

Index

#

- #All special item, 61
- #Data special item, 60
- #Header special item, 61
- #ThisRow special item, 61
- #Totals special item, 61

3

- 3D map
 - animation, creating from temporal data, 442
 - animation, different methods explained, 442
 - annotation, adding to, 440
 - bubble visualization, 434, 436
 - categories, visualizing multiple, 436
 - category field, adding, 436
 - clustered column visualization, 434
 - creating, 422
 - custom image, using with, 438
 - data card, customizing, 430
 - edit time dialog, 442
 - filter, applying to, 428
 - fly over maps, how to, 444
 - geocoding, explained, 424
 - heat map visualization, 434
 - height field, adding, 432
 - image, adding to annotation, 440
 - layer options, setting, 430
 - layers, hiding and showing, 438
 - layers, using multiple, 438
 - location markers, changing opacity of, 430
 - location markers, changing size and color of, 430
 - location pane, using, 426
 - longitude and latitude, correct formatting of values for, 438
 - longitude and latitude, explained, 438
 - map labels, using, 426
 - map, re-positioning, 428
 - mapping confidence dialog, 425
 - mercator projection, explained, 426
 - MP4 file, saving video as, 442
 - overview, 421
 - pie chart visualization, 436
 - region visualization, 434
 - rotating, left and right, 432
 - scene options, setting, 444

- scene, adding new, 446
- scenes, understanding, 444
- scenes, working with multiple, 446
- stacked column visualization, 436
- task panes, hiding and showing, 428
- temporal data, creating video from, 442
- temporal data, explained, 422
- text box, adding to, 440
- tilting, up and down, 432
- time scrubber, using to navigate video, 442
- time values, formatting, 442
- transition effects, setting, 444, 446
- video resolution, options explained, 442
- video, creating from temporal data, 442
- video, saving as MP4 file, 442
- visualization, different types explained, 434
- X and Y co-ordinates, using with custom image, 438
- zoom, in and out of, 426

A

- absolute and relative cell references, 114
- accept/reject changes to a shared workbook, 262
- access database
 - described, 376, 378
 - external data, getting from, 376, 378
 - importing data from, 376, 378
 - limitations of, 390, 392
- activate
 - pivot table, 317
- ActiveX controls, 270
- add-in
 - power pivot, 394
 - solver, 214
- advanced filter. *See* filter
- AND function, 134
- apply names command, 171
- asymmetric
 - creating using named sets, 414
- AutoComplete, 106
 - enabling and disabling, 106
 - formula entry using, 106
- AutoFill, 63
- AutoFilter. *See also* filter
 - custom, 29, 30
 - range, applying to, 28
- automatic calculation, 136

