

Teach Yourself VISUALLY™ Excel® 2010

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FOR PURPOSES OF ILLUSTRATING THE CONCEPTS AND TECHNIQUES DESCRIBED IN THIS BOOK, THE AUTHOR HAS CREATED VARIOUS NAMES, COMPANY NAMES, MAILING, E-MAIL AND INTERNET ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION, ALL OF WHICH ARE FICTITIOUS. ANY RESEMBLANCE OF THESE FICTITIOUS NAMES, ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION TO ANY ACTUAL PERSON, COMPANY AND/OR ORGANIZATION IS UNINTENTIONAL AND PURELY COINCIDENTAL.

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Indexing Potomac Indexing, LLC

Screen Artist Jill A. Proll

Illustrator Cheryl Grubbs

About the Author

Paul McFedries is is a technical writer who has been authoring computer books since 1991. He has more than 60 books to his credit, which together have sold more than three million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Microsoft Office 2008 for Mac*, *Excel 2010 Visual Quick Tips*, and *Excel 2010 PivotTable and PivotCharts Visual Blueprint*. Paul also runs Word Spy, a Web site dedicated to tracking new words and phrases (see www.wordspy.com). Please visit Paul's personal Web site at www.mcfedries.com.

Author's Acknowledgments

The book you hold in your hands is not only an excellent learning tool, but it is truly beautiful, as well. I am happy to have supplied the text that you will read, but the gorgeous images come from Wiley's crack team of artists and illustrators. The layout of the tasks, the accuracy of the spelling and grammar, and the veracity of the information are all the result of hard work performed by project editor Lynn Northrup and technical editor Namir Shammas. Thanks to both of you for your excellent work. My thanks, as well, to executive editor Jody Lefevere for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

6 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

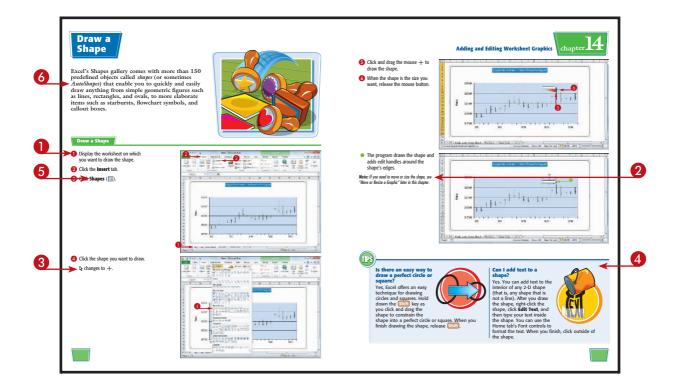


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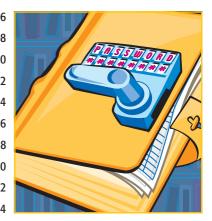
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CHAPTER

Working with Excel



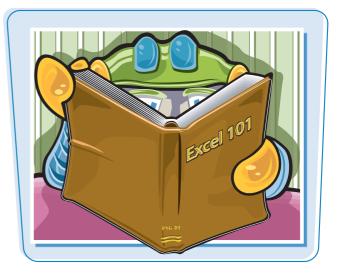
You use Microsoft Excel to create *spreadsheets*, which are documents that enable you to manipulate numbers and formulas to quickly create powerful mathematical, financial, and statistical models. In this chapter you learn about Excel, take a tour of the program's features, and learn how to customize some aspects of the program.

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Getting to Know Excel

Working with Excel involves two basic tasks: building a spreadsheet and then manipulating the data on the spreadsheet.

This section just gives you an overview of these tasks. You learn about each task in greater detail as you work through the book.



Build a Spreadsheet

Add Data

You can insert text, numbers, and other characters into any cell in the spreadsheet. Click the cell that you want to work with and then type your data in the Formula bar. This is the large text box above the column letters. Your typing appears in the cell that you selected. When you are done, press Enter. To edit existing cell data, click the cell and then edit the text in the Formula bar.

Add a Formula

A *formula* is a collection of numbers, cell addresses, and mathematical operators that performs a calculation. In Excel, you enter a formula in a cell by typing an equal sign (=) and then the formula text. For example, the formula =B1-B2 subtracts the value in cell B2 from the value in cell B1.

Add a Function

A function is a predefined formula that performs a specific task. For example, the AVERAGE function calculates the average of a list of numbers, and the PMT function calculates a loan or mortgage payment. You can use functions on their own, preceded by =, or as part of a larger formula. Click **Insert Function** ($\boxed{\mathbf{k}}$) to see a list of the available functions.





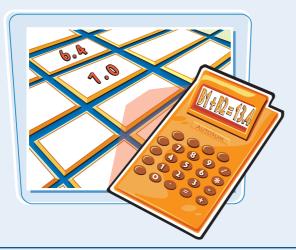


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Manipulate Data

Calculate Totals Quickly

If you just need a quick sum of a list of numbers, click a cell below the numbers and then click the **Sum** button (Σ), which is available in the Home tab of Excel's Ribbon. In Excel, you can also select the cells that you want to sum, and their total appears in the status bar.



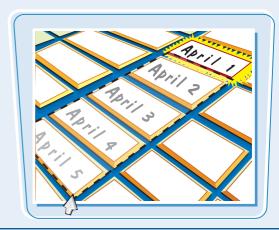
Manage Tables

The row-and-column format of a spreadsheet makes the program suitable for simple databases called *tables*. Each column becomes a field in the table, and each row is a record. You can sort the records, filter the records to show only certain values, and add subtotals.



Fill a Series

Excel enables you to save time by completing a series of values automatically. For example, if you need to enter the numbers 1 to 100 in consecutive cells, you can enter just the first few numbers, select the cells, and then click and drag the lower right corner to fill in the rest of the numbers. Most programs also fill in dates, as well as the names for weekdays and months.



Add a Chart

A *chart* is a graphic representation of spreadsheet data. As the data in the spreadsheet changes, the chart also changes to reflect the new numbers. Excel offers a wide variety of charts, including bar charts, line charts, and pie charts.





Before you can perform tasks such as adding data and building formulas, you must first start Excel. This brings the Excel window onto the Windows desktop, and you can then begin using the program.

This task and the rest of the book assume that you have already installed Excel 2010 on your computer.



Start Excel

1 Click Start.

The Start menu appears.

2 Click **All Programs**.

The App Programs menu appears.

3 Click **Microsoft Office**.



Working with Excel

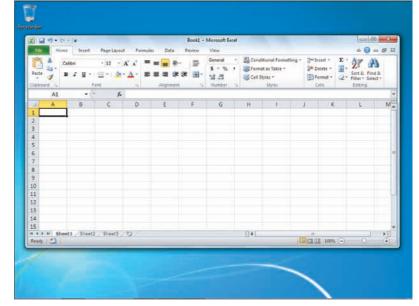
chapter

The Microsoft Office menu appears.





The Microsoft Excel window appears on the desktop.



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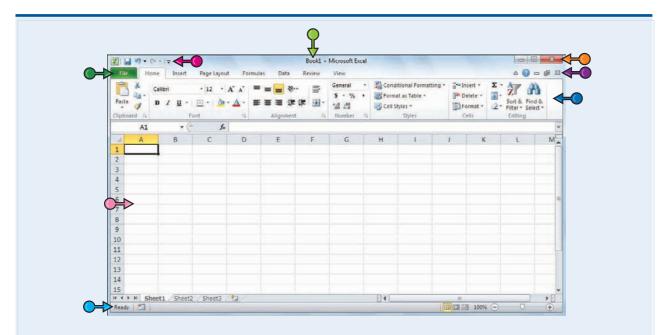
Are there faster methods I can use to start Excel?

Yes. After you have used Excel a few times, it should appear on the main Start menu in the list of your most-used programs. If so, you can click that icon to start the program. You can also force the Excel icon onto the Start menu by following Steps 1 to 3, right-clicking the **Microsoft Excel 2010** icon, and then clicking **Pin to Start Menu**. If you are using Windows 7, you can also click **Pin to Taskbar** to add the Excel icon to the taskbar.



Tour the Excel Window

To get up to speed quickly with Excel, it helps to understand the various elements of the Excel window. These include standard window elements such as the title bar and status bar, as well as Office-specific elements such as the Ribbon and the File tab.



Title Bar

The title bar displays the name of the current workbook.

Quick Access Toolbar

This area gives you one-click access to a few often-used features. To learn how to customize this toolbar, see "Customize the Quick Access Toolbar."

Ribbon

This area gives you access to all of Excel's commands, options, and features. To learn how to use this element, see "Work with Excel's Ribbon."

Excel Window Controls

You use these controls to minimize, maximize, restore, and close Excel's application window.

Workbook Window Controls

You use these controls to minimize, maximize, restore, and close the current workbook window.

File Tab

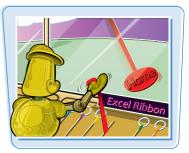
Click this tab to access file-related commands, such as Save and Open.

Worksheet

This area displays the current worksheet, and it is where you will do most of your Excel work.

