

# Index

## Symbols and Numerics

- +** (addition operator), 79
- &** (ampersand)
  - concatenation operator, 79
  - in header or footer code, 144
- ,** (comma), in numbers, 123
- /** (division operator), 79
- \$** (dollar sign)
  - in absolute references, 207
  - in mixed references, 210
  - in numbers, 123
- =** (equal sign)
  - equal to operator, 79
  - preceding formulas, 59
- !** (exclamation point), in reference to another worksheet, 85
- ^** (exponentiation operator), 79
- >** (greater than operator), 79
- <** (less than operator), 79
- \*** (multiplication operator), 79
- ()** (parentheses)
  - enclosing function arguments, 207
  - in formulas, 79
- %** (percent sign), in numbers, 123
- #** (pound sign)
  - indicating column too narrow, 124
  - preceding error value, 109–110, 209
- ?** (question mark), Help button, 10
- ;;;** (semicolons, three), for hiding cell contents, 128
- (subtraction operator), 79
- 3-D ranges**
  - references to, in other worksheets, 86
  - selecting, 72–73

## A

- absolute references, 78, 207**
- active cell, 3, 207**
- active cell pointer, 4**
- active workbook, 22, 207**
- active worksheet, 38, 207**
- add-in, 207**
- addition operator (+), 79**
- addresses of cells, 2**
- alignment of cell contents, 114–116**
- Alt key combinations, in KeyTips, 12**
- ampersand (&)**
  - concatenation operator, 79
  - in header or footer code, 144

## arguments in functions, 207

### asterisk (\*), multiplication operator, 79

### auditing

- automatic, in background, 98–99
- cell comments for, 110–111
- circular references, 104–106
- definition of, 207
- displaying formulas in worksheet, 101
- evaluating formulas, 101–102
- formula errors, 108–110
- locating specific values or text, 102–104
- manual, 99–100
- selecting cells based on specific criteria, 106–107
- spell checking, 100
- table of names and references for, 100–101
- tracing cell relationships, 107–109
- types of errors detected by, 98
- Watch window for, 111–112

### AutoComplete

- definition of, 207
- for formulas, 59–60, 82, 209
- for text, 63

### AutoFill, 65–66, 207

### AutoFilter, 46

### AutoSum, 82–83, 207

### axes of chart

- changing between primary and secondary, 155–156
- changing specifications of, 163–164
- types of, 152–153

## B

- Back button, help viewer, 20**
- black and white printing, 148**
- Blank and Recent templates, 35**
- borders around cells or ranges, 114**
- buttons, 8–9**

## C

- calculated columns in tables, 178–179**
- calculations. *See* formulas**
- cell comments**
  - adding, 110
  - definition of, 110, 207

- editing, 111
- printing, 149
- viewing, 111

### cell pointers, 207

### cell references, 207

### cell styles

- applying a predefined style, 132
- copying styles from another workbook, 134
- creating a custom style, 133
- definition of, 131–132, 212
- modifying a style, 133

### Cell Styles gallery, 131–133

### cell tracers, 107, 207

### cells. *See also* named cells and ranges; references to cells or ranges

- active, 3, 207
- addresses of, 2
- aligning contents of, 114–116
- background color for, 117
- borders around, 114
- changing cells, 190, 191
- copying a range of cells to another range, 51–52
- copying formatting of, 117
- copying multiple, noncontiguous cells, 53–54
- copying to a range of cells, 50–51
- copying to another cell, 50–51
- copying to another worksheet or workbook, 52
- definition of, 2, 207
- deleting contents of, 64
- dependent, 107–108, 208
- editing contents of, 55–56
- entering data into ranges of, 57
- entering data into series of, 65–66
- entering dates and times in, 58–59
- entering text in, 61–63
- entering values in, 63–64
- fonts for, 15, 116–117
- formatting based on contents of (conditional), 117–123
- hiding contents of, 128
- locked, 56, 210
- maximum number of, 2
- maximum number of characters in, 61
- merged, 115–116, 210
- moving to another worksheet or workbook, 68–69
- moving within worksheet, 67–68

**cells** (*continued*)

- precedent, 107–108, 211
- red triangle in, 110
- references in, changing, 78
- references to cells in other worksheets, 85–86
- replacing contents of, 69–70
- searching and replacing contents of, 69–70
- selecting a cell, 71
- selecting a range of cells, 71
- selecting based on specific criteria, 106–107
- selecting noncontiguous ranges of cells, 71–72
- size of, changing, 129–131
- tracing relationships between, 107–109
- triangle in, 110
- validating contents of, 74–75
- in Watch window, 111–112

