

Table of Contents

Introduction 1

About This Book.....	1
Conventions Used in This Book	1
Foolish Assumptions	2
How This Book Is Organized.....	2
Part I: Creating Spreadsheets	3
Part II: Using Formulas and Functions.....	3
Part III: Working with Graphics.....	3
Part IV: Managing and Securing Data.....	3
Part V: Doing Data Analysis	4
Part VI: Excel and the Web	4
Part VII: Macros and Visual Basic for Applications	4
Part VIII: The Part of Tens	4
Using the Practice Material on the CD-ROM.....	4
Icons Used in This Book.....	5
Where to Go from Here.....	6

Part 1: Creating Spreadsheets 7

Chapter 1: Entering the Spreadsheet Data 9

Launching Excel	9
Opening a New Workbook.....	10
Moving around the Workbook.....	12
Moving within the displayed area.....	12
Moving to a new area of the worksheet.....	12
Moving to a different sheet in the workbook.....	14
Selecting Cell Ranges.....	14
Making Cell Entries	15
Entering data in a single cell	16
Entering data in a cell range	18
Filling in a data series with the Fill handle.....	19
Copying a formula with the Fill handle.....	20
Saving the Spreadsheet in a Workbook File.....	20

Chapter 2: Formatting the Spreadsheet 23

Resizing Columns and Rows	23
Making column widths suit the data.....	24
Manipulating the height of certain rows	25
Cell Formatting Techniques	26
Formatting cells with the Formatting toolbar	26
Formatting cells with the Format Cells dialog box	27
Using Format Painter and AutoFormat.....	31
Using Conditional Formatting.....	33
Hiding Columns and Rows	34



Chapter 3: Printing Spreadsheet Reports37

Previewing the Printed Report	37
Adjusting Page Breaks	38
Adding Custom Headers and Footers.....	39
Adding Print Titles to a Report	41
Modifying the Print Setting for a Report	42
Printing All or Part of the Workbook.....	44
Printing a range of cells.....	44
Printing the entire workbook.....	45
Printing charts in the spreadsheet	46
Printing the spreadsheet formulas.....	46

Chapter 4: Modifying the Spreadsheet49

Finding and Opening the Workbook for Editing.....	49
Adding summary information to a workbook	49
Searching for workbook files	51
Exploring the Open options	53
Finding and Identifying the Region that Needs Editing.....	54
Selecting the Ranges to Edit	56
Editing Data Entries	57
Catching Errors with Text to Speech.....	58
Deleting and Inserting Data and Cells	60
Moving and Copying Data and Cells	61
Using Notes in the Spreadsheet	64
Using Find and Replace and Spell-Checking.....	66
Group Editing.....	68

Part II: Using Formulas and Functions..... 71

Chapter 5: Building Formulas73

Building Formulas	73
Building formulas by hand.....	74
Building formulas with built-in functions.....	78
Editing formulas	81
Altering the natural order of operations	82
Using External Reference Links.....	84
Controlling When Formulas Are Recalculated	86

Chapter 6: Copying and Correcting Formulas89

Copying Formulas with Relative References	89
Copying Formulas with Absolute References.....	91
Copying Formulas with Mixed References.....	92
Using Range Names in Formulas.....	96
Building Array Formulas	99
Tracing and Eliminating Formula Errors	101
Dealing with Circular References	104

Chapter 7: Creating Date and Time Formulas107

Constructing Date and Time Formulas	107
Working with the Date Functions.....	109
Working with the Time Functions	112