Status Bar

This area displays the messages about Excel's current status, the results of certain operations, and other information. You use Excel's Ribbon element to access all of the program's features and commands. The *Ribbon* is the horizontal strip that runs across the top of the Excel window, just below the title bar. The Ribbon is organized into various tabs, such as File, Home and Insert, and each tab contains related controls, which usually include buttons, lists, and check boxes.



There is no menu bar in Excel, so you do not use pull-down menus to access commands.

Work with Excel's Ribbon

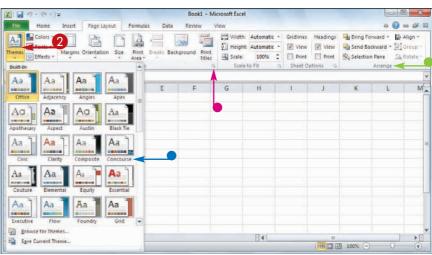
 Click the tab that contains the Excel feature you want to work with.

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Excel displays the controls in the tab.

- Each tab is organized into groups of related controls, and the group names appear here.
- In many groups you can click the dialog box launcher button () to display a dialog box that contains group settings.
- 2 Click the control for the feature.
- If the control displays a list of options, click the option you want.

Excel runs the command or sets the option.



Work with Excel's Galleries

In Excel's Ribbon, a *gallery* is a collection of preset options that you can apply to the selected object in the worksheet. To get the most out of galleries, you need to know how they work.

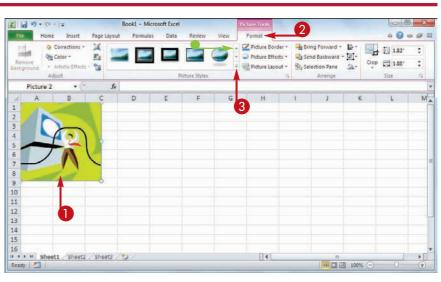
Although some galleries are available all the time, in most cases you must select an object — such as a range of cells or a clip art image — before you work with a gallery.

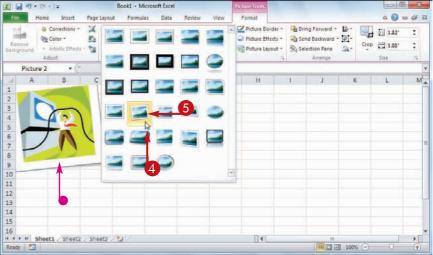
	Picture Effects Gallery
Now Showing:	
Shadows! Reflections! Glows!	
Glows!	

Work with Excel's Galleries

Work with a Gallery List

- If necessary, click the object with which you want to apply an option from the gallery.
- 2 Click the tab that contains the gallery you want to use.
- You can also scroll through the gallery by clicking the **Down** (
 and **Up** (
) arrows.
 - Excel displays a list of the gallery's contents.
- 4 Move the mouse ▷ over a gallery option to see a preview of the effect.
- Excel displays a preview of the effect.
- **5** Click the gallery option you want to use.
 - Excel applies the gallery options to the selected object.





Work with a Drop-Down Gallery

- If necessary, click the object with which you want to apply an option from the gallery.
- 2 Click the tab that contains the gallery you want to use.
- 3 Click the gallery's drop-down arrow (∑).

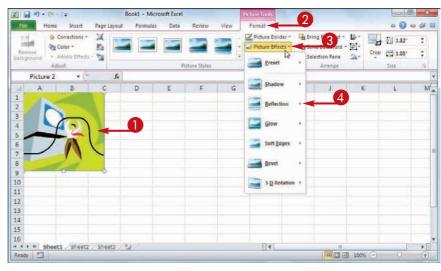
Excel displays a list of the gallery's contents.

If the gallery contains one or more subgalleries, click the subgallery you want to use.

Excel displays the subgallery's contents.

- If a gallery has commands that you can run, those commands appear at the bottom of the gallery menu.
- 6 Move the mouse ▷ over a gallery option to see a preview of the effect.
- Excel displays a preview of the effect.
- 6 Click the gallery option you want to use.

Excel applies the gallery option to the selected object.



Working with Excel

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If I find the gallery preview feature distracting, can I turn it off?

Yes. The Live Preview feature is often handy because it shows you exactly what will happen when you click a gallery option. However, as you move the mouse \Im through the gallery, the previews can be distracting. To turn off Live Preview, click the **File** tab, click **Options**, click the **General** tab, click **Enable Live Preview** (*I* changes to), and then click **OK**.



Customize the Quick Access Toolbar

You can make Excel easier to use by customizing the Quick Access Toolbar to include the Excel commands you use most often. You run Quick Access Toolbar buttons with a single click, so adding your favorite commands saves time.

By default, the Quick Access Toolbar contains three buttons: Save, Undo, and Redo, but you can add any of Excel's hundreds of commands.



Customize the Quick Access Toolbar

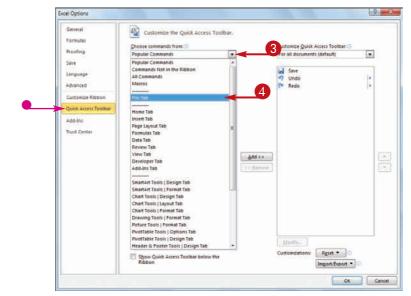
- Click the Customize Quick Access Toolbar button ()
- If you see the command you want, click it and skip the rest of the steps in this section.

2 Click **More Commands**.

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The Excel Options dialog box appears.

- Excel automatically displays the Quick Access Toolbar tab.
- 3 Click the Choose commands from .
- Click the command category you want to use.



- 5 Click the command you want to add.
- 6 Click Add.
- Excel adds the command.
- To remove a command, click it and then click **Remove**.
- 🕖 Click **OK**.

chapter **Working with Excel** 9 8 Excel Options General Customize the Quick Access Toolbar Formulas Choose commands from 🕤 Customize Quick Access Toolbar Proofing File Tab . For all documents (default) 1. Save E-mail as PDF Attachme Save J Undo Redo Languag E-mail as XPS Attachment . Enable Editing Advanced 3 Encrypt Document New. Customire Dibbon Excel 97-2003 Workbook 34 Excel Binary Workbook Quick Access Toolba Excel Macro-Enabled Workbook Add-Ins Excel Excel Exte Excel Services Options Excel Workbook Trust Center Inspect Document 6 0 Internet Fax _________ ≜> Manage Credential 5 Mark as Final << Bemove • Ópen Open Recent File. OpenDocument Spreadsheet) Options Prepare Preview and Print 1. do Print Ľ. Print Preview D Properties Customizations: Reset . Show Quick Access Toolbar below the Ribbon Ingort/Export * Cam

 Excel adds a button for the command to the Quick Access Toolbar.

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Can I get more room on the Quick Access Toolbar to show more buttons?

Yes, you can increase the space available to the Quick Access Toolbar by moving it below the Ribbon. This gives the toolbar the full width of the Excel window, so you can



add many more buttons. Click the **Customize Quick Access Toolbar** button ()) and then click **Show Below the Ribbon**.

Is there a faster way to add buttons to the Quick Access Toolbar?

Yes. If the command you want to add appears on the Ribbon, you can add a button for the command directly from the Ribbon. Click the Ribbon tab

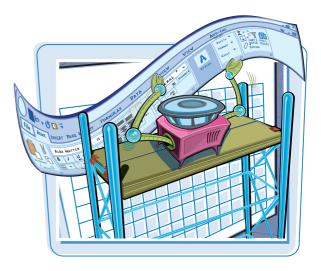
that contains the command, right-click the command, and then click **Add to Quick Access Toolbar**. Excel inserts a button for the command on the Quick Access Toolbar.



Customize the Ribbon

You can improve your Excel productivity by customizing the Ribbon with extra commands that you use frequently.

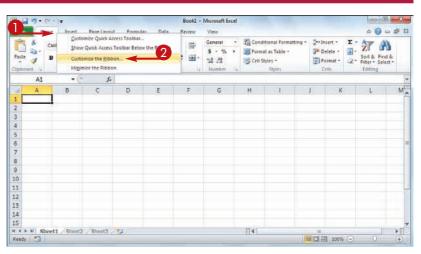
To add a new command to the Ribbon, you must first create a new tab or a new group within an existing tab, and then add the command to the new tab or group.



Customize the Ribbon

Display the Customize Ribbon Tab

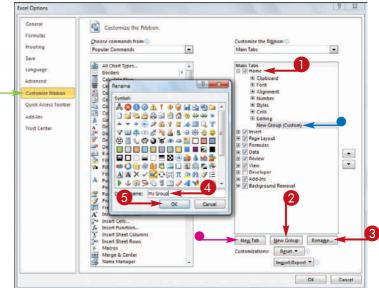
- **1** Right-click any part of the Ribbon.
- 2 Click Customize the Ribbon.



Add a New Tab or Group

The Excel Options dialog box appears.

- Excel automatically displays the Customize Ribbon tab.
- Click the tab you want to customize.
- You can also click **New Tab** to create a custom tab.
- 2 Click New Group.
- Excel adds the group.
- **3** Click **Rename**.
- 4 Type a name for the group.
- 6 Click OK.