AVERAGE function, 106

B

background error checking, enabling and disabling, 186

BI. *See* business intelligence

big data

defined, 390, 392

get & transform queries, using to work with, 456

pivot table, using to analyze, 390, 392

boolean criteria, 134

business intelligence. *See also* data model explained, 398

business rules, explained, 82

button control (form control), 302

C

calculate sheet command, 131

calculated columns

in tables, switching on, 62

calculated field. *See* pivot table; OLAP pivot table

calculated item. *See* pivot table; OLAP pivot table

calculation options (manual and automatic), 136

case sensitive filter, implementing, 37

cell link, of form controls, setting, 274

cells, 52

hiding values in using a custom format, 207

input and result, 204

locking to prevent users changing them, 224

merging, 175

speaking, 196

unlocking, 225, 287

watch window, monitoring values in, 194

channels. *See* update channels

chart source data

hidden and empty cells button, 287

charts. *See also* pivot chart; chart source data

bar chart, creating, 72

gant chart, 122

hidden and empty cells button, 287

pie charts, 286

temperature gauge, creating, 282

check box (form control), 278

cleansing data. *See* get & transform

clear filters command (pivot table), 334

collapsing and expanding an outline, 75

combo box (form control), 272

compare and merge workbooks command, 259

CONCATENATE function, 140

concatenation operator (&), 138

conditional formatting. *See also* visualizations

connection

explained, 458

properties, 458

refresh automatically at timed interval, 458

consolidate data from multiple ranges, 78

constants, named constants, 169

controls

ActiveX and form, differences between, 271

button control (form control) adding, 302

cell link of form controls, setting, 274

check box (form control), adding, 278

check box (form control), use value of, 280

combo box (form control), adding, 272

form and ActiveX, differences between, 271

group box (form control), adding, 270

input range, setting for combo box (form control), 273

option button (form control), adding, 270

COUNT function, 106

COUNTA function, 177

COUNTIF function, 96, 114

creating from selection command, 172

criteria range, creating, for advanced filter, 32

CSV files, splitting into columns, 72

custom filter, 29

custom formatting codes, 140, 207

custom lists

creating, 54

sorting by, 54

custom styles, use in pivot tables, 338

custom views, creating and viewing, 218

D

data

delimited and fixed width, 71

input messages, 86

validation, 82

data cleansing. *See* get & transform

data model. *See also* OLAP pivot table; OLAP

creating, 394

CUBEVALUE function, using to retrieve data from, 410

dimensions, explained, 399

foreign key, explained, 380

get & transform query, connecting directly to, 456

hierarchies, explained, 399

manage relationships dialog, 400, 402, 406

- MDX code, used within CUBEVALUE function, 411
- MDX query language, described, 396, 399, 408, 411
- measures, explained, 399
- OLAP, explained, 396, 398
- power pivot, relationship to data model explained, 394
- primary key, explained, 380
- relationship, automatic creation of, 400, 402
- relationship, creating, 394, 404, 406
- relationship, many-to-many, explained, 404, 406
- relationship, one-to-many, explained, 404, 406
- data munging. *See* get & transform
- data pre-processing. *See* get & transform
- data scrubbing. *See* get & transform
- data shaping. *See* get & transform
- data table
 - column input cell, 205
 - row input cell, 205
 - single-input, creating, 204, 284
 - two-input, creating, 206
- data types, 464
- data wrangling. *See* get & transform
- DATE function, 124
- date of birth, calculating from age, 120
- DATEDIF function, 120
- dates and times
 - 24-hour format, applying, 126
 - age, calculating from date of birth, 120
 - current date, entering as non volatile, 119
 - DATE function, 124
 - DATEDIF function, 120
 - DAY function, 118
 - days between two dates, calculating, 120
 - difference in days between two dates, calculating, 117
 - formatting, changing default, 126
 - HOUR function, 130
 - midnight, time calculations that span, 128
 - MINUTE function, 130
 - minutes, converting to hours and minutes, 36
 - MONTH function, 118
 - monthly totals, group into using a pivot table, 352
 - months between two dates, calculating, 120
 - NOW function, 130
 - offset days, months and years, 124
 - offsetting a date by a specific interval, 122
 - SECOND function, 130

- serial number, explained, 116
- TIME function, 132
- time value, containment within dates, 116
- time, entering a non volatile current time, 131
- TODAY function, 118
- transforming using get & transform, 472
- YEAR function, 118
- years between two dates, calculating, 120
- DAY function, 118
- delimited and fixed width data, 71, 72, 462
- de-normalized data. *See* get & transform
- dependents, tracing, 192
- developer tab, enabling, 270
- digital certificates, 228
- digital signatures, 230
- downloading the sample files, 17, 28
- Dr Codd's third normal form rules, 70, 486
- drill down, pivot table, into fields, 317
- duplicate entries, removing from tables, 94

E

- e-mail, hyperlink, used to send, 244
- error alert messages, 84
- errors
 - #DIV/0!, eliminating with the IF function, 112
 - #DIV/0!, explained, 182
 - #NA, explained, 182
 - #NAME?, explained, 182
 - #NULL!, explained, 184
 - #NUM, explained, 182
 - #REF!, explained, 184
 - #VALUE!, explained, 184
 - background checking, detecting with, 186
 - background checking, enabling and disabling, 186
 - green triangle indicators, enabling and disabling, 186
 - green triangle, visual indicator of, 186
 - IFERROR function, 150
 - manually checking for, 188
 - solving, 182
 - trace dependents tool, 192
 - trace error tool, 191
 - trace precedence tool, 190
 - watch window, using to monitor cell values, 194
- ETL. *See* get & transform
- evaluate formula command, 105
- EXACT function, 37
- Excel
 - 32 bit and 64 bit version of, 390, 392, 422

eXtensible markup language. *See* xml, *See* xml
extract. *See* get & transform
extract, transform and load. *See* get & transform

