

Index

A

A4 size paper, 289
absolute references, 128
accounting number format style, 158
add-ins
 content, explained, 138
 downloading from the office store, 140
 task pane, explained, 138
 uses of, 138
alignment
 center across selection, 164
 horizontal, of cell contents, 162
 vertical, of cell contents, 168
alt key, 32
android. *See* operating system
apple
 mac version of Excel 2016, 320
 missing Excel 2016 features in mac version, 320
 mouse, 22
 windows version of *excel*, *differences to*, 267, 335
apple OS X. *See* operating system
arrange all, 64
Autocomplete
 formula entry using, 86
AutoComplete
 text entry using, 110
AutoFill
 custom fill series, creating, 94
 date series, examples of, 92
 filling down, right, up and left with, 111
 formulas, using to adjust, 90
 smart tag options, using, 92
 text and numeric series, creating with, 88
AutoFit rows and columns, 79, 119
automatic updates
 applying, 26
 switching on and off, 26
AutoSum, 66
 AVERAGE functions, creating with, 82
 MAX functions, creating with, 82
 SUM a non contiguous range with, 80
AVERAGE function, 82

B

backstage view, 48
binary workbook format, 38

borders

 adding to cells, 174
 draw border line tool, using to add, 175

C

cancel button, 62
cells. *See also* styles; comments; formatting
 active cell, 76
 aligning contents of, horizontally, 162
 aligning contents of, vertically, 168
 borders, adding to, 174
 conditional formatting of, 182
 copying one to another, 112
 copying using drag and drop, 114
 custom styles, creating, 178
 deleting, 82
 entering text into, 62
 entering values into, 62
 merging, 164, 166
 selecting a range of, 69
 selecting all in a worksheet, 79
 styles, applying to, 172
 unique values, detecting with conditional formatting, 185
 wrapping text within, 164, 166
center across selection, 164
chart source data
 adding series, 230
 assigning non contiguous, 226
 changing, 224
 changing using *select data source* dialog tools, 224
 deleting series, 230
 hidden and empty cells settings, 232
 horizontal (category) axis labels, defining, 234
 horizontal (category) axis labels, editing, 235
 legend entries (series), 224
 non-contiguous source data, charting by hiding rows and columns, 232
 numerical axis labels, configuring, 234
 series, deleting, 224
charts. *See also* chart source data; visualizations; sparklines
 3-D elements, formatting in, 220
 activating, 209
 axis title element, 215, 220
 axis, formatting, 243