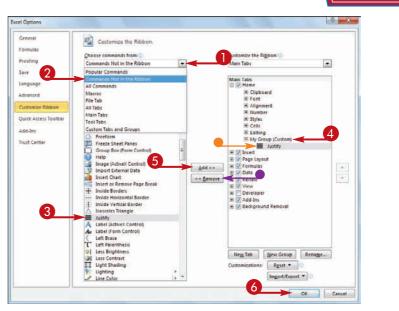


Add a Command

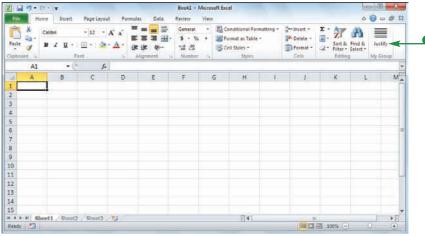
- Click the Choose commands from .
- 2 Click the command category you want to use.
- 3 Click the command you want to add.
- Click the custom group or tab you want to use.
- 6 Click Add.
- Excel adds the command.
- To remove a custom command, click it and then click **Remove**.

6 Click OK.

• Excel adds the new group and command to the Ribbon.



Working with Excel





Can I customize the tabs that appear only when I select an Excel object?

Yes. Excel calls these *tool tabs*, and you can add custom groups and commands to any tool tab. Right-click any part of the Ribbon



and then click **Customize the Ribbon** to display the Excel Options dialog box with the Customize Ribbon tab displayed. Click the **Customize the Ribbon** and then click **Tool Tabs**. Click the tab you want and then follow the steps in this section to customize it.

How do I restore the Ribbon to its default configuration?

Right-click any part of the Ribbon and then click **Customize the Ribbon** to display the Excel Options dialog box with the Customize Ribbon tab displayed.

To restore a tab, click the tab, click **Restore Defaults**, and then click **Restore only selected Ribbon tab**. To remove all customizations, click **Restore Defaults** and then click **Restore all Ribbon tabs and Quick Access Toolbar customizations**.



chapter

Work with Smart Tags

You can make your Excel work faster and easier by taking advantage of smart tags. A *smart tag* is a special icon that appears when you perform certain Excel tasks, such as pasting data and using the AutoFill feature. Clicking the smart tag displays a list of options that enable you to control or modify the task you just performed.

Some smart tags appear automatically in response to certain conditions. For example, if Excel detects an inconsistent formula, it displays a smart tag to let you know.



Work with Smart Tags

- Perform an action that displays a smart tag, such as copying and pasting a cell as shown here.
- The smart tag appears.



2 Click the smart tag.

• The smart tag displays a list of its options.

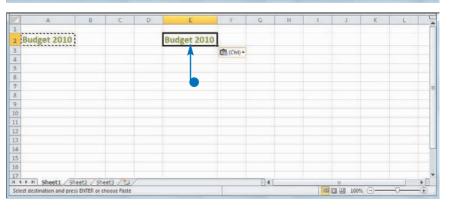
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Working with Excel



3 Click the option you want to apply.

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- Excel applies the option to the task you performed in Step 1.



TIP

Are there other types of smart tags I can use?

Yes, Excel offers a few other smart tag types. For example, a Date smart tag recognizes a worksheet date and offers options such as scheduling a meeting on that date. To turn on these extra smart tags, click **File**, click **Options**, click **Proofing**, click **AutoCorrect Options**, and then click the **Smart Tags** tab. Click the **Label data with smart tags** check box (changes to), and then click the check box beside each smart tag in the **Recognizers** list (changes to). Click **OK**.





You can adjust the Excel window to suit what you are currently working on by changing the view to match your current task. Excel offers three different views: Normal, which is useful for building and editing worksheets; Page Layout, which displays worksheets as they would appear if you printed them out; and Page Break Preview, which displays the page breaks as blue lines, as described in the first Tip on the next page.

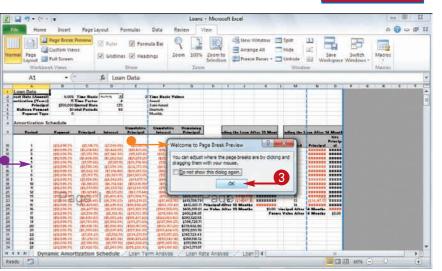


Excel offers three different views: Page Layout, which displays worksheets as printed pages; Page Break Preview, which displays the page breaks as blue lines, as described in the first Tip on the next page; and Normal, which is useful for building and editing worksheets.

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Working with Excel

chapter



Switch to Normal View

The Welcome to Page Break

Excel switches to Page Break

Preview.

Click OK.

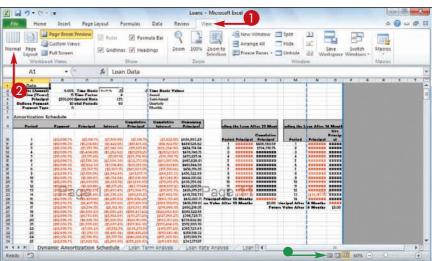
Preview dialog box appears.

1 Click the **View** tab.

2 Click Normal.

 You can also click the Normal button ().

Excel switches to Normal view.



TIPS

What does Page Break Preview do?

In Excel, a *page break* is a position within a worksheet where a new page begins when you print the worksheet. When you switch to Page Break Preview, Excel displays the page breaks as blue lines. If a page



break occurs in a bad position — for example, the page break includes the headings from a range, but not the cells below the headings — you can use your mouse \Im to click and drag the page breaks to new positions.

What does Full Screen view do?

Full Screen view is useful when you want to see the maximum amount of a worksheet on the screen. Full Screen view removes

Full Screen view removes many of the Excel window features, including the File button, Ribbon, Quick Access Toolbar, Formula bar, and status bar. To return to the Normal view, press Esc, or click the **Restore Down** button ().

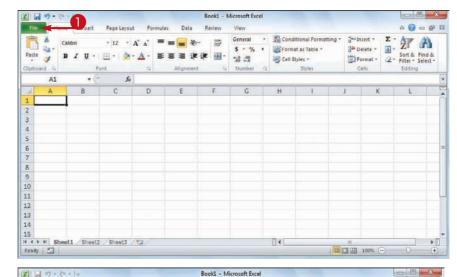
Configure Excel Options

You can customize Excel and set up the program to suit the way you work by configuring the Excel options. To use these options, you must know how to display the Excel Options dialog box.

These options are dialog box controls such as check boxes, option buttons, and lists that enable you to configure many aspects of Excel.



Configure Excel Options



2 Click **Options**.



1 Click the **File** tab.

Working with Excel

chapter

The Excel Options dialog box appears.

- Click a tab on the left side of the dialog box to choose the configuration category you want to work with.
- The controls that appear on the right side of the dialog box change according to the tab you select.

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ck Access Toolbar	When creating new workbooks							
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↑	Include this many sheets:	3						
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3	User name: Paul M							

Use the controls on the right side of the dialog box to configure the options you want to change.

5 Click OK.

Excel puts the new options into effect.

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Advanced	Automatically insert a decimal point Places: 2		
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uick Access Toolbar	Alert before overwriting cells		
dd Ins	Allow gditing directly in cells Extend data range formats and formulas		
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rust Center	Enable AutoComplete for cell values		
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	Alert the user when a potentially time consuming operation occurs		
	When this number of cells (in thousands) is affected: 33,554 🚖		
	Use system separators		
	Decimal separator:		
	Inousands separator:		
	5	OK	Cancel



Are there faster methods I can use to open the Excel Options dialog box?

Yes. Some features of the Excel interface offer shortcut methods that get you to the Excel Options dialog box faster. For example, right-click the Ribbon and then click **Customize Ribbon** to open the Excel Options dialog box with

the Customize Ribbon tab displayed. From the keyboard, you can open the Excel Options dialog box by pressing All + F and then pressing 1.

How do I know what each option does?

Excel offers pop-up descriptions of some but, unfortunately, not all — of the options. If you see a small *i* with a circle around it to the right of the option name, it means pop-up help is available for that option. Hover the mouse &over the option and Excel displays a pop-up description of the option after a second or two.

Add Excel to the Windows 7 Taskbar

If you use Excel regularly, you can start the program with just a single mouse click by adding an icon for Excel to the Windows 7 taskbar.

This task requires that you are running Excel using the Windows 7 operating system.



Add Excel to the Windows 7 Taskbar

- With Excel running, right-click the Excel icon in the taskbar.
- 2 Click Pin this program to taskbar.



 After you quit Excel, the icon remains on the taskbar, and you can now launch Excel by clicking the icon.





Working with Excel

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Quit Excel

Quit Excel Using the Office Menu

and other system resources.

When you have finished your work with Excel, you should

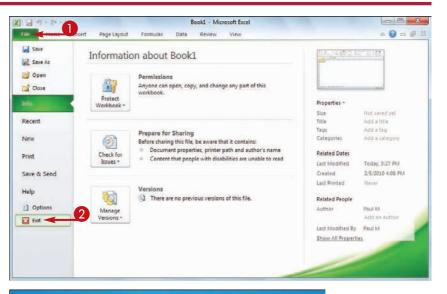
shut down the program. This reduces clutter on the desktop and in the taskbar, and it also conserves memory

Click the File tab.