**centering merged cells, 115–116****changing cells, 190, 191****characters/text**

- AutoComplete for, 63
- entering in a series, 66
- entering in cells, 61–63
- formatting based on, 118–120
- locating a specific sequence of, 102–104
- wrapping, 115

**chart elements, 207****chart sheets**

- activating chart on, 153–154
- definition of, 2, 207
- moving embedded chart to, 164
- setting as default chart type, 167

**chart templates, 158–159****charts**

- activating, 153–154
- adding data series to, 154–155
- axes of, changing between primary and secondary, 155–156
- axes of, changing specifications of, 163–164
- axes of, types of, 152–153
- creating, 156–158
- data labels in, 153, 160
- data series in, updating, 166–167
- data table in, 153, 159
- definition of, 207
- elements in, deleting, 165
- elements in, list of, 152–153
- elements in, moving, 165
- elements in, resizing, 165

- elements in, selecting, 165–166
- embedded, activating, 153–154
- embedded, copying, 164
- embedded, definition of, 208
- embedded, deleting, 164
- embedded, moving, 164
- embedded, resizing, 164
- embedded, setting as default chart type, 167
- formatting elements in, 160–161
- hidden data, including, 161–162
- legend in, 162–163
- missing data, handling, 161–162
- title of, 153, 155
- type of, changing, 156, 167–168
- type of, default, 167–168

**check boxes, 9, 208****circular references, 104–106, 208****click, 5****Clipboard, Office**

- copying multiple, noncontiguous cells or ranges using, 53–54
- definition of, 210
- enabling, 54

**Close button**

- Excel window, 4, 23
- help viewer, 19

**color scale visualization, 125****colors**

- of cell background, 117
- of cells, filtering tables based on, 174
- of chart elements, 161
- of fonts, 117
- of table cells, sorting based on, 183–184
- for themes, 16
- for worksheet tabs, 39

**column headers**

- for table, 170
- for worksheet, 4

**column headings (titles)**

- freezing, 40–41
- printing, 147

**column labels**

- creating names from, 91–92
- printing, 148

**column references, absolute, 207****columns in table**

- adding or deleting, 176
- calculated, 178–179
- sorting based on, 181–184

**columns in worksheet**

- definition of, 208
- deleting, 54–55, 66–67

- hiding, 128
- inserting new columns, 66–67
- maximum number of, 2
- selecting, 72
- unhiding, 129
- width of, changing, 130
- width of, too narrow, 124

**comma (,), in numbers, 123****command groups (Ribbon groups)**

- adding to Quick Access toolbar, 13
- definition of, 9, 208, 211
- hiding commands in, 12–13
- resizing, 11

**comments in cells**

- adding, 110
- definition of, 110, 207
- editing, 111
- printing, 149
- viewing, 111

**concatenation operator (&), 79****conditional formatting**

- criteria for, applying to cells, 118–120
- definition of, 117, 208
- deleting, 122–123
- editing, 122–123
- multiple, applied to one cell, 121–122
- for PivotTable, 200
- sorting table columns by, 183–184

**constants, named, 95–96****contextual help, 17–20****contextual menu, 5–6, 208****contextual tabs, 10****Control button, Excel window, 4****copying**

- cell formatting, 117
- cell styles from another workbook, 134
- a cell to another cell, 50–51
- cells to another worksheet or workbook, 52
- cells to a range of cells, 50–51
- formulas, references adjusted when, 78
- multiple, noncontiguous cells, 53–54
- a range of cells to another range, 51–52
- worksheets, 39–40

**Count function, PivotTable using, 195****Ctrl key combinations (keyboard shortcuts)**

- for current date or time, 59
- for Excel commands, 6–7
- for precedent and dependent cells, 107

