

Table of Contents

Part 1: Getting to Know Excel 2010	1
Excel 2010 Basics	2
Formulas	2
Active cell and ranges	3
Familiarizing Yourself with the Excel 2010 Window	3
Moving, resizing, and closing windows.....	3
Exiting Excel	3
Navigating with the Mouse and Keyboard.....	5
Mousing around	5
Using the keyboard.....	6
Introducing the Ribbon	8
Dissecting the parts of the Ribbon	8
Sizing up the Ribbon.....	11
Tipping off your keyboard	12
Hiding the Ribbon commands.....	12
Introducing the Quick Access Toolbar (QAT).....	13
Going Backstage.....	14
Previewing Your Formatting Live	15
Formatting with Themes	16
Soliciting Help.....	17
Part 2: Managing Workbooks	21
Activating a Workbook.....	22
Arranging Windows Automatically.....	22
Changing the Default File Location	22
Closing a Workbook.....	23
Comparing Two Workbooks Side by Side.....	23
Creating a New (Empty) Workbook.....	24
Creating Multiple Windows (Views) for a Workbook.....	24
Opening Non-native Files	25
Opening a Workbook.....	26
Opening a workbook using the Open dialog box.....	26
Opening recently used workbooks	28
Modifying security settings in the Trust Center	29
Protecting and Unprotecting a Workbook.....	29
Safeguarding your workbook from unauthorized users	29
Protecting and unprotecting a workbook structure or window.....	30
Recovering an Unsaved File.....	31
Reviewing Workbook Properties.....	32
Saving Workbooks.....	32
Saving a workbook.....	33
Saving a workbook under a different name	33
Saving a workbook in a non-native file format	34

Sharing Workbooks.....	35
Switching among Open Workbooks.....	35
Working with Workbook Templates.....	36
Creating a workbook template.....	36
Creating a workbook from a template.....	37

Part 3: Working with Worksheets 39

Activating a Worksheet.....	40
Adding a New Worksheet.....	40
Changing a Worksheet's Name.....	40
Coloring a Worksheet Tab.....	41
Copying or Moving a Worksheet.....	41
Deleting a Worksheet.....	42
Freezing Row or Column Titles.....	43
Grouping and Ungrouping Worksheets.....	44
Grouping worksheets.....	44
Ungrouping worksheets.....	44
Hiding and Unhiding a Worksheet.....	45
Protecting a Worksheet.....	45
Splitting Panes.....	46
Turning Off Gridlines.....	47
Using Full-Screen View.....	48
Zooming a Worksheet.....	48

Part 4: Entering and Editing Worksheet Data 49

Copying Cells and Ranges.....	50
Copying a cell to another cell or a range.....	50
Copying a range to another range.....	52
Copying data to another worksheet or workbook.....	53
Copying multiple cells or ranges to another range.....	53
Deleting Entire Rows and Columns.....	55
Editing the Contents of a Cell.....	55
Entering Data into a Range.....	57
Entering data into a specific range.....	57
Entering the same data into a range of cells.....	57
Entering Dates and Times.....	58
Entering specific dates and times.....	58
Entering the current date or time.....	59
Entering Formulas.....	59
Entering formulas manually.....	60
Entering formulas by pointing.....	61
Entering Text.....	62
Entering text into cells.....	62
Completing text entries by using AutoComplete.....	63
Entering Values.....	64
Entering values into cells.....	64
Entering fractions.....	64

Erasing Data in Cells and Ranges	65
Filling a Series	65
Entering a series of incremental values or dates	66
Entering a series of text	67
Inserting or Deleting Entire Rows and Columns	67
Inserting entire rows and columns	67
Deleting entire rows and columns	68
Moving Cells and Ranges	68
Moving data to a new location in the same worksheet	68
Moving data to a different worksheet or workbook	69
Replacing the Contents of a Cell	70
Searching for Data to Replace	70
Selecting Cells and Ranges	72
Selecting a cell	72
Selecting a range	72
Selecting noncontiguous ranges	73
Selecting entire rows and columns	73
Selecting a multisheet (3-D) range	74
Transposing a Range	74
Undoing Changes and Mistakes	75
Validating Data Entry	76

Part 5: Using Formulas and Functions..... 79

Absolute, Relative, and Mixed References	80
Basic Formula Essentials	80
Changing When Formulas Are Calculated	81
Converting Formulas to Values	82
Editing Functions in Formulas	82
Entering Functions in Formulas	83
Entering functions manually	84
Using the AutoSum tool	84
Using the Function Library	85
Modifying a Range Reference Used in a Function	86
Referencing Cells or Ranges in Other Workbooks	87
Referencing cells in other workbooks	87
Managing links	88
Referencing Cells or Ranges in Other Worksheets	90

Part 6: Creating and Using Names..... 91

Advantages to Naming Cells and Ranges	92
Applying Names to Existing Cell References	92
Creating Names	93
Creating a name using the New Name dialog box	93
Creating a name using the name box	94
Creating names from row and column labels	95
Creating sheet-level names	96
Creating multisheet names	97

Deleting Names.....	97
Editing Names.....	98
Managing Names	98
Naming Constants and Formulas	100
Pasting Names into a Formula.....	100

Part 7: Auditing Your Work 101

Checking for Specific Worksheet Errors	102
Checking for errors in the background.....	102
Checking for errors manually.....	103
Checking Your Spelling	104
Creating a Table of Names	104
Displaying Formulas in a Worksheet	105
Evaluating Parts of a Formula.....	105
Finding Specific Data	106
Handling Circular References.....	108
Locating Errors by Selecting Special Cells.....	110
Tracing Cell Relationships	111
Tracing precedents and dependents.....	111
Tracing formula error values	112
Understanding Formula Error Values.....	112
Using Cell Comments.....	113
Adding a cell comment.....	114
Editing a cell comment.....	114
Viewing cell comments	114
Using the Watch Window.....	115
Displaying and adding cells to the Watch window.....	115
Removing cells from the Watch window	116