- axis, maximum and minimum values, setting, 243
- borders, formatting in, 218
- category data explained, 228
- color set, applying to, 216
- combination, creating, 248
- copying, 210, 216
- creating quick charts with visualizations, 186
- creating quickly with two clicks, 208
- data labels, adding to, 238
- data labels, formatting, 239, 243, 250
- data series explained, 220
- data table, adding to, 215
- deleting, 210, 216
- deleting elements from, 222
- elements, explained, 206
- elements, formatting in, 218
- elements, moving in, 222
- elements, re-sizing in, 222
- embedding in worksheet, 211
- empty data points, dealing with, 236
- fill color, changing of in elements, 240
- fonts, changing sizes in, 223
- format shape task pane, working with, 218
- graduated fill, adding, 252
- gridlines explained, 220
- gridlines, major & minor, adding, 242
- gridlines, major & minor, enabling and disabling, 243
- hidden and empty cells button, 237
- horizontal (category) axis defined, 215, 220
- layout, changing, 214, 215, 220
- layouts, explained, 206
- legend, displaying in different places, 223
- line with markers chart type, creating, 246
- moving average, adding, 250
- naming, 210, 216
- numerical axis labels, configuring, 234
- pie charts, 244
- pie charts, pulling a slice out of the pie, 245
- pie charts, rotating, 245
- plot area, 220
- recommended charts feature, 212
- re-sizing, 210, 216
- rows/columns, switching, 228
- secondary axis, adding, 247
- selection pane, using to activate, 210
- series data explained, 228
- shadows, applying to elements, 220
- shapes, inserting into, 241
- sheet, moving to, 211
- style, changing, 216
- styles, explained, 206
- templates, creating from, 254
- text box, adding to, 240
- tips, 215
- title element, 215, 218, 220
- title element, linking to worksheet cell, 218
- title element, re-positioning to dead center, 222
- transparency, 219
- trend line, adding, 250
- type, changing, 248
- types, explained, 206
- values and labels, importance of selecting, 208
- vertical (value) axis defined, 215, 220
- vertical axis, creating chart with two, 246
- x axis defined, 215, 220
- y axis defined, 215, 220
- check box, 46
- clipboard
 - described, 112
- close button, 30
- cloud computing. *See also* OneDrive; Excel Online, *See also* OneDrive; Excel Online
 - advantages of (sidebar), 321
- collapse dialog button, 225
- color sets, component of a theme, 170
- columns
 - deleting, 108
 - freezing, 142
 - hiding, 232
 - inserting, 108
 - making several the same size, 79
 - resizing automatically, 78
 - selecting, 72
 - selecting non contiguous, 72
 - unhiding, 232
 - width of, manually changing, 79
- comma style, 158
- comma[0] style, 158
- comments
 - changing the user name shown in, 122
 - displaying, one or more all of the time, 125
 - hiding, 125
 - inserting, 122
 - moving, 124
 - printing, 126
 - printing all at the end, 126
 - printing exactly as displayed on a worksheet, 126
 - re sizing, 123
 - showing all, 124

conditional formatting. *See also* visualizations explained, 182
formula driven, 188
highlighting a complete row of data with, 189
quick analysis button, applying with, 182
rules manager, managing multiple with, 184
unique values, detecting with, 185

confirm button, 62

copying
one cell to another cell, 112
using drag and drop, 114

currency
prefixes, 63
styles for, 159

cursor shapes, explained, 69

custom formatting codes, 155, **160**

custom lists, 94

cut, 112

D

dates and times
custom format, 155
difference in days between two dates, calculating, 157
formatting, 154
internationally safe formats, benefits of, 154
serial number, explained, 156
time value, containment within dates, 156

decimal places, changing number of, 116

documents. *See also* files
organization of, 40
pinning, 40

downloading the sample files, **34**

drop-down list, 46

E

editing cell contents, 62

Excel 97-2003 workbook format, 38

Excel Online, 322, *See also* OneDrive
browsers, supported, 325
edit workbook simultaneously with other users using, 328
open workbook using, 324
overview of, 322
ribbon, hiding and showing in, 325
save local copy of read-only workbook, 327
save, automatic, explained, 324

excel version. *See* office version

Excel workbook file format, 36, 38

exponential. *See* series

F

F1-F12 keys, 74

files. *See also* workbooks; documents
formats supported, 36, 38
opening with earlier Excel versions, 38
organization of, 40

fill. *See* AutoFill

find and replace
options, 274
using, 274

fn key, 74

font sets, component of a theme, 170

fonts
default, changing, 178
font sets, use in themes, 170
serif and sans serif explained, 170

format painter, 196

formatting. *See also* themes
3-D Elements, 220
aligning cell contents horizontally, **162**
aligning cell contents vertically, **168**
borders around cells, 174
cell styles, 172
chart borders, 218
chart elements, 218
color, 172
conditional, 182
custom cell styles, 178
custom codes, **160**
dates, **154**
format painter, copying with, 196
numbers using built-in styles, **158**
rotating text, 198
shadows, 220
themes, changing, 172
themes, understanding, **170**
transparency, 219
visualizations, comparing values with, 186

formula bar
expanding and collapsing, 164, 166
explanation of, 68
graphic showing location of, 36
showing and hiding, 52

formulas
absolute and relative references in, 128
Autocomplete, creating with, 86
AutoFill, adjusting with, 90
AVERAGE function, creating using AutoSum, 82
conditional format, driving with, 188
cross-worksheet, creating, 270

