

# Index

## @

@mentions. *See also* Comments  
using in comments, 362

## A

A4 size paper, 319  
absolute references, 144  
accounting number format style, 174  
add-ins  
    content, explained, 154  
    downloading from the office store, 156  
    task pane, explained, 154  
    uses of, 154  
alignment  
    horizontal, of cell contents, 178  
    vertical, of cell contents, 184  
android. *See* operating system  
apple  
    mac version of Excel, 352  
    missing Excel features in mac version, 352  
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, 192  
    draw border line tool, using to add, 193

## C

cancel button, 66  
cells. *See also* styles; comments; formatting  
    active cell, 80  
    aligning contents of, horizontally, 178  
    aligning contents of, vertically, 184  
    borders, adding to, 192  
    color, adding to, 190  
    comments, adding to, 142, 207  
    conditional formatting of, 200  
    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, 190  
    merging, 180, 182  
    notes, adding to, 136  
    selecting a range of, 72  
    selecting all in a worksheet, 83  
    styles, applying to, 188  
    unique values, detecting with conditional  
        formatting, 203  
    wrapping text within, 180, 182  
channels. *See* update channels  
chart source data  
    adding series, 251  
    assigning non contiguous, 246  
    changing, 244  
    changing using *select data source* dialog tools,  
        244  
    deleting series, 251  
    hidden and empty cells button, 253  
    horizontal (category) axis labels, defining, 251  
    horizontal (category) axis labels, editing, 255  
    legend entries (series), 251

- non-contiguous source data, charting by hiding
  - rows and columns, 252
- numerical axis labels, configuring, 254
- series, deleting, 251
- charts. *See also* chart source data; visualizations; sparklines
  - #N/A values, treating as an empty cell, 256
  - 3D chart type, overview, 280
  - 3-D elements, formatting in, 238
  - activating, 227
  - axis title element, 233, 238
  - axis, formatting, 265
  - axis, maximum and minimum values, setting, 265
  - borders, formatting in, 236
  - category data explained, 248
  - combination, creating, 270
  - copying, 228
  - creating quick charts with visualizations, 205
  - creating quickly with two clicks, 226
  - data labels, adding to, 258
  - data labels, formatting, 259, 265, 272
  - data labels, referencing a range from, 260
  - data series explained, 238
  - data series, formatting in, 280, 282
  - data table, adding to, 233, 238
  - deleting, 228
  - deleting elements from, 240
  - elements, explained, 224
  - elements, formatting in, 236
  - elements, moving in, 240
  - elements, re-sizing in, 240
  - embedding in worksheet, 229
  - empty data points, dealing with, 256
  - fill color, changing of in elements, 262
  - filled map, avoiding ambiguity in, 282
  - filled map, chart type, 280, 282
  - filters button, 243
  - filters, applying, 242
  - fonts, changing sizes in, 240
  - forecast, adding, 274
  - format shape task pane, working with, 236
  - gradiated fill, adding, 276
  - gridlines explained, 238
  - gridlines, major & minor, adding, 264
  - gridlines, major & minor, enabling and disabling, 265
  - hidden and empty cells button, 257
  - horizontal (category) axis defined, 233, 238
  - layout, changing, 232, 233, 238
  - layouts, explained, 224
  - legend, displaying in different places, 240
  - line with markers chart type, creating, 268
  - moving average, adding, 272
  - naming, 228
  - numerical axis labels, configuring, 254
  - pie charts, 266
  - pie charts, pulling a slice out of the pie, 267
  - pie charts, rotating, 267
  - plot area, 238
  - quick analysis button, creating with, 227, 231
  - recommended charts feature, 230
  - re-sizing, 228
  - rows/columns, switching, 248
  - secondary axis, adding, 269
  - selection pane, using to activate, 228
  - series data explained, 248
  - shadows, applying to elements, 238
  - shapes, inserting into, 263
  - sheet, moving to, 229
  - styles, explained, 224
  - templates, creating from, 278
  - text box, adding to, 262
  - tips, 233
  - title element, 233, 236, 238
  - title element, linking to worksheet cell, 236
  - title element, re-positioning to dead center, 240
  - transparency, 237
  - trend line, adding, 272
  - type, changing, 270
  - types, explained, 224
  - values and labels, importance of selecting, 226
  - vertical (value) axis defined, 233, 238
  - vertical axis, creating chart with two, 268
  - x axis defined, 233, 238
  - y axis defined, 233, 238
- check box, 46
- clipboard
  - copying and pasting multiple items with, 132
  - described, 124
- close button, 28
- cloud applications
  - advantages of (sidebar), 353
- cloud computing. *See also* OneDrive; Excel Online
  - advantages of, 344
  - citrix, use of in thin client solutions, 344
  - latency, 344
  - overview, 344
  - remote desktop services, use of in thin client solutions, 344
  - thin client, explained, 344
- collapse dialog button, 245

