

Index

• Symbols •

- * (asterisk wildcard), 222
- / (division sign), 64
- = (equal sign), 64, 83, 363
- (minus sign), 64
- * (multiply sign), 64
- #DIV/0! error value, 69
- #NAME? error value, 69
- #NULL! error value, 69
- #NUM! error value, 70
- # (overflow indicator), 117
- #REF! error value, 70
- #VALUE! error value, 70
- + (plus sign), 64
- ? (question mark wildcard), 222
- ^ (raise number to exponential power), 64
- ~ (tilde), 222

• A •

- absolute cell reference, 157–159
- Access database table, querying, 339–341
- Accounting Number Format button (Number group), 44, 112, 116
- activating
 - open workbook and displaying on-screen, 361
 - worksheet for editing, 27
- active cell, 100
- Active Sheet(s) option (Print dialog box), 180
- Add to Dictionary option (Spelling dialog box), 168
- Add to Selection mode (Shift+F8), 106
- add-in, using, 343–345
- adding
 - arrow to text box, 301–302
 - command button to Quick Access toolbar, 18–19
 - comment to cell, 212–213
 - data labels to series in chart, 293–294
 - data table to chart, 294–295
 - header or footer, 189, 190–194
 - hyperlink to worksheet, 345–348
 - macro to Quick Access toolbar, 21
 - non-Ribbon command to Quick Access toolbar, 20–21
 - pivot table field, 279
 - preset graphic shape, 307–308
 - Quick Print button to Quick Access toolbar, 177–178
 - records to data list, 321–324
 - Ribbon command to Quick Access toolbar, 19–20
 - text box, 300–301
 - text replacement to AutoCorrect feature, 71
 - title to chart, 293
- Add-Ins command, 39
- Add-Ins dialog box, 344
- Add-Ins tab (Excel Options dialog box), 344
- adjusting size
 - of column, 123–124, 155
 - of row, 124
- Adobe Reader software, 95
- Advanced command, 39
- Advanced tab (Excel Options dialog box), 54
- Align Left button (Alignment group), 111
- Align Right button (Alignment group), 111
- aligning header or footer, 189
- alignment, altering, 128–131
- Alignment group command buttons, 111–112
- Alignment tab (Format Cells dialog box), 132, 133–134
- All option (Print dialog box), 179
- Allow Users to Edit Ranges command, 39
- Alt key, selecting command using, 17

- Alt+AFA (Select Data Source dialog box), 339
- Alt+AFF (redisplay filter buttons), 334
- Alt+AFO (From Other Sources), 340–341
- Alt+AFW (New Web Query dialog box), 341
- Alt+AS (Sort), 331
- Alt+AWS (Scenario Manager), 264
- Alt+AWT (Data Table dialog box), 256
- Alt+AX (Existing Connections dialog box), 340
- alternating header or footer, creating, 195–196
- Alt+F (File pull-down menu), 7
- Alt+F4 (exit), 32
- Alt+F8 (Macro dialog box), 50, 352
- Alt+FA (Save As), 91
- Alt+FIC (Customize tab), 354
- Alt+FIS (Save AutoRecover Information), 363
- Alt+FN (New Workbook), 361
- Alt+FO (Open), 142
- Alt+FP (Print dialog box), 179
- Alt+FWV (Print Preview), 175
- Alt+FX (Exit), 32, 362
- Alt+HDS (Delete Sheet), 237
- Alt+HFDF (Find), 220
- Alt+HFDG (Go To dialog box), 217
- Alt+HFDR (Replace), 223
- Alt+HIS (Insert Sheet), 236
- Alt+HSU (Sort & Filter), 331
- Alt+MMD (New Name dialog box), 219
- Alt+MXA (automatic recalculation), 226
- Alt+MXM (manual recalculation), 226, 364
- Alt+NI (Insert Hyperlink), 345
- Alt+NM (Choose a SmartArt Graphic dialog box), 310–311
- Alt+NP (Insert Picture dialog box), 305
- Alt+NVT (Create PivotTable dialog box), 270
- Alt+NW (WordArt gallery), 308
- Alt+PBA (Reset All Page Breaks), 198
- Alt+PBI (Insert Page Break), 198
- Alt+PBR (Remove Page Break), 198
- Alt+PRS (define Print Area), 181
- Alt+RA (Show All Comments), 214
- Alt+RC (New Comment), 213
- Alt+RPS (Protect Sheet), 227
- Alt+RR (Research task pane), 224
- Alt+Tab (Flip), 146
- Alt+WB (View Side by Side), 245
- Alt+WFF (Freeze Panes), 210
- Alt+WH (Hide), 353
- Alt+WI (Page Break Preview), 197
- Alt+WMV (Macro dialog box), 50
- Alt+WN (New Window), 241
- Alt+WP (Page Layout View), 174
- Alt+WQ (Zoom dialog box), 206
- Alt+WS (Split), 208
- Alt+WU (Unhide), 353
- anchoring cell cursor, 106
- arguments of function, 83
- Arrange command, 40
- Arrange Windows dialog box, 241–243
- array formula, 259, 261
- arrow, adding to text box, 301–302
- arrow key
 - completing cell entry and, 55, 82
 - data list and, 325–326
 - repositioning insertion point using, 72
 - selecting chart element using, 296
- ascending sort order, 329
- assigning
 - color to worksheet, 238–239
 - constant to range name, 219
 - General number format to cell, 121
 - macro to Quick Access toolbar, 50, 353–354
 - shortcut keystroke to macro, 349, 350
- asterisk (*) wildcard, 222
- AutoCalculate button (Status bar), 28
- AutoCalculate indicator, value of text entry in, 56
- AutoComplete feature, 73–75
- AutoCorrect feature, 70–71
- AutoCorrect option (Spelling dialog box), 168
- AutoCorrect Options command, 39
- AutoFill feature
 - copying formula to range of cells, 155–159
 - copying with, 78
 - custom lists, creating, 79–80
 - overview of, 75–77
 - spaced series, 77–78
- AutoFilter, custom, creating, 336–339
- AutoFit feature, 123–124

AutoFit Row Height command, 37
 AutoRecover feature, 96, 363
 AutoSelect feature, 102–104, 105
 AutoSum tool, 87–89
 Average function, 280

• **B** •

Background button (Page Setup group), 182
 Background command, 38
 Backspace key, 71, 72
 beginner basics, 361–362
 binary file format, 95
 blowing up worksheet, 204–206
 Bold button (Font group), 110
 bold formatting, 112
 border, adding to cell, 135–136
 Border tab (Format Cells dialog box), 136
 Borders button (Font group), 111
 Bottom Align button (Alignment group), 44, 111
 Breaks button (Page Setup group), 182
 Brightness option (Picture Tools contextual tab), 306
 browser, opening file in, 149
 built-in add-in programs, 344
 buttons. *See* command buttons
 Buttons section (Formula bar), 21