- F2 key to display range addressed by, 83
- formula bar, viewing in, 68
- MAX function, creating using AutoSum, 82
- mouse selection, creating with, 84
- multiplication operator (*) using in, 85
- SUM function, creating using AutoSum, 66
- syntax box, understanding, 86
- visual keyboard technique, creating with, 85

fractions, entering into cells, 63

freeze columns and rows, 142

full screen view, 32

functions

- AVERAGE, 82
- MAX, 82
- ROUND, 159
- SUM, 66, 80

G

- gallery, 46
- goto special, 77
- growth. *See* series

H

hashes

- indication that columns are too narrow by, 154

help system

- execute command, using to, 54
- searching, 54

hide rows and columns, 232

hide values, using three semicolon custom format, 161

hiding and unhiding worksheets, 268

I

Intelliprint, 292

internet. *See* OneDrive; Excel Online

iPad

- pro, 318
- success story of (sidebar), 318

iPad, described, 319

J

justify, horizontal alignment option, 163

K

keyboard

- alt key, 32
- F1-F12 keys, 74
- fn key, 74

- option key, 32

keyboard shortcuts

- AutoSelect a range, 77
- AutoSum, 66
- bold, 72
- close, 30
- copy, 112
- create a mixed cell reference, 131
- cut, 113
- cycle through worksheets, 43
- delete column, 108
- delete row, 108
- fill down, 111
- fill right, 111
- find, 274
- full screen view, 32
- insert a comment into a cell, 122
- insert chart, 208
- insert column, 108
- insert row, 108
- italic, 72
- make a relative reference absolute, 129
- mission control, 64
- move to cell A1, 142
- move to the end of a range, 144
- paste, 112
- quit, 30
- redo, 120
- replace, 274
- ribbon, show/hide, 44
- save, 36
- save as, 36
- select every cell in a worksheet, 78
- spell check, 146
- underline, 72
- undo, 120
- workbook, create new, 64

L

landscape orientation, 283

language, 146

letter size paper, 289

lines, adding beneath cells, 174

M

macro enabled workbook format, 38

magic mouse, 22

Magic Mouse, 98

marching ants, 66

marquee, 66

MAX function, creating using AutoSum, 82

menus

- shortcut (contextual), 22
- standard, 46

merge and center button, 164, 166

merge, cells, 164, 166

microprocessor

- AMD and Intel, 318
- ARM instruction set, 318
- desktop, laptop and smartphone, differences
 - between, 318
- explained, 318
- intel atom x5 and x7, 319
- used in tablet and smartphone devices, 318
- x64 instruction set, 318

microsoft autoupdate, 26

microsoft surface (tablet computer), 319

mighty mouse, 22

minimize button, 30

mixed cell references, 130

mouse

- configuring, 22
- right clicking, 22
- scroll wheel, 98
- zooming with, 98

moving

- the Excel window, 30

multiplication operator (*), 85

N

name box, 34

negative numbers, entering into cells, 63

normal view, 50

number sign (#), 78

numbers

- changing number of decimal points displayed, 116
- using built-in styles with, 158

O

office insider program, 26

office theme, changing, 28

office version. *See also* Excel Online

- availability of different versions, 321
- checking Excel version, 26
- office 2016 for mac, 320
- office 2016 for windows, 320
- office 2016 mobile, 320
- office 2016 online, 321

