# Table of Contents

**Introduction** .......................................................... 1  
  What You Should Know .................................................. 1  
  What You Should Have .................................................. 1  
  Conventions in This Book  
    Formula listings .......................................................... 2  
    Key names ............................................................... 2  
    The Ribbon ............................................................. 2  
    Functions, procedures, and named ranges ....................... 3  
    Mouse conventions .................................................... 3  
    What the icons mean .................................................. 3  
  How This Book Is Organized .......................................... 4  
  How to Use This Book .................................................. 4  
  About the Power Utility Pak Offer .................................. 4  

## Part I: Workbooks and Files

**Tip 1: Changing the Look of Excel**  
  Cosmetic changes ......................................................... 7  
  Hiding the Ribbon ......................................................... 8  
  Using options on the View tab ....................................... 8  
  Hiding other elements ..................................................
  Hiding the status bar ....................................................

**Tip 2: Customizing the Quick Access Toolbar**  
  About the Quick Access toolbar ...................................... 10  
  Adding new commands to the Quick Access toolbar ............. 10  
  Performing other Quick Access toolbar actions .................

**Tip 3: Customizing the Ribbon**  
  How to customize the Ribbon .......................................... 14

**Tip 4: Understanding Protected View**  
  What causes Protected View? .......................................... 17  
  Printing and copying .................................................... 18  
  Forcing a file to open in Normal view ..............................

**Tip 5: Understanding AutoRecover**  
  Recovering versions of the current workbook ...................... 20  
  Recovering unsaved work ............................................. 20