2 Click Exit.

Note: If you have any open documents with unsaved changes, Excel prompts you to save those changes.

Note: Another way to quit the program is to press Alt + F4.



Quit Excel Using the Taskbar

1 Right-click the Excel taskbar icon.

2 Click Close window.

Note: If you have any open documents with unsaved changes, Excel prompts you to save those changes.



CHAPTER

Entering and Editing Excel Data



Are you ready to start building a spreadsheet? To create a spreadsheet in Excel, you must know how to enter data into the worksheet cells, and how to edit that data to fix typos, adjust information, and remove data you no longer need.

Learning the Layout of a Worksheet
Understanding the Types of Data You Can Use27
Enter Text into a Cell28
Enter a Number into a Cell
Enter a Date or Time into a Cell
Insert a Symbol
Edit Cell Data
Delete Data from a Cell

Learning the Layout of a Worksheet

In Excel, a spreadsheet file is called a *workbook*, and each workbook consists of one or more *worksheets*. These worksheets are where you enter your data and formulas, so you need to know the layout of a typical worksheet.

Cell

A *cell* is a box in which you enter your spreadsheet data.

Column

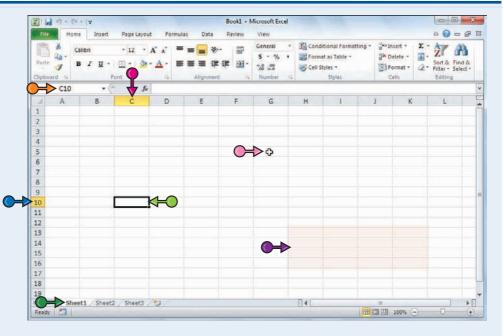
A *column* is a vertical line of cells. Each column has a unique letter that identifies it. For example, the leftmost column is A, and the next column is B.

Row

A *row* is a horizontal line of cells. Each row has a unique number that identifies it. For example, the topmost row is 1, and the next row is 2.

Cell Address

Each cell has its own *address*, which is determined by the letter and number of the intersecting column and row. For example, the cell at the intersection of column C and row 10 has the address C10.



Range

A *range* is a rectangular grouping of two or more cells. The range address is given by the address of the top-left cell and the address of the bottom-right cell. H12:K16 is an example of a range of cells, and it refers to all of the cells selected between column H, cell 12 and column K, cell 16.

Worksheet Tab

The worksheet tab displays the worksheet name. Most workbooks contain multiple worksheets, and you use the tabs to navigate between the worksheets.

Mouse Pointer

Use the Excel mouse \bigcirc to select cells.

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Understanding the Types of Data You Can Use

To build a spreadsheet in Excel, it helps to understand the three main types of data that you can enter into a cell: text, numbers, and dates and times.

Text

Text entries can include any combination of letters, symbols, and numbers. You will mostly use text to describe the contents of your worksheets. This is very important because even a modestsized spreadsheet can become a confusing jumble of numbers without some kind of text guidelines to keep things straight. Most text entries are usually labels such as *Sales* or *Territory* that make a worksheet easier to read. However, text entries can also be text/number combinations for items such as phone numbers and account codes.

Numbers

Numbers are the most common type of Excel data. The numbers you enter into a cell can be dollar values, weights, interest rates, temperatures, or any other numerical quantity. In most cases you just type the number that you want to appear in the cell. However, you can also precede a number with a dollar sign (\$) or other currency symbol to indicate a monetary value, or follow a number with a percent sign (%) to indicate a percentage value.

Dates and Times

Date entries appear in spreadsheets that include dated data, such as invoices and sales. You can either type out the full date — such as August 23, 2010 — or use either the forward slash (/) or the hyphen (-) as a date separator — such as 8/23/2010 or 8-23-2010. Note that the order you enter the date values depends on your regional settings. For example, in the United States the format is month/day/year. For time values, you use a colon (:) as a time separator, followed by either AM or PM — such as 9:15 AM.









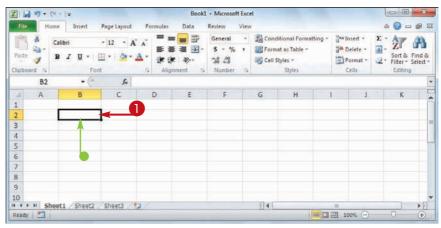
Enter Text into a Cell

Your first step when building a spreadsheet is usually to enter the text data that defines the spreadsheet's labels or headings. Most labels appear in the cell to the right or above where the data will appear, while most headings appear at the top of a column of data or to the left of a row of data.

sales

Enter Text into a Cell

- Click the cell in which you want to enter the text.
- Excel marks the current cell by surrounding it with a thick, black border.



- 2 Start typing your text.
- Excel opens the cell for editing and displays the text as you type.
- Your typing also appears in the Formula bar.

Note: Rather than typing the text directly into the cell, you can also type the text into the Formula bar.

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Entering and Editing Excel Data



- 3 When your text entry is complete, press Enter.
- If you do not want Excel to move the selection, click Enter () or press Ctrl + Enter instead.

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Excel closes the cell for editing.

 If you pressed Enter, Excel moves the selection to the cell below.

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When I press Enter the selection moves to the next cell down. Can I make the selection move to the right instead?



Yes. When you have finished adding the data to the cell, press . This

tells Excel to close the current cell for editing and move the selection to the next cell on the right. If you prefer to move left instead, press ; if you prefer to move up, press

When I start typing text into a cell, why does Excel sometimes display the text from another cell?

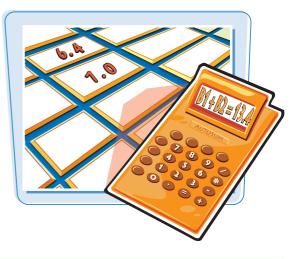
This is part of an Excel feature called AutoComplete. If the letters you type at the start of a cell match the contents of another cell in the worksheet,

Excel fills in the full text from the other cell under the assumption that you are repeating the text in the new cell. If you want to use the text, click \checkmark or press Enter; otherwise, just keep typing your text.



Enter a Number into a Cell

Excel is all about numbers, so most of your worksheets will include numeric values. To get the most out of Excel, you need to know how to enter numeric values, including percentages and currency values.



Enter a Number into a Cell

- 1 Click the cell in which you want to enter the number.
- Excel marks the current cell by surrounding it with a thick, black border.

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- **2** Start typing your number.
- Excel opens the cell for editing and displays the number as you type.
- Your typing also appears in the Formula bar.

Note: Rather than typing the number directly into the cell, you can also type the number into the Formula bar.

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Entering and Editing Excel Data



- 3 When your number is complete, press Enter.
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- Excel closes the cell for editing.
- To enter a percentage value, type the number followed by a percent sign (%).
- To enter a currency value, type the dollar sign (\$) followed by the number.

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TIPS

Can I use symbols such as a comma, decimal point, or minus sign when I enter a numeric value?

Yes. If your numeric value is in the thousands, you can include the thousands separator (,) within the number. For example, if you enter **10000**, Excel displays the value as



10000; however, if you enter **10,000**, Excel displays the value as 10,000, which is easier to read. If your numeric value includes one or more decimals, you can include the decimal point (.) when you type the value. If your numeric value is negative, precede the value with a minus sign (–).

Is there a quick way to repeat a number rather than entering the entire number all over again?

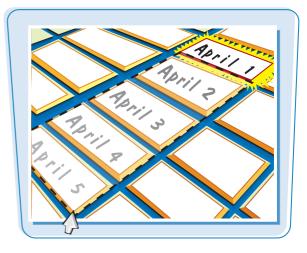
Excel offers a few methods for doing this. The easiest

method is to select the cell directly below the value you want to repeat and then press Ctrl +'. Excel adds the value to the cell. For another method, see "Fill a Range with the Same Data" in Chapter 3.



Enter a Date or Time into a Cell /

Many Excel worksheets use dates and times either as part of the sheet data or for use in calculations, such as the number of days an invoice is overdue. For these and similar uses, you need to know how to enter date and time values into a cell.



Enter a Date or Time into a Cell

Enter a Date

- 1 Click the cell in which you want to enter the date.
- Excel marks the current cell by surrounding it with a thick, black border.

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2 Type the date.

Note: The format you use depends on your location. In the United States, for example, you can use the month/day/year format — 8/23/2010. See the Tip on the next page.

- 3 When your date is complete, press Enter.
- If you do not want Excel to move the selection, click Enter () or press Ctrl + Enter instead.

Excel closes the cell for editing.

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Entering and Editing Excel Data



Enter a Time

- Click the cell in which you want to enter the time.
- Excel marks the current cell by surrounding it with a thick, black border.

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2 Type the time.

Note: The general format for entering a time is hour:minute:second AM/PM; for example, 3:15:00 PM. See the following Tip.

- 3 When your time is complete, press Enter.
- If you do not want Excel to move the selection, click Enter () or press Ctrl + Enter instead.

Excel closes the cell for editing.

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How can I tell which date and time formats my version of Excel accepts?