• **C** •

Calculate Now button, 226
 calculating field entry, 321
 Calculation Options button (Ribbon), 226
 Cancel box (Formula bar), 55
 Cancel button (Printing dialog box), 178
 canceling print job, 178
 Cascade option (Arrange Windows dialog box), 242, 243
 case, Find and Replace dialog box and, 220
 cell
 active, 100
 clearing, 164–165
 comment, adding to, 212–213

 current, indications of, 22
 deleting, 165–166
 deselecting, 101
 editing, 71–73
 inserting with drag and drop technique, 154–155
 locking, 227
 naming, 216–217
 selecting, 67, 81–82, 100–107, 363
 unlocking, 229
 Cell contents section (Formula bar), 21
 cell cursor/pointer
 anchoring and unanchoring, 106
 data entry and, 53, 54
 moving, 23–24, 82
 cell range
 applying Data Bars to, 357
 copying formula to, 155–159
 copying text entry to, 78
 inserting, 166
 moving to using Zoom feature, 206
 naming, 216–217
 selecting multiple, 106
 cell reference, linking to, 346
 Cell Styles command, 38
 Cell Styles gallery, 138, 357
 Cells command, 37
 center alignment, 130
 Center button (Alignment group), 111
 centering header or footer, 189
 Change All option (Spelling dialog box), 168
 Change option (Spelling dialog box), 168
 Change Picture option (Picture Tools contextual tab), 306
 changing
 appearance of icon, 143–144
 cell reference, 158, 159
 default file location for saving workbook, 93–94
 default number of worksheets in workbook, 237
 font, 126–128, 215
 order of worksheets in workbook, 239–240
 Recent Documents list, 146–147
 units for ruler, 174

- chart. *See also* embedded chart; pivot chart
 - creating, 288–289
 - data labels, adding to series in, 293–294
 - data table, adding to, 294–295
 - elements, customizing, 292–295
 - elements, formatting, 295–299
 - Insert tab and, 358
 - moving and resizing, 290–291
 - overview of, 287–288
 - title, adding to, 293
 - title, editing, 295
 - type and style, customizing, 291
- Chart Layouts option (Chart Tools contextual tab), 291, 292
- chart sheet, moving embedded chart to, 290–291
- Chart Styles option (Chart Tools contextual tab), 292
- Chart Tools contextual tab
 - Design tab, 291–292
 - embedded chart and, 290
 - Format tab, 296–299
 - Layout tab, 292–295
 - overview of, 16
- checking spelling, 167–169
- Clear All command, 36
- Clear Comments command, 36
- Clear Contents command, 36
- Clear Formats command, 36
- clearing
 - cell, 164–165
 - comments, 215
 - Office Clipboard, 162
 - Print Area, 181
 - print titles from report, 187
- click-and-drag cell selection, 102
- Clip Art
 - editing, 305–307
 - formatting, 305–307
 - searching for and inserting, 302–304
- Clipboard, pasting from, 160, 161–162
- Close command, 36
- Close Print Preview option (Print Preview), 177
- closing
 - Excel, 32–33, 362
 - worksheet window, 244
- collapse buttons, pivot table, 275
- Collate option (Print dialog box), 180
- color
 - assigning to worksheet, 238–239
 - of font, changing, 128
 - of hyperlink, 348
- Color Scales, applying, 357
- column
 - adjusting width of, 123–124, 155
 - changing margins and, 183–184
 - deleting, 165–166, 364
 - hiding, 125–126
 - inserting, 167, 364
 - labeling, 22
 - selecting all cells in, 102
 - sorting worksheet data by, 333
- Column field
 - filtering, 276–277
 - pivoting, 279
 - sorting on, 278
- Column Labels drop zone, 272
- Column Width command, 38
- Comma Style button (Number group), 112
- Comma Style format, 117–118
- command buttons. *See also specific buttons*
 - adding on Quick Access toolbar, 18–19
 - Alignment group, 111–112
 - Font group, 110–111
 - Header & Footer Elements group, 192
 - Number group, 112
 - Page Setup group, 182
- commands. *See also specific commands*
 - Excel 2007 equivalents for, 35–41
 - selecting on Ribbon, 362
- comment
 - adding to cell, 212–213
 - editing, 215
 - overview of, 212
 - printing, 216
 - viewing all, 214
- Compare Side by Side dialog box, 245–246
- comparing worksheets side by side, 245–246
- completing cell entry, 55
- Compress Pictures option (Picture Tools contextual tab), 306
- conditional formatting, 357
- Conditional Formatting command, 38
- Consolidate command, 40

- constant, naming, 218–219
- contextual tools, 16
- Contrast option (Picture Tools contextual tab), 306
- Convert Text to Table command, 40
- converting precision of values to displayed form, 120–121
- copy, opening file as, 149
- Copy command, 42
- copying
- AutoFill, using for, 78
 - custom style between workbooks, 138–139
 - with cut and paste technique, 159–164
 - with drag and drop technique, 153–154
 - filtered records, 333
 - formatting between cells, 140
 - formula to range of cells, 155–159
 - formula using range name, 219
 - worksheet, 239–240, 246–249
- correcting error in data entry, 70–73
- Count function, 280
- Count Numbers function, 280
- Create from Selection command, 37
- Create PivotTable dialog box, 270, 271
- Criteria button (data form), 326–328
- cross-reference to another section or chapter, 2
- cross-tabulating data, 270
- Ctrl key
- cell selection and, 101–102
 - keyboard shortcuts using, 17
 - using with arrow key, 24
- Ctrl+= (Calculate Now), 226
- Ctrl+. (move from one corner of range to another), 82
- Ctrl+` (toggle between displays), 199
- Ctrl+1 (Format Cells dialog box), 114
- Ctrl+B (bold), 112
- Ctrl+F (Find), 220
- Ctrl+F1 (minimize Ribbon display), 35
- Ctrl+F12 (Open), 142
- Ctrl+G (Go To dialog box), 217
- Ctrl+H (Replace tab), 223
- Ctrl+I (italics), 112
- Ctrl+K (Insert Hyperlink), 345
- Ctrl+N (New Workbook), 361
- Ctrl+O (Open), 142
- Ctrl+P (Print dialog box), 179
- Ctrl+Page Down (next worksheet), 27, 235
- Ctrl+Page Up (previous worksheet), 27, 235
- Ctrl+S (Save), 90, 96, 362
- Ctrl+Shift+~ (assign General number format), 121
- Ctrl+U (underline), 112
- Ctrl+X (Cut), 159
- Ctrl+Y (Redo Clear), 150–151
- Ctrl+Z (Undo), 150, 364
- Current Date button (Header & Footer Elements group), 192
- Current Time button (Header & Footer Elements group), 192
- Custom AutoFilter dialog box, 336–339
- custom series, creating, 79–80
- Custom Sort command, 39
- Customize Quick Access Toolbar button, 18
- Customize Quick Access Toolbar drop-down menu, 18–19
- Customize tab (Excel Options dialog box), 19, 20, 354
- customizing
- cell pointer, 54
 - chart, 291–295
 - Quick Access toolbar, 18–21, 46–48
- cut and paste technique
- moving cell selection, 159–160
 - Paste Options button, 160–161
 - Paste Special command, 162–164
 - pasting from Clipboard, 161–162
 - pasting multiple times, 160
- Cut command, 42