**currency formats, 123****custom formatting codes, 124–125**

**D****dashed line (page break), 210****data. See cells****data bar visualization, 125****data labels for chart, 153, 160****data marker, 208****data point for chart, 153****data rows for table**

adding or deleting, 176

definition of, 170, 171

filtering, 172–174

sorting, 180–184

**data series for chart**

adding to chart, 154–155

changing axes for, 155–156

changing chart type for, 156

definition of, 153, 208

deleting, 165

selecting, 165

updating, 166–167

**data series for worksheet**

definition of, 208

entering data into, 65–66

**data table for chart, 153, 159****data tables for what-if analysis**

definition of, 186, 208

one-input data tables, creating, 186–187

two-input data tables, creating, 187–188

**data validation, 208****database, 208****date groups in PivotTables, 202–203****dates and times**

entering current date or time, 59

entering in a series, 65–66

entering in formulas, 58

entering specific values of, 58

errors in, auditing detecting, 98

inserting in header or footer, 144

range of dates supported, 57–58

**days. See dates and times****default workbook template, 36, 208****deleting**

cell contents, 64

chart elements, 165

columns, 54–55, 66–67

conditional formatting, 122–123

duplicate table values, 179–180

embedded charts, 164

manual page breaks, 140–141

names for cells and ranges, 93–94, 95

PivotTable filters, 199

Quick Access toolbar commands, 14

rows, 54–55, 66–67

table columns, 176

table rows, 176

worksheets, 40

**dependent cells, 107–108, 208****dialog boxes, 208****dialog launchers, 9, 208****display modes, 137–138****division operator (/), 79****#DIV/0! error value, 109****documents/files. See also Office****menu; workbooks**

closing, 23

formats supported, 25–26, 30, 31–32

name of, inserting in header or

footer, 144

opening, default location for, 22–23

opening, procedure for, 26–27

opening, with nonstandard formats,

25–26

saving, 29–32

**dollar sign (\$)**

in absolute references, 207

in mixed references, 210

in numbers, 123

**double-click, 5, 208****draft quality printing, 148****drag, 5, 208****drag-and-drop**

definition of, 208

turning on, 52

**drop-down gallery, 9****drop-down grid, 9****drop-down list boxes, 9, 208****E****editing**

cell comments, 111

cell contents, 55–56

conditional formatting, 122–123

names for cells and ranges, 94, 95

**embedded charts**

activating, 153–154

copying, 164

definition of, 208

deleting, 164

moving, 164

resizing, 164

setting as default chart type, 167

**enhanced ScreenTip, 209****equal sign (=)**

equal to operator, 79

preceding formulas, 59

**error auditing**automatic auditing, in background,  
98–99

cell comments for, 110–111

circular references, 104–106

definition of, 207

displaying formulas in worksheet, 101

evaluating formulas, 101–102

formula errors, 108–110

locating specific values or text,  
102–104

manual auditing, 99–100

selecting cells based on specific  
criteria, 106–107

spell checking, 100

table of names and references for,  
100–101

tracing cell relationships, 107–109

types of errors detected by, 98

Watch window for, 111–112

**error values**

definition of, 209

printing, 149

**errors**

preventing by validation, 74–75

reversing with Undo, 74, 212

**Excel 2007 window, 3–4****exclamation point (!), in reference to****another worksheet, 85****exponentiation operator (^), 79****external data range, 209****F****fields, 209****files. See also Office menu;****workbooks**

closing, 23

formats supported, 25–26, 30, 31–32

name of, inserting in header or

footer, 144

opening, default location for, 22–23

opening, procedure for, 26–27

opening, with nonstandard formats,  
25–26

saving, 29–32

**fill handle, 65, 209****filters**

AutoFilter, 46

definition of, 209

for names in Name Manager, 95

for PivotTable, 195, 197–199

for tables, 172–174

**fonts. *See also* cell styles; templates**

for cell contents, 15, 116–117  
 definition of, 209  
 in themes, 16

**footers for printed output, 142–146, 209****formatting**

aligning cell contents, 114–116  
 borders around cells or ranges, 114  
 cell size, changing, 129–131  
 cell styles, 131–134, 212  
 chart elements, 160–161  
 column width, changing, 130  
 conditional formatting, 117–123, 208  
 copying to other cells or ranges, 117  
 definition of, 209  
 fonts, 116–117  
 hiding cell contents, 128  
 hiding columns or rows, 128  
 number formats, 123–125, 210  
 PivotTable reports, 199–202  
 previewing (Live Preview), 15  
 row height, changing, 130–131  
 themes for, 15–17, 212  
 unhiding columns or rows, 129  
 visualizations for relative comparisons, 125–127