F

files. *See also* workbooks

- macro-enabled workbook format, 292
- objects, creating from, 250
- objects, linking to, 250

filter. *See also* AutoFilter

- advanced, 32, 34, 36
 - advanced with multiple OR criteria, applying, 32
 - by color, 31
 - by selection, 29
 - case sensitive, implementing, 37
 - clearing, 30
 - criteria range, 32, 34
 - custom, 29, 30
 - exact and inexact, creating, 33
 - extract records to a different worksheet using, 39
 - extracting random rows from a range using, 36
 - function-driven, 36
 - list range, 34
 - pivot table, 324, 326
 - range, applying to, 28
 - removing, 29
 - removing advanced, 35
 - slicers, filtering pivot tables with, 328
 - top 10, 30
 - unique records, extracting using, 38
 - wildcards, use of in criteria, 33
- FIND function, 144
- fixed width and delimited data, 71, 72
- foreign key. *See also* data model
- explained, 380
 - naming convention, 380
- formatting. *See also* themes
- 24 hour time, 126
 - custom format strings, using, 140
 - date, changing default, 126
 - hiding values in cells using a custom format, 207
 - numbers in a pivot table, 317
 - slicers, 329
 - TEXT function, to format numerical values as strings, 140
 - time, changing default, 126
- forms. *See* controls
- formulas. *See also* functions

- auditing by tracing precedents, 190
- AutoComplete, creating with, 173
- AutoComplete, enabling and disabling, 106
- hiding to prevent viewing of, 225
- range names, pasting into, 179
- syntax box, understanding, 106, 107
- trace dependents tool, 192
- trace error tool, 191

frequency distribution, 354

functions. *See also* formulas

- AND, 134
- AutoComplete, 106
- AutoComplete, enabling and disabling, 106
- AVERAGE, 106
- CONCATENATE, 140
- COUNT, 106
- COUNTA, 177
- COUNTIF, 96, 114
- CUBEMEMBER, 412
- CUBEVALUE, 410
- DATE, 124
- DATEDIF, 120
- DAY, 118
- evaluating with the *evaluate formula* command, 105
- EXACT, 37
- FIND, 144
- FV, 110
- GETPIVOTDATA, 360
- HLOOKUP, 152
- HOUR, 130
- IF, 112
- IF, avoiding nesting using VLOOKUP, 113
- IFERROR, 150
- IFS, 158
- INDEX, 113, 149, 156
- INDIRECT, 174
- INT, 36
- LEFT, 142
- LEN, 144
- MATCH, 113, 149, 154
- MAX, 106
- MID, 142
- MIN, 106
- MINUTE, 130
- MOD, 36
- MONTH, 118
- MROUND, 138
- NOT, 134
- NOW, 130
- OFFSET, 176

- OR, 134
- PMT, 108, 204
- PV, 110
- RIGHT, 142
- ROUND, 464
- ROUNDUP, 332
- ROW, 36
- SECOND, 130
- SUBTOTAL, 45
- SUM, 106
- SUMIF, 114
- SUMPRODUCT, 215
- SWITCH, 112, 148
- TABLE, 205
- TEXT, 140
- TEXTJOIN, 140
- TIME, 132
- TODAY, 88, 118
- TRIM, 145
- VLOOKUP, 146, 152
- YEAR, 118
- future value, explained, 109, 110
- FV function, 110

