

Index

2

2019

version of Excel. *See* Excel

3

365

version of Excel. *See* Excel

A

A4 size paper, 317

absolute references, 142

accounting number format style, 172

add-ins

content, explained, 152

downloading from the office store, 154

task pane, explained, 152

uses of, 152

alignment

horizontal, of cell contents, 176

vertical, of cell contents, 182

android. *See* operating system

apple

mac version of Excel, 350

missing Excel features in mac version, 350

apple OS X. *See* operating system

arrange all, 68

audio cues, enabling, 26

AutoComplete

formula entry using, 91

text entry using, 122

AutoFill

custom fill series, creating, 98

date series, examples of, 96

filling down, right, up and left with, 123

formulas, using to adjust, 94

smart tag options, using, 96

text and numeric series, creating with, 92

AutoFit rows and columns, 83, 131

AutoSave, 40, *See also* versions; Excel Online

draft versions, explanation of, 40

time interval, changing, 40

AutoSum, 70

AVERAGE functions, creating with, 86

MAX functions, creating with, 86

SUM a non contiguous range with, 84

AVERAGE function, 86

B

backstage view, 48

backup. *See also* OneDrive; AutoSave

automatic backups, reverting to, 40

RAID array, use of to improve resilience, 40

time interval for automatic backups, changing, 40

borders

adding to cells, 190

draw border line tool, using to add, 191

C

cancel button, 66

cells. *See also* styles; comments; formatting

active cell, 80

aligning contents of, horizontally, 176

aligning contents of, vertically, 182

borders, adding to, 190

color, adding to, 188

conditional formatting of, 198

copying one to another, 124

copying using drag and drop, 126

deleting, 86

deselecting, 78

entering text into, 66

entering values into, 66

gradient fills, adding to, 188

merging, 178, 180

selecting a range of, 73

selecting all in a worksheet, 83

styles, applying to, 186

unique values, detecting with conditional formatting, 201

wrapping text within, 178, 180

channels. *See* update channels

chart source data

adding series, 249

assigning non contiguous, 244

changing, 242

changing using *select data source* dialog tools, 242

deleting series, 249

hidden and empty cells button, 251

horizontal (category) axis labels, defining, 249

- horizontal (category) axis labels, editing, 253
- legend entries (series), 249
- non-contiguous source data, charting by hiding
 - rows and columns, 250
- numerical axis labels, configuring, 252
- series, deleting, 249
- charts. *See also* chart source data; visualizations; sparklines
 - #N/A values, treating as an empty cell, 254
 - 3D chart type, overview, 278
 - 3-D elements, formatting in, 236
 - activating, 225
 - axis title element, 231, 236
 - axis, formatting, 263
 - axis, maximum and minimum values, setting, 263
 - borders, formatting in, 234
 - category data explained, 246
 - combination, creating, 268
 - copying, 226
 - creating quick charts with visualizations, 202
 - creating quickly with two clicks, 224
 - data labels, adding to, 256
 - data labels, formatting, 257, 263, 270
 - data labels, referencing a range from, 258
 - data series explained, 236
 - data series, formatting in, 278, 280
 - data table, adding to, 231, 236
 - deleting, 226
 - deleting elements from, 238
 - elements, explained, 222
 - elements, formatting in, 234
 - elements, moving in, 238
 - elements, re-sizing in, 238
 - embedding in worksheet, 227
 - empty data points, dealing with, 254
 - fill color, changing of in elements, 260
 - filled map, avoiding ambiguity in, 280
 - filled map, chart type, 278, 280
 - filters button, 241
 - filters, applying, 240
 - fonts, changing sizes in, 238
 - forecast, adding, 272
 - format shape task pane, working with, 234
 - gradiated fill, adding, 274
 - gridlines explained, 236
 - gridlines, major & minor, adding, 262
 - gridlines, major & minor, enabling and disabling, 263
 - hidden and empty cells button, 254
 - horizontal (category) axis defined, 231, 236
 - layout, changing, 230, 231, 236
 - layouts, explained, 222
 - legend, displaying in different places, 238
 - line with markers chart type, creating, 266
 - moving average, adding, 270
 - naming, 226
 - numerical axis labels, configuring, 252
 - pie charts, 264
 - pie charts, pulling a slice out of the pie, 265
 - pie charts, rotating, 265
 - plot area, 236
 - quick analysis button, creating with, 225, 229
 - recommended charts feature, 228
 - re-sizing, 226
 - rows/columns, switching, 246
 - secondary axis, adding, 267
 - selection pane, using to activate, 226
 - series data explained, 246
 - shadows, applying to elements, 236
 - shapes, inserting into, 261
 - sheet, moving to, 227
 - styles, explained, 222
 - templates, creating from, 276
 - text box, adding to, 260
 - tips, 231
 - title element, 231, 234, 236
 - title element, linking to worksheet cell, 234
 - title element, re-positioning to dead center, 238
 - transparency, 235
 - trend line, adding, 270
 - type, changing, 268
 - types, explained, 222
 - values and labels, importance of selecting, 224
 - vertical (value) axis defined, 231, 236
 - vertical axis, creating chart with two, 266
 - x axis defined, 231, 236
 - y axis defined, 231, 236
- check box, 46
- clipboard
 - copying and pasting multiple items with, 132
 - described, 124
- close button, 28
- cloud applications
 - advantages of (sidebar), 351
- cloud computing. *See also* OneDrive; Excel Online
 - advantages of, 342
 - citrix, use of in thin client solutions, 342
 - latency, 342
 - overview, 342
 - remote desktop services, use of in thin client solutions, 342