- Data Bars, applying to cell range, 357
- data entry
- AutoComplete feature, 73–75
 - AutoFill feature, 75–80
 - correcting errors in, 70–73
 - in data list table, 321–324
 - formatting and, 99
 - overview of, 362
 - special symbol, inserting, 80–81
 - speeding up, 82–83
 - tips for, 52–55

- data form
 - adding records using, 322–324
 - editing records using, 324–325
 - finding records with, 326–328
 - moving through records using, 325–326
- data label, adding to series in chart, 293–294
- data list
 - adding records to, 321–324
 - calculating field entry, 321
 - creating, 319–320
 - editing records, 324–325
 - filtering records, 333–339
 - finding records, 326–328
 - moving through records, 325–326
 - overview of, 319
 - sorting records, 328–333
- Data menu commands, 39–40
- Data option (Chart Tools contextual tab), 291
- Data tab, 15
- data table
 - adding to chart, 294–295
 - array formulas and, 259
 - one-variable, creating, 256–258
 - overview of, 255, 256
 - two-variable, creating, 259–261
- Data Table command, 40
- data type
 - formula, 64–67
 - overview of, 56
 - text, 56–57
 - value, 58–64
- Data Validation command, 40
- database. *See* data list
- date, entering, 62–64
- date filter options, 335–336
- date format, 63, 121
- decimal places
 - fixing number of, 59–60
 - increasing or decreasing, 119, 120
- decimal point, 59
- Decrease Decimal button (Number group), 112, 119
- Decrease Font button (Home tab), 44
- Decrease Font Size button (Font group), 110
- Decrease Indent button (Alignment group), 111, 130
- default file location for saving workbook, changing, 93–94
- default Save setting, changing, 50
- Default Width command, 38
- Define Name button (Ribbon), 219
- Define Name command, 37
- Delete command, 36
- Delete key, 72, 164
- deleting. *See also* removing
 - cell, 165–166
 - clearing cell, 164–165
 - column, 364
 - comment, 215
 - header or footer, 191
 - item from Office Clipboard, 162
 - multiple worksheets, 235
 - pivot table field, 279
 - record from data list, 325
 - row, 364
 - text box, 301
 - worksheet from workbook, 237
- descending sort order, 329
- deselecting
 - cell, 101
 - cell range, 82
 - chart, 290
 - Clip Art, 304
 - multiple worksheets, 236
 - object, 16
- Design tab
 - Chart Tools contextual tab, 291–292
 - Header & Footer Tools contextual tab, 189–196
 - Live Preview and, 108
 - PivotChart Tools contextual tab, 283
 - PivotTable Tools contextual tab, 273–274
 - SmartArt Tools contextual tab, 311, 312
 - Table Styles Options group, 109
- desktop shortcut
 - adding to Quick Launch toolbar, 32
 - Windows Vista, creating for, 30–31
 - Windows XP, creating for, 31–32
- Developer tab
 - adding to Ribbon, 349
 - description of, 16

- Dictionary Language option (Spelling dialog box), 168
 - Different First Page check box (Header & Footer Tools contextual tab), 195
 - Different Odd & Even Pages check box (Header & Footer Tools contextual tab), 195–196
 - disabling AutoComplete feature, 75
 - displaying
 - all files in folder, 143
 - comments, 213–214
 - formulas, 198
 - hidden graphic objects, 316
 - workbooks on-screen, 27
 - #DIV/0! error value, 69
 - division sign (/), 64
 - document recovery feature, 96
 - drag and drop technique
 - copying, 153–154
 - inserting, 154–155
 - overview of, 151–152
 - dragging
 - cell selection, 75
 - column marker to change margin, 183–184
 - sheet tab to move worksheet, 247–248
 - Drawing toolbar, 43
- E •**
- Edit menu commands, 36
 - Edit mode, 72
 - Edit Name dialog box, 219
 - editing
 - activating worksheet for, 27
 - array formula, 259, 261
 - arrow in text box, 302
 - AutoFill and, 155–156
 - checking spelling, 167–169
 - Clip Art, 305
 - comment, 215
 - constant name, 219
 - cut and past technique, 159–164
 - data in cell, 71–73
 - deleting, 164–166
 - drag and drop technique, 151–155
 - function with Function Wizard button, 87
 - Home tab and, 358
 - hyperlink, 348
 - inserting, 166–167
 - locked cell, 228
 - multiple worksheets, 235–236
 - overview of, 362
 - picture, 305
 - pivot table fields, 278–279
 - records in data list, 324–325
 - replacing entry, 223–224
 - text box, 301
 - Text to Speech feature, 169–171
 - titles in chart, 295
 - Undo command and, 150
 - worksheet, 142
 - e-mail address page, linking to, 347
 - E-mail command, 18, 36, 42
 - embedded chart
 - description of, 281, 289
 - moving and resizing, 290–291
 - printing, 317
 - enabling preview feature, 144
 - End key
 - repositioning insertion point using, 72
 - using with arrow key, 24
 - Enter box (Formula bar), 55
 - Enter key
 - completing cell entry and, 54, 55
 - moving cell cursor with, 82
 - Enter mode, 53
 - entering. *See also* data entry
 - data into workbook, 52–55
 - numeric value, 58–59
 - Entire Column option
 - Delete dialog box, 165
 - Insert dialog box, 166
 - Entire Row option
 - Delete dialog box, 165
 - Insert dialog box, 166
 - Entire Workbook option (Print dialog box), 180
 - equal sign (=), 64, 83, 363
 - Error Checking command, 38
 - error in data entry, correcting, 70–73
 - error value, 68–70
 - Excel Options button, 12
 - Excel Options command, 39

Excel Options dialog box

- Add-Ins tab, 344
- Advanced tab, 54
- Customize tab, 19, 20, 354
- Save tab, 93

