

Table of contents

SAMPLE

Copyright © 1999–2003 Align Media Inc.

1 Managing files	Chapter objectives 1
	Launching Excel 1
	Saving workbooks for the first time 1
	Saving updated workbooks 2
	Saving workbooks under a different filename or path 3
	Opening existing workbooks 3
	Creating new workbooks 5
	Switching workbooks 5
	Closing workbooks 6
	Closing all workbooks 6
	Exiting Excel 7
	Review exercises 7
2 General structure	Chapter objectives 11
	Workbooks and worksheets 11
	Columns, rows and cells 12
	Ranges of cells 12
	CELL POINTER 13
	MOUSE POINTER 13
	Moving the CELL POINTER 13
	Selecting worksheets 14
	Selecting individual cells 15
	Selecting ranges of cells 15
	Selecting non-contiguous ranges of cells 16
	Selecting rows or columns 17
	De-selecting cells 17
	Smart tags 18
	Pull-down menus 19
	Task pane 20
	Default toolbars 21
	Review exercises 21

SAMPLE

Copyright © 1999–2003 Align Media Inc.

3 Entering data	Chapter objectives 25
	Types of data entries 25
	Entering text 25
	Entering numbers 26
	Entering dates 27
	Entering formulas 27
	Entering functions 28
	Automatic sums 29
	AutoCalculate 29
	Review exercises 30
4 Printing data	Chapter objectives 37
	Print preview 37
	Quick print preview 38
	Portrait and landscape orientation 39
	Paper sizes 39
	Grid lines 40
	Row and column headings 40
	Headers and footers 41
	Margins 42
	Horizontal centering 43
	Vertical centering 43
	Automatic scaling 44
	Manual scaling 45
	Print titles 46
	Page order 46
	Printing entire workbooks 47
	Printing worksheets 48
	Printing ranges 48
	Printing pages 49
	Review exercises 49
5 Editing worksheets	Chapter objectives 53
	Replacing cell contents 53
	Editing cell contents 54
	Deleting cell contents 54
	Undoing the last command 55
	Inserting rows or columns 55
	Deleting rows or columns 55
	Inserting blank cells 56
	Deleting cells 56
	Deleting worksheets 57
	Column width 57
	Automatic column width 58

SAMPLE

Copyright © 1999–2003 Align Media Inc.

Row height 58
 Automatic row height 59
 Freezing column and row titles 59
 Unfreezing column and row titles 60
 Review exercises 60

6 Moving and copying

Chapter objectives 65
 Cut and paste 65
 Copy and paste 66
 Copying up and down 68
 Copying across 68
 Copying by dragging 68
 Copying between worksheets 68
 Absolute copies 69
 Copying values 69
 Copying formats 70
 Instant formulas 71
 Review exercises 72

7 Formatting worksheets

Chapter objectives 75
 Formatting numbers 75
 Aligning ranges horizontally 77
 Aligning ranges vertically 77
 Cell entry orientation 78
 Centering across columns 80
 Fonts 81
 Font sizes 82
 Boldface and italics 83
 Font colours 84
 Cell borders 85
 Shading cells 85
 Review exercises 86

8 Creating charts

Chapter objectives 89
 New charts 89
 Selecting and de-selecting chart objects 90
 Data series 90
 Legends 90
 Categories 90
 Chart types 91

SAMPLE

Copyright © 1999–2003 Align Media Inc.

Chart toolbar	91
Simple charts vs. complex charts	92
Inserting charts	93
Inserting chart titles	97
Inserting category axis titles	97
Inserting value axis titles	98
Inserting legends	98
Inserting floating text	99
Editing text objects	99
Moving text objects	100
Deleting text objects	100
Printing charts	100
Deleting charts	101
Review exercises	102

9 Editing charts

Chapter objectives	107
Adding data series	107
Deleting data series	110
Independent and dependent data	110
Modifying plotted independent data	111
Modifying plotted dependent data	111
Data points	112
Three-dimensional view	113
Three-dimensional view defaults	114
Copying charts	114
Moving charts	114
Sizing charts	115
Positioning charts	116
Review exercises	117

10 Formatting charts

Chapter objectives	121
Chart types	121
Data series colours and patterns	122
Formatting line chart data series	125
Chart text fonts, attributes, sizes and colours	126
Chart object border lines	126
Chart object shadows	127
Chart object patterns and colours	128
Positioning legends	128
Aligning chart text	129
Chart text orientation	130
Review exercises	131

SAMPLE

Copyright © 1999–2003 Align Media Inc.