**Formula AutoComplete, 209****formula bar**

contents of, 3, 78  
 definition of, 4, 209  
 size of, 62

**formulas. *See also* functions**

applying names to existing references in, 88–89  
 AutoComplete for, 59–60, 82  
 calculating automatically, 79–80  
 calculating from one-input data table, 186–187  
 calculating from two-input data table, 187–188  
 calculating manually, 79–80  
 converting to values, 80  
 copying, references adjusted when, 78  
 definition of, 2–3, 59, 78–79, 209  
 displaying in worksheet, 101  
 entering by pointing, 61  
 entering dates and times in, 58  
 entering functions in, 81–84  
 entering manually, 59–60  
 error values for, 109–110  
 errors in, auditing detecting, 98, 108–110  
 evaluating, 101–102

finding input values that calculate to desired result, 189–190  
 formatting based on, 118–120  
 link formulas, 209  
 maximum number of characters in, 78  
 modifying functions in, 80–81, 84–85  
 names for, 95–96  
 naming scenarios of input values for, 190–192  
 operator precedence for, 210  
 operators in, 79, 210  
 pasting names into, 96  
 references in, changing, 78  
 referencing table data in, 177–179

**Forward button, help viewer, 20****fractions, entering in cells, 64****full-screen view, 48****Function Library, 83–84****functions. *See also* formulas**

arguments in, 207  
 definition of, 3, 209  
 entering manually, 81–82  
 entering with AutoSum, 82–83  
 entering with Function Library, 83–84  
 modifying arguments in, 80–81  
 modifying range references in, 84–85  
 nested, 81, 210

**G****gallery, 9, 209****Goal Seek, 189–190****goal seeking, 209****graphics**

icons, 209  
 inserting in header or footer, 144

**greater than operator (>), 79****gridlines**

for chart, 153  
 definition of, 209  
 displaying, turning on or off, 47  
 printing, 147

**groups in PivotTable, 202–204****H****header row for table, 170, 171****headers, column**

for table, 170  
 for worksheet, 4

**headers for printed output,**

142–146, 209

**headers, row, for worksheet, 4****help, features for**

contextual help, 17–20  
 Help button, 4, 10, 17  
 help viewer, 18–20  
 ScreenTips, 17  
 ToolTips, 17

**Home button, help viewer, 20****horizontal alignment, 115****horizontal axis of chart, 152–153****hours. *See* dates and times****hover, with mouse, 5****HTML documents, 209****html files, saving workbooks as, 31****hyphen (-), subtraction operator, 79****I****icon set visualization, 125****icons, 209****in-cell editing, enabling, 55****indenting cell contents, 115****In-Ribbon gallery, 9****Installed Templates, 35****iteration setting, 106****K****keyboard**

accessing commands using (KeyTips), 12  
 accessing Quick Access toolbar commands using, 14  
 editing cell contents using, 56  
 navigation using, 7–8

**keyboard shortcuts**

for current date or time, 59  
 for Excel commands, 6–7  
 for precedent and dependent cells, 107

**KeyTips, 12, 209****L****legend for chart, 153, 162–163, 209****less than operator (<), 79****link formulas, 209****Live Preview, 15, 209****locked cells, 56, 210****M****macros**

file formats used by, 30  
 in templates, 33, 34

**margins**

- adjusting, 136
- definition of, 210
- in Page layout view, 138

**maximize, 210****Maximize/Restore button**

- Excel window, 4
- help viewer, 19

**memory used by Excel, 2 menus. *See also* Ribbon**

- contextual menu, 5–6, 208
- Office Menu, 14–15, 210
- rich menu, 10, 211
- standard menu, 10

**merged cells, 115–116, 210****Microsoft Office button, Excel window, 4, 14****Microsoft Office Clipboard**

- copying multiple, noncontiguous cells or ranges using, 53–54
- definition of, 210
- enabling, 54

**Microsoft Office menu, 14–15, 210****Microsoft Office Online templates, 35 minimize, 210****Minimize button**

- Excel window, 4
- help viewer, 19

**minutes. *See* dates and times****mistakes. *See also* auditing**

- preventing by validation, 74–75
- reversing with Undo, 74, 212

**mixed references, 78, 210****months. *See* dates and times mouse**

- editing cell contents using, 56
- navigation using, 5

**mouse pointer, 4, 210****moving**

- cells to another worksheet or workbook, 68–69
- cells within a worksheet, 67–68
- charts elements, 165
- embedded charts, 164
- moving, 3, 43
- Quick Access toolbar, 14
- ranges to another worksheet or workbook, 68–69
- ranges within a worksheet, 67–68
- windows, 3
- worksheets, 43

