

Contents at a Glance

Introduction	1
Part I: Creating Spreadsheets	7
Chapter 1: Entering the Spreadsheet Data.....	9
Chapter 2: Formatting the Spreadsheet	23
Chapter 3: Printing Spreadsheet Reports	37
Chapter 4: Modifying the Spreadsheet	49
Part II: Using Formulas and Functions	71
Chapter 5: Building Formulas	73
Chapter 6: Copying and Correcting Formulas	89
Chapter 7: Creating Date and Time Formulas.....	107
Chapter 8: Financial Formulas and Functions	115
Chapter 9: Using Math Functions	125
Chapter 10: Using Statistical Functions.....	135
Chapter 11: Using the Lookup Functions	141
Chapter 12: Using the Logical Functions.....	149
Chapter 13: Text Formulas and Functions	161
Part III: Working with Graphics	169
Chapter 14: Charting Spreadsheet Data	171
Chapter 15: Adding Graphics to the Spreadsheet.....	185
Part IV: Managing and Securing Data	201
Chapter 16: Building and Maintaining Data Lists	203
Chapter 17: Protecting the Spreadsheet	221
Part V: Doing Data Analysis	231
Chapter 18: Performing What-If Analysis	233
Chapter 19: Generating Pivot Tables	245
Part VI: Excel and the Web	259
Chapter 20: Publishing Spreadsheets as Web Pages	261
Chapter 21: Adding Hyperlinks to Spreadsheets	273
Part VII: Macros and Visual Basic for Applications	283
Chapter 22: Using Macros	285
Chapter 23: Using the Visual Basic Editor.....	293
Part VIII: The Part of Tens	307
Chapter 24: Top Ten Tips for Using Excel like a Pro.....	309
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
<i>Appendix A: About the CD.....</i>	325
<i>Appendix B: Table of Exercises</i>	329
<i>Index.....</i>	337

Table of Contents

<i>Introduction</i>	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
<i>Part 1: Creating Spreadsheets</i>	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 Report37
 - Adjusting Page Breaks38
 - Adding Custom Headers and Footers.....39
 - Adding Print Titles to a Report41
 - Modifying the Print Setting for a Report42
 - Printing All or Part of the Workbook.....44
 - Printing a range of cells44
 - Printing the entire workbook.....45
 - Printing charts in the spreadsheet46
 - Printing the spreadsheet formulas.....46

- Chapter 4: Modifying the Spreadsheet49**
 - Finding and Opening the Workbook for Editing.....49
 - Adding summary information to a workbook49
 - Searching for workbook files51
 - Exploring the Open options53
 - Finding and Identifying the Region that Needs Editing.....54
 - Selecting the Ranges to Edit56
 - Editing Data Entries57
 - Catching Errors with Text to Speech.....58
 - Deleting and Inserting Data and Cells60
 - Moving and Copying Data and Cells61
 - Using Notes in the Spreadsheet64
 - Using Find and Replace and Spell-Checking.....66
 - Group Editing.....68

- Part II: Using Formulas and Functions..... 71**
 - Chapter 5: Building Formulas73**
 - Building Formulas73
 - Building formulas by hand74
 - Building formulas with built-in functions.....78
 - Editing formulas81
 - Altering the natural order of operations82
 - Using External Reference Links84
 - Controlling When Formulas Are Recalculated86

 - Chapter 6: Copying and Correcting Formulas89**
 - Copying Formulas with Relative References89
 - Copying Formulas with Absolute References.....91
 - Copying Formulas with Mixed References.....92
 - Using Range Names in Formulas.....96
 - Building Array Formulas99
 - Tracing and Eliminating Formula Errors101
 - Dealing with Circular References104

 - Chapter 7: Creating Date and Time Formulas107**
 - Constructing Date and Time Formulas107
 - Working with the Date Functions109
 - Working with the Time Functions112

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 Data 201**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 Analysis 231**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 Web 259**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

