

Index

@

@mentions. *See also* Comments
using in comments, 368

A

absolute references, 150
accounting number format style, 180
add-ins
 content, explained, 160
 downloading from the office store, 162
 task pane, explained, 160
 uses of, 160
alignment
 horizontal, of cell contents, 184
 vertical, of cell contents, 190
analysis. *See* Ideas feature
apple
 mac version of Excel, 358
 missing Excel features in mac version, 358
arrange all, 72
audio cues, enabling, 30
AutoComplete
 formula entry using, 95
 text entry using, 128
AutoFill
 custom fill series, creating, 102
 date series, examples of, 100
 filling down, right, up and left with, 129
 formulas, using to adjust, 98
 smart tag options, using, 100
 text and numeric series, creating with, 96
AutoFit rows and columns, 87, 137
AutoSave, 44, *See also* versions; Excel Online
 draft versions, explanation of, 44
 time interval, changing, 44
AutoSum, 74
 AVERAGE functions, creating with, 90
 MAX functions, creating with, 90
 SUM a non contiguous range with, 88
AVERAGE function, 90

B

backstage view, 52
backup. *See also* OneDrive; AutoSave
 automatic backups, reverting to, 44

RAID array, use of to improve resilience, 44
time interval for automatic backups, changing,
 44

borders
 adding to cells, 198
 draw border line tool, using to add, 199

C

cancel button, 70
cells. *See also* styles; comments; formatting
 active cell, 84
 aligning contents of, horizontally, 184
 aligning contents of, vertically, 190
 borders, adding to, 198
 color, adding to, 196
 comments, adding to, 148
 conditional formatting of, 206
 copying one to another, 130
 copying using drag and drop, 132
 deleting, 90
 deselecting, 82
 entering text into, 70
 entering values into, 70
 gradient fills, adding to, 196
 merging, 186, 188
 notes, adding to, 142
 selecting a range of, 76
 selecting all in a worksheet, 87
 styles, applying to, 194
 unique values, detecting with conditional
 formatting, 209
 wrapping text within, 186, 188
channels. *See* update channels, *See* update
 channels
chart source data
 adding series, 257
 assigning non contiguous, 252
 changing, 250
 changing using *select data source* dialog tools,
 250
 deleting series, 257
 hidden and empty cells button, 259
 horizontal (category) axis labels, defining, 257
 horizontal (category) axis labels, editing, 261
 legend entries (series), 257
non-contiguous source data, charting by hiding
 rows and columns, 258