Exit Excel button, 12

exiting Excel, 32–33, 362

Extend mode, 105

extending cell selection, 105

extending power of Excel

- add-in, using, 343–345
- hyperlink, adding to worksheet, 345–348
- with macros, 348–354

external data, importing, 339–342

• F •

F1 (Help window), 33

F2 (edit cell entry), 71–72

F4 (change cell reference), 158, 159

F5 (Go To dialog box), 23, 106–107, 217

F8 (Extend mode), 105

F9 (Calculate Now), 226

F11 (Clustered Column chart), 289

field. *See also* Column field; Row field

- sorting records on multiple, 331–332
- sorting records on single, 330

field name, 319

file

- opening, 149–150
- saving, 49–50, 94–96

file format

- binary, 95
- migrating to Excel from earlier versions and, 49–50
- .XLS compared to .XLSX, 94

File menu commands, 35–36

File Name button (Header & Footer Elements group), 192

File Path button (Header & Footer Elements group), 192

File pull-down menu, opening, 7

fill color, applying, 136–138

Fill Color button (Font group), 111

Fill Effects dialog box, 137

Fill tab (Format Cells dialog box), 137

filling in text for SmartArt graphic, 311–312

filter buttons, pivot table, 275

Filter command, 39

filtering

- Column and Row fields, 276–277
- custom filter, creating, 336–339
- date filter options, 335–336
- number filter options, 334–335
- pivot chart, 283
- pivot table report, 276
- records in data list, 333–334

Find and Replace dialog box

- replacing using, 223–224
- searching using, 220–223

Find command, 36

Find Format dialog box, 221

finding records in data list, 326–328

First sheet button, 26

First tab scroll button, 234

first-page header or footer, creating, 195

Fixed Decimal setting, 60, 61

fixing number of decimal places, 59–60

Flip feature, 146

Folder

- opening, 145
- opening workbook in, 143
- selecting to save workbook file in, 91–93

following hyperlink, 347–348

font, changing

- chart title, 297
- comment text, 215
- Font group on Home tab, using, 126–128
- WordArt, 310

Font button (Font group), 110

Font Color button (Font group), 111

Font group command buttons, 110–111

Font Size button (Font group), 110

Font tab (Format Cells dialog box), 127

footer

- adding, 189
- adding Auto Header, 190–191
- alternating, creating, 195–196
- custom, creating, 192–196
- for first page, creating, 195

Form button, adding to Quick Access toolbar, 321–322

Format as Table command, 38

Format as Table dialog box, 107–108

Format as Table feature, 107–109, 358

- Format Cells dialog box
- Alignment tab, 132, 133–134
 - Border tab, 136
 - Fill tab, 137
 - Font tab, 127
 - Indent text box, 130
 - Number tab, 114–119
 - opening, 114
 - Special category, 122–123
- Format menu commands, 37–38
- Format Painter button (Home tab), 139–140
- Format Painter command, 42
- Format Picture button (Header & Footer Elements group), 192
- Format tab
- Chart Tools contextual tab, 296–299
 - Picture Tools contextual tab, 305–307
 - PivotChart Tools contextual tab, 283
- formatting
- alignment, 128–130
 - borders, 135–136
 - cell selection and, 100–107
 - Clip Art, 305–307
 - column or row, 123–126
 - conditional, 357
 - data entry and, 99
 - fill colors, patterns, and gradient effects, 136–138
 - Find and Replace dialog box and, 221
 - font, 126–128
 - Home tab and, 109–112, 358
 - indentation, 130
 - mini toolbar feature and, 113
 - orientation of text, 133–134
 - picture, 305–307
 - pivot chart, 283
 - pivot table, 273–274, 275
 - Shrink to Fit, 134
 - SmartArt graphic, 312–313
 - styles, 138–139
 - text box, 300–301
 - text wrap, 131–132
 - themes, using, 313–314
 - values and, 119–121
- Formatting toolbar buttons, Excel 2007 equivalents for, 43–44
- formula. *See also* function
- array, 259, 261
 - copying to range of cells, 155–159
 - entering, 64–67
 - equal sign (=) and, 363
 - error values from, 68–70
 - naming, 217–218
 - order of operations, altering, 67–68
 - printing, 198–199
- Formula bar
- Cancel box, 55
 - editing cell contents using, 73
 - Enter box, 55
 - illustration of, 13
 - reactivating, 72
 - sections of, 21
- Formulas tab, 15
- fraction, entering, 59
- Freeze Panes command, 40
- freezing heading, 209–212
- From Other Sources command, 40
- Full Screen command, 36
- function
- editing with Function Wizard button, 87
 - inserting with Function Wizard button, 84–87
 - overview of, 83–84
 - summary, modifying in pivot table, 280
- Function Arguments dialog box, 85–87
- Function Wizard button (Formula bar), 84–87
- **G** •
- General number format, 115, 121
- global search-and-replace operations, 224
- Go To dialog box
- cell selection and, 106–107
 - named cell or cell range and, 217
 - opening, 23
- Goal Seek, 255, 261–263
- Goal Seek Status dialog box, 263
- gradient effect, applying, 136–138
- graphic object
- grouping, 315
 - hiding, 315–316
 - reordering layering of, 314–315

graphics. *See also* chart
 adding preset shapes, 307–308
 Clip Art, 302–304
 editing, 305
 formatting, 305–307
 overview of, 299
 pictures, 305
 SmartArt, 310–313
 text box, 300–302
 themes, 313–314
 WordArt, 308–310
 gridline, printing, 135
 Group command, 40
 grouping graphic objects, 315

• H •

handle, AutoFill, 75
 header. *See also* title
 adding, 189
 adding Auto Header, 190–191
 alternating, creating, 195–196
 custom, creating, 192–196
 for first page, creating, 195
 Header & Footer command, 36
 Header & Footer Tools contextual tab
 Auto Header & Footer group, 190–191
 Header & Footer Elements, 192–196
 heading, freezing, 209–212
 Height command, 37
 height of row, setting, 124
 Help on this Function hyperlink, 84
 Help window, opening and using, 33–34
 Hide Columns command, 38
 Hide command, 40
 Hide Rows command, 37
 Hide Sheet command, 38
 hiding. *See also* unhiding
 column or row, 125–126
 graphic object, 315–316
 Home key, 72
 Home tab
 Alignment group, 111–112, 128–134
 AutoSum tool, 87, 88

cell formatting from, 109–112
 Cell Styles button, 138
 description of, 15
 Font group, 110–111, 126–128,
 135–136, 137
 Format as Table command button, 107
 Format Painter button, 139–140
 formatting and editing from, 358
 Formatting toolbar button equivalents
 and, 43–44
 Header & Footer Elements group, 192
 Number group, 112
 Page Setup group, 182
 Paste Options button, 160–161
 Horizontal option (Arrange Windows
 dialog box), 241, 242
 horizontal scroll bar, 25
 horizontal split bar, 208
 hot key combination, 6, 17. *See also*
 keystroke shortcuts
 hyperlink, adding to worksheet, 345–348
 Hyperlink command, 37, 42