Chapter 8: Financial Formulas and Functions	115
Working with Financial Functions	115
Using the Basic Investment Functions	116
Figuring the Depreciation of an Asset	121
Chapter 9: Using Math Functions.....	125
Rounding Off Values.....	125
Finding Products, Powers, and Square Roots	127
Doing Fancier Sums	129
Summing products, squares, and their differences	128
Conditional totals	131
Chapter 10: Using Statistical Functions	135
Computing Averages.....	135
Finding the Highest and Lowest Values.....	136
Counting Cells.....	137
Using the Statistical Functions in the Analysis ToolPak Add-in.....	139
Chapter 11: Using the Lookup Functions	141
Returning Single Values from a Lookup Table	141
Performing a horizontal lookup	142
Performing a vertical lookup	144
Using the Lookup Wizard	146
Chapter 12: Using the Logical Functions	149
Working with the Logical Functions	149
Constructing Decision-Making Formulas	150
Selecting between alternate values.....	150
Selecting between alternate calculations.....	153
Nesting IF functions	155
Constructing Error-Trapping Formulas.....	157
Chapter 13: Text Formulas and Functions	161
Constructing Text Formulas	161
Using Text Functions	164
 <i>Part III: Working with Graphics</i>	 <i>169</i>
Chapter 14: Charting Spreadsheet Data	171
Understanding Excel Charts	171
Creating Charts	176
Formatting Charts	180
Editing Charts.....	182
Chapter 15: Adding Graphics to the Spreadsheet.....	185
Understanding Graphic Objects.....	185
Using the Drawing Toolbar	189
Inserting clip art	189
Importing graphics files.....	192
Drawing and adding graphic shapes.....	194
Adding text boxes.....	196
Constructing WordArt.....	198

Part IV: Managing and Securing Data201**Chapter 16: Building and Maintaining Data Lists.....203**

Creating a Data List.....	203
Sorting Lists.....	207
Using sorting keys	207
Sorting on more than three keys	209
Sorting the fields (columns) in a data list	209
Subtotaling a List	211
Filtering a List	213
Querying External Database Tables.....	216

Chapter 17: Protecting the Spreadsheet.....221

Password-Protecting the Workbook	221
Protecting the Worksheet	224
Doing Data Entry in a Protected Worksheet	227
Protecting the Entire Workbook.....	228

Part V: Doing Data Analysis231**Chapter 18: Performing What-If Analysis.....233**

Using Data Tables.....	233
Creating single-variable data tables.....	233
Creating two-variable data tables	236
Exploring Various Scenarios	238
Performing Goal Seeking	240
Creating Complex Models with Solver	241

Chapter 19: Generating Pivot Tables.....245

Understanding Pivot Tables.....	245
Creating Pivot Tables.....	247
Modifying the Pivot Table	250
Modifying the table formatting.....	250
Pivoting the table's fields	251
Changing the table summary function and adding calculated fields	252
Creating Pivot Charts	254

Part VI: Excel and the Web259**Chapter 20: Publishing Spreadsheets as Web Pages.....261**

Saving Worksheets as Web Pages	261
Creating static Web pages	262
Creating interactive Web pages	263
Web pages with interactive data tables.....	264
Web pages with interactive data lists	266
Web pages with interactive pivot tables	267
Web pages with interactive charts.....	268
Exporting an interactive Web page to Excel	269
Doing a Web Query	270

Chapter 21: Adding Hyperlinks to Spreadsheets	273
Creating Hyperlinks	273
Adding links to other sheets in a workbook	274
Adding links to other documents	275
Adding links to Web pages	277
Editing Hyperlinks	279
Assigning Links to Toolbars and Menus	279
 Part VII: Macros and Visual Basic for Applications	283
Chapter 22: Using Macros	285
Creating Macros	285
Using the macro recorder	285
Recording macros with relative cell references	288
Assigning Macros to Toolbars and Menus	290
Chapter 23: Using the Visual Basic Editor	293
Using the Visual Basic Editor	293
Editing a recorded macro	295
Adding a dialog box that processes user input	297
Creating User-Defined Functions	300
Using a custom function in your spreadsheet	302
Saving custom functions in add-in files	303
 Part VIII: The Part of Tens	307
Chapter 24: Top Ten Tips for Using Excel like a Pro	309
Generate New Workbooks from Templates	309
Organize Spreadsheet Data on Different Worksheets	310
Create Data Series with AutoFill	310
Use Range Names	311
Freeze Column and Row Headings	312
Prevent Data Entry Errors with Data Validation	312
Trap Error Values in Their Original Formulas	313
Save Memory by Using Array Formulas	313
Controlling the Display of Data in Tables through Outlines	314
Use Compare Side by Side to Work with Two Workbooks	314
Chapter 25: Ten (More or Less) Shortcut Keys for Entering Data	317
Chapter 26: Ten (More or Less) Shortcut Keys for Formatting the Worksheet	319
Chapter 27: Ten (More or Less) Shortcut Keys for Editing Data	321
Chapter 28: Ten (More or Less) Miscellaneous Shortcut Keys	323
 Appendix A: About the CD	325
 Appendix B: Table of Exercises	329
 Index	337