**multiplication operator (\*), 79 My Templates, 35****N****#N/A error value, 109****Name box**

- creating a name using, 90–91
- definition of, 4, 210

**#NAME? error value, 109****named cells and ranges**

- applying only to worksheet rather than workbook, 92
- applying to existing references, 88–89
- creating, 89–93, 95
- definition of, 210
- deleting, 93–94, 95
- editing, 94, 95
- managing, 94–95
- maximum length of, 88
- multisheet names, 93
- pastings into formulas, 96
- reasons to use, 88
- restrictions on characters used in, 88
- table of, creating, 100–101
- viewing information about, 94–95

**named constants, 95–96****named formulas, 95–96****named scenarios**

- creating, 190–191
- displaying, 192
- scenario summary report for, 191–192

**navigation**

- with keyboard, 7–8
- with mouse, 5

**nested functions, 81, 210****New from Existing templates, 35****New sheet tab, 4****noncontiguous ranges, 210****Normal View button, Excel window, 4, 138****#NULL! error value, 109****#NUM! error value, 109****number groups in PivotTables, 203****numbers (values)**

- conditional formatting based on, 118–120
- converting formulas to, 80
- definition of, 212
- entering in a series, 65–66
- entering in cells, 63–64
- errors in, auditing detecting, 98
- formatting based on, 118–120
- formatting for, 123–125, 210
- formatting of, for PivotTable, 201
- fractions, entering in cells, 64
- locating specific values, 102–104
- relative comparisons of, visualizations for, 125–127

**O****Office button, Excel window, 4, 14****Office Clipboard**

- copying multiple, noncontiguous cells or ranges using, 53–54
- definition of, 210
- enabling, 54

**Office menu**

- accessing, 14
- definition of, 210
- document commands in, 15
- Excel options in, 15

**Office Online templates, 35 one-input data tables, creating, 186–187****operator precedence, 79, 210****operators**

- definition of, 210
- in formulas, 79

**option button (radio button), 211****orientation of cell contents, 115 orientation of pages, 139****P****Page Break Preview button, Excel window, 4, 137–138****page break preview mode, 210****page breaks**

- adjusting, 141–142
- definition of, 140, 210
- deleting manual page breaks, 140–141
- inserting manual page breaks, 140
- previewing, 141

**Page Layout View button, Excel window, 4, 137–138****page layout view mode, 210****page numbers for printed output**

- inserting in header or footer, 144
- specifying beginning page number, 139
- total number to print, 144

**page settings, 138–139****panes, 210****paper size, 139****parentheses (())**

- enclosing function arguments, 207
- in formulas, 79

**passwords. *See also* security**

- for protected workbooks, 27–29
- for protected worksheets, 44–46

**percent sign (%), in numbers, 123****pictures**

- icons, 209
- inserting in header or footer, 144

**Pin button, help viewer, 19**

**PivotCache, 195**

**PivotTable**

- creating report for, 195–196
- definition of, 194–195, 210
- deleting filters for, 199
- expanding and collapsing field item levels in, 206
- filtering report results, 197–199
- formatting report for, 199–202
- grouping items in, 202–204
- hiding subtotals and grand totals in, 205
- layout of report, modifying, 204
- pre-filtering report results, 199
- refreshing report for, 206
- structure of report, modifying, 205
- styles for, 199–200
- summarization function used for, changing, 195

**plot area for chart, 153**

**plus sign (+), addition operator, 79**

**pointer, mouse, 4, 210**

**pointing, 211**

**pound sign (#)**

- indicating column too narrow, 124
- preceding error value, 109–110, 209

**precedent cells, 107–108, 211**

**previewing printed output, 146**

**primary axis of chart, 152–153, 155–156**

**print area, 149–150, 211**

**Print button, help viewer, 20**

**print title, 211**

**printer, selecting, 147**

**printing**

- active worksheets, 150
- beginning page number for, 139
- in black and white, 148
- cell comments, 149
- centering output, 136
- column headings (titles), 147
- column labels, 148
- display modes for, 137–138
- in draft quality, 148
- error values, 149
- footers for, 142–146
- gridlines, 147
- headers for, 142–146
- margins for, 136
- page breaks for, 140–142
- page order for, 149
- page orientation for, 139
- page settings for, 138–139
- paper size for, 139
- previewing, 146
- print area for, 149–150
- printer for, selecting, 147
- with Quick Print, 146–147
- range of data to be printed, 150
- row headings (titles), 147
- row labels, 148
- scaling output for, 139
- selections, 150
- settings for, creating template for, 137
- tables, 150

**protected scenarios, 191**

**protected windows, 29**

**protected workbooks, 27–29, 211**

**protected worksheets, 44–45, 211**

## Q

**question mark (?), Help button, 10**

**Quick Access toolbar**

- adding commands to, 13
- definition of, 4, 211
- deleting commands from, 14
- moving, 14