thin client, explained, 342

collapse dialog button, 243

color sets, component of a theme, 185

columns

- deleting, 120
- freezing, 156
- hiding, 250
- inserting, 120
- making several the same size, 83
- resizing automatically, 82
- selecting, 76
- selecting non contiguous, 76
- unhiding, 250
- width of, manually changing, 83

comma style, 172

comma[0] style, 172

comments

- changing the user name shown in, 136
- displaying, one or more all of the time, 139
- hiding, 139
- inserting, 136
- moving, 138
- printing, 140
- printing all at the end, 140
- printing exactly as displayed on a worksheet, 141
- re sizing, 137
- showing all, 138

conditional formatting. *See also* visualizations

- explained, 198
- formula driven, 204
- highlighting a complete row of data with, 205
- quick analysis button, applying with, 198
- rules manager, managing multiple with, 200
- unique values, detecting with, 201

confirm button, 66

copying

- one cell to another cell, 124
- using drag and drop, 126

crash, recovering from, 40

currency

- prefixes, 67
- styles for, 173

cursor shapes, explained, 73

custom formatting codes, 169, 174

cut, 124

D

dates and times

- custom format, 169

- difference in days between two dates, calculating, 171
- formatting, 168
- internationally safe formats, benefits of, 168
- serial number, explained, 170
- time value, containment within dates, 170

decimal places, changing number of, 128

delete, recovering work accidentally deleted, 40

dialog launcher, 47

documents. *See also* files

- organization of, 36
- pinning, 36

downloading the sample files, 15, 30

draft versions, explanation of, 40

drop-down list, 47

E

editing cell contents, 66

effects, component of a theme, 185

Excel

- 2019 and 365, differences between, 1
- 2019 version of, 1
- how to tell which version you are using*, 1

Excel Online, 352, *See also* OneDrive

- browsers, supported, 355
- edit workbook simultaneously with other users using, 360
- open workbook using, 354
- overview of, 352
- ribbon, hiding and showing in, 355
- save local copy of read-only workbook, 357
- save, automatic, explained, 354
- touchscreen, using with, 354

excel version. *See* office version

Excel workbook file format, 32, 34

exponential. *See* series

F

files. *See also* workbooks; documents

- default workbook file location, setting, 37
- formats supported, 32, 34
- organization of, 36
- recent workbooks list, increasing the number of entries in, 36

find and replace

- formats, 302
- look in* option, 302
- options, 302
- using, 302
- wildcard, searches using, 303