color sets, component of a theme, 187

columns

- deleting, 120
- freezing, 158
- hiding, 252
- inserting, 120
- making several the same size, 83
- resizing automatically, 82
- selecting, 76
- selecting non contiguous, 76
- unhiding, 252
- width of, manually changing, 83

comma style, 174

comma[0] style, 174

comments

- @mentions, using in comments, 362
- collaborating using, 362
- deleting, 142, 207
- inserting, 142, 143, 207
- notes, compared with, 142, 207
- printing, at end of worksheet, 142, 207
- viewing, 142, 207

conditional formatting. *See also* visualizations

- explained, 200
- formula driven, 206
- highlighting a complete row of data with, 207
- quick analysis button, applying with, 200
- rules manager, managing multiple with, 202
- unique values, detecting with, 203

confirm button, 66

copying

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

crash, recovering from, 40

currency

- prefixes, 67
- styles for, 175

cursor shapes, explained, 72

custom formatting codes, 171, 176

cut, 124

## D

dates and times

- custom format, 171
- difference in days between two dates, calculating, 173
- formatting, 170
- internationally safe formats, benefits of, 170
- serial number, explained, 172
- time value, containment within dates, 172

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, 187

Excel Online, 354, *See also* OneDrive

- browsers, supported, 357
- edit workbook simultaneously with other users using, 362
- open workbook using, 356
- overview of, 354
- ribbon, hiding and showing in, 357
- save local copy of read-only workbook, 359
- save, automatic, explained, 356
- touchscreen, using with, 356

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, 304
- look in* option, 304
- options, 304
- using, 304
- wildcard, searches using, 305

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, 186
- fonts
  - font sets, use in themes, 186
  - serif and sans serif explained, 187
- forecast sheet, 274
  - confidence setting, explained, 274
  - cyclical data, using to forecast from, 274
- formatting. *See also* themes
  - 3-D Elements, 238
  - aligning cell contents horizontally, 178
  - aligning cell contents vertically, 184
  - borders around cells, 192
  - cell styles, 188
  - chart borders, 236
  - chart elements, 236
  - color, 190
  - conditional, 200
  - custom codes, 176
  - dates, 170
  - find and replace, replacing formats with, 304
  - format painter, copying with, 214
  - gradient effects, 190
  - numbers using built-in styles, 174
  - rotating text, 216
  - shadows, 238
  - themes, changing, 188
  - themes, understanding, 186
  - transparency, 237
  - visualizations, comparing values with, 204
- formula bar
  - expanding and collapsing, 180, 182
  - explanation of, 72
  - graphic showing location of, 32
- formulas
  - absolute and relative references in, 144
  - Autocomplete, creating with, 90
  - AutoFill, adjusting with, 94
  - AVERAGE function, creating using AutoSum, 86
  - conditional format, driving with, 206
  - cross-worksheet, creating, 300
  - 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, 158
- full screen view, 54
- functions
  - AVERAGE, 86
  - FORECAST, family of functions (sidebar), 274
  - help topics, accessing from formula
    - AutoComplete, 91
  - MAX, 86
  - ROUND, 175
  - SUM, 70, 84

## G

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

## H

- hashes
  - indication that columns are too narrow by, 170
- 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, 252
- hide values, using three semicolon custom format, 177
- hiding and unhiding worksheets, 298

## I

- Intelliprint, 322
- internet. *See* OneDrive; Excel Online
- iPad
  - pro, 350
  - success story of (sidebar), 350
- iPad, described, 351

## J

- justify, horizontal alignment option, 179

## K

- key tips, 50
- keyboard shortcuts
  - AutoSelect a range, 81
  - AutoSum, 70
  - bold, 51

close, 29  
 copy, 124  
 create a mixed cell reference, 147  
 cut, 125  
 cycle through worksheets, 39  
 fill down, 123  
 find, 304  
 flash fill, 105  
 insert a comment into a cell, 136  
 insert column, 120  
 insert row, 120  
 italic, 51  
 make a relative reference absolute, 145  
 move to cell A1, 158  
 paste, 124  
 redo, 134  
 replace, 304  
 ribbon, show/hide, 44  
 save, 32  
 select every cell in a worksheet, 82  
 spell check, 162  
 underline, 51  
 undo, 134  
 workbook, create new, 68

**L**

landscape orientation, 312  
 letter size paper, 319  
 license. *See also* update channels  
   Excel 365, 24  
   perpetual and subscription, differences, 24  
   subscription, 24  
 lines, adding beneath cells, 192