11 Data security	Chapter objectives	135
	Setting passwords	135
	Changing passwords	136
	Deleting passwords	137
	Tips about passwords	138
	Hiding columns	138
	Displaying hidden columns	138
	Hiding ranges	139
	Displaying hidden ranges	139
	Protecting worksheets vs. protecting workbooks	140
	Enabling worksheet protection	140
	Disabling worksheet protection	142
	Unprotecting ranges	142
	Protecting ranges	143
	Hiding Formula Bar contents	143
	Displaying Formula Bar contents	144
	Enabling workbook protection	144
Disabling workbook protection	145	
Review exercises	146	

12 Customizing toolbars	Chapter objectives	151
	Displaying toolbars	151
	Moving floating toolbars	151
	Moving fixed toolbars	152
	Shaping floating toolbars	152
	Hiding toolbars	152
	Adding buttons	153
	Removing buttons	154
	Creating custom toolbars	155
	Resetting toolbar defaults	156
	Assigning macros to buttons	156
	Deleting toolbars	158
Review exercises	159	

13 Formats and styles	Chapter objectives	163
	Formatting numbers	163
	Custom number formats	164
	Custom date and time formats	166
	Custom text and spacing formats	166
	Conditional formatting	168
	Finding conditional formatting	171
	Removing conditional formatting	172
	Styles	173
Creating styles	173	

SAMPLE

Copyright © 1999–2003 Align Media Inc.

Applying styles 175
Modifying styles 175
Merging styles 176
Deleting styles 177
AutoFormat 177
Review exercises 178

14 Working with templates

Chapter objectives 183
Workbook templates 183
Creating workbooks based on templates 183
Creating templates out of new workbooks 184
Creating templates out of existing workbooks 186
Creating templates out of templates 187
Editing templates 188
Creating default templates 189
Deleting templates 190
Review exercises 191

15 HTML documents

Chapter objectives 195
Creating HTML documents 195
Handling worksheets 196
Handling images 196
Saving workbooks as HTML documents 197
Saving worksheets as HTML documents 198
Saving ranges or charts as HTML documents 198
Adding ranges or charts to existing HTML documents 199
Review exercises 201

16 Naming cell ranges

Chapter objectives 205
Naming cell ranges 205
Automatic range names 206
Going to named ranges 207
Deleting range names 208
Review exercises 209

SAMPLE

Copyright © 1999–2003 Align Media Inc.

17 Working with large workbooks	Chapter objectives	211
	Worksheet windows	211
	Arranging windows	212
	Splitting worksheets	212
	Resizing split panes	214
	Removing split panes	214
	Freezing panes	214
	Removing frozen panes	215
	Manual recalculation	215
	Calculating manually	216
	Automatic recalculation	217
	Circular errors	217
	Multiple worksheet workbooks	218
	Selecting multiple worksheets	218
	Inserting worksheets	218
	Naming worksheets	219
	Moving worksheets	219
	Copying worksheets	220
	Deleting worksheets	220
	Editing and formatting multiple worksheets	220
	Linking worksheets	221
	Updating links	222
	Three-dimensional formulas	223
	Previewing multiple worksheet workbooks	223
Printing multiple worksheet workbooks	223	
Review exercises	224	
18 Recording macros	Chapter objectives	229
	Purpose of macros	229
	Writing and recording macros	229
	Storing macros	230
	Personal macro workbook	230
	Displaying hidden workbooks	230
	Hiding workbooks	231
	Recording macros	231
	Running macros	232
	Editing macros	233
	Deleting macros	236
Simple sample macros	236	
Review exercises	239	
19 Sorting data	Chapter objectives	243
	Sorting	243
	Quick sorts	244

SAMPLE

Copyright © 1999–2003 Align Media Inc.