- numerical axis labels, configuring, 260
- series, deleting, 257
- charts. *See also* chart source data; visualizations; sparklines
 - #N/A values, treating as an empty cell, 262
 - 3D chart type, overview, 286
 - 3-D elements, formatting in, 244
 - activating, 233
 - axis title element, 239, 244
 - axis, formatting, 271
 - axis, maximum and minimum values, setting, 271
 - borders, formatting in, 242
 - category data explained, 254
 - combination, creating, 276
 - copying, 234
 - creating quick charts with visualizations, 211
 - creating quickly with two clicks, 232
 - data labels, adding to, 264
 - data labels, formatting, 265, 271, 278
 - data labels, referencing a range from, 266
 - data series explained, 244
 - data series, formatting in, 286, 288
 - data table, adding to, 239, 244
 - deleting, 234
 - deleting elements from, 246
 - elements, explained, 230
 - elements, formatting in, 242
 - elements, moving in, 246
 - elements, re-sizing in, 246
 - embedding in worksheet, 235
 - empty data points, dealing with, 262
 - fill color, changing of in elements, 268
 - filled map, avoiding ambiguity in, 288
 - filled map, chart type, 286, 288
 - filters button, 249
 - filters, applying, 248
 - fonts, changing sizes in, 246
 - forecast, adding, 280
 - format shape task pane, working with, 242
 - gradiated fill, adding, 282
 - gridlines explained, 244
 - gridlines, major & minor, adding, 270
 - gridlines, major & minor, enabling and disabling, 271
 - hidden and empty cells button, 263
 - horizontal (category) axis defined, 239, 244
 - layout, changing, 238, 239, 244
 - layouts, explained, 230
 - legend, displaying in different places, 246
 - line with markers chart type, creating, 274
 - moving average, adding, 278
 - naming, 234
 - numerical axis labels, configuring, 260
 - pie charts, 272
 - pie charts, pulling a slice out of the pie, 273
 - pie charts, rotating, 273
 - plot area, 244
 - quick analysis button, creating with, 233, 237
 - recommended charts feature, 236
 - re-sizing, 234
 - rows/columns, switching, 254
 - secondary axis, adding, 275
 - selection pane, using to activate, 234
 - series data explained, 254
 - shadows, applying to elements, 244
 - shapes, inserting into, 269
 - sheet, moving to, 235
 - styles, explained, 230
 - templates, creating from, 284
 - text box, adding to, 268
 - tips, 239
 - title element, 239, 242, 244
 - title element, linking to worksheet cell, 242
 - title element, re-positioning to dead center, 246
 - transparency, 243
 - trend line, adding, 278
 - trend, creating automatically using Ideas feature, 114
 - type, changing, 276
 - types, explained, 230
 - values and labels, importance of selecting, 232
 - vertical (value) axis defined, 239, 244
 - vertical axis, creating chart with two, 274
 - x axis defined, 239, 244
 - y axis defined, 239, 244
- check box, 50
- clipboard
 - copying and pasting multiple items with, 138
 - described, 130
- close button, 32
- cloud applications
 - advantages of (sidebar), 359
- cloud computing. *See also* OneDrive; Excel for the web
 - advantages of, 350
 - citrix, use of in thin client solutions, 350
 - latency, 350
 - overview, 350
 - remote desktop services, use of in thin client solutions, 350
 - thin client, explained, 350

collapse dialog button, 251
 color sets, component of a theme, 193
 columns
 deleting, 126
 freezing, 164
 hiding, 258
 inserting, 126
 making several the same size, 87
 resizing automatically, 86
 selecting, 80
 selecting non contiguous, 80
 unhiding, 258
 width of, manually changing, 87
 comma style, 180
 comma[0] style, 180
 comments
 @mentions, using in comments, 368
 collaborating using, 368
 deleting, 148
 inserting, 148, 149
 notes, compared with, 148
 printing, at end of worksheet, 148
 viewing, 148
 conditional formatting. *See also* visualizations
 explained, 206
 formula driven, 212
 highlighting a complete row of data with, 213
 quick analysis button, applying with, 206
 rules manager, managing multiple with, 208
 unique values, detecting with, 209
 confirm button, 70
 copying
 one cell to another cell, 130
 using drag and drop, 132
 crash, recovering from, 44
 currency
 prefixes, 71
 styles for, 181
 cursor shapes, explained, 76
 custom formatting codes, 177, 182
 cut, 130

D

data analysis. *See* ideas feature
 dates and times
 custom format, 177
 difference in days between two dates,
 calculating, 179
 formatting, 176
 internationally safe formats, benefits of, 176
 serial number, explained, 178

 time value, containment within dates, 178
 decimal places, changing number of, 134
 delete, recovering work accidentally deleted, 44
 dialog launcher, 51
 documents. *See also* files
 organization of, 40
 pinning, 40
 downloading the sample files, 15, 34
 draft versions, explanation of, 44
 drop-down list, 51

E

editing cell contents, 70
 effects, component of a theme, 193
 Excel for the web, 360, *See also* OneDrive
 edit workbook simultaneously with other users
 using, 368
 open workbook using, 362
 overview of, 360
 save local copy of read-only workbook, 365
 save, automatic, explained, 362
 touchscreen, using with, 362
 excel version. *See* office version
 Excel workbook file format, 36, 38
 exponential. *See* series