G

- gant chart, 122
- get & transform
 - aggregated data query, advantages of over pivot table, 478
 - aggregated data query, creating, 478
 - append query, creating, 484
 - arguments, changing for steps, 466
 - big data, working with, 456
 - calculated column, adding, 476
 - column, creating duplicate of, 472
 - column, moving, removing, renaming, filtering and sorting, 460
 - column, replacing values in, 462
 - combining tables, de-normalizing by, 486
 - connections, automatically refreshing, 458
 - connections, explained, 458
 - custom column, adding, 476
 - data model, connecting query return values directly to, 456
 - data type, conversion of, 464
 - data types, in-depth explanation of, 464
 - date column, transforming, 472
 - Date.To.Text, PQFL function, 476
 - delimited data, splitting, 462
 - de-normalized data, in-depth explanation of, 486

- derived values, de-normalizing by adding, 486
- duplicate column, creating, 472
- ELT, advantages of ETL over, 454
- empty string, comparison with null value, 470
- error rows, removing, 468
- ETL (extract, transform and load), overview, 454
- ETL, advantages of, over traditional ELT, 454
- expanding joined tables, 490
- extract, process explained, 454
- filtering columns, 460
- first row, using as column headers, 468
- formulas, PQFL, inspecting and editing, 466
- get external data, advantages over, 456
- group by dialog, 478
- headers, using first row as, 468
- join, explanation of different types, 488
- load to, dialog options, 456
- load, process explained, 454
- M language, synonym for PQFL, 466
- merged query, creating, 488, 490
- moving column, 460
- multiple queries, working with, 482
- normal data, 486
- null values, comparison to empty strings, 470
- null values, in-depth explanation, 470
- number column, transforming, 474
- number scale, changing, 474
- only create connection, query type, 456, 458, 482
- overview, 454
- PQFL described, 466
- PQFL formulas, inspecting, 466
- PQFL, blank spaces, using in formulas, 484
- PQFL, Date.To.Text function, 476
- query tools, new ribbon tab for linked tables, 456
- query, creating, 456
- refresh connection automatically at timed interval, 458
- refresh, linked table connected to, 456
- removing columns, 460
- removing rows, 468
- renaming columns, 460
- renaming queries, 458
- replacing values in columns, 462
- rounding values, 474
- rows, removing, 468
- sorting columns, 460
- spaces, using in PQFL formulas, 484
- splitting delimited data, 462

- steps explained, 466
- steps, arguments, setting in, 466
- steps, deleting, 466
- time column, transforming, 472
- transform date columns, 472
- transform number columns, 474
- transform time columns, 472
- transform, process explained, 454
- unpivot aggregated data, 480
- web query, creating, 456
- get external data. *See also* get & transform
 - made redundant by get & transform, 456
 - using, 376, 378
- goal seek, 212
- goto special, 75
- gross profit and markup explained, 136
- group
 - pivot table date fields, 352
 - pivot table fields, 318
 - pivot table text fields, 350
 - pivot table value ranges, 354
- group box (form control), 270

H

- help system
 - formula AutoComplete, accessing from within, 106
- hide worksheets, columns and rows, 216
- highlight changes command, 263
- history options, in shared workbooks, 262
- HLOOKUP function, 152
- HOUR function, 130
- hyperlinks. *See* internet

I

- IF function, 112
 - avoiding nesting using VLOOKUP, 113
- IFERROR function, 150
- IFS function, 158
- INDEX function, 113, 149, 156
 - combining with MATCH, 113, 149, 156
- INDIRECT function, 174
- input message, 86
- input range (of combo box form control), 273
- INT function, 36
- IntelliSense, 106
- interest, calculating using PMT function, 108
- internet
 - address, adding to the quick access toolbar, 244

- back button, adding to the quick access toolbar, 244
- hyperlink to a shape, 300
- hyperlink, adding a screen tip to, 240
- hyperlink, inserting, 240
- hyperlink, to a range name, 241
- hyperlink, to an e-mail address, 244
- hyperlink, to other workbooks, 242
- hyperlink, to web pages, 242
- navigation controls, adding to the quick access toolbar, 244
- next button, adding to the quick access toolbar, 244
- web query, creating with get & transform tool, 456
- invisible signature, adding, 230

J

- join, types of, 488

K

- keyboard shortcuts
 - Create names from selection, 166
 - defined names, list, 169
 - format cells dialog, open, 126
 - function arguments dialog, display, 124
 - general format, 126
 - name manager, show, 172