**Tip 6: Using a Workbook in a Browser**  
  Recovering unsaved work .............................................
  Recovering versions of the current workbook .................
<table>
<thead>
<tr>
<th>Tip Number</th>
<th>Tip Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Tip 7: Saving to a Read-Only Format</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Send a printed copy</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Send an electronic copy in the form of a PDF file</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Send an MHTML file</td>
<td>25</td>
</tr>
<tr>
<td>8</td>
<td>Tip 8: Generating a List of Filenames</td>
<td>27</td>
</tr>
<tr>
<td>9</td>
<td>Tip 9: Generating a List of Sheet Names</td>
<td>29</td>
</tr>
<tr>
<td>10</td>
<td>Tip 10: Using Document Themes</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>Applying a theme</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>Customizing a theme</td>
<td>35</td>
</tr>
<tr>
<td>11</td>
<td>Tip 11: Understanding Excel Compatibility Issues</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>The Excel 2013 file formats</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>The Office Compatibility Pack</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>Checking compatibility</td>
<td>38</td>
</tr>
<tr>
<td>12</td>
<td>Tip 12: Where to Change Printer Settings</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Part II: Formatting</strong></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Tip 13: Working with Merged Cells</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>Other merge actions</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>Potential problems with merged cells</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>Locating all merged cells</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>Unmerging all merged cells</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>Alternatives to merged cells</td>
<td>47</td>
</tr>
<tr>
<td>14</td>
<td>Tip 14: Indenting Cell Contents</td>
<td>48</td>
</tr>
<tr>
<td>15</td>
<td>Tip 15: Using Named Styles</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Using the Style gallery</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Modifying an existing style</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>Creating new styles</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>Merging styles from other workbooks</td>
<td>53</td>
</tr>
<tr>
<td>16</td>
<td>Tip 16: Creating Custom Number Formats</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td>Parts of a number format string</td>
<td>55</td>
</tr>
<tr>
<td></td>
<td>Custom number format codes</td>
<td>55</td>
</tr>
<tr>
<td>17</td>
<td>Tip 17: Using Custom Number Formats to Scale Values</td>
<td>58</td>
</tr>
<tr>
<td>18</td>
<td>Tip 18: Creating a Bulleted List</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Using a bullet character</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Using SmartArt</td>
<td>61</td>
</tr>
<tr>
<td>19</td>
<td>Tip 19: Shading Alternate Rows Using Conditional Formatting</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td>Displaying alternate row shading</td>
<td>62</td>
</tr>
<tr>
<td></td>
<td>Creating checkerboard shading</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td>Shading groups of rows</td>
<td>64</td>
</tr>
<tr>
<td>Tip</td>
<td>Title</td>
<td>Page</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Tip 20</td>
<td>Formatting Individual Characters in a Cell</td>
<td>65</td>
</tr>
<tr>
<td>Tip 21</td>
<td>Using the Format Painter</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Painting basics</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>Format Painter variations</td>
<td>67</td>
</tr>
<tr>
<td>Tip 22</td>
<td>Inserting a Watermark</td>
<td>68</td>
</tr>
<tr>
<td>Tip 23</td>
<td>Showing Text and a Value in a Cell</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Using concatenation</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Using the TEXT function</td>
<td>71</td>
</tr>
<tr>
<td></td>
<td>Using a custom number format</td>
<td>71</td>
</tr>
<tr>
<td>Tip 24</td>
<td>Avoiding Font Substitution for Small Point Sizes</td>
<td>72</td>
</tr>
<tr>
<td>Tip 25</td>
<td>Updating Old Fonts</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Part III: Formulas</td>
<td></td>
</tr>
<tr>
<td>Tip 26</td>
<td>Resizing the Formula Bar</td>
<td>81</td>
</tr>
<tr>
<td>Tip 27</td>
<td>Monitoring Formula Cells from Any Location</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>About the Watch Window</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>Customizing the Watch Window</td>
<td>84</td>
</tr>
<tr>
<td></td>
<td>Navigating with the Watch Window</td>
<td>84</td>
</tr>
<tr>
<td>Tip 28</td>
<td>Learning Some AutoSum Tricks</td>
<td>85</td>
</tr>
<tr>
<td>Tip 29</td>
<td>Knowing When to Use Absolute and Mixed References</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>Using absolute references</td>
<td>87</td>
</tr>
<tr>
<td></td>
<td>Using mixed references</td>
<td>88</td>
</tr>
<tr>
<td>Tip 30</td>
<td>Avoiding Error Displays in Formulas</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Using the IFERROR function</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Using the ISERROR function</td>
<td>91</td>
</tr>
<tr>
<td>Tip 31</td>
<td>Creating Worksheet-Level Names</td>
<td>92</td>
</tr>
<tr>
<td>Tip 32</td>
<td>Using Named Constants</td>
<td>94</td>
</tr>
<tr>
<td>Tip 33</td>
<td>Sending Personalized E-Mail from Excel</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>About the HYPERLINK function</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>A practical example using HYPERLINK</td>
<td>97</td>
</tr>
<tr>
<td>Tip 34</td>
<td>Looking Up an Exact Value</td>
<td>99</td>
</tr>
<tr>
<td>Tip 35</td>
<td>Performing a Two-Way Lookup</td>
<td>101</td>
</tr>
<tr>
<td></td>
<td>Using a formula</td>
<td>101</td>
</tr>
<tr>
<td></td>
<td>Using implicit intersection</td>
<td>102</td>
</tr>
<tr>
<td>Tip 36</td>
<td>Performing a Two-Column Lookup</td>
<td>103</td>
</tr>
</tbody>
</table>
Tip 37: Calculating Holidays: ................................. 105
  New Year's Day: ...................................................... 105
  Martin Luther King Jr. Day: ................................ 105
  Presidents' Day: .................................................... 106
  Easter: ................................................................. 106
  Memorial Day: ...................................................... 106
  Independence Day: ............................................... 106
  Labor Day: ........................................................... 107
  Columbus Day: ..................................................... 107
  Veterans Day: ....................................................... 107
  Thanksgiving Day: ............................................... 107
  Christmas Day: ..................................................... 107

Tip 38: Calculating a Person’s Age: .......................... 108
  Method 1: .............................................................. 108
  Method 2: .............................................................. 108
  Method 3: .............................................................. 108

Tip 39: Working with Pre-1900 Dates: ....................... 110
  Use three columns: ............................................... 110
  Use custom functions: .......................................... 111
  Use a different product: ........................................ 113

Tip 40: Displaying a Live Calendar in a Range: ............ 114

Tip 41: Returning the Last Nonblank Cell in a Column or Row: 116
  Cell counting method: ........................................... 116
  Array formula method: ......................................... 117
  Standard formula method: ..................................... 117

Tip 42: Various Methods of Rounding Numbers: ............ 118
  Rounding to the nearest multiple: ............................. 118
  Rounding currency values: ..................................... 119
  Using the INT and TRUNC functions: ......................... 119
  Rounding to n significant digits: ............................. 120