Follow these steps:

- 1 Click the **Home** tab.
- 2 Click the dialog box launcher button in the bottom right corner of the Number group.
- **3** Click the **Number** tab.
- 4 Click Date.
- 6 Click the Locale (location) drop-down arrow and then click your location.
- 6 Examine the Type list to see the formats you can use to enter dates.



- 7 Click **Time**.
- 8 Examine the Type list to see the formats you can use to enter times.
- **9** Click **Cancel**.

Insert a Symbol

You can make your Excel worksheets more readable and more useful by inserting special symbols that are not available via your keyboard's standard keys.

These special symbols include foreign characters such as \ddot{o} and \acute{e} , mathematical symbols such as \div and ∞ , financial symbols such as ς and ¥, commercial symbols such as (c) and (a), and many more.

5 T. J. 5 T. J. 7 Å & 0	

Insert a Symbol

- Click the cell in which you want the symbol to appear.
- 2 Type the text that you want to appear before the symbol, if any.

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3 Click the Insert tab.4 Click Symbol.

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Entering and Editing Excel Data



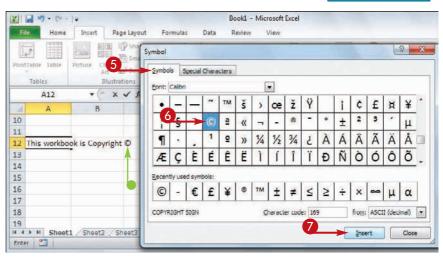
The Symbol dialog box appears.

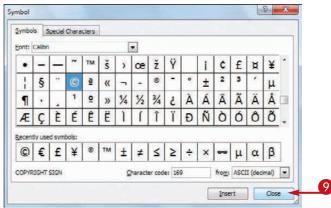
- **6** Click the **Symbols** tab.
- Click the symbol you want to insert.

Note: Many other symbols are available in the Webdings and Wingdings fonts. To see these symbols, click the **Font** , and then click either **Webdings** or **Wingdings**.

- Click Insert.
- Excel inserts the symbol.
- 8 Repeat Steps 6 and 7 to insert any other symbols you require.

9 Click **Close**.





TP

Are there keyboard shortcuts available for symbols I use frequently?

Yes, in many cases. In the Symbol dialog box, click $\[\cdot\]$ in the from list and select **ASCII (decimal)**. Click the symbol you want to insert and then examine the number in the Character code text box. This number tells you that you can enter the symbol via the keyboard by holding down (Alt), pressing (0), and then typing the number. For example, you can enter the $\[omega$ symbol by pressing (Alt + 0 1 6 9). Be sure to type all the numbers using your keyboard's numeric keypad.





If the data you entered into a cell has changed or is incorrect, you can edit the data. You can edit cell data either directly in the cell or by using the Formula bar.



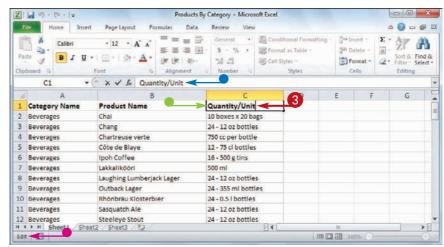
Edit Cell Data

- Click the cell in which you want to edit the text.
- **2** Press **E2**.

You can also double-click the cell you want to edit.

- Excel opens the cell for editing and moves the cursor to the end of the existing data.
- Excel displays Edit in the status bar.
- You can also click inside the Formula bar and edit the cell data there.
- 3 Make your changes to the cell data.

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2	Beverages	Chai	10 boxes x 20 bags			
3	Beverages	Chang	24 - 12 oz bottles			
4	Beverages	Chartreuse verte	750 cc per bottle			
5	Beverages	Côte de Blaye	12 - 75 cl bottles			
6	Beverages	Ipoh Coffee	16 - 500 g tins			
7	Beverages	Lakkalikööri	500 ml			
8	Beverages	Laughing Lumberjack Lager	24 - 12 oz bottles			
9	Beverages	Outback Lager	24 - 355 ml bottles			
10	Beverages	Rhönbräu Klosterbier	24 - 0.5 I bottles			
11	Beverages	Sasquatch Ale	24 - 12 oz bottles			
12	Beverages	Steeleye Stout	24 - 12 oz bottles			
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Entering and Editing Excel Data

- When you finish editing the data, press Enter.
- If you do not want Excel to move the selection, click Enter () or press Ctrl + Enter instead.

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5	Beverages	Côte de Blaye	12 - 75 cl bottles			
6	Beverages	Ipoh Coffee	16 - 500 g tins			
7	Beverages	Lakkalikööri	500 ml			
8	Beverages	Laughing Lumberjack Lager	24 - 12 oz bottles			
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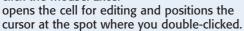
- Excel closes the cell for editing.
- If you pressed Enter, Excel moves the selection to the cell below.

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10 Beverages Rhönbrau Klosterbier 24 - 0.5 l bottles	8	Beverages	Laughing Lumberjack Lager	24 - 12 oz bottles					
	9	Beverages	Outback Lager	24 - 355 ml bottles					
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	11	Beverages	Sasquatch Ale	24 - 12 oz bottles					
12 Beverages Steeleye Stout 24 - 12 oz bottles	12	Beverages	Steeleye Stout						-



Is there a faster way to open a cell for editing?

Yes. Move \bigcirc over the cell you want to edit, and center \bigcirc over the character where you want to start editing. Doubleclick the mouse. Excel



I made a mistake when I edited a cell. Do I have to fix the text by hand?

Most likely not. If the cell edit was the last action you performed in Excel, press **Ctrl** + **Z** or click the **Undo** button (**9**) in the Quick Launch Toolbar. If you have performed other actions in the

meantime, click the **Undo** and then click the edit in the list that appears. Note, however, that doing this will also undo the other actions you performed after the edit.

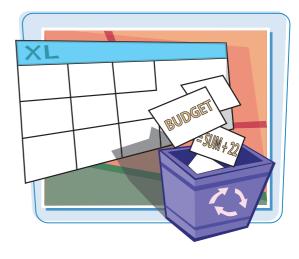


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If your worksheet has a cell that contains data you no longer need, you can delete that data. This helps to reduce worksheet clutter and makes your worksheet easier to read.

If you want to delete data from multiple cells, you must first select those cells; see "Select a Range" in Chapter 3. To delete cells and not just the data, see "Delete a Range" in Chapter 3.



Delete Data from a Cell

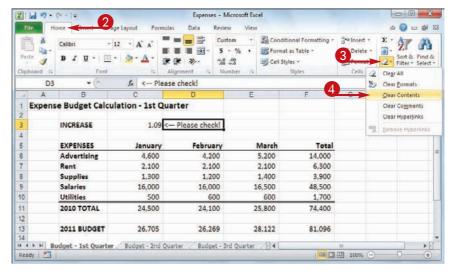
Delete Cell Data

Select the cell that contains the data you want to delete.

- **3** Click **Clear** (2).
- **4** Click **Clear Contents**.

Note: You can also delete cell data by pressing **Delete**.

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		Supplies	1,300	1,20	00 1	1,400	3,900				
		Salaries	16,000	16,0	00 16	5,500	48,500				
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Entering and Editing Excel Data



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Undo Cell Data Deletion

🚺 Click the **Undo** 🛐.



Note: If the data deletion was the most recent action you performed, you can undo it by pressing Ctrl + Z or by clicking Undo (

• Excel restores the data to the cell.

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When I delete cell data, Excel keeps the cell formatting intact. Is it possible to delete the data and the formatting?

Yes. Excel offers a command that deletes everything from a cell. First, select the cell with the data and formatting that

you want to delete. Click **Home**, click $\boxed{2}$, and then click **Clear All**. Excel removes both the data and the formatting from the selected cell.

Is it possible to delete just a cell's formatting?

Yes. Excel offers a command that deletes just the cell formatting while leaving the cell data intact. Select the cell with the formatting that you want to delete. Click **Home**, click $\boxed{2}$, and then click **Clear**



chapter

Formats. Excel removes just the formatting from the selected cell.

CHAPTER

Working with Excel Ranges



In Excel, a range is a collection of two or more cells that you work with as a group rather than separately. This enables you to fill the range with values, move or copy the range, sort the range data, filter the range to show only certain values, and insert and delete ranges. You learn these and other range techniques in this chapter, and in later chapters you learn techniques such as formatting a range, applying a formula to a range, and building a chart from a range.

Select a Range
Fill a Range with the Same Data
Fill a Range with a Series of Values46
Move or Copy a Range
Insert a Row or Column 50
Insert a Cell or Range
Delete Data from a Range
Delete a Range
Hide a Row or Column
Freeze Rows or Columns
Merge Two or More Cells62
Transpose Rows and Columns64

Select a Range

To work with a range in Excel, you must select the cells that you want to include in the range. After you select the range, you can fill it with data, move it to another part of the worksheet, format the cells, and so on.

You can select a range as a rectangular group of cells, as a collection of individual cells, or as an entire row or column.



