Contents

Introduction 11

Feedback....11
Downloading the sample files....11
Problem resolution....11
The Excel version and locale that were used to write this book....11
Typographical Conventions Used in This Book....12

How to use this course 14

Three important rules....14
How to work through the lessons....15
How to best use the incremental sample files....15

Session One: Basic Skills 17

Session Objectives....17
Lesson 1-1: Start Excel and open a new blank workbook....18
Lesson 1-2: Check that your Excel version is up to date....20
Lesson 1-3: Change the Office Theme....22
Lesson 1-4: Maximize, minimize, re-size, move and close the Excel window....24
Lesson 1-5: Download the sample files and open/navigate a workbook....26
Lesson 1-6: Save a workbook to a local file....28
Lesson 1-7: Understand common file formats....30
Lesson 1-8: Pin a workbook and understand file organization....32
Lesson 1-9: View, move, add, rename, delete and navigate worksheet tabs....34
Lesson 1-10: Use the Versions feature to recover an unsaved Draft file....36
Lesson 1-11: Use the Versions feature to recover an earlier version of a workbook....38
Lesson 1-12: Use the Ribbon....40
Lesson 1-13: Understand Ribbon components....42
Lesson 1-14: Customize the Quick Access Toolbar and preview the printout....44
Lesson 1-15: Use the Mini Toolbar, Key Tips and keyboard shortcuts....46
Lesson 1-16: Understand views....48
Lesson 1-17: Hide and Show the Formula Bar and Ribbon....50
Lesson 1-18: Use the Tell Me help system....52
Lesson 1-19: Use other help features....54
Session 1: Exercise....57
Session 1: Exercise answers....59

Session Two: Doing Useful Work with Excel 61

Session Objectives....61
Lesson 2-1: Enter text and numbers into a worksheet....62

Lesson 2-2: Create a new workbook and view two workbooks at the same time 64
Lesson 2-3: Use AutoSum to quickly calculate totals 66
Lesson 2-4: Select a range of cells and understand Smart Tags 68
Lesson 2-5: Enter data into a range and copy data across a range 70
Lesson 2-6: Select adjacent and non-adjacent rows and columns 72
Lesson 2-7: Select non-contiguous cell ranges and view summary information 74
Lesson 2-8: AutoSelect a range of cells 76
Lesson 2-9: Re-size rows and columns 78
Lesson 2-10: Use AutoSum to sum a non-contiguous range 80
Lesson 2-11: Use AutoSum to calculate average and maximum values 82
Lesson 2-12: Create your own formulas 84
Lesson 2-13: Create functions using Formula AutoComplete 86
Lesson 2-14: Use AutoFill for text and numeric series 88
Lesson 2-15: Use AutoFill to adjust formulas 90
Lesson 2-16: Use AutoFill options 92
Lesson 2-17: Speed up your AutoFills and create a custom fill series 94
Lesson 2-18: Understand linear and exponential series 96
Lesson 2-19: Use automatic Flash Fill to split delimited text 98
Lesson 2-20: Use manual Flash Fill to split text 100
Lesson 2-21: Use multiple example Flash Fill to concatenate text 102
Lesson 2-22: Use Flash Fill to solve common problems 104
Lesson 2-23: Use the zoom control 106
Lesson 2-24: Print out a worksheet 108
Session 2: Exercise 111
Session 2: Exercise answers 113
Index 115