F

files. *See also* workbooks; documents
 default workbook file location, setting, 41
 formats supported, 36, 38
 organization of, 40
 recent workbooks list, increasing the number of
 entries in, 40
 find and replace
 formats, 310
 look in option, 310
 options, 310
 using, 310
 wildcard, searches using, 311
 flash fill
 autofill handle, using to apply, 108
 automatic, use of, 106
 examples, 112
 extracting initials with, 106
 formula based solution, compared to, 109
 header rows, importance of formatting for, 106
 manual, use of, 108
 multiple examples, use of, 110
 numbers, working with, 110
 splitting delimited text with, 106

- switching on, 106
- telephone numbers, formatting with, 108
- use of separators with, 106
- using to solve common problems, 112

font sets, component of a theme, 192

fonts

- font sets, use in themes, 192
- serif and sans serif explained, 193

forecast sheet, 280

- confidence setting, explained, 280
- cyclical data, using to forecast from, 280

formatting. *See also* themes

- 3-D Elements, 244
- aligning cell contents horizontally, **184**
- aligning cell contents vertically, **190**
- borders around cells, 198
- cell styles, 194
- chart borders, 242
- chart elements, 242
- color, 196
- conditional, 206
- custom codes, **182**
- dates, **176**
- find and replace, replacing formats with, 310
- format painter, copying with, 220
- gradient effects, 196
- numbers using built-in styles, **180**
- rotating text, 222
- shadows, 244
- themes, changing, 194
- themes, understanding, **192**
- transparency, 243
- visualizations, comparing values with, 210

formula bar

- expanding and collapsing, 186, 188
- explanation of, 76
- graphic showing location of, 36

formulas

- absolute and relative references in, 150
- Autocomplete, creating with, 94
- AutoFill, adjusting with, 98
- AVERAGE function, creating using AutoSum, 90
- conditional format, driving with, 212
- cross-worksheet, creating, 306
- F2 key to display range addressed by, 91
- formula bar, viewing in, 76
- MAX function, creating using AutoSum, 90
- mouse selection, creating with, 92
- multiplication operator (*) using in, 93
- SUM function, creating using AutoSum, 74

- syntax box, understanding, 95
- visual keyboard technique, creating with, 93

fractions, entering into cells, 71

freeze columns and rows, 164

full screen view, 58

functions

- AVERAGE, 90
- FORECAST, family of functions (sidebar), 280
- help topics, accessing from formula
 - AutoComplete, 95
- MAX, 90
- ROUND, 181
- SUM, **74**, 88

G

- gallery, 50
- goto special, 85
- growth. *See* series

H

hashes

- indication that columns are too narrow by, 176

help system. *See also* tell me help

- F1 key, accessing older help system with, 62
- formula AutoComplete, accessing help topics from, 95
- ribbon, accessing help topics directly from, 62

hide rows and columns, 258

hide values, using three semicolon custom format, 183

hiding and unhiding worksheets, 304

I

Ideas feature, 114

- data, formatting to work with, 114
- explanation of, 114
- majority, explained, 114
- outliers, explained, 114
- rank, explained, 114
- trend, explained, 114

insights. *See* Ideas feature

Intelliprint, 328

internet. *See* OneDrive; Excel for the web

iPad

- pro, 356
- success story of (sidebar), 356

J

- justify, horizontal alignment option, 185

K

key tips, 54
 keyboard shortcuts
 AutoSelect a range, 85
 AutoSum, 74
 bold, 55
 close, 33
 copy, 130
 create a mixed cell reference, 153
 cut, 131
 cycle through worksheets, 43
 fill down, 129
 find, 310
 flash fill, 109
 insert a comment into a cell, 142
 insert column, 126
 insert row, 126
 italic, 55
 make a relative reference absolute, 151
 move to cell A1, 164
 paste, 130
 redo, 140
 replace, 310
 ribbon, show/hide, 48
 save, 36
 select every cell in a worksheet, 86
 spell check, 168
 underline, 55
 undo, 140
 workbook, create new, 72