Tip 43: Converting Between Measurement Systems: ......... 121

Tip 44: Counting Nonduplicated Entries in a Range: ........ 123

Tip 45: Using the AGGREGATE Function: .................... 125

Tip 46: Making an Exact Copy of a Range of Formulas: .... 128

Tip 47: Using the Background Error-Checking Features: ...... 130

Tip 48: Using the Inquire Add-In: ............................... 132
  Workbook analysis: ............................................... 132
  Diagram tools: ..................................................... 133
  Compare files: ..................................................... 133
  Other options: ..................................................... 134
<table>
<thead>
<tr>
<th>Tip 49: Hiding and Locking Your Formulas</th>
<th>135</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiding and locking formula cells</td>
<td>135</td>
</tr>
<tr>
<td>Unlocking nonformula cells</td>
<td>136</td>
</tr>
<tr>
<td>Protecting the worksheet</td>
<td>136</td>
</tr>
<tr>
<td>Tip 50: Using the INDIRECT Function</td>
<td>138</td>
</tr>
<tr>
<td>Specifying rows indirectly</td>
<td>138</td>
</tr>
<tr>
<td>Specifying worksheet names indirectly</td>
<td>139</td>
</tr>
<tr>
<td>Making a cell reference unchangeable</td>
<td>140</td>
</tr>
<tr>
<td>Tip 51: Formula Editing in Dialog Boxes</td>
<td>141</td>
</tr>
<tr>
<td>Tip 52: Converting a Vertical Range to a Table</td>
<td>142</td>
</tr>
</tbody>
</table>

### Part IV: Working with Data

<table>
<thead>
<tr>
<th>Tip 53: Selecting Cells Efficiently</th>
<th>147</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selecting a range by using the Shift and arrow keys</td>
<td>147</td>
</tr>
<tr>
<td>Selecting the current region</td>
<td>148</td>
</tr>
<tr>
<td>Selecting a range by Shift+clicking</td>
<td>148</td>
</tr>
<tr>
<td>Selecting noncontiguous ranges</td>
<td>148</td>
</tr>
<tr>
<td>Selecting entire rows</td>
<td>149</td>
</tr>
<tr>
<td>Selecting entire columns</td>
<td>149</td>
</tr>
<tr>
<td>Selecting multisheet ranges</td>
<td>149</td>
</tr>
<tr>
<td>Tip 54: Automatically Filling a Range with a Series</td>
<td>151</td>
</tr>
<tr>
<td>Tip 55: Fixing Trailing Minus Signs</td>
<td>154</td>
</tr>
<tr>
<td>Tip 56: Restricting Cursor Movement to Input Cells</td>
<td>155</td>
</tr>
<tr>
<td>Tip 57: Transforming Data with and Without Using Formulas</td>
<td>157</td>
</tr>
<tr>
<td>Transforming data without formulas</td>
<td>157</td>
</tr>
<tr>
<td>Transforming data by using temporary formulas</td>
<td>158</td>
</tr>
<tr>
<td>Tip 58: Creating a Drop-Down List in a Cell</td>
<td>160</td>
</tr>
<tr>
<td>Tip 59: Comparing Two Ranges by Using Conditional Formatting</td>
<td>162</td>
</tr>
<tr>
<td>Tip 60: Finding Duplicates by Using Conditional Formatting</td>
<td>165</td>
</tr>
<tr>
<td>Tip 61: Working with Credit Card Numbers</td>
<td>168</td>
</tr>
<tr>
<td>Entering credit card numbers manually</td>
<td>168</td>
</tr>
<tr>
<td>Importing credit card numbers</td>
<td>169</td>
</tr>
<tr>
<td>Tip 62: Identifying Excess Spaces</td>
<td>170</td>
</tr>
<tr>
<td>Tip 63: Transposing a Range</td>
<td>173</td>
</tr>
<tr>
<td>Using Paste Special</td>
<td>173</td>
</tr>
<tr>
<td>Using the TRANSPOSE function</td>
<td>174</td>
</tr>
<tr>
<td>Tip 64: Using Flash Fill to Extract Data</td>
<td>................................................</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Changing the case of text</td>
<td>................................................</td>
</tr>
<tr>
<td>Extracting last names</td>
<td>................................................</td>
</tr>
<tr>
<td>Extracting first names</td>
<td>................................................</td>
</tr>
<tr>
<td>Extracting middle names</td>
<td>................................................</td>
</tr>
<tr>
<td>Extracting domain names from URLs</td>
<td>................................................</td>
</tr>
<tr>
<td>Potential problems</td>
<td>................................................</td>
</tr>
<tr>
<td>Tip 65: Using Flash Fill to Combine Data</td>
<td>..............................................</td>
</tr>
<tr>
<td>Tip 66: Inserting Stock Information</td>
<td>................................................</td>
</tr>
<tr>
<td>Hiding irrelevant rows and columns</td>
<td>................................................</td>
</tr>
<tr>
<td>Behind the scenes</td>
<td>................................................</td>
</tr>
<tr>
<td>Tip 67: Getting Data from a Web Page</td>
<td>................................................</td>
</tr>
<tr>
<td>Pasting static information</td>
<td>................................................</td>
</tr>
<tr>
<td>Pasting refreshable information</td>
<td>................................................</td>
</tr>
<tr>
<td>Opening the web page directly</td>
<td>................................................</td>
</tr>
<tr>
<td>Tip 68: Importing a Text File into a Worksheet Range</td>
<td>.................</td>
</tr>
<tr>
<td>Tip 69: Using the Quick Analysis Feature</td>
<td>...............................................</td>
</tr>
<tr>