• I •

I-beam shape, 154–155
 icon, changing appearance of, 143–144
 Icon Sets, applying, 357
 Ignore All option (Spelling dialog box), 168
 Ignore Once option (Spelling dialog
 box), 168
 Ignore Print Areas option (Print dialog
 box), 180
 Import Data dialog box, 339, 341
 importing external data, 339–342
 Increase Decimal button (Number group),
 112, 119
 Increase Font button (Home tab), 44
 Increase Font Size button (Font group), 110
 Increase Indent button (Alignment group),
 111, 130
 indentation, 130
 Insert Cells command, 37
 Insert dialog box, 166

Insert Function dialog box, 84–85
 Insert Hyperlink dialog box, 345–347
 Insert key, 72
 Insert menu commands, 37
 Insert Page Break command, 37
 Insert Sheet Columns command, 37
 Insert Sheet command, 37
 Insert Sheet Rows command, 37
 Insert tab (Ribbon)
 Chart buttons, 288–289
 charts, 358
 description of, 15
 Shapes gallery, 307–308
 WordArt gallery, 308–310
 Insert Worksheet button, 26
 inserting
 cell range, 166
 Clip Art, 303, 304
 column or row, 167, 364
 drag and drop technique for, 154–155
 function with Function Wizard button, 84–87
 manual page break, 198
 picture, 305
 SmartArt list or diagram, 310–311
 special symbol, 80–81
 worksheet into workbook, 236
 insertion point, repositioning, 72, 36
 Internet Fax command, 36
 Italic button (Font group), 110
 italics formatting, 112

• **K** •

keyboard, switching between worksheets
 with, 235
 keyboard cell selection, 104–107
 keystroke shortcuts
 assigning to macro, 349, 350
 for button commands, 35–41
 for editing cell data, 72
 for moving cell cursor, 23–24
 for navigating data list, 325–326
 for Standard toolbar button equivalents,
 41–43

• **L** •

labeling column, 22
 Landscape option (Page Layout tab),
 184–185
 Last sheet button, 26
 Last tab scroll button, 234
 launching Excel automatically, 361
 layering of graphic objects, reordering,
 314–315
 layout, protecting, 228
 Layout button (Status bar), 28
 Layout tab
 Chart Tools contextual tab, 292–295
 PivotChart Tools contextual tab, 283
 left alignment, 130
 linking
 to e-mail address page, 347
 to worksheet range name or cell
 reference, 346
 Live Preview
 Design tab and, 108
 overview of, 359
 loading built-in add-in programs, 344
 locking cell, 227–229

• **M** •

macro
 adding to Quick Access toolbar, 21
 assigning to Quick Access toolbar, 353–354
 migrating to Excel from earlier versions
 and, 50
 overview of, 348
 recording new, 348–352
 running, 352–353, 354
 Macro dialog box, 50, 352, 353
 Macro Recording button (Status bar),
 27, 28
 Macros command, 39
 magnifying worksheet, 204–206
 Margins button (Page Setup group),
 182–184
 Margins tab (Page Setup dialog box), 183

- marquee, 159
 - mathematical operators, 64
 - Max function, 280
 - Maximize button (title bar), 244
 - memory conservation in worksheet, 53, 363
 - menu commands, Excel 2007 equivalents for, 35–41
 - Merge and Center button (Alignment group), 112, 128–130
 - Microsoft Office Online Web site, 343
 - Middle Align button (Alignment group), 44, 111
 - migrating to Excel from earlier versions
 - file formats, 49–50
 - Formatting toolbar button equivalents, 43–44
 - macros, 50
 - overview of, 34
 - pull-down menu command equivalents, 35–41
 - Quick Access toolbar and, 45–48
 - Standard toolbar button equivalents, 41–43
 - Min function, 280
 - mini toolbar feature, 113
 - minimizing
 - Function Arguments dialog box, 36
 - Ribbon interface, 14–15, 35
 - minus sign (-), 64
 - Mode button (Status bar), 27, 28
 - modifying. *See* editing
 - months, entering row of, 76
 - More Controls button (Quick Access toolbar), 48
 - mouse
 - cell selection with, 100–104
 - wheeled, and scrolling, 25
 - Move or Copy dialog box, 246–247
 - Move or Copy Sheet command, 36
 - moving. *See also* repositioning
 - cell cursor, 23–24, 82
 - embedded chart, 290–291
 - Function Arguments dialog box, 86
 - insertion point, 72, 86
 - to new cell range using Zoom feature, 206
 - pivot chart to its own sheet, 282
 - pivot table field, 279
 - Quick Access toolbar, 18
 - range of cell entries, 152–153
 - worksheet, 240, 246–249
 - multiply sign (*), 64
- N ●
- Name box section (Formula bar), 21
 - #NAME? error value, 69
 - Name Manager command, 37
 - naming. *See also* renaming
 - cell or cell range, 216–217
 - constant, 218–219
 - formula, 217–218
 - macro, 350
 - workbook, 363
 - narrow margins, setting, 182–183
 - navigating
 - Print Preview window, 175–177
 - records in data list, 325–326
 - search results, 222–223
 - workbook, 26–27
 - Worksheet area, 22–25
 - negative number, entering, 58
 - nesting parentheses in formula, 68
 - New command, 18, 35, 41
 - New Comment command, 37
 - New Name dialog box, 219
 - New Web Query dialog box, 341–342
 - New Window command, 40
 - New Window command button (Ribbon), 241
 - Next sheet button, 26
 - Next tab scroll button, 234
 - nonadjacent/noncontiguous selection, 100, 101–102, 106
 - #NULL! error value, 69
 - #NUM! error value, 70
 - Num Lock indicator, 28
 - number filter options, 334–335
 - Number Format button (Number group), 44, 112
 - Number group command buttons, 112
 - Number of Copies option (Print dialog box), 180
 - Number of Pages button (Header & Footer Elements group), 192

Number tab (Format Cells dialog box)