L

landscape orientation, 318
 license. *See also* update channels, *See also* update channels
 Excel 365, 26
 perpetual and subscription, differences, 24, 139
 subscription, 24, 139
 lines, adding beneath cells, 198

M

marching ants, 74
 marquee, 74
 MAX function, creating using AutoSum, 90
 maximize button, 32
 menus
 rich, 51
 shortcut (contextual), 55
 standard, 50
 merge and center button, 186, 188

merge, cells, 186, 188
 microprocessor
 AMD and Intel, 356
 ARM instruction set, 357
 desktop, laptop and smartphone, differences
 between, 356
 explained, 356
 intel atom x5 and x7, 357
 used in tablet and smartphone devices, 357
 x64 instruction set, 356
 mini toolbar
 shortcut (contextual) menu, 55
 using when entering text, 54
 minimize button, 32
 mixed cell references, 152
 moving
 the Excel window, 32
 multiplication operator (*), 93

N

name box, 34
 negative numbers, entering into cells, 71
 normal view, 56
 notes
 changing the user name shown in, 142
 comments, compared with, 148
 displaying, one or more all of the time, 145
 hiding, 145
 inserting, 142
 moving, 144
 printing, 146
 printing all at the end, 146
 printing exactly as displayed on a worksheet,
 147
 re sizing, 143
 showing all, 144
 number sign (#), 86
 numbers
 changing number of decimal points displayed,
 134
 using built-in styles with, 180

O

office theme, changing, 30
 office version. *See also* Excel for the web
 availability of different versions, 359
 checking Excel version, 27
 office for mac, 358
 office for windows, 358
 office mobile, 358

- Office on the web, 359
- version number and build number explained, 26
- OneDrive
 - advantages of using, 355
 - alternatives to, 355
 - AutoSave, using with, 366
 - link types, public and private, explained, 364
 - link, sharing using share button, 364
 - links, setting expiry date or password for, 364
 - links, view-only and edit, explained, 364
 - lunchtime lock, problems caused by, 354
 - OneDrive for Business, 354
 - open a workbook from, 354
 - ransomware, protecting against with, 366
 - restore feature, using, 366
 - save a workbook to, 352
 - save local copy of read-only workbook, 365
 - security concerns, 353
 - SharePoint, using in place of, 353
 - social networks, sharing links via, 364
 - subscriptions, 352
 - version history, viewing, 366
- OneDrive for Business
 - differences to Personal when sharing files with, 352
 - enhanced security features of. *See also* OneDrive
- organizing
 - excel files, 40
 - sample files folder, 34
- graphical header, adding, 333
- headers & footers, adding custom, 332
- headers & footers, including an ampersand (&) in, 332
- headers & footers, specifying different first, odd and even, 334
- margin settings, changing the default, 321
- margins, adjusting using rulers, 321
- margins, custom, adjusting with page setup, 322
- notes, printing all at the end, 146
- over then down, page order, changing with, 340
- page break preview, 56
- page breaks, adjusting using *page break preview*, 328
- page breaks, inserting and deleting, 326
- page number, setting the starting value, 330
- page order, changing, 340
- paper orientation, changing, 318
- paper size, setting, 324
- part of a worksheet, 336
- previewing on screen, 52, 318
- row headings, showing on every printed page, 338
- rulers, showing and hiding, 321
- scaling to fit paper, 324
- several worksheets at the same time, 340
- processor. *See* microprocessor
- protected view, potential problems when downloading sample files, 34

P

- page break preview, 56
- page layout view, 56, 320
- paste, 130
- paste special, 135
- paste values, 135
- PDF, workbook format, 39
- percentage style, 181
- portrait orientation, 318
- pound sign (#), 86
- precision, changing to avoid rounding errors, 181
- printing
 - area, setting, 336
 - autoheaders and autofooters, adding, 330
 - cell notes, adding, 146
 - column headings, showing on every page, 338
 - comments, exactly as displayed on a worksheet, 147
 - error messages, suppressing in printouts, 342