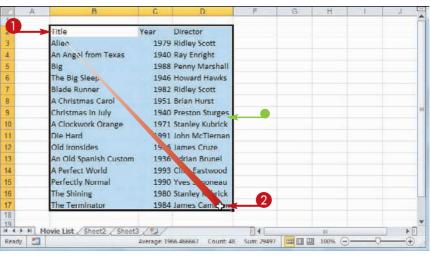
Select a Range

Select a Rectangular Range

- Position
 Gover the first cell you
 want to include in the range.
- 2 Click and drag that you want to include in the range.
- Excel selects the cells.
- 3 Release the mouse button to end the range selection.

Select a Range of Individual Cells

- 1 Click in the first cell that you want to include in the range.
- Hold down Ctrl and click in each of the other cells that you want to include in the range.
- Each time you click in a cell, Excel adds it to the range.
- **3** Release **Ctrl** to end the range selection.



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	Title	Year	Director						
	Alien	1979	Ridley Scott						
4	An Angel from Texas	1940	Ray Enright						
5	Big	1988	Penny Marshall						
0	The Big Sleep	1946	Howard Hawks						
4	Blade Runner	1982	Ridley Scott						
8	A Christmas Carol	1951	Brian Hurst						
9	Christmas In July	1940	Preston Sturges						=
0	A Clockwork Orange	1971	Stanley Kubrick						
<u> </u>	Die Hard	1991	John McTlernan						
12	Old Ironsides	1926	James Cruze						
13	An Old Spanish Custom	1936	Adrian Brunel						
14	A Perfect World	1993	Clint Eastwood						
15	Perfectly Normal	1990	Yves Simoneau						
0	The Shining	1980	Stanley Kubrick						
<u> </u>	The Terminator 🗘	1984	James Cameron						
18									
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Select an Entire Row

 Position
 Go over the header of the row you want to select.

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- 2 Click the row header.
- Excel selects the entire row.

To select multiple rows, click and drag across the row headers or hold down Ctrl and click each row header.

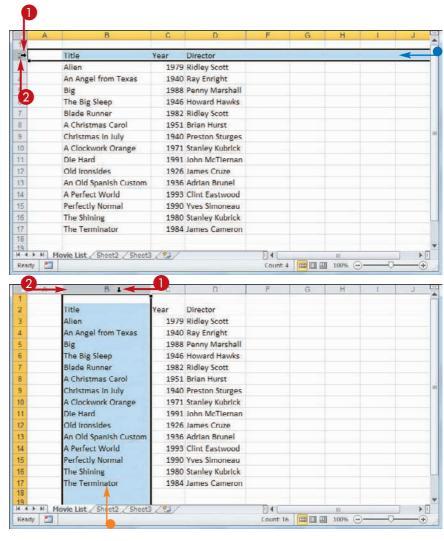
Select an Entire Column

● Position ۞ over the header of the column you want to select.

 \bigcirc changes to \downarrow .

- **2** Click the column header.
- Excel selects the entire column.

To select multiple columns, click and drag across the column headers, or hold down Ctrl and click each column header.



TIPS

Are there keyboard techniques I can use to select a range?

Yes. To select a rectangular range, navigate to the first cell that you want to include in the range, hold down Shift, and then press or to extend the selection. To select an entire row, navigate to any cell in the row and press Shift + Spacebar. To select an entire column, navigate to any cell in the column and then press Ctrl + Spacebar.



Is there an easy way to select every cell in the worksheet?



Yes. Excel offers two methods you can use. Either press **Ctrl** + **A**, or click the **Select All** button (**D**) in the upper left corner of the worksheet.

Fill a Range with the Same Data

If you need to fill a range with the same data, you can save time by getting Excel to fill the range for you. Excel's AutoFill feature makes it easy to fill a vertical or horizontal range with the same value, but you can also fill any selected range.

See "Select a Range" to learn how to select a range of cells.



Fill a Range with the Same Data

Fill a Vertical or Horizontal Range

- In the first cell of the range you want to work with, enter the data you want to fill.
- Position over the bottom-right corner of the cell.

 \bigcirc changes to +.

- Click and drag + down to fill a vertical range or across to fill a horizontal range.
- **4** Release the mouse button.
- Excel fills the range with the initial cell value.

1	A	В	С	D	E	5
1	Category Name	Product Name	Quantity Per Unit			
►	Beverages	chai 2	10 boxes x 20 bags			9
3		Chang	24 - 12 oz bottles			
4		Chartreuse verte	750 cc per bottle			
5		Côte de Blaye	12 - 75 cl bottles			
6		Ipoh Coffee	16 - 500 g tins			
7		Lakkalikööri	500 ml			
8	1	Laughing Lumberjack Lager	24 - 12 oz bottles			
9		Outback Lager	24 - 355 ml bottles			
10		Rhonbrau Klosterbier	24 - 0.5 bottles			
1		asquatch Ale	24 - 12 oz bottles			
12		nitecleves 3	24 - 12 oz bottles			
13		ABeverages rup	12 - 550 ml bottles			
14		Chef Anton's Cajun Seasoning	48 · 6 oz jars			
-		et2 / Sheet3 / 🔁 /		10		► I
Dra	g outside selection to eid	tend series or fill; drag inside to clear		100% 🕞 —		-+

	A	В	С	D	E	-
1	Category Name	Product Name	Quantity Per Unit			
2	Beverages	Chai	10 boxes x 20 bags			;
3	Beverages	Chang	24 - 12 oz bottles			
4	Beverages	Chartreuse verte	750 cc per bottle			
5	Beverages	Côte de Blaye	12 - 75 cl bottles			
6	Beverages	Ipoh Coffee	16 - 500 g tins			
7	Beverages	Lakkalikööri	500 ml			
8	Beverages	Laughing Lumberjack Lager	24 - 12 oz bottles			
9	Beverages	Outback Lager	24 - 355 ml bottles			
10	Beverages	Rhönbräu Klosterbier	24 - 0.5 I bottles			
11	Beverages	Sasquatch Ale	24 - 12 oz bottles			
12	Beverages	Steeleye Stout	24 - 12 oz bottles			
13		E seed Syrup	12 - 550 ml bottles			
		Chef Anton's Cajun Seasoning	48 - 6 oz jars			



Fill a Selected Range

- 1 Select the range you want to fill.
- 2 Type the text, number, or other data.
- **3** Press Ctrl + Enter.

• Excel fills the range with the value you typed.

1	A	В	C	D	E	F	G	н	1	J	К	
1												
2	Test Data:	2									1	0
3	0.5	4									_	
4												
5												
6												
7												
8												=
9											6	
10										-		
11												
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13												
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16												
17	-			-		_		-	_			
18											2	
14	Shee	t1 She	et2 / She	et3 / 91/				1	-11			14
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	A	B	C	D	E	F	G	H	1	J	K	
1												
2	Test Data:											
3	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
4	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
7	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
B	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
9	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	(•
1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
2	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
3	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
4	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
6	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
7	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5		
8												
102	+ H Shee	t1 Sheet	t2 / Sheet	3/02/	_		14		- 10			1
lei	ady	a she a			Average:	0.5 Count	150 Sum	75 1	100%	0	0	-+

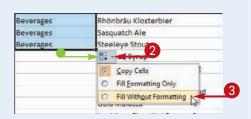
P

How do I fill a vertical or horizontal range without also copying the formatting of the original cell?

- Follow these steps:
- 1 Perform Steps 1 to 4 to fill the data.
- Excel displays the AutoFill Options smart tag (E.).
- **2** Click the AutoFill Options .

(3) Click **Fill Without Formatting**.

Excel removes the original cell's formatting from the copied cells.



Fill a Range with a Series of Values

If you need to fill a range with a series of values, you can save time by using Excel's AutoFill feature to create the series for you. AutoFill can fill a series of numeric values such as 5, 10, 15, 20, and so on; a series of date values such as January 1, 2011, January 2, 2011, and so on; or a series of alphanumeric values such as Chapter 1, Chapter 2, Chapter 3, and so on.

You can also create your own series with a custom step value, which determines the numeric difference between each item in the series.



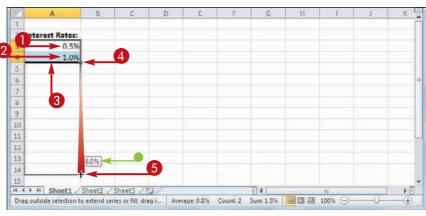
Fill a Range with a Series of Value

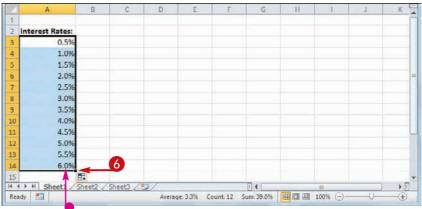
AutoFill a Series of Numeric, Date, or Alphanumeric Values

- 1 Click in the first cell and type the first value in the series.
- 2 Click in an adjacent cell and type the second value in the series.
- **3** Select the two cells.
- Position
 over the bottom-right corner of the second cell.

 \bigcirc changes to +.

- Click and drag + down to fill a vertical range or across to fill a horizontal range.
- As you drag through each cell, Excel displays the series value that it will add to the cell.
- 6 Release the mouse button.
- Excel fills the range with a series that continues the pattern of the initial two cell values.