L

- latitude. *See* 3D map
- LEFT function, 142
- LEN function, 144
- license. *See also* update channels
 - Excel 365, 24
 - perpetual and subscription, differences, 24
 - subscription, 24
- linked table. *See* table
- load. *See* get & transform
- locking, file locking explained, 254, 256
- logical expressions using AND, OR and NOT, 134
- longitude. *See* 3D map

M

- M language. *See* get & transform
- macro-enabled workbook format, 292
- macros
 - absolute references, recording with, 290

- automatically running when workbook is opened, 303
- naming, 290
- personal macro workbook, storing macro in, 290
- quick access toolbar, running from, 302
- recording with absolute references, 290
- recording with relative references, 298
- security, explained, 292
- settings, security, 294
- shapes, running from, 300
- shortcut key, defining, 291
- store macros in, explained, 290
- this workbook, storing macro in, 290
- trusted document, making a macro-enabled workbook into, 292, 296
- trusted folder, creating, 295
- VBA, relationship between, 288
- manual calculation, 136
- markup and gross profit explained, 136
- MATCH function, 113, 149, 154
 - combining with INDEX, 113, 149, 156
 - match type argument, explained, 113, 149, 154
 - using to make VLOOKUP function more resilient, 146
- MAX function, 106
- MDX. *See also* data model
 - query language explained, 396, 398, 408, 411
- memory
 - 64 bit excel version, better use of, 390, 392, 422
 - out of memory errors, 390, 392, 422
- merge across command, 175
- merge cells, 175
- merging, explained, 254, 258
- MID function, 142
- midnight, dealing with in time calculations, 128
- MIN function, 106
- MINUTE function, 130
- MOD function, 36
- MONTH function, 118
- MROUND function, 138
- munging data. *See* get & transform

N

- name box, 167
 - resizing, 171
- name manager, 172, 174
- named constants, 168
- named ranges. *See* range names
- names. *See* range names
- networks, sharing workbooks on, 255, 260

- normal data. *See* get & transform
- NOT function, 134
- NOW function, 130
- null values, 470
- numbers
 - formatting, in pivot table, 317

O

- objects
 - chart, embedding into word, 248
 - copying, 249
 - drag and drop, creating by, 251
 - linking to files, 250
 - OLE (object linking and embedding), 249
 - paste special, creating by, 251
 - worksheet, embedding into word, 246
 - worksheet, linking to word, 250
- oData feed, 376, 378
- odbc
 - importing data using, 376, 378
- office theme, changing, 26
- office version
 - checking Excel version, 25
 - version number and build number explained, 24
- OFFSET function, 176
- OLAP. *See also* data model; OLAP pivot table
 - cube data, accessing with the CUBEMEMBER function, 412
 - cube data, accessing with the CUBEVALUE function, 410
 - dimensions, explained, 399
 - hierarchies, explained, 399
 - history and origins, 398
 - MDX, query language, described, 396, 399, 408, 411
 - measures, explained, 399
 - overview, 396, 398
- OLAP pivot table. *See also* data model; OLAP
 - calculated field, workaround, 408
 - calculated item, workaround, 408
 - creating directly from relational database, 400, 402
 - creating, from data model, 394
 - CUBEMEMBER, function, using to retrieve data from OLAP cube, 412
 - CUBEVALUE, function, using to retrieve data from OLAP cube, 410
 - drilldown, limitations in, 408
 - GETPIVOTDATA, function, using to retrieve data from, 360, 411

- limitations of, 408
- named sets, 414
- OLAP cube, relationship to, 396
- overview, 375
- SSAS, advantages of hosting OLAP cube on, 396
- OLE (object linking and embedding), 249
- online analytical processing. *See* *olap*
- open database connectivity. *See* *odbc*, *See* *odbc*
- operators
 - intersection, 174
- option button (form control), 270
- OR function, 134
- oracle database
 - described, 376, 378
- organizing
 - sample files folder, 28
- outlines
 - collapsing and expanding, 75

