, show/hide, 45
save, 32
select every cell in a worksheet, 80
underline, 51
workbook, create new, 66

M

macro enabled workbook format, 34
marching ants, 68
marquee, 68
MAX function, creating using AutoSum, 85
maximize button, 26
menus
rich, 47
shortcut (contextual), 51
standard, 46
mini toolbar
shortcut (contextual) menu, 51
using when entering text, 50
minimize button, 26
moving
the Excel window, 26
multiplication operator (*), 87

N

name box, 30
normal view, 52
number sign (#), 80

P

page break preview view, 52
page layout view, 52
pound sign (#), 80
printing
page break preview view, 52
previewing on screen, 48

Q

quick access toolbar
adding commands to, 48
adding seperators to, 48
deleting commands from, 48
quotations
Aristotle, 46
Confucius, 21
Euripides, 23
George Gershwin, 80
Melanie (M. Safka), 44
Robert Collier, 26
Winston Churchill, 20

R

RAID array, 40
ranges
AutoSelect , selecting automatically with, 78
copying data across, 72
entering data into, 72
non contiguous, selecting, 76
select all button, to select a range containing every cell in a worksheet, 81
selecting, 70
selecting visually for formulas with the mouse, 86
restore down button, 26
ribbon
benefits of wide screen with, 44
command groups on, 46
contextual tabs, explanation of, 45
controls on, 46
customizing, 45

default, resetting to, 45
font panel controls, explanation of, 45
overview, 44
showing and hiding (minimizing), 45
rows
making several the same size, 81
manually setting height of, 81
resizing automatically, 80
selecting, 74
selecting non contiguous, 74

S

sample files
downloading, 13, **30**
save, 32, 34
AutoSave, using to recover work after crash, 40
selecting cells, 70
smart tag
explained, 70
options, 94
split button, 46
start Excel, 24
SUM function
creating manually using formula AutoComplete, 88
creating using AutoSum, 68
switch windows, 66

T

tabs. *See* worksheets
the smart method
informal summary, 19
learning by participation, 21
session objectives, 19
two facing pages rule, 20
title bar, 66

V

values
currency prefixes, using with, 65
entering into cells, 64
fractions, entering into cells, 65
negative numbers, entering into cells, 65
version
Excel, checking, 24
operating system, checking, 24
versions. *See also* AutoSave
earlier versions, viewing, 42
explanation of, 40
recovering an earlier version of a workbook, 42

W

windows
application and workbook windows, explanation of, 28
arrange all, using to automatically size, 66
closing, 26
moving, 26
resizing, 26
restoring down, 26
switching to view a different workbook, 66
workbook window, 28
workbooks. *See also* files
creating new, 66
opening, 30
recent workbooks list, increasing the number of entries in, 36
saving, 32, 34
switching between open workbooks, 66
viewing two at the same time, 66
views, 52
worksheets
adding, 38
chart worksheets, explanation of, 38
deleting, 38
maximum number of rows and columns in, 30
navigating, 30, 38
renaming, 38
tab colors, changing, 39

Z

zoom control, 98