# Index


## A

AND function, 78
ascii
  carriage return, code for, 110
  CHAR function, use of with, 110
  CODE function, use of with, 110
  explained, 110
  line feed, code for, 110
  line feed, differences between mac and windows, 110
AutoFill, 74, 92, 104

## B

background color. *See* color
border
  applying to cells, 36
  drawing, 36
brackets. *See* precedence
bug
  beta testing, to identify, 134
  origin of term, 134
business objectives, 24

## C

calculated column. *See* table
calendar settings
  defined in functional specification, 26
cell
  adding left indent to, 42
  borders, applying, 36
  borders, drawing, 36
  custom format, applying to, 44, 72
  formatting, 36, 72
  helper cell, use of to simplify formulas, 68
  locking, 130
  merge and center, command, 44
  merging, 44
  mixed cell reference, 78
  protecting, 132
  style, title style, applying to, 52
  unlocking, 130
cell link. *See* control
channels. *See* update channels
CHAR function, 110
character code, defining, 46
check box. *See* control
CHOOSE function, 92
christmas day
  calculating, 88
CODE function, 110
color
  background, applying, 34
  color set, customizing, 34
  RGB color model, explained, 34
  standard and theme, 48
color set. *See* color
columbus day
  calculating, 92
  definition of, 90
column
  automatically sizing, 60
  hiding, 132
  resizing, 38
comma style, 120
compact design
  requirement in functional specification, 26
concatenate
  & operator, used to, 110
conditional format, 76, 78
  rule, defining, 76
  rules manager, using, 76
construction. *See also* waterfall model
  phase of the waterfall model, 22
control, 50
  aligning, 50
  cell link, setting, 66
  cell link, using range name with, 66
  check box, 50
  formatting, 50
  placeholder, using to contain control values, 60
  resizing of, 50
  spin button, 50
control setting
  explained, 60
  magic number, using in, 64
copy, 104
COUNTIF function, 106, 112
COUNTIFS function, 106
custom events
  defined in functional specification, 26
custom format. *See* font

## D


data validation command. *See* validation
date
  applying custom format to, 44, 70, 72, 96
  international date formats, 70
  serial numbers explained, 68
DATE function, 84, 88, 92, 96, 108, 110, 114
DAY function, 108, 110, 114
downloading the sample files, 15
dropdown list. *See* validation


## E


easter sunday
  calculation of, 98
  definition of, 98
error
  #N/A error code, explained, 104
  green triangle error warning, 130


## F


font
  segoe emoji, discussed, 46
  segoe UI symbol, use of instead of segoe emoji, 46, 122
  size, setting, 42
  style, setting, 42, 84, 118
font style. *See* font
format cell. *See* cell
formula. *See* also function
  helper cells, use of to simplify, 68
  mixed cell reference, use in, 78
function. *See* also formula
  AND, 78
  CHAR, 110
  CHOOSE, 92
  CODE, 110
  COUNTIF, 106, 112
  COUNTIFS, 106
  DATE, 70, 84, 88, 92, 96, 108, 110, 114
  DAY, 108, 110, 114
  HLOOKUP, 86
  IF, 86, 110, 124
  IFERROR, 86, 110, 114
  INDEX, 86
  LEN, 114
  MATCH, 86
  MAXIF, 106
  MAXIFS, 106
  MOD, 92, 120
  MONTH, 76, 108, 110, 114
  NOT, 78
  OR, 78, 80
  ROW, 122
  SUMIF, 106
  SUMIFS, 106
  TEXT, 74, 92, 96
  UPPER, 74
  VLOOKUP, 86, 92, 98, 110, 114, 122, 124
  VLOOKUP, alternatives to, 86
  WEEKDAY, 70, 92, 96
  XOR, 78
functional specification, 26, *See also* waterfall model
  explained, 22, 24
  mission statement, explained, 24
  mission statment, for this project, 26
  primary business objectives, explained, 24
  primary business objectives, for this project, 26
  requirements, explained, 24
  requirements, for this project, 26
  structure, 24


## G


green triangle error warning, 130
gridline
  switching off, 50
  switching on, 72


## H


helper cell
  use of to simplify formulas, 68
HLOOKUP function, 86


## I


IF function, 104, 110, 124
IFERROR function, 86, 104, 110, 114
indent
  adding to cell, 42
Independence Day
  calculating, 88
INDEX function, 86
integration testing, 134