<td>Tip 70: Filling the Gaps in a Report</td>
<td>................................................</td>
</tr>
<tr>
<td>Tip 71: Performing Inexact Searches</td>
<td>................................................</td>
</tr>
<tr>
<td>Tip 72: Proofing Your Data with Audio</td>
<td>................................................</td>
</tr>
<tr>
<td>Adding speech commands to the Ribbon</td>
<td>................................................</td>
</tr>
<tr>
<td>Using the speech commands</td>
<td>................................................</td>
</tr>
<tr>
<td>Tip 73: Getting Data from a PDF File</td>
<td>................................................</td>
</tr>
<tr>
<td>Using copy and paste</td>
<td>................................................</td>
</tr>
<tr>
<td>Using Word 2013 as an intermediary</td>
<td>................................................</td>
</tr>
<tr>
<td>Part V: Tables and Pivot Tables</td>
<td>................................................</td>
</tr>
<tr>
<td>Tip 74: Understanding Tables</td>
<td>................................................</td>
</tr>
<tr>
<td>Understanding what a table is</td>
<td>................................................</td>
</tr>
<tr>
<td>Range versus table</td>
<td>................................................</td>
</tr>
<tr>
<td>Limitations of using a table</td>
<td>................................................</td>
</tr>
<tr>
<td>Tip 75: Using Formulas with a Table</td>
<td>................................................</td>
</tr>
<tr>
<td>Working with the Total row</td>
<td>................................................</td>
</tr>
<tr>
<td>Using formulas within a table</td>
<td>................................................</td>
</tr>
<tr>
<td>Referencing data in a table</td>
<td>................................................</td>
</tr>
<tr>
<td>Tip 76: Numbering Table Rows Automatically</td>
<td>...........................................</td>
</tr>
<tr>
<td>Tip 77: Identifying Data Appropriate for a Pivot Table</td>
<td>...............</td>
</tr>
</tbody>
</table>
Tip 78: Using a Pivot Table Instead of Formulas ............................................. 218
  Inserting subtotals ................................................................. 218
  Using formulas ....................................................................... 220
  Using Excel’s PivotTable feature............................................. 220
Tip 79: Controlling References to Cells Within a Pivot Table ......................... 222
Tip 80: Creating a Quick Frequency Tabulation ............................................ 224
Tip 81: Grouping Items by Date in a Pivot Table .......................................... 227
Tip 82: Creating Pivot Tables with Multiple Groupings .................................. 230
Tip 83: Using Pivot Table Slicers and Timelines .......................................... 232
  Using slicers ....................................................................... 232
  Using a timeline .................................................................... 234

Part VI: Charts and Graphics

Tip 84: Understanding Recommended Charts ............................................. 239
Tip 85: Customizing Charts ................................................................. 241
  Adding or removing chart elements .......................................... 241
  Modifying a chart style or colors .............................................. 241
  Filtering chart data ................................................................. 242
Tip 86: Making Charts the Same Size ...................................................... 243
Tip 87: Creating a Chart Template ....................................................... 245
  Creating a template ................................................................ 245
  Using a template ................................................................. 246
Tip 88: Creating a Combination Chart ..................................................... 247
  Inserting a preconfigured combination chart.............................. 247
  Customizing a combination chart ............................................ 248
Tip 89: Handling Missing Data in a Chart ................................................. 250
Tip 90: Using High-Low Lines in a Chart .................................................. 252
Tip 91: Using Multi-Level Category Labels .............................................. 253
Tip 92: Linking Chart Text to Cells ....................................................... 255
Tip 93: Freezing a Chart ................................................................... 257
  Converting a chart into a picture .............................................. 257
  Converting range references into arrays .................................. 258
Tip 94: Creating a Chart Directly in a Range ............................................. 260
  Using conditional formatting data bars .................................... 260
  Using formulas to display repeating characters ....................... 261