**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, 180, 182  
 merge, cells, 180, 182  
 microprocessor  
   AMD and Intel, 350  
   ARM instruction set, 350  
   desktop, laptop and smartphone, differences  
     between, 350

explained, 350  
 intel atom x5 and x7, 351  
 used in tablet and smartphone devices, 350  
 x64 instruction set, 350  
 mini toolbar  
   shortcut (contextual) menu, 51  
   using when entering text, 50  
 minimize button, 28  
 mixed cell references, 146  
 moving  
   the Excel window, 28  
 multiplication operator (\*), 89

**N**

name box, 30  
 negative numbers, entering into cells, 67  
 normal view, 52  
 notes  
   changing the user name shown in, 136  
   comments, compared with, 142, 207  
   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  
 number sign (#), 82  
 numbers  
   changing number of decimal points displayed,  
     128  
   using built-in styles with, 174

**O**

office theme, changing, 26  
 office version. *See also* Excel Online  
   availability of different versions, 353  
   checking Excel version, 25  
   office for mac, 352  
   office for windows, 352  
   office mobile, 352  
   office online, 353  
   version number and build number explained,  
     24  
 OneDrive. *See also*, OneDrive for business;  
   microsoft account; Excel Online  
   advantages of using, 349

- alternatives to, 349
- AutoSave, using with, 360
- link types, public and private, explained, 358
- link, sharing using share button, 358
- links, setting expiry date or password for, 358
- links, view-only and edit, explained, 358
- lunchtime lock, problems caused by, 348
- OneDrive for Business, 348
- open a workbook from, 348
- ransomware, protecting against with, 360
- restore feature, using, 360
- save a workbook to, 346
- save local copy of read-only workbook, 359
- security concerns, 347
- SharePoint, using in place of, 347
- social networks, sharing links via, 358
- subscriptions, 346
- version history, viewing, 360
- OneDrive for Business
  - differences to Personal when sharing files with, 346
  - enhanced security features of. *See also* OneDrive
- operating system
  - android, 351
  - apple OS X, 351
  - explained, 351
  - iOS, 351
  - Windows 10 mobile, 351
- organizing
  - excel files, 36
  - sample files folder, 30

## P

- page break preview, 52
- page layout view, 52, 314
- paper sizes explained, 319
- paste, 124
- paste special, 129
- paste values, 129
- PDF, workbook format, 35
- percentage style, 175
- portrait orientation, 312
- pound sign (#), 82
- precision, changing to avoid rounding errors, 175
- printing
  - area, setting, 330
  - autoheaders and autofooters, adding, 324
  - cell notes, adding, 140
  - column headings, showing on every page, 332

- comments, exactly as displayed on a worksheet, 141
- error messages, suppressing in printouts, 336
- graphical header, adding, 327
- headers & footers, adding custom, 326
- headers & footers, including an ampersand (&) in, 326
- headers & footers, specifying different first, odd and even, 328
- margin settings, changing the default, 315
- margins, adjusting using rulers, 315
- margins, custom, adjusting with page setup, 316
- notes, printing all at the end, 140
- over then down, page order, changing with, 334
- page break preview, 52
- page breaks, adjusting using *page break preview*, 322
- page breaks, inserting and deleting, 320
- page number, setting the starting value, 324
- page order, changing, 334
- paper orientation, changing, 312
- paper size, setting, 318
- paper sizes explained, 319
- part of a worksheet, 330
- previewing on screen, 48, 312
- row headings, showing on every printed page, 332
- rulers, showing and hiding, 315
- scaling to fit paper, 318
- several worksheets at the same time, 334
- 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, 227
  - conditional formatting, creating with, 200
  - sparklines, creating with, 209
  - totals, creating with, 71, 73
- quotations
  - Aristotle, 46
  - Baltasar Gracián, 100
  - Benjamin Disraeli, 311
  - Christopher Bullock, 274

Confucius, 5  
 Euripides, 21  
 Frederick R. Barnard, 223  
 Henry Ford, 289  
 Margaret Thatcher, 119  
 Oscar Wilde, 169  
 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  
   transposing, 130  
   visualizations, comparing values with, 204  
 Ransomware  
   protecting against with OneDrive, 360  
 recommended charts, using, 230  
 redo, 134  
 relative references, 144  
 replace cell contents using *find and replace*, 304  
 reset to match style, 239  
 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, 216  
 rounding errors, avoiding, 175  
 rows  
   conditional format, highlighting entire row with, 207  
   copying contents of one to another, 126  
   deleting, 120  
   freezing, 158  
   hiding, 252  
   inserting, 120

making several the same size, 83  
 manually setting height of, 83  
 resizing automatically, 82  
 selecting, 76  
 selecting non contiguous, 76  
 unhiding, 252  
 rulers, showing and hiding in page layout view, 315  
 rules manager  
   controlling conditional formatting with, 202  
   editing rules with, 205