## L


labor day
  calculating, 92
  definition of, 90
LEN function, 114
license. *See also* update channels

Excel 365, 30
perpetual and subscription, differences, 30
subscription, 30
list validation. *See* validation
lock cell, 130
logical expressions, 86
logo. *See* picture
lunar month
types of, 120

## M

macro
requirement not to use, 26
magic number
explained, 64
using in control setting, 64
using with WEEKDAY function, 70, 96
weekday function, used in, 64
martin luther king day
calculating, 92
definition of, 90
MATCH function, 86
MAXIFS function, 106
memorial day
calculating, 96
definition of, 94
merge cells. *See* cell
MINIFS function, 106
mission statement, 24
MOD function, 92, 120
month
finding the first day in, 90
MONTH function, 76, 108, 110, 114
moon
age, definition of, 120
age, formula to calculate, 120
phase symbols, adding, 46
phases defined in functional specification, 26
phases of, calculating, 120

## N

name. *See* range name
named range. *See* range name
New Years Day
calculating, 84
NOT function, 78

## O

office version
checking Excel version, 31
version number and build number explained, 30
OR function, 78, 80

## P

paste, 104
phase. *See* moon
picture
inserting, 48
placeholder
creating, 60
precedence
explained, 70
set order of using brackets, 70
presidents day
calculating, 92
definition of, 90
primary business objectives, explained, 24
protect sheet command, 132
protect worksheet, 56
protecting cells, 132

## Q

quick access toolbar
adding commands to, 44
quotations
Abraham Lincoln, 21
Angie Everhart, 29
Confucius, 5
Euripides, 83
Henry Ford, 24
John Smith, 127
W. Clement Stone, 117
Wilbur Ross, 59
William Shakespeare, 103
Winston Churchill, 4

## R

range
converting into a table, 90, 94, 118, 122
range name
defining, 62, 100
name manager, using, 62
use with cell link, 66
recurring events
defined in functional specification, 26
requirements, 24
RGB. *See* color
row
resizing, 38

ROW function, 122

## S

sample files
  downloading, 15
shape
  speech bubble, inserting, 56
  text box, inserting, 48
sort, table, 100
speech bubble. *See* shape
spin button. *See* control
style. *See* font
SUMIF function, 106
SUMIFS function, 106
synodic month, 120
  lengh of, 120

## T

table, 52, 54
  benefits of vs range, 52
  calculated column, enabling automatic calculation of, 88, 108, 120
  calculated column, undoing, 88
  column, inserting new, 108
  creating, 84
  creating from a range, 90
  filter arrows, removing from, 118
  inserting new, 52, 54
  naming, 52, 54, 84, 94, 118, 122
  row, inserting new, 134
  sorting, 100
  structured reference, explained, 108
test values
  adding, 40
testing. *See also:* waterfall model
  integration testing, 134
  phase of the waterfall model, 22
  unit testing, 134
text. *See also* font
  formatting, 42
text box
  inserting, 48
TEXT function, 74, 92, 96
thanksgiving day
  calculating, 92
  definition of, 92
the smart method
  learning by participation, 5
  two facing pages rule, 4
theme, 48
TRUE
  use of in logical expressions, 86

## U

unique constraint, creating, 106, 112
unit testing, 134
unlock cell, 130
update channels
  automatic updates, enabling, 30
  explained, 30
updates. *See* update channels
UPPER function, 74
usability
  requirements defined in functional specification, 26
user interface
  adding test values to, 40
  creating, 29
  designing, 34
  packaging for review, 56
user interface, explained, 22

## V

validation
  custom, creating, 106
  error message, defining, 128
  formula-driven, creating, 106, 112
  list validation, creating, 64
  style, stop, warning and info, defining, 128
  text length, creating, 114
  unique constraint, 106
VBA
  requirement not to use, 26
veterans day
  calculating, 88
VLOOKUP function, 86, 92, 98, 104, 110, 114, 122, 124

## W

warning
  green triangle, hiding, 130
waterfall model
  construction phase, explained, 22, 24
  functional specification, explained, 22, 24
  how it is used in this project, 22
  integration testing, 134
  testing phase, explained, 24
  unit testing, 134
  user interface specification, explained, 24
WEEKDAY function, 70, 92, 96

magic number, use with, 70
worksheet
adding new, 52, 84, 118
hiding, 132
protecting, 56, 132
renaming, 52

## X

XOR function, 78

## Z

zoom, 124