Accounting Number format, 116

Comma Style format, 117–118

overview of, 114–115

Percent Style format, 118–119

numeric keypad, 61–62

numeric value, entering, 58–59

● 0 ●

object, selecting and deselecting, 16

Office Button

File pull-down menu and, 7

illustration of, 13

manipulating, 12–13

Office Clipboard, pasting from,

160, 161–162

Office menu, 12

one-variable data table, creating, 256–258

Open button (Open dialog box), 149–150

Open command, 18, 35, 41

Open dialog box

Open button, 149–150

Windows Vista, 142–144, 147

Windows XP, 144–146

opening

Custom AutoFilter dialog box, 336

Data Table dialog box, 256

Excel automatically, 361

File pull-down menu, 7

folder, 145

Format Cells dialog box, 114

Go To dialog box, 217

Help window, 33

macro recorder, 349

multiple workbooks, 146

Office Clipboard, 162

Page Break Preview, 197

Page Layout View, 174

Print dialog box, 179

Print Preview, 175

recently edited workbooks, 146–147

recovered version of workbook, 96

Research task pane, 224

Scenario Manager, 264

Spelling dialog box, 167

workbook, 52, 142

worksheets in window panes, 240–245

operators

for Criteria button, 328

for Custom AutoFilter dialog box, 337

order of mathematical operations, altering,
67–68

Orientation button

Alignment group, 111

Home tab, 44

Page Setup group, 182, 184–185

orienting cell entry, 133–134

overflow indicator (#), 117

● P ●

Page Break Preview, 196–198

Page Layout tab (Ribbon)

description of, 15

Page Setup group, 182–187

Scale to Fit group, 188

Sheet Options group, 188–189

Themes group, 313–314

Page Layout View, 174–175, 358–359

Page Number button (Header & Footer

Elements group), 192

Page Setup dialog box

defining Print Area from, 181

Margins tab, 183

Page tab, 188

Sheet tab, 186–187

Page Setup group, command buttons, 182

Page Setup option (Print Preview), 177

Page tab (Page Setup dialog box), 188

Page(s) option (Print dialog box), 179

paging worksheet, 174

parentheses in formula, 68

password

for protecting shared workbook, 229

for protecting worksheet, 227, 228

remembering, 364

Paste command, 42

Paste Options button (Home tab), 160–161

Paste Special command, 162

Paste Special dialog box, 163–164

pasting from Clipboard, 160, 161–162

pattern, applying, 136–138

PDF file, saving workbook as, 95

Percent Style button (Number group), 112

Percent Style format, 118–119

- percentage, entering, 59
 - Personal Macro Workbook, 349, 353
 - Phone Number format, 122
 - picture
 - editing, 305
 - formatting, 305–307
 - inserting, 305
 - Picture button (Header & Footer Elements group), 192
 - Picture command, 37
 - Picture Styles group, 306–307
 - pivot chart
 - creating, 281
 - filtering, 283
 - formatting, 283
 - moving to its own sheet, 282
 - pivot table
 - creating, 270–273
 - as data summary, 269–270
 - formatting, 273–274, 275
 - modifying, 278–281
 - overview of, 269
 - sorting and filtering data, 275–278
 - style, selecting for, 274
 - Pivot Table Field List task pane, 270–272, 279
 - PivotChart Filter Pane, 282
 - PivotTable Tools contextual tab, 273
 - PivotTable/PivotChart command, 40
 - plus sign (+), 64
 - point-and-click cell selection, 100–104
 - pointing, 67
 - Portrait option (Page Layout tab), 184
 - positive number, entering, 58
 - preset graphic shape, adding, 307–308
 - preview feature, enabling, 144
 - preview pane, displaying, 146
 - Previous sheet button, 26
 - Previous tab scroll button, 234
 - Print Area button (Page Setup group), 182
 - Print Area, clearing, 181
 - Print command, 36
 - Print dialog box
 - overview of, 178
 - Print Range, Print What, and Copies sections, 179–180
 - Print option (Print Preview), 177
 - Print Preview command, 18, 42
 - Print Preview feature, 175–177
 - Print Preview tab, Show Margins check box, 183
 - Print Titles button (Page Setup group), 182, 185–187
 - printing. *See also* footer; header; Print dialog box
 - canceling, 178
 - comments, 216
 - embedded charts, 317
 - formulas, 198–199
 - gridlines, 135
 - overview of, 173–174
 - Page Break Preview and, 196–198
 - Page Layout tab and, 181–189
 - Page Layout view and, 174–175
 - previewing before, 364
 - Print Preview and, 175–177
 - worksheets using Quick Print button, 177–178
 - Product function, 280
 - program window, 13
 - Protect Shared Workbook dialog box, 229
 - Protect Sharing command, 39
 - Protect Sheet command, 39
 - Protect Sheet dialog box, 227
 - Protect Structure and Windows dialog box, 228
 - Protect Workbook command, 39
 - protecting document, 227–229, 364
- **Q** •
- querying
 - Access database table, 339–341
 - Web page, 341–342
 - question mark (?) wildcard, 222
 - Quick Access toolbar
 - assigning macro to, 50, 353–354
 - buttons, 18
 - command buttons, adding, 18–19
 - customizing, 46–48
 - dividing buttons into groups, 48

- Form button, adding, 321–322
 - illustration of, 13
 - location of, 7
 - macro, adding, 21
 - migrating to Excel 2007 and, 45–48
 - non-Ribbon commands, adding, 20–21
 - Quick Print button, adding, 177–178
 - Redo button, 18, 150–151
 - Ribbon commands, adding, 19–20
 - Save button, 18, 90, 96, 362
 - Speak Cells command buttons, 169, 170
 - Undo button, 18, 150, 151
 - Quick Launch toolbar, adding Excel desktop shortcut to, 32
 - Quick Print button (Quick Access toolbar), 42, 177–178
 - Quick Print command, 18
- R •**
- raise number to exponential power (^), 64
 - range
 - extending with AutoFill feature, 75–76
 - selecting, 81–82
 - range name, linking to, 346
 - read-only file, opening, 149
 - Ready mode, 53
 - recalculation, manual, 226, 364
 - Recent Documents list, 146–147
 - Recolor option (Picture Tools contextual tab), 306
 - Record Macro dialog box, 350–351
 - recording new macro, 348–352
 - records in data list
 - adding, 321–324
 - editing, 324–325
 - filtering, 333–339
 - finding, 326–328
 - moving through, 325–326
 - sorting, 328–333
 - Redo button (Quick Access toolbar), 18, 42, 150–151
 - Redo command, 19
 - #REF! error value, 70
 - relative cell reference, 156–157
 - removing. *See also* deleting
 - border in worksheet, 136
 - color from worksheet tab, 239
 - command button from Quick Access toolbar, 19, 20
 - data labels from chart, 294
 - page break, 198
 - protection from worksheet or workbook, 229
 - Rename Sheet command, 38
 - renaming. *See also* naming
 - data table, 109
 - workbook, 91
 - worksheet, 237–238
 - reordering layering of graphic objects, 314–315
 - repairing file before opening, 150
 - Replace command, 36
 - replacing cell entry, 71, 223–224
 - Report Filter drop zone, 272
 - repositioning. *See also* moving
 - comment, 215
 - insertion point, 72, 86
 - Research command, 38, 42
 - Research task pane, 224–225
 - Reset Picture option (Picture Tools contextual tab), 306
 - Reset Window Position option (Compare Side by Side dialog box), 246
 - resetting page breaks, 198
 - resizing
 - comment text box, 215
 - embedded chart, 290
 - horizontal scroll bar, 25
 - WordArt, 310
 - Restore button (title bar), 244
 - Review tab (Ribbon interface), 15, 214
 - Reviewing toolbar, 214
 - Ribbon interface. *See also* Quick Access toolbar; Status bar
 - Calculation Options button, 226
 - command buttons, 17
 - command sequences, 5–6
 - components of, 14–15
 - Define Name button, 219
 - Developer tab, adding, 349