## S

sample files  
   downloading, 15, 30  
   organizing folder, 30  
   potential protected view problem when downloading, 30  
 sans serif and serif fonts explained, 187  
 save, 32, 34  
   AutoSave, using to recover work after crash, 40  
 select all button, 294  
 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, 187  
 share button, 358  
 shortcut keys. *See* keyboard shortcuts  
 smart tag  
   explained, 72  
   options, 96  
   using to paste values, 129  
 SmartPhone  
   explained, 350  
 sounds  
   enabling audio cues, 26  
 sparklines, 208  
   column type, inserting, 209  
   date axis, specifying for, 212  
   deleting, 210  
   empty cells, setting options for, 257  
 formatting  
   line thickness (weight), changing, 211  
   marker (data point) color, 211  
   markers (data points), 211

- single sparkline rather than group, 213
- group and ungroup, 213
- hidden cells, show/hide on sparkline, 257
- inserting group of into a range of cells, 208
- line type, inserting, 209
- quick analysis button, creating with, 209
- size of containing cell, changing, 211
- style, changing with style gallery, 211
- type, changing, 211
- ungroup and group, 213
- uses of, 208
- vertical axis, applying common scaling to
  - sparkline group, 210
  - win/loss type, inserting, 209
- spell checking
  - dictionary language, setting, 163
  - using, 162
- split button, 46
- split, window into multiple panes, 160
- start Excel, 22
- styles
  - accounting number format, 174
  - applying cell styles, 188
  - built-in, for numbers, 174
  - comma, 174
  - comma[0], 174
  - currency[0], 174
  - importance of using theme colors and fonts, 190, 199
  - master style book, using, 198
  - merging, 198
  - percentage, 175
  - removing from cells, 188
- SUM function
  - creating manually using formula
    - AutoComplete, 90
  - creating using AutoSum, 70
- switch windows, 68
- synchronous scrolling, 292

## T

- tablet computer
  - explained, 350
- 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, 148
- creating, 150
- custom, about, 149
- folder, organizing, 149
- folder, setting location of, 149
- potential problems when using samples, 148
- using, 152
- the smart method
  - learning by participation, 5
  - two facing pages rule, 4
- themes. *See also* office theme
  - changing, 188
  - changing the default, 187
  - color sets, 187
  - custom, creating, 194
  - effects, 187
  - explained, 186
  - font sets, 186
  - importance of using theme colors and fonts, 190
- times. *See* dates and times
- title bar, 68
- Touchscreen
  - gestures to emulate mouse actions, 356
- touchscreen, gestures, 356
- transparency, 237
- transpose, 130
- trend. *See also* series
  - linear and exponential, 100
- trend line. *See* charts

## U

- undo, 134
- unhide rows and columns, 252
- unique values, detecting with conditional formatting, 203
- update channels
  - automatic updates, enabling, 24
  - explained, 24
- updates. *See* update channels

## V

- values. *See also* Styles
  - built-in styles, applying to, 174
  - 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, 175

rounding errors, avoiding, 175  
 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, 184  
 visualizations, 204  
   color scale, 204  
   comparing values with, 204  
   data bar, 204  
   icon set, 204  
   rules manager, editing with, 204  
   use of *show bar only* to create quick charts, 205

## W

web browser. *See* OneDrive; Excel Online  
 wildcards, searches using, 305  
 windows  
   arrange all, using to automatically size, 68  
   closing, 28  
   moving, 28  
   resetting position of, 292  
   resizing, 28  
   restoring down, 28  
   splitting into multiple panes, 160  
   switching to view a different workbook, 68  
   synchronous scrolling of, 292  
   viewing two workbooks side by side in, 292  
   views, creating two of the same workbook, 290  
 workbooks. *See also* files  
   changing default number of worksheets in, 38  
   comparing side by side, 292  
   creating new, 68  
   duplicating worksheets in, 294  
   open from OneDrive, 348  
   opening, 30  
   recent workbooks list, increasing the number of  
     entries in, 36  
   save to OneDrive, 346  
   saving, 32, 34  
   switching between open workbooks, 68  
   synchronous scrolling, comparing with, 292  
   viewing the same workbook in two windows,  
     290  
   viewing two at the same time, 68  
   views, 52  
 worksheets  
   3-D creating, 302  
   adding, 38  
   changing default number of, 38  
   chart worksheets, explanation of, 38  
   copying from one workbook to another, 296  
   deleting, 38  
   duplicating, 294  
   gridlines, switching off in, 192  
   groups, 302  
   hiding and unhiding, 298  
   maximum number of rows and columns in, 30  
   navigating, 30, 38  
   non-contiguous, selecting, 302  
   renaming, 38  
   tab colors, changing, 39  
 wrapping  
   splitting wrapped text into different lines, 185  
   text in cells, 180, 182

## X

XPS, workbook format, 35

## Z

zoom control, 110