- flash fill
- autofill handle, using to apply, 104
 - automatic, use of, 102
 - examples, 108
 - extracting initials with, 102
 - formula based solution, compared to, 105
 - header rows, importance of formatting for, 102
 - manual, use of, 104
 - multiple examples, use of, 106
 - numbers, working with, 106
 - splitting delimited text with, 102
 - switching on, 102
 - telephone numbers, formatting with, 104
 - use of separators with, 102
 - using to solve common problems, 108
- font sets, component of a theme, 184
- fonts
- font sets, use in themes, 184
 - serif and sans serif explained, 185
- forecast sheet, 272
- confidence setting, explained, 272
 - cyclical data, using to forecast from, 272
- formatting. *See also* themes
- 3-D Elements, 236
 - aligning cell contents horizontally, 176
 - aligning cell contents vertically, 182
 - borders around cells, 190
 - cell styles, 186
 - chart borders, 234
 - chart elements, 234
 - color, 188
 - conditional, 198
 - custom codes, 174
 - dates, 168
 - find and replace, replacing formats with, 302
 - format painter, copying with, 212
 - gradient effects, 188
 - numbers using built-in styles, 172
 - rotating text, 214
 - shadows, 236
 - themes, changing, 186
 - themes, understanding, 184
 - transparency, 235
 - visualizations, comparing values with, 202
- formula bar
- expanding and collapsing, 178, 180
 - explanation of, 72
 - graphic showing location of, 32
- formulas
- absolute and relative references in, 142
 - Autocomplete, creating with, 90
 - AutoFill, adjusting with, 94
 - AVERAGE function, creating using AutoSum, 86
 - conditional format, driving with, 204
 - cross-worksheet, creating, 298
 - F2 key to display range addressed by, 87
 - formula bar, viewing in, 72
 - MAX function, creating using AutoSum, 86
 - mouse selection, creating with, 88
 - multiplication operator (*) using in, 89
 - SUM function, creating using AutoSum, 70
 - syntax box, understanding, 91
 - visual keyboard technique, creating with, 89
- fractions, entering into cells, 67
- freeze columns and rows, 156
- full screen view, 54
- functions
- AVERAGE, 86
 - FORECAST, family of functions (sidebar), 272
 - help topics, accessing from formula
 - AutoComplete, 91
 - MAX, 86
 - ROUND, 173
 - SUM, 70, 84

G

- gallery, 46
- goto special, 81
- growth. *See* series

H

- hashes
 - indication that columns are too narrow by, 168
- help system. *See also* tell me help
 - F1 key, accessing older help system with, 58
 - formula AutoComplete, accessing help topics from, 91
 - ribbon, accessing help topics directly from, 58
- hide rows and columns, 250
- hide values, using three semicolon custom format, 175
- hiding and unhiding worksheets, 296

I

- IntelliPrint, 320
- internet. *See* OneDrive; Excel Online
- iPad
 - pro, 348
 - success story of (sidebar), 348
- iPad, described, 349

J

justify, horizontal alignment option, 177

K

key tips, 50

keyboard shortcuts

 AutoSelect a range, 81

 AutoSum, 70

 bold, 51

 close, 29

 copy, 124

 create a mixed cell reference, 145

 cut, 125

 cycle through worksheets, 39

 fill down, 123

 find, 302

 flash fill, 104

 insert a comment into a cell, 136

 insert column, 120

 insert row, 120

 italic, 51

 make a relative reference absolute, 143

 move to cell A1, 156

 paste, 124

 redo, 134

 replace, 302

 ribbon, show/hide, 44

 save, 32

 select every cell in a worksheet, 82

 spell check, 160

 underline, 51

 undo, 134

 workbook, create new, 68

L

landscape orientation, 310

letter size paper, 317

license. *See also* update channels

 Excel 2019, 24

 perpetual and subscription, differences, 24

 subscription, 24

lines, adding beneath cells, 190

M

marching ants, 70

marquee, 70

MAX function, creating using AutoSum, 86

maximize button, 28

menus

 rich, 47

 shortcut (contextual), 51

 standard, 46

merge and center button, 178, 180

merge, cells, 178, 180

microprocessor

 AMD and Intel, 348

 ARM instruction set, 348

 desktop, laptop and smartphone, differences
 between, 348

 explained, 348

 intel atom x5 and x7, 349

 used in tablet and smartphone devices, 348

 x64 instruction set, 348

microsoft surface (tablet computer), 349

mini toolbar

 shortcut (contextual) menu, 51

 using when entering text, 50

minimize button, 28

mixed cell references, 144

moving

 the Excel window, 28

multiplication operator (*), 89

N

name box, 30

negative numbers, entering into cells, 67

normal view, 52

number sign (#), 82

numbers

 changing number of decimal points displayed,
 128

 using built-in styles with, 172

O

office theme, changing, 26

office version. *See also* Excel Online

 availability of different versions, 351

 checking Excel version, 25

 office for mac, 350

 office for windows, 350

 office mobile, 350

 office online, 351

 version number and build number explained,
 24

OneDrive. *See also*, OneDrive for business;

 microsoft account; Excel Online

 advantages of using, 347

 alternatives to, 347

 AutoSave, using with, 358

- link types, public and private, explained, 356
- link, sharing using share button, 356
- links, setting expiry date or password for, 356
- links, view-only and edit, explained, 356
- lunchtime lock, problems caused by, 346
- OneDrive for Business, 346
- open a workbook from, 346
- ransomware, protecting against with, 358
- restore feature, using, 358
- save a workbook to, 344
- save local copy of read-only workbook, 357
- security concerns, 345
- SharePoint, using in place of, 345
- social networks, sharing links via, 356
- subscriptions, 344
- version history, viewing, 358
- OneDrive for Business
 - differences to Personal when sharing files with, 344
 - enhanced security features of. *See also* OneDrive
- operating system
 - android, 349
 - apple OS X, 349
 - explained, 349
 - iOS, 349
 - Windows 10 mobile, 349
- organizing
 - excel files, 36
 - sample files folder, 30