Ribbon interface (*continued*)

- Formula bar, 13, 21, 55, 72–73
 - Freeze Panes button, 210
 - illustration of, 13
 - Insert tab, 15, 288–289, 307–310, 358
 - minimizing, 14–15, 35
 - New Window command button, 241
 - Office Button, 7, 12–13
 - overview of, 12, 359
 - Page Layout tab, 15, 181–189, 313–314
 - Protect Sharing button, 229
 - Protect Sheet button, 227
 - Protect Workbook button, 228
 - Review tab, 214
 - selecting command on, 362
 - Show Formulas button, 198
 - Split button, 208
 - tabs, 15–16
 - View Side by Side command button, 245
 - Worksheet area, 13, 14, 22–27, 206–209
- right alignment, 130
- rotating text, 133–134
- row
- adjusting height of, 124
 - deleting, 165–166, 364
 - hiding, 126
 - inserting, 167, 364
 - selecting all cells in, 102
- Row field
- filtering, 276–277
 - pivoting, 279
 - sorting on, 278
- Row Labels drop zone, 272
- ruler, changing units for, 174
- running macro, 349, 352–353, 354

• S •

Save As command, 36

Save As dialog box

- accessing, 90
- default file location, changing, 93–94
- in Windows Vista, 91–92
- in Windows XP, 92–93
- .XLSX compared to .XLS file format, 94

Save button (Quick Access toolbar), 18, 90, 96, 362

Save command, 18, 35, 41

Save tab (Excel Options dialog box), 93

saving

- copy of workbook, 362
- importance of, 363
- macro, 351
- recovered version of workbook, 96
- scenarios, 266
- theme, 314
- worksheet windows, 244–245

saving file

- format for, 49–50
- importance of, 96
- as PDF file, 95
- in .XLS format, 94

Scale to Fit group (Page Layout tab), 188

Scenario Manager

- overview of, 255, 264
- setting up various scenarios, 264–266
- summary report, producing, 266–267
- Scenario Summary dialog box, 266–267

scientific notation, 58

scroll arrow buttons (Formula bar), 73

scroll bar, using in Worksheet area, 25–26, 361

Scroll Lock key, 24–25

Search Results dialog box, 149

Search text box (Open dialog box), 147

search-and-replace operation, global, 224

searching

- for Clip Art, 303, 304
- Find and Replace dialog box, using, 220–223
- for function, 85
- records in data list, 326–328
- Research task pane and, 224–225

searching for workbook

- in Windows Vista, 147–148
- in Windows XP, 148–149

selecting

- cell, 67, 81–82, 100–107, 363
- chart, 290
- chart element, 296
- command on Ribbon, 17

- file to open, 146
- keyboard, 104–107
- multiple worksheets, 235–236
- object, 16
- point-and-click, 100–104
- worksheet window, 244
- Selection and Visibility task pane, 315–316
- selection handle, 290
- Selection option (Print dialog box), 180
- series
 - adding data labels to, 293–294
 - built-in, created with AutoFill, 77–78
 - custom, creating for AutoFill, 79–80
- set cell, 262
- setting margins, 182–185
- Shapes gallery, 307–308
- sharing workbook, 229
- sheet. *See* worksheet
- Sheet Name button (Header & Footer Elements group), 192
- Sheet Options group (Page Layout tab), 188–189
- Sheet tab (Page Setup dialog box), 186–187
- Sheet Tab scroll buttons, 26, 27
- sheet tab (workbook)
 - dragging to move worksheet, 247–248
 - switching worksheets using, 232–233
- Shift Cells Down option (Insert dialog box), 166
- Shift Cells Left option (Delete dialog box), 165
- Shift Cells Right option (Insert dialog box), 166
- Shift Cells Up option (Delete dialog box), 165
- Shift key
 - cell selection and, 101, 104–105
 - scrolling and, 25
- Shift+F5 (Find), 220
- Shift+F8 (Add to Selection mode), 106
- Shift+F9 (Calculate Sheet), 226
- shortcut menu for chart element, 296
- shortcuts. *See* keystroke shortcuts
- Show All Comments command button (Ribbon), 214
- Show Formulas button (Ribbon), 198
- Show Margins check box (Print Preview), 183
- Show Margins option (Print Preview), 177
- showing hidden graphic object, 316
- Shrink to Fit text control, 134
- sidebar, information in, 2
- Size button (Page Setup group), 182
- sizing. *See* resizing
- SmartArt, 310–313
- Social Security Number format, 123
- Solver add-in and what-if analysis, 267
- Sort A to Z command, 42
- Sort Ascending command, 19
- Sort command, 333
- Sort Descending command, 19
- Sort dialog box, 331, 333
- Sort Z to A command, 43
- sorting
 - pivot table, 278
 - records in data list, 329–333
 - worksheet data by columns, 333
- space conservation in worksheet, 52–53, 363
- Speak Cells command buttons (Quick Access toolbar), 169, 170
- special symbol, inserting, 80–81
- speeding up data entry, 82–83
- spelling, checking, 167–169
- Spelling command, 18, 38, 42
- Spelling dialog box, 167–169
- split bar, 207–208
- Split button (Ribbon), 208
- Split command, 40
- splitting
 - workbook into worksheet windows, 240–245
 - Worksheet area window, 206–209
- spreadsheet. *See* workbook; worksheet
- Standard toolbar buttons, Excel 2007
 - equivalents for, 41–43
- Start Inking command, 42
- Start menu
 - pinning Excel to, 30
 - starting Excel from, 29

