# Index

### A

analysis. See Ideas feature arrange all, 68 audio cues, enabling, 26 AutoComplete formula entry using, 91 AutoFill custom fill series, creating, 98 date series, examples of, 96 formulas, using to adjust, 94 smart tag options, using, 96 text and numeric series, creating with, 92 AutoFit rows and columns, 83 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

#### В

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

#### С

cancel button, 66 cells active cell, 80 deleting, 86 deselecting, 78 entering text into, 66 entering values into, 66 selecting a range of, 72 selecting all in a worksheet, 83 channels. *See* update channels charts trend, creating automatically using Ideas feature, 110 check box, 46 close button, 28 columns making several the same size, 83 resizing automatically, 82 selecting, 76 selecting non contiguous, 76 width of, manually changing, 83 confirm button, 66 crash, recovering from, 40 currency prefixes, 67 cursor shapes, explained, 72

#### D

data analysis. *See* ideas feature delete, recovering work accidentally deleted, 40 dialog launcher, 47 documents. *See also* files organization of, 36 pinning, 36 downloading the sample files, 11, **30** draft versions, explanation of, 40 drop-down list, 47

#### Ε

editing cell contents, 66 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 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 seperators with, 102 using to solve common problems, 108 formula bar explanation of, 72 graphic showing location of, 32 formulas Autocomplete, creating with, 90 AutoFill, adjusting with, 94 AVERAGE function, creating using AutoSum, 86 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 full screen view, 54 functions AVERAGE, 86 help topics, accessing from formula AutoComplete, 91 MAX, 86 SUM, 70, 84

#### G

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

Η

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

Ideas feature, 110 data, formatting to work with, 110 explanation of, 110 majority, explained, 110 outliers, explained, 110 rank, explained, 110 trend, explained, 110 insights. See Ideas feature

#### Κ

key tips, 50 keyboard shortcuts AutoSelect a range, 81 AutoSum, 70 bold, 51 close, 29 cycle through worksheets, 39 flash fill, 105 italic, 51 ribbon, show/hide, 44 save, 32 select every cell in a worksheet, 82 underline, 51 workbook, create new, 68

license. *See also* update channels Excel 365, 22 perpetual and subscription, differences, 20 subscription, 20

#### Μ

marching ants, 70 marquee, 70 MAX function, creating using AutoSum, 86 maximize button, 28 menus rich, 47 shortcut (contextual), 51 standard, 46 mini toolbar shortcut (contextual) menu, 51 using when entering text, 50 minimize button, 28 moving the Excel window, 28 multiplication operator (\*), 89

#### Ν

name box, 30 negative numbers, entering into cells, 67 normal view, 52 number sign (#), 82

#### 0

office theme, changing, 26

office version checking Excel version, 23 version number and build number explained, 22 organizing excel files, 36 sample files folder, 30

#### Ρ

page break preview, 52 page layout view, 52 PDF, workbook format, 35 pound sign (#), 82 printing page break preview, 52 previewing on screen, 48 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 totals, creating with, 71, 73 quotations Aristotle, 46 Baltasar Gracián, 100 Confucius, 5 Euripides, 17 Robert Collier, 28 Winston Churchill, 4

#### 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 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 rows making several the same size, 83 manually setting height of, 83 resizing automatically, 82 selecting, 76 selecting non contiguous, 76

#### S

sample files downloading, 11, 30 organizing folder, 30 potential protected view problem when downloading, 30 save, 32, 34 AutoSave, using to recover work after crash, 40 search, 36 selecting cells, 72 series dialog, 100 exponential, 100 growth, 100 linear, 100 start value, 100 step value, 100 stop value, 100 smart tag explained, 72 options, 96 sounds enabling audio cues, 26 split button, 46 start Excel. 18 SUM function creating manually using formula AutoComplete, 90 creating using AutoSum, 70 switch windows, 68

#### Τ

tabs. *See* worksheets telephone numbers, formatting with flash fill, 104 tell me help

#### Learn Excel 365 Basic Skills with The Smart Method - Updated for Jul 2020 Semi-Annual Version 2002

Alt+Q keyboard shortcut, using to access tell me help box, 56 execute command, using to, 56 using, 56 the smart method learning by participation, 5 two facing pages rule, 4 themes. *See also* office theme title bar, 68 trend. *See also* series linear and exponential, 100 trend line. *See* charts

#### U

update channels automatic updates, enabling, 20 explained, 20 updates. *See* update channels

## V

values

currency prefixes, using with, 67 entering into cells, 66 fractions, entering into cells, 67 negative numbers, entering into cells, 67 versions. *See also* AutoSave earlier versions, viewing, 42 explanation of, 40 recovering an earlier version of a workbook, 42

### W

windows

arrange all, using to automatically size, 68 closing, 28 moving, 28 resizing, 28 restoring down, 28 switching to view a different workbook, 68 workbooks. See also files changing default number of worksheets in, 38 creating new, 68 opening, 30 recent workbooks list, increasing the number of entries in, 36 saving, 32, 34 switching between open workbooks, 68 viewing two at the same time, 68 views, 52 worksheets adding, 38 changing default number of, 38 chart worksheets, explanation of, 38 deleting, 38 maximum number of rows and columns in, 30 navigating, 30, 38 renaming, 38 tab colors, changing, 39

### Χ

XPS, workbook format, 35

#### Ζ

zoom control, 112