Part 8: Formatting Your Data 117

Adding Borders to a Cell or a Range.....	118
Aligning Cell Contents	118
Changing the Appearance of Cell Contents	120
Copying Formats	121
Formatting Based on the Contents of a Cell or Range.....	121
Formatting based on individual cell values.....	122
Formatting based on values in a range	123
Applying multiple conditional formats to a cell or range.....	125
Editing or deleting a conditional format	126
Formatting a Number.....	127
Using Excel's built-in number formats	127
Creating custom number formats.....	128
Formatting a Range Using Comparative Visualizations	129
Using a visualization to compare values in a range	129
Modifying the visualization for a range.....	130
Hiding Cell Contents	132
Hiding and Unhiding Columns and Rows.....	133

Hiding columns and rows	133
Unhiding columns and rows	133
Modifying Cell Size	134
Changing column width	134
Changing row height	135
Using Cell Styles	136
Applying a predefined cell style	136
Modifying an existing style	137
Creating a custom cell style	138
Copying (merging) cell styles from another workbook	138

Part 9: Previewing and Printing Your Work 139

Adjusting Page and Printer Settings	140
Setting page and printer options	140
Previewing your pages	141
Changing the Worksheet Display Mode	142
Handling Page Breaks	143
Inserting manual page breaks	143
Removing manual page breaks	145
Previewing and adjusting page breaks	145
Inserting a Header or Footer	146
Selecting a predefined header or footer	147
Creating a custom header or footer	148
Using multiple headers and footers in your reports	149
Setting the Print Area	150
Specifying Sheet Printing Options	150
Printing gridlines or row and column headings	151
Printing row or column data labels on each page	151
Selecting miscellaneous sheet printing options	151

Part 10: Charting Your Data 153

Anatomy of a Chart	154
Activating a Chart	155
Adding Context to Numbers with Sparklines	156
Creating a sparkline	156
Grouping and ungrouping sparklines	157
Modifying a sparkline data range or location	158
Including additional elements in your sparkline	158
Formatting and changing the sparkline type	159
Using sparkline axis options	159
Adding a New Data Series to a Chart	160
Adding a Title to a Chart	161
Changing the Chart Type for an Existing Chart or Data Series	162
Creating a Chart	162
Creating and Using a Chart Template	164
Displaying a Data Table in a Chart	165
Displaying Data Labels in a Chart	165

Formatting a Chart Element.....	166
Handling Missing Data or Charting Hidden Data	167
Inserting and Modifying Chart Legends	167
Adding a legend to a chart.....	167
Changing the names (titles) on a chart legend	168
Modifying a Chart Axis	168
Resizing, Moving, Copying, and Deleting an Embedded Chart	169
Resizing, Moving, and Deleting a Chart Element.....	170
Selecting a Chart Element	171
Updating the Source Data Range for a Chart or a Data Series	171

Part 11: Working with Tables 173

Anatomy of a Table.....	174
Converting a Table to a Range	175
Creating a Table	175
Formatting a Table.....	176
Applying a new style to a table	176
Formatting based on cell or column content	176
Inserting a Totals Row in a Table.....	177
Inserting and Deleting Table Rows and Columns	177
Adding and deleting table rows	177
Adding and deleting table columns.....	178
Referencing Table Data in a Formula.....	178
Referencing table data outside the table.....	179
Referencing table data using a calculated column	180
Removing Duplicate Values from a Table.....	181
Selecting Table Areas	182

Part 12: Analyzing Data with PivotTables 183

Anatomy of a PivotTable.....	184
Adding a Slicer Report Filter.....	185
Creating a new slicer	185
Copying, moving, deleting, and resizing a slicer.....	186
Filtering a PivotTable with a slicer	187
Formatting a slicer	187
Associating a slicer with other PivotTables	188
Changing the Summarization of PivotTable Data	189
Copying a PivotTable.....	190
Creating and Using a PivotChart	190
Creating a PivotChart	191
Using a PivotChart	191
Creating a PivotTable Report	192
Formatting a PivotTable Report.....	193
Applying a new style to a PivotTable	194
Formatting based on data values.....	194
Changing the number format of a PivotTable field	195

Grouping PivotTable Items	196
Creating a date group	196
Creating a number group	197
Creating a text group	198
Modifying a PivotTable Report.....	198
Modifying a report layout	198
Modifying a report structure.....	199
Displaying and hiding subtotals and grand totals	200
Expanding and collapsing field item levels.....	200
Refreshing a PivotTable Report	201
Renaming a PivotTable.....	201
Using Custom Calculations	201

Part 13: Sorting and Filtering Your Data..... 203

Creating a Custom Sort List	204
Filtering a PivotTable Report.....	205
Filtering a PivotTable based on individual field items	205
Filtering a PivotTable based on a field text search	206
Filtering a PivotTable based on field data type	206
Clearing PivotTable filters	207
Filtering Data in a Table	207
Filtering a table based on individual column entries	208
Filtering a table based on a column text search	209
Filtering a table based on column data type	210
Filtering a table based on cell color	211
Clearing table filters	211
Sorting Data in a Pivot Table	212
Sorting a row or column field using standard sort options	212
Sorting a value field	213
Sorting a row or column field manually.....	213
Sorting a row or column field using a custom sort order.....	213
Sorting Data in a Table	214
Sorting a single column based on column values.....	214
Sorting multiple columns based on column values.....	215
Sorting based on a custom sort order	216
Sorting based on color or conditional formatting icons.....	217

Index..... 219

<http://www.pbookshop.com>