Simple sorts	246
Multiple sorts	247
Calendar sorts	248
Case-sensitive sorts	249
Sort orientation	250
Review exercises	252

20 Database operations

Chapter objectives	255
Filtering records	255
AutoFilter	256
Removing individual field conditions	258
Removing all field conditions	258
Displaying top records and bottom records	258
Custom criteria within fields	260
Using simple custom criteria within fields	260
Using complex custom criteria within fields	261
Disabling AutoFilter	263
Criterion ranges	263
Stating simple conditions	264
Stating AND conditions	265
Stating OR conditions	265
Stating negations	266
Filtering records using criterion ranges	266
Extracting records	268
Review exercises	270

21 Pictures and objects

Chapter objectives	273
Inserting clip art images	273
Inserting graphics	274
Inserting WordArt objects	275
Editing WordArt text	277
Changing WordArt styles	277
Changing WordArt shapes	278
Aligning WordArt text	278
WordArt character spacing	279
Review exercises	279

22 Drawing objects

Chapter objectives	285
Drawing toolbar	285
Rectangles and squares	286

SAMPLE

Copyright © 1999–2003 Align Media Inc.

Ovals and circles	286
Text boxes	286
Straight lines	287
Arrows	288
Curved lines	288
Polylines	289
Freehand drawings	289
Basic shapes	290
Block arrows	291
Flowchart symbols	292
Stars and banners	293
Callouts	294
Review exercises	296

23 Manipulating objects

Chapter objectives	301
Object manipulation	301
Selecting objects	301
De-selecting objects	302
Sizing objects	303
Moving objects	303
Copying objects	304
Grouping objects	305
Ungrouping objects	305
Aligning objects	305
Distributing objects	306
Ordering objects	306
Flipping objects	306
Rotating objects	307
Deleting objects	308
Review exercises	309

24 Formatting objects

Chapter objectives	315
Formatting text in text boxes and callouts	315
Area colours	316
Border line colours	318
Border line styles	319
Border line thickness	319
Arrow head styles	319
Review exercises	320

SAMPLE

Copyright © 1999–2003 Align Media Inc.

25 Numeric and date functions

Chapter objectives	325
Rounding numbers	325
Integer values	326
Absolute values	327
Dates	327
Exact dates	328
Today	328
Years	328
Months	328
Weekdays	329
Using date functions	329
Review exercises	329

26 Logical functions

Chapter objectives	333
Statements	333
Simple statements	333
AND	334
OR	334
NOT	334
Compound statements	335
Logical equivalencies	335
IF function	336
Using simple statements	336
Using conjunctions	337
Using disjunctions	337
Using negations	338
Using exclusive disjunctions	338
Using labels	339
Nested IF functions	339
CHOOSE function	340
VLOOKUP function	341
Review exercises	344

27 Pivot tables and pivot charts

Chapter objectives	347
Summarizing information	347
Creating pivot tables	348
Organizing pivot tables	354
Updating pivot tables	357
Deleting pivot tables	357
Creating pivot table pages	358
Creating pivot table charts	362
Displaying and hiding pivot table chart data	363
Formatting pivot table charts	365
Review exercises	366

SAMPLE

Copyright © 1999–2003 Align Media Inc.

28 Working with outlines	Chapter objectives	373
	Creating outlines	373
	Grouping and ungrouping outline ranges	374
	Displaying and hiding levels	375
	Removing outlines	375
	Review exercises	376
29 Auditing worksheets	Chapter objectives	381
	Functions and formulas	381
	Tracing precedents	382
	Tracing dependents	383
	Untraceable cells	384
	Tracing errors	385
	Tracing navigation within the same worksheet	386
	Tracing navigation to other worksheets	386
	Clearing tracing arrows	387
	Data validation	387
	Removing data validation	391
	Calculating payments	391
	Goal seeking	392
Review exercises	393	
30 Workgroup operations	Chapter objectives	399
	Managing information	399
	Inserting cell comments	399
	Editing cell comments	400
	Deleting cell comments	400
	Sharing workbooks	401
	Saving shared lists without conflicts	402
	Saving shared lists with conflicts	403
	Resolving individual conflicts	404
	Resolving multiple conflicts	404
	Tracking changes	404
	Accepting or rejecting changes	406
	Merging workbooks	407
Review exercises	408	
31 Importing and exporting data	Chapter objectives	411
	File types	411
	Saving files as specific file types	412

SAMPLE

Copyright © 1999–2003 Align Media Inc.

Opening files of specific file types	412
Importing data from Access databases	412
Filtering data from Access databases	414
Review exercises	421

32 Index of terms