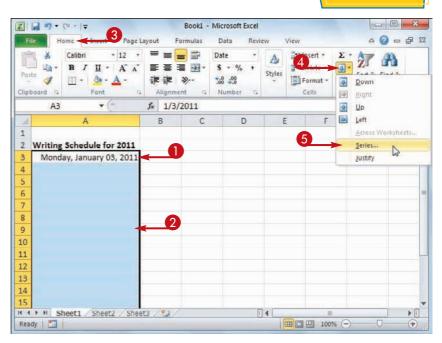


Fill a Custom Series of Values

- Click in the first cell and type the first value in the series.
- 2 Select the range you want to fill, including the initial value.
- 3 Click the Home tab.
- 4 Click Fill (🔳).
- 6 Click Series.

The Series dialog box appears.

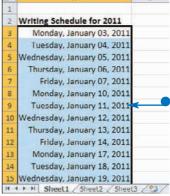
- 6 In the Type group, select the type of series you want to fill (○ changes to ●).
- ✓ If you selected Date in Step 6, select an option in the Date unit group (○ changes to ○).
- 8 In the Step value text box, type the value you want to use.
- Olick OK.
- Excel fills the range with the series you created.



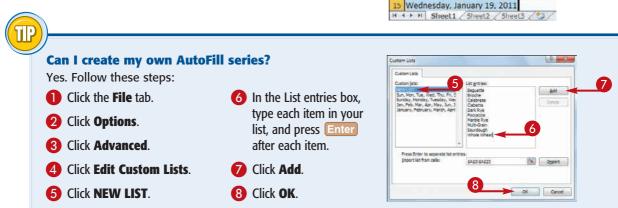
Working with Excel Ranges

chapter





Δ



Move or Copy a Range

You can restructure or reorganize a worksheet by moving an existing range to a different part of the worksheet.

You can also make a copy of a range, which is a useful technique if you require either a duplicate of the range elsewhere, or if you require a range that is similar to an existing range.



Move or Copy a Range

Move a Range

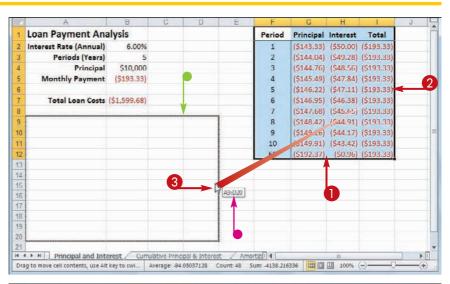
- Select the range you want to move.
- 2 Position ♀ over any outside border of the range.

 \bigcirc changes to \dot{s} .

3 Click and drag the range to the new location.

 \dot{a} changes to b.

- Excel displays an outline of the range.
- Excel displays the address of the new location.
- 4 Release the mouse button.
- Excel moves the range to the new location.



Ð	A	В	C	D	E	F	G	Н	1 - 2	3	5
	Loan Payment Ana	alysis									ľ
2	Interest Rate (Annual)	6.00%									
3	Periods (Years)	5									
5	Principal	\$10,000									
	Monthly Payment	(\$193.33)									
2	Total Loan Costs	(\$1,599.68)									
8		_	_								_
)	Period	Principal	Interest	Total							
0	1	(\$143.33)		(\$193.33)							1
t	2	(\$144.04)	(\$49.28)								
2	3	(\$144.76)	(\$48.56)	(\$193.33)							
3	4	(\$145.49)	(\$47.84)	(\$193.33)							
4	5	(\$146.22)	(\$47.11)	(\$193.33)							
5		(\$146.95)	(\$46.38)	(\$193.33)	4						
6	7	(\$147.68)	(\$45.65)	(\$193.33)							
7	8	(\$148.42)	(\$44.91)	(\$193.33)							
8	9	(\$149.16)	(\$44.17)	(\$193.33)							
9	10	(\$149.91)	(\$43.42)	(\$193.33)							L
0	60	(\$192.37)	(\$0.96)	(\$193.33)							



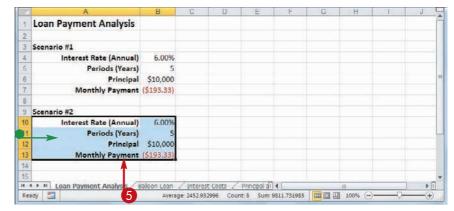
Copy a Range

- Select the range you want to copy.
- 2 Press and hold Ctrl.
- Osition ⊕ over any outside border of the range.

 \bigcirc changes to &.

- Click and drag the range to the location where you want the copy to appear.
- Excel displays an outline of the range.
- Excel displays the address of the new location.
- **5** Release the mouse button.
- 6 Release Ctrl.
- Excel creates a copy of the range in the new location.

	A	В	G	D	1	F	G	H		d	1
1	Loan Payment Analysis										Ē
2											
3	Scenario #1										
4	Interest Rate (Annual)	6.00%									
5	Periods (Years)	5									
6	Principal	\$10,000									=
7	Monthly Payment	(\$193.33)									
8		2									
9	Scenario #2										
10											
11											-
12		3									
13											
14	A10:B13	←									
15						_				_	Ŧ
14-1	Loan Payment Analysis / B		Interest	and the second se	Principal al	1.1.1		S. UI.		► I	
Dra	ig to move cell contents, use Alt key to swit	c Averag	e: 2452.932	996 Cour	nt:8 Sum:	9811.731985		100% (-)—		-



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Can I move or copy a range to another worksheet?

Yes. Click and drag the range as described in this section. Remember to hold down Ctrl if you are copying the range. Press and hold



Att and then drag the mouse pointer over the tab of the sheet you want to use as the destination. Excel displays the worksheet. Release Att and then drop the range on the worksheet.

Can I move or copy a range to another workbook?

Yes. If you can see the other workbook on-screen, click and drag the range as described in this section, and then drop it on the other workbook. Remember to hold down **Ctrl** if you are copying the range. Otherwise,



select the range, click the **Home** tab, click **Cut** ($\boxed{*}$) to move the range or **Copy** ($\boxed{*}$) to copy it, switch to the other workbook, select the cell where you want the range to appear, click **Home**, and then click **Paste** ($\boxed{6}$).

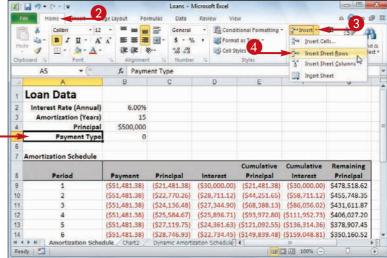
Insert a Row or Column

You can insert a row or column into your existing worksheet data to accommodate more information. This is particularly useful if the information you need to add fits naturally within the existing data, rather than at the end.

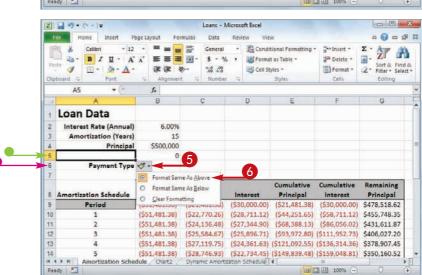
Insert a Row or Column

Insert a Row

- Click in any cell in the row above where you want to insert the new row.
- 2 Click the Home tab.
- 3 Click the Insert 💽.
- 4 Click Insert Sheet Rows.



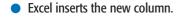
- Excel inserts the new row.
- The rows below the new row are shifted down.
- **(5** Click the **Format** smart tag (**.**).
- 6 Select a formatting option for the new row (◎ changes to ●).



Insert a Column

- Click any cell in the row to the left of where you want to insert the new column.
- **2** Click the **Home** tab.
- 3 Click the Insert .
- **4** Click **Insert Sheet Columns**.

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_	F2	• (*	∫∡ 0				D	E	Ingert 1	Sheet	
1	A Product ID	Pr	B oduct Nam	e	C Product Co	de	Qty On Hold	E Qty On Hand	Qty Available	Qty On Order	Reorder Level
2	1	Northwind Traders	Chal		NWTB-1			2	0	41	1
3	3	Northwind Traders	Syrup		NWTCO-3		0	50	50	50	2
4	4	Northwind Traders	Cajun Sea	soning	NWTCO-4		0	0	0	40	1
5	5	Northwind Traders	Olive Oil		NWTO-5		0	15	15	0	1
6	6	Northwind Traders	Boysenber	ry Spread	NWTJP-6		0	0	0	10	2
7	7	Northwind Traders	Dried Pear	s	NWTDFN-7		0	0	0	0	1
8		Northwind Traders		e	NWTS-8		0	0	0	0	1
9		Northwind Traders			NWTDFN-14		0	40	40	0	1
10		Northwind Traders			NWTCFV-17		0	0	0	0	1
11		Northwind Traders			NWTBGM-19		0	0	0	20	
12		Northwind Traders		e	NWTJP-6		0	0	0	40	1
13		Northwind Traders			NWTBGM-21		0	0	0	0	1
14	34	Northwind Traders	Beer		NWTB-34		23	23	0	0	1
4.4	F H Inw	entory 2					14				



- The columns to the right of the new column are shifted to the right.
- **(5** Click the **Format** smart tag (**.**).
- 6 Select a formatting option for the new column (○ changes to ○).

