

Index

A

arrange all, 64
 audio cues, enabling, 22
 AutoComplete
 formula entry using, 87
 AutoFill
 custom fill series, creating, 94
 date series, examples of, 92
 formulas, using to adjust, 90
 smart tag options, using, 92
 text and numeric series, creating with, 88
 AutoFit rows and columns, 79
 AutoSave, 36, *See also* versions; Excel Online
 draft versions, explanation of, 36
 time interval, changing, 36
 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, 44
 backup. *See also* OneDrive; AutoSave
 automatic backups, reverting to, 36
 RAID array, use of to improve resilience, 36
 time interval for automatic backups, changing, 36

C

cancel button, 62
 cells
 active cell, 76
 deleting, 82
 deselecting, 74
 entering text into, 62
 entering values into, 62
 selecting a range of, 69
 selecting all in a worksheet, 79
 channels. *See* update channels
 check box, 42
 close button, 24
 columns
 making several the same size, 79
 resizing automatically, 78

 selecting, 72
 selecting non contiguous, 72
 width of, manually changing, 79
 confirm button, 62
 crash, recovering from, 36
 currency
 prefixes, 63
 cursor shapes, explained, 69

D

delete, recovering work accidentally deleted, 36
 dialog launcher, 43
 documents. *See also* files
 organization of, 32
 pinning, 32
 downloading the sample files, 11, 26
 draft versions, explanation of, 36
 drop-down list, 43

E

editing cell contents, 62
 Excel workbook file format, 28, 30
 exponential. *See* series

F

files. *See also* workbooks; documents
 default workbook file location, setting, 33
 formats supported, 28, 30
 organization of, 32
 recent workbooks list, increasing the number of entries in, 32
 flash fill
 autofill handle, using to apply, 100
 automatic, use of, 98
 examples, 104
 extracting initials with, 98
 formula based solution, compared to, 101
 header rows, importance of formatting for, 98
 manual, use of, 100
 multiple examples, use of, 102
 numbers, working with, 102
 splitting delimited text with, 98
 switching on, 98
 telephone numbers, formatting with, 100
 use of separators with, 98
 using to solve common problems, 104

formula bar

- explanation of, 68
- graphic showing location of, 28

formulas

- Autocomplete, creating with, 86
- AutoFill, adjusting with, 90
- AVERAGE function, creating using AutoSum, 82
- 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, 87
- visual keyboard technique, creating with, 85

fractions, entering into cells, 63

full screen view, 50

functions

- AVERAGE, 82
- help topics, accessing from formula AutoComplete, 87
- MAX, 82
- SUM, 66, 80

G

gallery, 42

goto special, 77

growth. *See* series

H

help system. *See also* tell me help

- F1 key, accessing older help system with, 54
- formula AutoComplete, accessing help topics from, 87
- ribbon, accessing help topics directly from, 54

K

key tips, 46

keyboard shortcuts

- AutoSelect a range, 77
- AutoSum, 66
- bold, 47
- close, 25
- cycle through worksheets, 35
- flash fill, 100
- italic, 47
- ribbon, show/hide, 40
- save, 28
- select every cell in a worksheet, 78

underline, 47

workbook, create new, 64

L

license. *See also* update channels

- Excel 2019, 20
- perpetual and subscription, differences, 20
- subscription, 20

M

marching ants, 66

marquee, 66

MAX function, creating using AutoSum, 82

maximize button, 24

menus

- rich, 43
- shortcut (contextual), 47
- standard, 42

mini toolbar

- shortcut (contextual) menu, 47
- using when entering text, 46

minimize button, 24

moving

- the Excel window, 24

multiplication operator (*), 85

N

name box, 26

negative numbers, entering into cells, 63

normal view, 48

number sign (#), 78

O

office theme, changing, 22

office version

- checking Excel version, 21
- version number and build number explained, 20

organizing

- excel files, 32
- sample files folder, 26

P

page break preview, 48

page layout view, 48

PDF, workbook format, 31

pound sign (#), 78

printing

- page break preview, 48

previewing on screen, 44
protected view, potential problems when
 downloading sample files, 26

Q

quick access toolbar
 adding commands to, 44
 adding separators to, 44
 deleting commands from, 44

quick analysis
 totals, creating with, 67

quotations
 Aristotle, 42
 Baltasar Gracián, 96
 Confucius, 5
 Euripides, 17
 Robert Collier, 24
 Winston Churchill, 4

R

RAID array, 36
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

restore down button, 24

ribbon
 benefits of wide screen with, 40
 command groups on, 42
 contextual tabs, explanation of, 40
 controls on, 42
 customizing, 40
 default, resetting to, 40
 font panel controls, explanation of, 40
 overview, 40
 showing and hiding (minimizing), 40

rows
 making several the same size, 79
 manually setting height of, 79
 resizing automatically, 78
 selecting, 72
 selecting non contiguous, 72

S

sample files
 downloading, 11, 26
 organizing folder, 26
 potential protected view problem when
 downloading, 26
save, 28, 30
 AutoSave, using to recover work after crash, 36
selecting cells, 68
series
 dialog, 96
 exponential, 96
 growth, 96
 linear, 96
 start value, 96
 step value, 96
 stop value, 96
smart tag
 explained, 68
 options, 92
sounds
 enabling audio cues, 22
split button, 42
start Excel, 18
SUM function
 creating manually using formula
 AutoComplete, 86
 creating using AutoSum, 66
switch windows, 64

T

tabs. *See* worksheets
telephone numbers, formatting with flash fill, 100
tell me help
 Alt+Q keyboard shortcut, using to access tell
 me help box, 52
 execute command, using to, 52
 using, 52
the smart method
 learning by participation, 5
 two facing pages rule, 4
themes. *See also* office theme
title bar, 64
trend. *See also* series
 linear and exponential, 96
trend line. *See* charts

U

update channels
 automatic updates, enabling, 20

explained, 20
updates. *See* update channels

V

values

- currency prefixes, using with, 63
 - entering into cells, 62
 - fractions, entering into cells, 63
 - negative numbers, entering into cells, 63
- versions. *See also* AutoSave
- earlier versions, viewing, 38
 - explanation of, 36
 - recovering an earlier version of a workbook, 38

W

windows

- arrange all, using to automatically size, 64
 - closing, 24
 - moving, 24
 - resizing, 24
 - restoring down, 24
 - switching to view a different workbook, 64
- workbooks. *See also* files
- changing default number of worksheets in, 34

- creating new, 64
 - opening, 26
 - recent workbooks list, increasing the number of entries in, 32
 - saving, 28, 30
 - switching between open workbooks, 64
 - viewing two at the same time, 64
 - views, 48
- worksheets
- adding, 34
 - changing default number of, 34
 - chart worksheets, explanation of, 34
 - deleting, 34
 - maximum number of rows and columns in, 26
 - navigating, 26, 34
 - renaming, 34
 - tab colors, changing, 35

X

XPS, workbook format, 31

Z

zoom control, 106