P

- page fields, 326
- password
 - open workbook, setting, 220
 - secure, creating with secure password generator, 307
- paste special
 - objects, creating with, 251
 - validation, 181
- personal macro workbook, storing macros in, 290
- pivot chart
 - creating from pivot table, 362
 - moving to its own worksheet, 362, 363
- pivot table. *See also* OLAP pivot table; pivot charts; slicers
 - activating, 317
 - big data, using to analyze, 390, 392
 - cache. *See* data cache
 - calculated field, adding to, 346
 - calculated item, adding to, 348
 - clear filters command, 334
 - collapse and expand outline in, 319
 - column labels, 321
 - compact form layout, 340
 - creating directly limitation, single table data source, 400, 402
 - creating from a table, 316
 - custom PivotTable styles, creating, 338
 - data cache, linked table, connected to, 388
 - data cache, refreshing from, 388
 - date fields, grouping by, 352

- drilling down into, 317
- field header, showing and hiding, 347
- field list, 317, 320
- field, removing from, 320
- filter, 324
- filters, removing all from, 334
- formatting numbers in, 317
- formatting using PivotTable styles, 336
- frequency distribution, 354
- GETPIVOTDATA function, using to retrieve
 - data from, 360
- grand total, adding to, 345
- grouping fields in, 318
- linked table, as data source for, 388
- multiple in one worksheet, embedding, 364
- multiple summations, displaying in, 344
- multiple worksheets, generating using report filters, 334
- multiple, filtering with slicers, 366
- named ranges, creating from, 316
- numeric ranges, grouping by, 354
- outline form layout, 341
- percentage, show row data by, 356
- refresh data in, 388
- report filter fields, using, 326
- report layouts, 340
- row labels, 320
- rows, hiding, 347
- slicers, filtering with, 328
- sort, 324
- subtotals, adding and removing, 342
- tabular form layout, 341
- text fields, grouping by, 350
- values, 320

- PMT function, 108
- power map. *See* 3D map
- power pivot. *See* data model
- power query. *See* get & transform
- PQFL. *See also* get & transform
 - Date.To.Text function, 476
- precedence rules in formulas, 104
- precedents, tracing, 192
- pre-processing data. *See* get & transform
- present value, explained, 110
- primary key. *See also* data model
 - explained, 380
 - meaningless, importance of, 380
 - naming convention, 380
 - unique, necessity to be, 380
- profit, difference between markup and gross profit, 136

project management, Excel's suitability for, 122
protected view, 29
 potential problems with when downloading
 sample files, 28
PV function, 110

Q

quick analysis, 40
 converting a range to a table using, 44
 percentages, adding using, 42
 running totals, adding using, 42
 totals, adding using, 40
quotations
 Abraham Maslow, 315
 Alexander McCall Smith, 421
 Andrew Carnegie, 239
 Benjamin Disraeli, 23
 Carly Fiorina, 453
 Confucius, 3, 203
 George Bernard Shaw, 69
 George Orwell, 103
 Plutarch, 165
 Sir Arthur C. Clarke, 375
 Winston Churchill, 2

R

range names
 apply names command, 171
 automatically creating, 166
 automatically creating in two dimensions, 172
 creating from selection command, 172
 creating manually, 168
 dynamic, creating using OFFSET function, 176
 dynamic, uses of, 176
 explained, 166
 formulas, make more readable with, 170
 formulas, using in, 167
 hyperlinks, creating to point to, 241
 INDIRECT function, 174
 intersection operator, using with, 174
 name manager, 172, 174
 named constants, 168
 pasting into formulas using the paste name
 dialog, 179
 pivot table, creating from, 316
 qualified and unqualified references to, 168
 scope, workbook and worksheet, 168
 syntax rules for, 167
 table based, creating, 178
 validations, using with, 180