OneDrive. *See also*, microsoft account; Excel Online

- advantages of using, 317
- alternatives to, 317
- link, sharing using share button, 326
- lunchtime lock, problems caused by, 316
- open a workbook from, 316
- save a workbook to, 36, 314
- save local copy of read-only workbook, 327
- security concerns, 315
- SharePoint, using in place of, 315
- social networks, sharing links via, 326
- subscriptions, 314

operating system

- android, 319
- apple OS X, 319
- explained, 319
- iOS, 319
- Windows 10 mobile, 319

option key, 32

organizing

- excel files, 40
- sample files folder, 34

P

page layout view, 50, **284**

paper sizes explained, 289

paste, 112

paste special, 117

paste values, 117

PDF, workbook format, 39

percentage style, 159

portrait orientation, 283

pound sign (#), 78

precision, changing to avoid rounding errors, 159

printing

- area, setting, 300
- autoheaders and autofooters, adding, 294
- cell comments, adding, 126
- column headings, showing on every page, 302
- comments, exactly as displayed on a worksheet, 126
- comments, printing all at the end, 126
- headers & footers, adding custom, 296
- headers & footers, including an ampersand (&) in, 296
- headers & footers, specifying different first, odd and even, 298
- margin settings, changing the default, 285
- margins, adjusting using rulers, 285

- margins, custom, adjusting with page setup, 286
- over then down, page order, changing with, 304
- page breaks, adjusting using *page break preview*, 292
- page breaks, inserting and deleting, 290
- page number, setting the starting value, 294
- page order, changing, 304
- paper orientation, changing, 283
- paper size, setting, 288
- paper sizes explained, 289
- part of a worksheet, 300
- previewing on screen, 48, 50, **282**
- row headings, showing on every printed page, 302
- rulers, showing and hiding, 285
- scaling to fit paper, 288
- several worksheets at the same time, 304
- processor. *See* microprocessor

Q

- quick access toolbar
 - adding commands to, 48
 - adding separators to, 48
 - deleting commands from, 48
- quick analysis
 - conditional formatting, creating with, 182
- quit excel, 30
- quotations
 - Aristotle, 46
 - Baltasar Gracián, 96
 - Benjamin Disraeli, 281
 - Confucius, 19
 - David Hume, 250
 - Euripides, 21
 - Frederick R. Barnard, 205
 - Henry Ford, 261
 - Margaret Thatcher, 107
 - Oscar Wilde, 153
 - Robert Collier, 30
 - Winston Churchill, 18

R

- ranges
 - AutoSelect , selecting automatically with, 76
 - copying data across, 70
 - entering data into, 70
 - non contiguous, selecting, 74

- select all button, to select a range containing every cell in a worksheet, 79
- selecting, 68
- selecting visually for formulas with the mouse, 84
- transposing, 118
- visualizations, comparing values with, 186
- recommended charts, using, 212
- redo, 120
- relative references, 128
- replace cell contents using *find and replace*, 274
- reset to match style, 221
- restore down button, 30
- ribbon
 - benefits of wide screen with, 44
 - command groups on, 46
 - contextual tabs, explanation of, 45
 - controls on, 46
 - font panel controls, explanation of, 45
 - overview, 44
 - showing and hiding (minimizing), 45, 52
- rotate text, 198
- rounding errors, avoiding, 159
- rows
 - conditional format, highlighting entire row with, 189
 - copying contents of one to another, 114
 - deleting, 108
 - freezing, 142
 - hiding, 232
 - inserting, 108
 - making several the same size, 79
 - manually setting height of, 79
 - resizing automatically, 78
 - selecting, 72
 - selecting non contiguous, 72
 - unhiding, 232
- rulers, showing and hiding in page layout view, 285
- rules manager
 - controlling conditional formatting with, 184
 - editing rules with, 186

S

- sample files
 - downloading, 34
 - organizing folder, 34
- sans serif and serif fonts explained, 170
- save, 36, 38
- select all button, 264
- selecting cells, 68