Q

- quick access toolbar
 - adding commands to, 52
 - adding separators to, 52
 - deleting commands from, 52
- quick analysis
 - charts, creating with, 233
 - conditional formatting, creating with, 206
 - sparklines, creating with, 215
 - totals, creating with, 75, 77
- quotations
 - Aristotle, 50
 - Baltasar Gracián, 104
 - Benjamin Disraeli, 317
 - Christopher Bullock, 280
 - Confucius, 5
 - Euripides, 21
 - Frederick R. Barnard, 229
 - Henry Ford, 295

Margaret Thatcher, 125
 Oscar Wilde, 175
 Robert Collier, 32
 Winston Churchill, 4

R

RAID array, 44
 ranges
 AutoSelect , selecting automatically with, 84
 copying data across, 78
 entering data into, 78
 non contiguous, selecting, 82
 select all button, to select a range containing every cell in a worksheet, 87
 selecting, 76
 selecting visually for formulas with the mouse, 92
 transposing, 136
 visualizations, comparing values with, 210
 Ransomware
 protecting against with OneDrive, 366
 recommended charts, using, 236
 redo, 140
 relative references, 150
 replace cell contents using *find and replace*, 310
 reset to match style, 245
 restore down button, 32
 ribbon
 benefits of wide screen with, 48
 command groups on, 50
 contextual tabs, explanation of, 48
 controls on, 50
 customizing, 48
 default, resetting to, 48
 font panel controls, explanation of, 48
 overview, 48
 showing and hiding (minimizing), 48
 rotate text, 222
 rounding errors, avoiding, 181
 rows
 conditional format, highlighting entire row with, 213
 copying contents of one to another, 132
 deleting, 126
 freezing, 164
 hiding, 258
 inserting, 126
 making several the same size, 87
 manually setting height of, 87
 resizing automatically, 86
 selecting, 80

 selecting non contiguous, 80
 unhiding, 258
 rulers, showing and hiding in page layout view, 321
 rules manager
 controlling conditional formatting with, 208
 editing rules with, 211

S

sample files
 downloading, 15, 34
 organizing folder, 34
 potential protected view problem when downloading, 34
 sans serif and serif fonts explained, 193
 save, 36, 38
 AutoSave, using to recover work after crash, 44
 search, 40
 select all button, 300
 selecting cells, 76
 series
 dialog, 104
 exponential, 104
 growth, 104
 linear, 104
 start value, 104
 step value, 104
 stop value, 104
 serif and sans serif fonts explained, 193
 share button, 364
 shortcut keys. *See* keyboard shortcuts
 smart tag
 explained, 76
 options, 100
 using to paste values, 135
 SmartPhone
 explained, 356
 sounds
 enabling audio cues, 30
 sparklines, 214
 column type, inserting, 215
 date axis, specifying for, 218
 deleting, 216
 empty cells, setting options for, 263
 formatting
 line thickness (weight), changing, 217
 marker (data point) color, 217
 markers (data points), 217
 single sparkline rather than group, 219
 group and ungroup, 219
 hidden cells, show/hide on sparkline, 263

- inserting group of into a range of cells, 214
- line type, inserting, 215
- quick analysis button, creating with, 215
- size of containing cell, changing, 217
- style, changing with style gallery, 217
- type, changing, 217
- ungroup and group, 219
- uses of, 214
- vertical axis, applying common scaling to
 - sparkline group, 216
 - win/loss type, inserting, 215
- spell checking
 - dictionary language, setting, 169
 - using, 168
- split button, 50
- split, window into multiple panes, 166
- start Excel, 22
- styles
 - accounting number format, 180
 - applying cell styles, 194
 - built-in, for numbers, 180
 - comma, 180
 - comma[0], 180
 - currency[0], 180
 - importance of using theme colors and fonts, 196, 205
 - master style book, using, 204
 - merging, 204
 - percentage, 181
 - removing from cells, 194
- SUM function
 - creating manually using formula
 - AutoComplete, 94
 - creating using AutoSum, 74
- switch windows, 72
- synchronous scrolling, 298