P

- page break preview, 52
- page layout view, 52, 312
- paper sizes explained, 317
- paste, 124
- paste special, 129
- paste values, 129
- PDF, workbook format, 35
- percentage style, 173
- portrait orientation, 310
- pound sign (#), 82
- precision, changing to avoid rounding errors, 173
- printing
 - area, setting, 328
 - autoheaders and autofooters, adding, 322
 - cell comments, adding, 140
 - column headings, showing on every page, 330
 - comments, exactly as displayed on a worksheet, 141
 - comments, printing all at the end, 140

- error messages, suppressing in printouts, 334
- graphical header, adding, 325
- headers & footers, adding custom, 324
- headers & footers, including an ampersand (&) in, 324
- headers & footers, specifying different first, odd and even, 326
- margin settings, changing the default, 313
- margins, adjusting using rulers, 313
- margins, custom, adjusting with page setup, 314
- over then down, page order, changing with, 332
- page break preview, 52
- page breaks, adjusting using *page break preview*, 320
- page breaks, inserting and deleting, 318
- page number, setting the starting value, 322
- page order, changing, 332
- paper orientation, changing, 310
- paper size, setting, 316
- paper sizes explained, 317
- part of a worksheet, 328
- previewing on screen, 48, 310
- row headings, showing on every printed page, 330
- rulers, showing and hiding, 313
- scaling to fit paper, 316
- several worksheets at the same time, 332
- processor. *See* microprocessor
- protected view, potential problems when downloading sample files, 30

Q

- quick access toolbar
 - adding commands to, 48
 - adding separators to, 48
 - deleting commands from, 48
- quick analysis
 - charts, creating with, 225
 - conditional formatting, creating with, 198
 - sparklines, creating with, 207
 - totals, creating with, 71
- quotations
 - Aristotle, 46
 - Baltasar Gracián, 100
 - Benjamin Disraeli, 309
 - Christopher Bullock, 272
 - Confucius, 3
 - Euripides, 21
 - Frederick R. Barnard, 221

Henry Ford, 287
 Margaret Thatcher, 119
 Oscar Wilde, 167
 Robert Collier, 28
 Winston Churchill, 2

R

RAID array, 40
 ranges
 AutoSelect, selecting automatically with, 80
 copying data across, 74
 entering data into, 74
 non contiguous, selecting, 78
 select all button, to select a range containing every cell in a worksheet, 83
 selecting, 72
 selecting visually for formulas with the mouse, 88
 transposing, 130
 visualizations, comparing values with, 202
 Ransomware
 protecting against with OneDrive, 358
 recommended charts, using, 228
 redo, 134
 relative references, 142
 replace cell contents using *find and replace*, 302
 reset to match style, 237
 restore down button, 28
 ribbon
 benefits of wide screen with, 44
 command groups on, 46
 contextual tabs, explanation of, 44
 controls on, 46
 customizing, 44
 default, resetting to, 44
 font panel controls, explanation of, 44
 overview, 44
 showing and hiding (minimizing), 44
 rotate text, 214
 rounding errors, avoiding, 173
 rows
 conditional format, highlighting entire row with, 205
 copying contents of one to another, 126
 deleting, 120
 freezing, 156
 hiding, 250
 inserting, 120
 making several the same size, 83
 manually setting height of, 83
 resizing automatically, 82

selecting, 76
 selecting non contiguous, 76
 unhiding, 250
 rulers, showing and hiding in page layout view, 313
 rules manager
 controlling conditional formatting with, 200
 editing rules with, 202

S

sample files
 downloading, 15, 30
 organizing folder, 30
 potential protected view problem when downloading, 30
 sans serif and serif fonts explained, 185
 save, 32, 34
 AutoSave, using to recover work after crash, 40
 select all button, 292
 selecting cells, 72
 series
 dialog, 100
 exponential, 100
 growth, 100
 linear, 100
 start value, 100
 step value, 100
 stop value, 100
 serif and sans serif fonts explained, 185
 share button, 356
 shortcut keys. *See* keyboard shortcuts
 smart tag
 explained, 72
 options, 96
 using to paste values, 129
 SmartPhone
 explained, 348
 sounds
 enabling audio cues, 26
 sparklines, 206
 column type, inserting, 207
 date axis, specifying for, 210
 deleting, 208
 empty cells, setting options for, 254
 formatting
 line thickness (weight), changing, 209
 marker (data point) color, 209
 markers (data points), 209
 single sparkline rather than group, 211
 group and ungroup, 211
 hidden cells, show/hide on sparkline, 254