- series
 - dialog, 96
 - exponential, 96
 - growth, 96
 - linear, 96
 - start value, 96
 - step value, 96
 - stop value, 96
- serif and sans serif fonts explained, 170
- share button, 326
- shortcut keys. *See* keyboard shortcuts
- smart tag
 - explained, 68
 - options, 92
 - using to paste values, 117
- SmartPhone
 - explained, 318
- sparklines, 190
 - column type, inserting, 191
 - date axis, specifying for, 194
 - deleting, 192
 - empty cells, setting options for, 237
 - formatting
 - line thickness (weight), changing, 193
 - marker (data point) color, 193
 - markers (data points), 193
 - single sparkline rather than group, 195
 - group and ungroup, 195
 - hidden cells, show/hide on sparkline, 237
 - inserting group of into a range of cells, 190
 - line type, inserting, 191
 - size of containing cell, changing, 193
 - style, changing with style gallery, 193
 - type, changing, 193
 - ungroup and group, 195
 - uses of, 190
 - vertical axis, applying common scaling to
 - sparkline group, 192
 - win/loss type, inserting, 191
- spell checking
 - dictionary language, setting, 146
 - using, 146
- split button, 46
- split, window into multiple panes, 144
- start Excel, 24
- styles
 - accounting number format, 158
 - applying cell styles, 172
 - built-in, for numbers, 158
 - comma, 158
 - comma[0], 158

- currency[0], 158
- custom, 178
- importance of using theme colors and fonts, 181
- master style book, using, 180
- merging, 180
- percentage, 159
- removing from cells, 172
- SUM function
 - creating manually using formula
 - AutoComplete, 86
 - creating using AutoSum, 66
- surface. *See* microsoft surface (tablet computer)
- switch windows, 64

T

- tablet computer
 - explained, 318
- tabs. *See* worksheets
- templates
 - creating, 134
 - custom, about, 132
 - potential problems when using samples, 132
 - using, 24, 136
- the smart method
 - learning by participation, 19
 - two facing pages rule, 18
- themes. *See also* office theme
 - changing, 172
 - changing the default, 170
 - color sets, 170
 - custom, creating, 176
 - explained, 170
 - font sets, 170
 - importance of using theme colors and fonts, 170
- times. *See* dates and times
- title bar, 64
- touchscreen, gestures, 324
- transparency, 219
- transpose, 118
- trend. *See also* series
 - linear and exponential, 96
- trend line. *See* charts

U

- undo, 120
- unhide rows and columns, 232
- unique values, detecting with conditional formatting, 185

V

- values. *See also* Styles
 - built-in styles, applying to, 158
 - currency prefixes, using with, 63
 - entering into cells, 62
 - fractions, entering into cells, 63
 - negative numbers, entering into cells, 63
 - precision, changing to avoid rounding errors, 159
 - rounding errors, avoiding, 159
- version. *See* office version
- vertically align cell contents, 168
- visualizations, 186
 - color scale, 186
 - comparing values with, 186
 - data bar, 186
 - icon set, 186
 - rules manager, editing with, 186
 - use of *show bar only* to create quick charts, 186

W

- web browser. *See* OneDrive; Excel Online
- wildcards
 - searches using, 274
- windows
 - arrange all, using to automatically size, 64
 - closing, 30
 - maximizing, 32
 - minimizing, 30
 - moving, 30
 - resizing, 30
 - restoring, 30
 - splitting into multiple panes, 144
 - switching to view a different workbook, 64
 - views, creating two of the same workbook, 262

- workbooks. *See also* files
 - changing default number of worksheets in, 42
 - creating new, 64
 - duplicating worksheets in, 264
 - open from OneDrive, 316
 - opening, 34
 - save to OneDrive, 314
 - saving, 36, 38
 - switching between open workbooks, 64
 - viewing the same workbook in two windows, 262
 - viewing two at the same time, 64
 - views, 50
- worksheets
 - 3-D creating, 272
 - adding, 42
 - changing default number of, 42
 - chart worksheets, explanation of, 42
 - copying from one workbook to another, 266
 - deleting, 42
 - duplicating, 264
 - gridlines, switching off in, 174
 - groups, 272
 - hiding and unhiding, 268
 - maximum number of rows and columns in, 34
 - navigating, 34, 42
 - non-contiguous, selecting, 272
 - renaming, 42
 - tab colors, changing, 43
- wrapping
 - splitting wrapped text into different lines, 169
 - text in cells, 164, 166

Z

- zoom button, 30, 32
- zoom control, 98