

Contents

Introduction	15
Downloading the sample files.....	15
Problem resolution	15
The Excel version and locale that were used to write this book.....	15
Typographical Conventions Used in This Book	16
How to use this course	18
Three important rules.....	18
How to work through the lessons	19
How to best use the incremental sample files.....	19
Session One: Basic Skills	21
Session Objectives	21
Lesson 1-1: Start Excel and open a new blank workbook.....	22
Lesson 1-2: Check that your Excel version is up to date	24
Lesson 1-3: Change the Office Theme.....	26
Lesson 1-4: Maximize, minimize, re-size, move and close the Excel window	28
Lesson 1-5: Download the sample files and open/navigate a workbook.....	30
Lesson 1-6: Save a workbook to a local file	32
Lesson 1-7: Understand common file formats.....	34
Lesson 1-8: Pin a workbook and understand file organization.....	36
Lesson 1-9: View, move, add, rename, delete and navigate worksheet tabs.....	38
Lesson 1-10: Use the Versions feature to recover an unsaved Draft file	40
Lesson 1-11: Use the Versions feature to recover an earlier version of a workbook	42
Lesson 1-12: Use the Ribbon	44
Lesson 1-13: Understand Ribbon components	46
Lesson 1-14: Customize the Quick Access Toolbar and preview the printout.....	48
Lesson 1-15: Use the Mini Toolbar, Key Tips and keyboard shortcuts	50
Lesson 1-16: Understand views	52
Lesson 1-17: Hide and Show the Formula Bar and Ribbon	54
Lesson 1-18: Use the Tell Me help system	56
Lesson 1-19: Use other help features.....	58
Session 1: Exercise.....	61
Session 1: Exercise answers	63
Session Two: Doing Useful Work with Excel	65
Session Objectives	65
Lesson 2-1: Enter text and numbers into a worksheet.....	66
Lesson 2-2: Create a new workbook and view two workbooks at the same time	68

Lesson 2-3: Use AutoSum to quickly calculate totals	70
Lesson 2-4: Select a range of cells and understand Smart Tags.....	72
Lesson 2-5: Enter data into a range and copy data across a range.....	74
Lesson 2-6: Select adjacent and non-adjacent rows and columns	76
Lesson 2-7: Select non-contiguous cell ranges and view summary information	78
Lesson 2-8: AutoSelect a range of cells	80
Lesson 2-9: Re-size rows and columns.....	82
Lesson 2-10: Use AutoSum to sum a non-contiguous range	84
Lesson 2-11: Use AutoSum to calculate average and maximum values	86
Lesson 2-12: Create your own formulas	88
Lesson 2-13: Create functions using Formula AutoComplete	90
Lesson 2-14: Use AutoFill for text and numeric series.....	92
Lesson 2-15: Use AutoFill to adjust formulas	94
Lesson 2-16: Use AutoFill options	96
Lesson 2-17: Speed up your AutoFills and create a custom fill series.....	98
Lesson 2-18: Understand linear and exponential series	100
Lesson 2-19: Use automatic Flash Fill to split delimited text.....	102
Lesson 2-20: Use manual Flash Fill to split text	104
Lesson 2-21: Use multiple example Flash Fill to concatenate text	106
Lesson 2-22: Use Flash Fill to solve common problems	108
Lesson 2-23: Use the zoom control	110
Lesson 2-24: Print out a worksheet.....	112
Session 2: Exercise	115
Session 2: Exercise answers.....	117

Session Three: Taking Your Skills to the Next Level 119

Session Objectives	119
Lesson 3-1: Insert and delete rows and columns.....	120
Lesson 3-2: Use AutoComplete and fill data from adjacent cells.....	122
Lesson 3-3: Cut, copy and paste.....	124
Lesson 3-4: Cut, copy and paste using drag and drop	126
Lesson 3-5: Use Paste Values and increase/decrease decimal places displayed	128
Lesson 3-6: Transpose a range.....	130
Lesson 3-7: Use the Multiple Item Clipboard	132
Lesson 3-8: Use Undo and Redo	134
Lesson 3-9: Insert cell comments	136
Lesson 3-10: View cell comments	138
Lesson 3-11: Print cell comments.....	140
Lesson 3-12: Understand absolute and relative cell references	142
Lesson 3-13: Understand mixed cell references.....	144

Lesson 3-14: Understand templates and set the default custom template folder	146
Lesson 3-15: Create a template	148
Lesson 3-16: Use a template	150
Lesson 3-17: Understand Office Add-Ins	152
Lesson 3-18: Add an Office Add-In to a workbook	154
Lesson 3-19: Freeze columns and rows	156
Lesson 3-20: Split the window into multiple panes	158
Lesson 3-21: Check spelling	160
Session 3: Exercise.....	163
Session 3 Exercise answers	165