 viewing, 170
ranges. *See also* range names
 AutoFilter, applying to, 28
 consolidating, 78
 duplicate entries, removing from, 94
 sorting by column, 52
 sorting by row, 50
 subtotals, create automatically, 74
 table, converting into, 44
 table, creating from, 46
 unique constraint, adding to, 96
rdbms. *See* relational database, *See* relational
 database
read only worksheet
 creating, 225
 hiding to prevent viewing of, 225
regional settings, 126
relational database. *See also* access database;
 oracle database; sql server database; primary
 key; foreign key, *See also* access database;
 oracle database; sql server database; primary
 key; foreign key
 described, 376, 378, 380
 view, using in, 384, 386, 390
relationship. *See also* data model
 automatic creation of, 400, 402
 creating, 394, 404, 406
 creating using VLOOKUP function, 382
 explained, 380
 manage relationships dialog, 406
 many-to-many link table naming convention,
 404
 many-to-many, explained, 404, 406
 one-to-many, explained, 404, 406
ribbon
 custom groups, adding to, 306
 customizations, saving to a file, 309
 tabs, showing and hiding, 304
RIGHT function, 142
ROUND function, 464
ROUNDUP function, 332
ROW function, 36

S

sample files
 downloading, 17, 28
 organizing folder, 28
scenario summary report, creating, 210
scenarios
 defining, 208
 goal seek, 212

- merging, 210
- quick access toolbar, viewing from, 209
- scenario manager, 209
- scenario summary report, creating, 210
- scheduling equation, 122
- schema, 404, 406
- screen tip, adding to a hyperlink, 240
- screenshot (sidebar), 225
- scrubbing data. *See* get & transform
- SECOND function, 130
- security
 - custom views, creating and viewing, 218
 - digital certificate, implementing macro security with, 294
 - digital certificates, 228
 - digital signature, adding invisible, 230
 - hide worksheets, columns and rows, 216
 - locking cells to prevent users changing them, 224, 287
 - macro, 292
 - multiple levels for one worksheet, 226
 - password to open, setting, 220
 - passwords, choosing secure, 220
 - read only worksheet, creating, 225
 - structure and windows, protecting with a password, 222
 - trust center, 294
 - trusted document, creating, 296
 - trusted folder, creating, 295
 - unhide worksheets, columns and rows, 216
 - visible signature, adding, 232
- self service BI, 398
- shapes, running macros from, 300
- shaping data. *See* get & transform
- sharing
 - accept/reject changes, 262
 - compare and merge tool, adding to quick access toolbar, 259
 - conflicts, resolving, 260
 - history options, 262
 - lock method, explained, 254, 256
 - merge method, explained, 254, 258
 - network, workbooks on, 260
 - track changes, options, 263
 - update workbook changes automatically, 260
 - workbook, converting to shared or normal, 258
 - workbooks, shared, restrictions when using, 258
- shortcut keys
 - recalculate workbook, 131
 - time, entering a non volatile current time, 131
- signature, digital, 230
- slicers, 328
 - columns, changing number of, 329
 - connect multiple pivot tables to, 366
 - date-driven interface, creating with, 332
 - filtering multiple pivot tables with, 366
 - filtering pivot table with, 328
 - formatting, 329
 - ranges, filtering with, 44
 - re-sizing, 329
 - style, changing, 329
 - timeline, 330
- smart tag
 - using to correct errors, 187
- solver, 214
- sort
 - custom list, by, 54
 - left to right, 53
 - multiple criteria, using in, 50
 - options, 53
 - pivot table, 324
 - range by column, 52
 - range or table by row, 50
- speak cells, 196
- special items. *See* structured references
- split text using Text to Columns, 71
- sql
 - described, 384, 386, 390
- sql server analysis services. *See* SSAS
- sql server database
 - described, 376, 378
- SSAS
 - described, 396
 - OLAP cube hosting, advantages of, 396
- strings
 - CONCATENATE function, 140
 - concatenating using & operator, 138
 - custom format codes, 140
 - FIND function, 144
 - LEFT function, 142
 - LEN function, 144
 - MID function, 142
 - numerical, converting to, 143
 - RIGHT function, 142
 - TEXT function, 140
 - TEXTJOIN function, 140
 - TRIM function, 145
- structure, protecting with a password, 222
- structured query language. *See* sql, *See* sql, *See* sql
- structured references. *See also* tables
 - enabling and disabling, 56