T

- tablet computer
 - explained, 356
- tabs. *See* worksheets
- telephone numbers, formatting with flash fill, 108
- tell me help
 - Alt+Q keyboard shortcut, using to access tell me help box, 60
 - execute command, using to, 60
 - using, 60
- templates
 - cloud, storing in, 154
 - creating, 156
 - custom, about, 155

- folder, organizing, 155
- folder, setting location of, 155
- potential problems when using samples, 154
- using, 158
- the smart method
 - learning by participation, 5
 - two facing pages rule, 4
- themes. *See also* office theme
 - changing, 194
 - changing the default, 193
 - color sets, 193
 - custom, creating, 200
 - effects, 193
 - explained, 192
 - font sets, 192
 - importance of using theme colors and fonts, 196
- times. *See* dates and times
- title bar, 72
- Touchscreen
 - gestures to emulate mouse actions, 362
- touchscreen, gestures, 362
- transparency, 243
- transpose, 136
- trend. *See also* series
 - linear and exponential, 104
- trend line. *See* charts

U

- undo, 140
- unhide rows and columns, 258
- unique values, detecting with conditional formatting, 209
- update channels
 - automatic updates, enabling, 24, 139
 - explained, 24, 139
- updates. *See* update channels, *See* update channels

V

- values. *See also* Styles
 - built-in styles, applying to, 180
 - currency prefixes, using with, 71
 - entering into cells, 70
 - fractions, entering into cells, 71
 - negative numbers, entering into cells, 71
 - precision, changing to avoid rounding errors, 181
 - rounding errors, avoiding, 181
- version. *See* office version
- versions. *See also* AutoSave

- earlier versions, viewing, 46
- explanation of, 44
- recovering an earlier version of a workbook, 46
- vertically align cell contents, 190
- visualizations, 210
 - color scale, 210
 - comparing values with, 210
 - data bar, 210
 - icon set, 210
 - rules manager, editing with, 210
 - use of *show bar only* to create quick charts, 211

W

- web browser. *See* OneDrive; Excel for the web
- wildcards, searches using, 311
- windows
 - arrange all, using to automatically size, 72
 - closing, 32
 - moving, 32
 - resetting position of, 298
 - resizing, 32
 - restoring down, 32
 - splitting into multiple panes, 166
 - switching to view a different workbook, 72
 - synchronous scrolling of, 298
 - viewing two workbooks side by side in, 298
 - views, creating two of the same workbook, 296
- workbooks. *See also* files
 - changing default number of worksheets in, 42
 - comparing side by side, 298
 - creating new, 72
 - duplicating worksheets in, 300
 - open from OneDrive, 354
 - opening, 34
 - recent workbooks list, increasing the number of entries in, 40

- save to OneDrive, 352
- saving, 36, 38
- switching between open workbooks, 72
- synchronous scrolling, comparing with, 298
- viewing the same workbook in two windows, 296
- viewing two at the same time, 72
- views, 56
- worksheets
 - 3-D creating, 308
 - adding, 42
 - changing default number of, 42
 - chart worksheets, explanation of, 42
 - copying from one workbook to another, 302
 - deleting, 42
 - duplicating, 300
 - gridlines, switching off in, 198
 - groups, 308
 - hiding and unhiding, 304
 - maximum number of rows and columns in, 34
 - navigating, 34, 42
 - non-contiguous, selecting, 308
 - renaming, 42
 - tab colors, changing, 43
- wrapping
 - splitting wrapped text into different lines, 191
 - text in cells, 186, 188

X

- XPS, workbook format, 39

Z

- zoom control, 116