**Quick Print, 146–147**

## R

**radio button (option button), 211**

**random access memory (RAM) used by Excel, 2**

**range finder, 211**

**ranges. *See also* named cells and ranges; references to cells or ranges**

- borders around, 114
- converting tables to, 171
- copying a cell to, 50–51
- copying a range of cells to, 51–52
- copying multiple, noncontiguous ranges, 53–54
- copying to another worksheet or workbook, 52
- definition of, 3, 211
- entering data into, 57
- formatting based on contents of (conditional), 117–123
- in functions, modifying, 84–85
- moving to another worksheet or workbook, 68–69
- moving within worksheet, 67–68
- noncontiguous, 210
- references to ranges in other worksheets, 85–86
- relative comparisons of, visualizations for, 125–127

selecting a range of cells, 71

selecting multisheet (3-D) ranges, 72–73

selecting noncontiguous ranges of cells, 71–72

transposing, 73–74

**recalculate, 211**

**red triangle in cell, 110**

**redo, 211**

**#REF! error value, 109**

**references to cells or ranges**

- absolute references, 78, 207
- applying names to existing references, 88–89
- cell references, 207
- to cells or ranges in other worksheets, 85–86
- changing types of, 78
- circular references, 104–106, 208
- definition of, 207
- existing, applying names to, 88–89
- in formulas, 78
- mixed references, 78, 210
- relative references, 78, 211
- table of, creating, 100–101
- to 3-D ranges, 86

**references to columns, 207**

**references to rows, 207**

**Refresh button, help viewer, 20**

**relative references, 78, 211**

**removing/deleting**

- cell contents, 64
- chart elements, 165
- columns, 54–55, 66–67
- conditional formatting, 122–123
- duplicate table values, 179–180
- embedded charts, 164
- manual page breaks, 140–141
- names for cells and ranges, 93–94, 95
- PivotTable filters, 199
- Quick Access toolbar commands, 14
- rows, 54–55, 66–67
- table columns, 176
- table rows, 176
- worksheets, 40

**restore, 211**

**restored state of window, 3**

**Ribbon**

- adding commands to Quick Access toolbar from, 13
- controls on, 8–11
- definition of, 8, 211
- diagram of, 8
- hiding commands in, 12–13
- layout of, changing, 11

**Ribbon groups (command groups)**

- adding to Quick Access toolbar, 13
- definition of, 9, 208, 211
- hiding commands in, 12–13
- resizing, 11

**rich menu, 10, 211****right-click, 5, 211****row headers, for worksheet, 4****row headings (titles)**

- freezing, 40–41
- printing, 147

**row labels**

- creating names from, 91–92
- printing, 148

**row references, 207****rows in tables**

- data rows, adding or deleting, 176
- data rows, definition of, 170, 171
- data rows, filtering, 172–174
- data rows, sorting, 180–184
- totals row, adding, 175
- totals row, definition of, 170, 171

**rows in worksheet**

- definition of, 211
- deleting, 54–55, 66–67
- height of, changing, 130–131
- hiding, 128, 209
- inserting new rows, 66–67
- maximum number of, 2
- selecting, 72
- unhiding, 129

**rulers, 136, 138****S****scaling printed output, 139****Scenario Manager**

- creating named scenario, 190–191
- creating scenario summary report, 191–192
- displaying named scenario, 192

**scenarios, 211****ScreenTips**

- definition of, 17, 211
- enhanced, 209

**scroll bars, 4, 5, 211****Search box, help viewer, 19****Search button, help viewer, 19****Search result window, help viewer, 19****secondary axis of chart, 152–153****seconds. *See* dates and times****security**

- protected scenarios, 191
- protected windows, 29
- protected workbooks, 27–29, 211
- protected worksheets, 44–45, 211

**Select All button, Excel window, 4 selecting**

- cells based on specific criteria, 106–107
- cells, individual, 71
- chart elements, 165–166
- columns, 72
- with mouse, 5
- noncontiguous ranges of cells, 71–72
- printer, 147
- a range of cells, 71
- rows, 72
- table areas, 180
- 3-D ranges, 72–73

**selections**

- definition of, 212
- printing, 150

**semicolons, three (;;), for hiding cell contents, 128****sheet tabs, 4****sheet-level names, 92****sheets, chart sheets**

- activating chart on, 153–154
- definition of, 2, 207, 212
- moving embedded chart to, 164
- setting as default chart type, 167