- special items, using in, 60
- unqualified and qualified, explained, 62
- styles
 - pivot table, creating custom style in, 338
 - pivot table, using in, 336
 - table, 46
- SUBTOTAL function, 45
- subtotals. *See also* ranges, tables
 - copy subtotals only, 75
 - grand total, adding to pivot table, 345
 - nested, creating, 75, 76
 - pivot table, adding to, 342
- tables, generate from using data consolidation, 80
- SUM function, 106
- SUMIF function, 114
- SUMPRODUCT function, 215
- SWITCH function, 112, 148

T

table. *See also* structured references

- calculated columns in, explained, 62
- creating a pivot table from, 316
- custom style, creating, 48
- data source, linking to, 388
- duplicate entries, removing, 94
- formatting, 46
- get & transform query, linking to, 456
- linked, creating, 376, 378
- linked, detailed explanation of, 388
- linked, refreshing, 376, 378, 388, 456
- linked, refreshing, automatically at timed interval, 458
- linked, unlinking, 388
- linking to get & transform query, 456
- naming, 57, 179
- new rows and columns, enabling and disabling
 - automatic inclusion in, 57
- range names, associating with, 179
- range, converting to, 44, 46
- slicers, using with, 44
- sorting by row, 50
- structured reference, creating manually, 58
- structured reference, explained, 56
- structured reference, using, 56
- style options, 46
- style, custom, creating, 48
- styles gallery, 46
- total row, adding to, 45
- total row, showing average values in, 45
- unique constraint, implementing, 96

- unlinking, 388
- temperature gauge chart, 282
- TEXT function, 140
- text to columns, 70, 72
- TEXTJOIN function, 140
- the smart method
 - learning by participation, 3
 - two facing pages rule, 2
- themes. *See also* office theme
 - applying to a workbook, 46
 - restricting color choice to, rationale for, 48
- third normal form, 70, 486
- TIME function, 132
- timeline. *See* slicers
- times. *See* dates and times
- TODAY function, 88, 118
- totals
 - adding using quick analysis, 40
- trace dependents tool, 192
- trace error tool, 191
- trace precedents of formulas, 190
- track changes, options, 263
- transform. *See* get & transform
- TRIM function, 145
- trust center, 294
- trusted document, 292, 296
 - list, clearing, 297
- trusted folder, creating, 295

U

- unhide worksheets, columns and rows, 216
- unique
 - constraint, adding to ranges and tables, 96
 - records, extracting using advanced filter, 38
- unlink table. *See* table
- unpivot. *See* get & transform
- update channels
 - automatic updates, enabling, 24
 - explained, 24
- updates. *See* update channels

V

- validation
 - custom, 92
 - date, 88
 - dynamically changing based on a cell value, 180
 - error alert messages, 84
 - formula driven, 88, 181
 - input message, 86

- link together using range names, 180
- list, 90, 181
- mandatory and advisory, 85
- numeric data, 82
- removing from selected cells, 181
- source, different ways of defining, 90
- style, 85
- text length, 88

VBA, 288

view

- in relational database, explained, 384, 386, 390

visible signature, adding, 232

visualizations, 51

VLOOKUP function, 146, 152

- exact lookup, using for, 146
- inexact lookup, using for, 152
- relationship, creating using, 382

W

watch window, 194

web. *See* internet

what-if analysis. *See also* data tables, scenarios

- data table, single-input, creating, 204
- data table, two-input, creating, 206
- goal seek, 212
- scenario manager, 209
- scenario summary report, creating, 210

- scenarios, defining, 208
- scenarios, merging, 210
- solver, using, 214

wildcards

- use of in filter criteria, 33
- use of in logical criteria, 115

word

- embedding a chart object into, 248
- embedding a worksheet object into, 246
- linking an Excel worksheet to, 250

word documents, hyperlink to, 243

workbooks. *See also* files; sharing

- macros, running automatically when opened, 303
- recalculating, 131
- sharing on a network, 255, 260

wrangling data. *See* get & transform

X

xml

- file, importing data from, 376, 378

Y

Y2K bug, 187

YEAR function, 118