Session Four: Making Your Worksheets Look Professional

167

Session Objectives	167
Lesson 4-1: Format dates	168
Lesson 4-2: Understand date serial numbers.....	170
Lesson 4-3: Format numbers using built-in number formats	172
Lesson 4-4: Create custom number formats.....	174
Lesson 4-5: Horizontally align the contents of cells.....	176
Lesson 4-6: Merge cells, wrap text and expand/collapse the formula bar	178
Lesson 4-7: Unmerge cells and Center Across Selection	180
Lesson 4-8: Vertically align the contents of cells	182
Lesson 4-9: Understand themes.....	184
Lesson 4-10: Use cell styles and change themes	186
Lesson 4-11: Add color and gradient effects to cells.....	188
Lesson 4-12: Add borders and lines	190
Lesson 4-13: Create your own custom theme	192
Lesson 4-14: Create your own custom cell styles	194
Lesson 4-15: Use a master style book to merge styles	196
Lesson 4-16: Use simple conditional formatting	198
Lesson 4-17: Manage multiple conditional formats using the Rules Manager	200
Lesson 4-18: Bring data alive with visualizations	202
Lesson 4-19: Create a formula driven conditional format.....	204
Lesson 4-20: Insert a Sparkline into a range of cells.....	206
Lesson 4-21: Apply a common vertical axis and formatting to a Sparkline group	208
Lesson 4-22: Apply a date axis to a Sparkline group and format a single Sparkline	210
Lesson 4-23: Use the Format Painter.....	212
Lesson 4-24: Rotate text.....	214
Session 4: Exercise.....	217
Session 4: Exercise answers	219

Session Five: Charts and Graphics

221

Session Objectives	221
Lesson 5-1: Understand chart types, layouts and styles.....	222
Lesson 5-2: Create a simple chart with two clicks.....	224
Lesson 5-3: Move, re-size, copy and delete a chart	226
Lesson 5-4: Create a chart using the Recommended Charts feature.....	228
Lesson 5-5: Add and remove chart elements using Quick Layout	230
Lesson 5-6: Apply a pre-defined chart style and color set	232
Lesson 5-7: Manually format a chart element.....	234
Lesson 5-8: Format 3-D elements and add drop shadows	236
Lesson 5-9: Move, re-size, add, position and delete chart elements	238
Lesson 5-10: Apply a chart filter	240
Lesson 5-11: Change a chart's source data	242
Lesson 5-12: Assign non-contiguous source data to a chart	244
Lesson 5-13: Understand Data Series and Categories.....	246
Lesson 5-14: Add data series using the Select Data Source dialog tools	248
Lesson 5-15: Chart non-contiguous source data by hiding rows and columns.....	250
Lesson 5-16: Create a chart with numerical axes.....	252
Lesson 5-17: Deal with empty data points	254
Lesson 5-18: Add data labels to a chart.....	256
Lesson 5-19: Add data labels from a range	258
Lesson 5-20: Highlight specific data points with color and annotations.....	260
Lesson 5-21: Add gridlines and scale axes	262
Lesson 5-22: Emphasize data by manipulating pie charts	264
Lesson 5-23: Create a chart with two vertical axes.....	266
Lesson 5-24: Create a combination chart containing different chart types	268
Lesson 5-25: Add a trend line.....	270
Lesson 5-26: Add a forecast sheet.....	272
Lesson 5-27: Add a gradient fill to a chart background.....	274
Lesson 5-28: Create your own chart templates	276
Lesson 5-29: Create a Filled Map Chart	278
Lesson 5-30: Add Data Labels to a Filled Map Chart	280
Session 5: Exercise	283
Session 5: Exercise answers.....	285

Session Six: Working with Multiple Worksheets and Workbooks

287

Session Objectives	287
Lesson 6-1: View the same workbook in different windows.....	288
Lesson 6-2: View two windows side by side and perform synchronous scrolling.....	290
Lesson 6-3: Duplicate worksheets within a workbook	292
Lesson 6-4: Move and copy worksheets from one workbook to another	294

Lesson 6-5: Hide and unhide a worksheet	296
Lesson 6-6: Create cross worksheet formulas	298
Lesson 6-7: Understand worksheet groups.....	300
Lesson 6-8: Use find and replace	302
Session 6: Exercise.....	305
Session 6: Exercise answers	307

Session Seven: Printing Your Work 309

Session Objectives	309
Lesson 7-1: Print Preview and change paper orientation	310
Lesson 7-2: Use Page Layout view to adjust margins.....	312
Lesson 7-3: Use Page Setup to set margins more precisely and center the worksheet	314
Lesson 7-4: Set paper size and scale.....	316
Lesson 7-5: Insert, delete and preview page breaks	318
Lesson 7-6: Adjust page breaks using Page Break Preview.....	320
Lesson 7-7: Add auto-headers and auto-footers and set the starting page number.....	322
Lesson 7-8: Add custom headers and footers	324
Lesson 7-9: Specify different headers and footers for the first, odd and even pages	326
Lesson 7-10: Print only part of a worksheet.....	328
Lesson 7-11: Add row and column data labels and gridlines to printed output.....	330
Lesson 7-12: Print several selected worksheets and change the page order	332
Lesson 7-13: Suppress error messages in printouts	334
Session 7: Exercise.....	337
Session 7: Exercise answers	339

Session Eight: Cloud Computing 341

Session Objectives	341
Lesson 8-1: Understand cloud computing	342
Lesson 8-2: Save a workbook to a OneDrive	344
Lesson 8-3: Open a workbook from a OneDrive.....	346
Lesson 8-4: Understand operating systems and devices.....	348
Lesson 8-5: Understand Office versions	350
Lesson 8-6: Understand Excel Online	352
Lesson 8-7: Open a workbook using Excel Online.....	354
Lesson 8-8: Share a link to a workbook	356
Lesson 8-9: Understand OneDrive AutoSave and Version History	358
Lesson 8-10: Edit a workbook simultaneously with other users using Excel Online.....	360
Session 8: Exercise.....	363
Session 8: Exercise answers	365

Index 367