**sheets, worksheets**

- active, 38, 207
- adding to workbook, 38
- column headers for, 4
- column headings in, freezing, 40–41
- columns in, definition of, 208
- columns in, deleting, 54–55, 66–67
- columns in, hiding, 128
- columns in, inserting new columns, 66–67
- columns in, maximum number of, 2
- columns in, selecting, 72
- columns in, unhiding, 129
- columns in, width of, changing, 130
- columns in, width of, too narrow, 124
- copying, 39–40
- copying cells to, 52
- definition of, 2, 212, 213
- deleting, 40
- display modes for, 137–138
- full-screen view of, 48
- grouping, 41–42
- hiding, 42–43
- maximum size of, 2
- moving, 43
- moving cells to another worksheet, 68–69
- moving cells within worksheet, 67–68

- name of, changing, 38–39
- name of, inserting in header or footer, 144
- names applied across multiple worksheets, 93
- names applied only to worksheet and not to workbook, 92
- navigating with keyboard, 7–8
- navigating with mouse, 5
- printing, 150
- protected, 44–45, 211
- publishing to Web page, 45–46
- references to cells or ranges in other worksheets, 85–86
- row headers for, 4
- row headings in, freezing, 40–41
- rows in, definition of, 211
- rows in, deleting, 54–55, 66–67
- rows in, height of, changing, 130–131
- rows in, hiding, 128, 209
- rows in, inserting new rows, 66–67
- rows in, maximum number of, 2
- rows in, selecting, 72
- rows in, unhiding, 129
- selecting multisheet (3-D) ranges, 72–73
- splitting into panes, 46–47
- ungrouping, 42
- unhiding, 43
- zooming, 48

**shortcuts, keyboard**

- for current date or time, 59
- for Excel commands, 6–7
- for precedent and dependent cells, 107

**slash (/), division operator, 79****SmartTag, 212****sorting table data, 180–184, 212****spell checking, 100****spinner, 10****Split button, Excel window, 4, 212****spreadsheets, 212****standard menu, 10****standard tabs, 11****status bar**

- in Excel window, 4, 212
- in help viewer, 19

**Stop button, help viewer, 20****styles for cells**

- applying a predefined style, 132
- copying styles from another workbook, 134
- creating a custom style, 133
- definition of, 131–132, 212
- modifying a style, 133

**styles for PivotTables, 199–200**

styles for tables, 174–175  
 subtraction operator (-), 79  
 Sum function, PivotTable using, 195

## T

**tab scrolling controls, 4**  
**tab split, 4**  
**Table of Contents (TOC) button, help viewer, 20**  
**tables**  
 columns in, adding or deleting, 176  
 columns in, calculated, 178–179  
 columns in, sorting based on, 181–184  
 converting to a range, 171  
 creating, 171  
 data rows in, adding or deleting, 176  
 data rows in, definition of, 170, 171  
 data rows in, filtering, 172–174  
 data rows in, sorting, 180–184  
 definition of, 170–171, 212  
 duplicate values in, deleting, 179–180  
 formatting, 174–175  
 referencing data from, in formula, 177–179  
 selecting areas in, 180  
 styles for, 174–175  
 totals row for, adding, 175  
 totals row for, definition of, 170, 171

**tabs at top of Excel window. *See* Ribbon**

**task pane, 212**  
**templates**

for charts, 158–159  
 creating workbook from, 34–35  
 default workbook template, 36, 208  
 definition of, 212  
 location of, 34  
 for print settings, 137  
 saving workbook as, 33–34

**text**

AutoComplete for, 63  
 entering in a series, 66  
 entering in cells, 61–63  
 formatting based on, 118–120  
 locating a specific sequence of, 102–104  
 wrapping, 115

**text attributes, 212**

**text boxes, 11**

**text files, saving workbooks as, 31**

**text groups in PivotTables, 204**

**Text Size button, help viewer, 20**

**themes**

changing, 17  
 colors used by, 16  
 default, 16  
 definition of, 15, 212  
 effects used by, 16  
 fonts used by, 16