- starting Excel
 - with desktop shortcut, 30–32
 - from Windows Vista, 29, 361
 - from Windows XP, 29, 361
 - starting new workbook, 361
 - Status bar
 - areas of, 27–28
 - illustration of, 13
 - messages in, 6
 - Page Layout View button, 358–359
 - Record Macro button, 348, 350
 - Stop Recording button, 352
 - Zoom slider, 204–206, 358
 - StdDev function, 281
 - StdDevp function, 281
 - Stop Recording button (Status bar), 352
 - style galleries, 359
 - styles
 - chart, 291, 292
 - overview of, 138–139, 357
 - pivot table, 274
 - Subtotal command, 40
 - Sum command, 42
 - summary. *See* pivot table
 - summary function, modifying in pivot table, 280
 - summary report for Scenario Manager, producing, 266–267
 - summary worksheet, 249–252
 - switching between worksheets
 - with keyboard, 235
 - with sheet tab, 232–233
 - Tab scrolling buttons, 233–234
 - Symbol command, 37
 - Symbol dialog box, 80–81
 - Synchronous Scrolling option (Compare Side by Side dialog box), 246
- T •**
- Tab Color command, 38
 - Tab key
 - completing cell entry and, 55
 - moving cell cursor with, 82
 - Tab scrolling buttons, 233
 - Tab split bar, 208, 234
 - table. *See also* data table; pivot table
 - entering data in new worksheet, 81–82
 - organizing data into, 52
 - selecting cells in, 102–104, 105
 - Table gallery, 107–109
 - Table option (Print dialog box), 180
 - Table Styles Options group (Design tab), 109
 - ten-key method, 61–62
 - text
 - in chart title, formatting, 197
 - rotating, 133–134
 - for SmartArt graphic, filling in, 311–312
 - text box, 300–302
 - text entry
 - adding hyperlink to, 345–346
 - AutoComplete feature, 73–75
 - breaking into lines, 132
 - copying throughout cell range, 78
 - overview of, 56–57
 - reorienting, 133–134
 - text replacement, adding to AutoCorrect feature, 71
 - Text to Speech feature, 169–171
 - text wrap, 131–132
 - theme, 313–314
 - thumbnail and Live Preview, 359
 - tilde (~), 222
 - Tiled option (Arrange Windows dialog box), 241, 242
 - time axis, 288
 - time format, 62, 121–122
 - title. *See also* header
 - adding to chart, 293
 - editing in chart, 295
 - formatting, 297
 - title bar, 244
 - Tools menu commands, 38–39
 - Top Align button (Alignment group), 44, 111
 - Top 10 filter, 334–335
 - Track Changes command, 39
 - turning off AutoComplete feature, 75
 - two-variable data table, creating, 259–261
 - Type option (Chart Tools contextual tab), 291

• U •

unanchoring cell cursor, 106
 Underline button (Font group), 111
 underlining, 112
 Undo button (Quick Access toolbar),
 18, 41, 150, 151
 Undo Clear ToolTip, 150
 Undo command, 18
 Undo feature
 deleting record from data list and, 325
 deleting worksheet and, 237
 moving worksheet and, 248
 overview of, 364
 unfreezing window pane, 211
 Ungroup command, 40
 ungrouping graphic objects, 315
 Unhide Columns command, 38
 Unhide command, 40
 Unhide Rows command, 37
 Unhide Sheet command, 38
 unhiding. *See also* hiding
 column or row, 125–126
 Personal Macro Workbook, 353
 unloading built-in add-in programs, 345
 unlocking cell, 229
 unprotecting worksheet or workbook, 229
 Use in Formula command, 37
 Use Relative References option (Macro
 button drop-down menu), 351–352
 user interface, 11. *See also* Ribbon
 interface

• V •

value
 formatting, 119–121, 298–299
 numeric, entering, 58–59
 in pivot table, formatting, 275
 searching for, 221–222
 #VALUE! error value, 70
 Value Field Settings dialog box, 280
 Values drop zone, 272
 Var function, 281
 Varp function, 281

Vertical option (Arrange Windows dialog
 box), 241, 243
 vertical scroll bar, 25
 View menu commands, 36
 View Side by Side command, 40
 View Side by Side command button
 (Ribbon), 245
 View tab
 description of, 15
 Macros command button, 348
 viewing comment, 214
 Visual Basic for Applications, 348

• W •

Web page query, 341–342
 Web sites
 Adobe Reader software, 95
 Microsoft Office Online, 343
 searching, 225
 what-if analysis
 Data Tables, 256–261
 Goal Seek, 261–263
 overview of, 255
 Scenario Manager, 264–267
 Solver add-in, 267
 wide margins, setting, 182
 width of column, setting, 123–124
 wildcard, 222
 Window menu commands, 40
 window pane
 freezing, 209–212
 opening worksheets in, 240–245
 splitting, 206–209
 unfreezing, 211
 uses of, 209
 Windows of Active Workbook option
 (Arrange Windows dialog box), 243
 Windows Vista
 creating desktop shortcut for, 30–31
 Open dialog box, 142–144
 Save As dialog box in, 91–92
 searching for workbook in, 147–148
 starting Excel from, 29, 361

Windows XP

- creating desktop shortcut for, 31–32
- Open dialog box, 144–146
- Save As dialog box in, 92–93
- searching for workbook in, 148–149
- starting Excel from, 29, 361

WordArt, 308–310

workbook

- activating and displaying, 27
- changing default number of worksheets in, 237
- changing order of worksheets in, 239–240
- deleting worksheet from, 237
- description of, 231
- entering data into, 52–55
- inserting worksheet into, 236
- naming, 363
- navigating, 26–27
- opening, 52, 142
- opening more than one, 146
- opening recently edited, 146–147
- organizing worksheets in, 232
- protecting shared, 229
- renaming, 91
- starting new, 361

worksheet

- activating for editing, 27
- adding to workbook, 26–27
- assigning color to, 238–239
- breaking into pages for printing, 174
- changing order of, 239–240
- comparing two, 245–246
- copying, 239–240, 246–249
- deleting from workbook, 237
- description of, 231
- editing, 142
- editing multiple, 235–236
- hyperlink, adding, 345–348
- inserting into workbook, 236

moving, 240, 246–249

- moving pivot chart to its own, 282
- opening in window pane, 240–245
- printing from Print dialog box, 178–180
- printing using Quick Print button, 177–178
- renaming, 237–238
- selecting multiple, 235–236
- space conservation in, 52–53
- summary, creating, 249–252
- working with multiple, 232–238

Worksheet area

- display of, 14
- illustration of, 13
- navigating, 22–25
- scroll bars, using, 25–26
- splitting, 206–209
- workbook, navigating, 26–27

Wrap Text button (Alignment group),
44, 116, 131

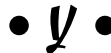


x-axis, 288, 298–299

.XLS file format, 49, 94

.xlsb filename extension, 95

.XLSX file format, 49–50, 94



y-axis, 288, 298–299



Zip Code format, 122

Zoom button (Status bar), 28

Zoom command, 43

Zoom dialog box, 206

Zoom slider, 204–206, 358