- inserting group of into a range of cells, 206
- line type, inserting, 207
- quick analysis button, creating with, 207
- size of containing cell, changing, 209
- style, changing with style gallery, 209
- type, changing, 209
- ungroup and group, 211
- uses of, 206
- vertical axis, applying common scaling to
 - sparkline group, 208
 - win/loss type, inserting, 207
- spell checking
 - dictionary language, setting, 161
 - using, 160
- split button, 46
- split, window into multiple panes, 158
- start Excel, 22
- styles
 - accounting number format, 172
 - applying cell styles, 186
 - built-in, for numbers, 172
 - comma, 172
 - comma[0], 172
 - currency[0], 172
 - importance of using theme colors and fonts, 188, 197
 - master style book, using, 196
 - merging, 196
 - percentage, 173
 - removing from cells, 186
- SUM function
 - creating manually using formula
 - AutoComplete, 90
 - creating using AutoSum, 70
- surface. *See* microsoft surface (tablet computer)
- switch windows, 68
- synchronous scrolling, 290

T

- tablet computer
 - explained, 348
- tabs. *See* worksheets
- telephone numbers, formatting with flash fill, 104
- tell me help
 - Alt+Q keyboard shortcut, using to access tell me help box, 56
 - execute command, using to, 56
 - using, 56
- templates
 - cloud, storing in, 146
 - creating, 148

- custom, about, 147
- folder, organizing, 147
- folder, setting location of, 147
- potential problems when using samples, 146
- using, 150
- the smart method
 - learning by participation, 3
 - two facing pages rule, 2
- themes. *See also* office theme
 - changing, 186
 - changing the default, 185
 - color sets, 185
 - custom, creating, 192
 - effects, 185
 - explained, 184
 - font sets, 184
 - importance of using theme colors and fonts, 188
- times. *See* dates and times
- title bar, 68
- Touchscreen
 - gestures to emulate mouse actions, 354
- touchscreen, gestures, 354
- transparency, 235
- transpose, 130
- trend. *See also* series
 - linear and exponential, 100
- trend line. *See* charts

U

- undo, 134
- unhide rows and columns, 250
- unique values, detecting with conditional formatting, 201
- update channels
 - automatic updates, enabling, 24
 - explained, 24
- updates. *See* update channels

V

- values. *See also* Styles
 - built-in styles, applying to, 172
 - currency prefixes, using with, 67
 - entering into cells, 66
 - fractions, entering into cells, 67
 - negative numbers, entering into cells, 67
 - precision, changing to avoid rounding errors, 173
 - rounding errors, avoiding, 173
- version. *See* office version

versions. *See also* AutoSave
 earlier versions, viewing, 42
 explanation of, 40
 recovering an earlier version of a workbook, 42

vertically align cell contents, 182

visualizations, 202
 color scale, 202
 comparing values with, 202
 data bar, 202
 icon set, 202
 rules manager, editing with, 202
 use of *show bar only* to create quick charts, 202

W

web browser. *See* OneDrive; Excel Online

wildcards, searches using, 303

windows
 arrange all, using to automatically size, 68
 closing, 28
 moving, 28
 resetting position of, 290
 resizing, 28
 restoring down, 28
 splitting into multiple panes, 158
 switching to view a different workbook, 68
 synchronous scrolling of, 290
 viewing two workbooks side by side in, 290
 views, creating two of the same workbook, 288

workbooks. *See also* files
 changing default number of worksheets in, 38
 comparing side by side, 290
 creating new, 68
 duplicating worksheets in, 292
 open from OneDrive, 346
 opening, 30

recent workbooks list, increasing the number of entries in, 36

save to OneDrive, 344

saving, 32, 34

switching between open workbooks, 68

synchronous scrolling, comparing with, 290

viewing the same workbook in two windows, 288

viewing two at the same time, 68

views, 52

worksheets
 3-D creating, 300
 adding, 38
 changing default number of, 38
 chart worksheets, explanation of, 38
 copying from one workbook to another, 294
 deleting, 38
 duplicating, 292
 gridlines, switching off in, 190
 groups, 300
 hiding and unhiding, 296
 maximum number of rows and columns in, 30
 navigating, 30, 38
 non-contiguous, selecting, 300
 renaming, 38
 tab colors, changing, 39

wrapping
 splitting wrapped text into different lines, 183
 text in cells, 178, 180

X

XPS, workbook format, 35

Z

zoom control, 110