**3-D ranges**

references to, in other worksheets, 86  
 selecting, 72–73

**tick marks for chart, 153**

**times. *See* dates and times**

**title bar, 212**

**title of chart, 153, 155**

**TOC (Table of Contents) button, help viewer, 20**

**toolbar, Quick Access, 4, 211. *See also* Ribbon**

**ToolTips, 17**

**totals row for table**

adding, 175  
 definition of, 170, 171

**triangle, red, in cell, 110**

**two-input data tables, creating, 187–188**

## U

**Undo**

definition of, 212  
 multilevel, using, 74

## V

**validating contents of cells, 74–75**

**#VALUE! error value, 109**

**values (numbers)**

conditional formatting based on, 118–120  
 converting formulas to, 80  
 definition of, 212  
 entering in a series, 65–66  
 entering in cells, 63–64  
 errors in, auditing detecting, 98  
 formatting based on, 118–120  
 formatting for, 123–125  
 formatting of, for PivotTable, 201  
 fractions, entering in cells, 64  
 locating specific values, 102–104  
 relative comparisons of, visualizations for, 125–127

**vertical alignment, 115**

**vertical axis of chart, 153**

**visualizations, 125–127, 212**

## W

**Watch window, 111–112, 212**

**Web page, publishing worksheet data as, 45–46**

**What-if analysis, 212**

**window resize handles, 4**  
**windows**

arranging automatically, 22  
 closing, 3  
 definition of, 212  
 Excel 2007 window, 3–4  
 multiple views of workbook, creating, 25  
 protected, 29  
 resizing, 3  
 in restored state, 3  
 splitting into panes, 46–47

**workbook templates**

for charts, 158–159  
 creating workbook from, 34–35  
 default workbook template, 36, 208  
 definition of, 212  
 location of, 34  
 for print settings, 137  
 saving workbook as, 33–34

**workbook title bar, 4**

**workbook window, 4**

**workbooks. *See also* files**

active, 22, 207  
 adding worksheets to, 38  
 closing, 23  
 comparing, 24  
 copying cell styles from, 134  
 copying cells to, 52  
 creating empty workbook, 24  
 creating from templates, 34–35  
 default file location for, 22–23  
 default workbook template, 36, 208  
 definition of, 2, 213  
 layout of, saving as workspace file, 32–33  
 moving cells to another workbook, 68–69  
 multiple, opening, 26  
 multiple views of, creating, 25  
 in nonstandard format, opening, 25–26  
 opening, 26–27

- protected, 27–29, 211
- saving, 29–32
- saving as template, 33–34
- switching between open workbooks, 32

### **worksheet tabs, coloring, 39**

#### **worksheets**

- active, 38, 207
- adding to workbook, 38
- column headers for, 4
- column headings in, freezing, 40–41
- columns in, definition of, 208
- columns in, deleting, 54–55, 66–67
- columns in, hiding, 128
- columns in, inserting new columns, 66–67
- columns in, maximum number of, 2
- columns in, selecting, 72
- columns in, unhiding, 129
- columns in, width of, changing, 130
- columns in, width of, too narrow, 124
- copying, 39–40
- copying cells to, 52
- definition of, 2, 213
- deleting, 40
- display modes for, 137–138
- full-screen view of, 48
- grouping, 41–42
- hiding, 42–43
- maximum size of, 2
- moving, 43
- moving cells to another worksheet, 68–69

- moving cells within worksheet, 67–68
- name of, changing, 38–39
- name of, inserting in header or footer, 144
- names applied across multiple worksheets, 93
- names applied only to worksheet and not workbook, 92
- navigating with keyboard, 7–8
- navigating with mouse, 5
- printing, 150
- protected, 44–45, 211
- publishing to Web page, 45–46
- references to cells or ranges in other worksheets, 85–86
- row headers for, 4
- row headings in, freezing, 40–41
- rows in, definition of, 211
- rows in, deleting, 54–55, 66–67
- rows in, height of, changing, 130–131
- rows in, hiding, 128, 209
- rows in, inserting new rows, 66–67
- rows in, maximum number of, 2
- rows in, selecting, 72
- rows in, unhiding, 129
- selecting multisheet (3-D) ranges, 72–73
- splitting into panes, 46–47
- ungrouping, 42
- unhiding, 43
- zooming, 48

### **workspace files**

- definition of, 32, 213
- opening, 33
- saving, 33

### **wrapping text, 115**

## **X**

- .xl\* files, 26**
- .xla files, 30**
- .xlam files, 30**
- .xlb files, 30**
- .xls files, 30**
- .xlsb files, 30**
- .xlsm files, 26, 30**
- .xlsx files, 26, 30**
- .xlt files, 30**
- .xltm files, 30**
- .xlw files, 30**
- xml files, saving workbooks as, 31**

## **Y**

**years. See dates and times**

## **Z**

**zooming, 4, 48, 213**