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	F2	• (*				¥.	X		
- 4	A	B	C	D	E	F	G	Н	4
1	Product ID	Product Name	Product Code	e Qty On Hold	Qty On Hand		Qty Available	Qty On Order	R
2	1	Northwind Traders Chai	NWTB-1	25	25		0	A 41	
3	3	Northwind Traders Syrup	NWTCO-3	0	1		0 50	5 ⁴¹ 50	
4	4	Northwind Traders Cajun Seasoning	NWTCO-4	0	6		Format S	ame As Left	0
5	5	Northwind Traders Olive Oil	NWTO-5	0	15	-	O Format S	ame As Bigt	nt
6	6	Northwind Traders Boysenberry Spread	NWTJP-6	0	0		O Clear For		
7	7	Northwind Traders Dried Pears	NWTDFN-7	0	0		C Stranton	v	-
8	8	Northwind Traders Curry Sauce	NWTS-8	0	0		0	0	
9	14	Northwind Traders Walnuts	NWTDFN-14	0	40		40	0	
10	17	Northwind Traders Fruit Cocktail	NWTCFV-17	0	0		0	0	
11	19	Northwind Traders Chocolate Biscuits Mix	NWTBGM-19	0	0		0	20	
12	20	Northwind Traders Marmalade	NWTJP-6	0	0		0	40	
13		Northwind Traders Scones	NWTBGM-21	0	0		0	0	
14	34	Northwind Traders Beer	NWTB-34	23	23		0	0	1.
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Can I insert more than one row or column at a time?

Yes. You can insert as many new rows or columns as you need. First, select the same number of rows or columns that you want to insert. (See "Select a Range" earlier in this chapter to learn how to select rows and columns.) For example, if you want to insert four rows, select four existing rows. Follow Steps 2 to 4 in "Insert a Row" to insert rows, or Steps 2 to 4 in "Insert a Column" to insert columns.



Insert a Cell or Range

If you need to add data to an existing range, you can insert a single cell or a range of cells within that range.

When you insert a cell or range, Excel shifts the existing data to accommodate the new cells.

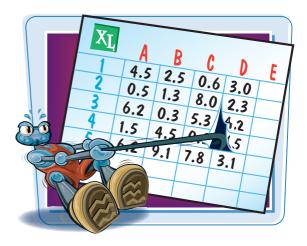
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Delete -

1 Select the cell or range where you want the inserted cell or range to appear.

2 Click the Home tab.
3 Click the Insert .
4 Click Insert Cells.
Note: You can also press Ctrl + Shift +=.

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-	A	В	C	D	E	F	G	н		1	J	
1	Loan Payment An		P	eriod	Principal	Interest	Total					
2	Interest Rate (Annual)			1	(\$143.33)		(\$193.33)					
3	Periods (Years)			2	(\$144.04)		(\$193.33)					
4	Principal			3	(\$144.76)		(\$193.33)					
5	Monthly Payment		6	4	(\$145.49)		(\$193.33)					
6	Total Loan Costs	(\$1,599.68)		5	(\$146.22)		(\$193.33)					
7				6	(\$146.95)	and the second second second	(\$193.33)					
8				7	(\$147.68)		(\$193.33)					
9				8	(\$148.42)		(\$193.33)					
10				9	(\$149.16)	and the second second second	(\$193.33)					
11				10	(\$149.91)		(\$193.33)					
12				60	(\$192.37)	(\$0.96)	(\$193.33)					
13	Interest Costs	Drincipal and	Interact 6	Dimi	ative Dringing	10 11 4			_			i
	ady 2		rage: -193.328						-			4
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Pa Clip 1 2 3	Home Cabbri Cabbri B Z U - B Z U - Font A Loan Payment An: Interest Rate (Annual) Periods (Years)	Age Layout 12 - = = = A A A = = = = A A A A = = = = A A A A = = = = A A A A A A A A A A A A A A A A A A A	Formulas	Data Gener \$ - .00 4 Num ment D reriod 1 2	Review al • % ; % ber 6 E Principal (\$143.33) (\$144.04)	View Conditional Format as Ta Cell Styles - Siyle F Interest (\$50.00) (\$49.28) (\$48.56)	G Total (\$193.33) (\$193.33)	30 I	Insert Ci Insert Si Insert Si	neet <u>R</u> own neet <u>C</u> olu	3	
Pa Clip 1 2 3 4	Home Home Cabbri Cabbri Cabbri Cabbri B Z U - B Z U - Font A5 - Cabbri A Loan Payment Ana Interest Rate (Annual) Periods (Vears) Principal	Age Layout 12 - = = = A A A = = = Align Align Align Align B alysis 6.00% 5 \$10,000 (\$193.33)	Formulas	Data Gener 5 00 5 Num ment D Period 1 2 3	Review al * 3 % * 8 E Principal (\$143.33) (\$144.04) (\$144.76)	View Conditional Format as Ta Cell Styles - Siyle F Interest (\$50.00) (\$49.28) (\$48.56) (\$47.84)	G. Total (\$193.33) (\$193.33) (\$193.33)	30 I	Insert Ci Insert Si Insert Si	neet <u>R</u> own neet <u>C</u> olu	3	
Pa Clip 1 2 3 4 5	Home Home Canon A Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit A Loan Payment Ani- Interest Rate (Annual) Periods (Years) Principal Monthly Payment	Age Layout 12 - = = = A A A = = = Align Align Align Align B alysis 6.00% 5 \$10,000 (\$193.33)	Formulas	Data Gener \$ - .00 4 Num ment D Period 1 2 3 4	Review al * 3 % * 3 8 Principal (\$143.33) (\$144.04) (\$144.76) (\$145.49)	View Conditional Formates Ta Cell Styles - Style Interest (\$49,28) (\$49,28) (\$48,56) (\$48,56) (\$47,84) (\$47,84)	G Total (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33)	30 I	Insert Ci Insert Si Insert Si	neet <u>R</u> own neet <u>C</u> olu	3	P N
Pa 1 2 3 4 5 6 7 8	Home Home Canon A Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit A Loan Payment Ani- Interest Rate (Annual) Periods (Years) Principal Monthly Payment	Age Layout 12 - = = = A A A = = = Align Align Align Align B alysis 6.00% 5 \$10,000 (\$193.33)	Formulas	Data Gener 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 6 - 7	Review al	View Conditional Format as Ta Cell Styles - Style (S40,28) (S49,28) (S49,28) (S49,28) (S47,84) (S47,84) (S46,38) (S45,65)	G Total (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33)	30 I	Insert Ci Insert Si Insert Si	neet <u>R</u> own neet <u>C</u> olu	3	P N
Pa Clip 1 2 3 4 5 6 7	Home Home Canon A Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit A Loan Payment Ani- Interest Rate (Annual) Periods (Years) Principal Monthly Payment	Age Layout 12 - = = = A A A = = = Align Align Align Align B alysis 6.00% 5 \$10,000 (\$193.33)	Formulas	Data Gener S Num ment D Period 1 2 3 4 5 6	Review al	View Conditional Format as Ta Cell Styles - Style (S40,28) (S49,28) (S49,28) (S49,28) (S47,84) (S47,84) (S46,38) (S45,65)	G Total (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33)	30 I	Insert Ci Insert Si Insert Si	neet <u>R</u> own neet <u>C</u> olu	3	pl id ec
Pa Clip 1 2 3 4 5 6 7 8 9	Home Home Canon A Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit A Loan Payment Ani- Interest Rate (Annual) Periods (Years) Principal Monthly Payment	Age Layout 12 - = = = A A A = = = Align Align Align Align B alysis 6.00% 5 \$10,000 (\$193.33)	Formulas	Data Gener 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 6 - 7	Review al	View Conditional Format as Ta Cell Styles - Siyle F Interest (\$49.28) (\$48.56) (\$47.11) (\$45.84) (\$45.65) (\$44.91) (\$44.17)	G Total (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33)	30 I	Insert Ci Insert Si Insert Si	neet <u>R</u> own neet <u>C</u> olu	3	P N
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Pa 1 2 3 4 5 6 7 8 9 10	Home Home Canon A Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit Calibrit A Loan Payment Ani- Interest Rate (Annual) Periods (Years) Principal Monthly Payment	Age Layout 12 - = = = A A A = = = Align Align Align Align B alysis 6.00% 5 \$10,000 (\$193.33)	Formulas	Data Gener 5	Review al • 2 % • 2 8 9 9 9 10 10 10 10 10 10 10 10 10 10 10 10 10	View Conditional Format as ra- Style F Interest (\$49,28) (\$49,28) (\$49,28) (\$49,28) (\$48,56) (\$47,11) (\$46,38) (\$45,65) (\$44,91) (\$44,21) (\$44,22)	G Total (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33)	30 I	Insert Ci Insert Si Insert Si	neet <u>R</u> own neet <u>C</u> olu	3	
Pa 1 2 3 4 5 6 7 8 9 10 11 12 13	Home Home Home And	Age Layout 12 - = = = A A A = = = Align Align Align Align B alysis 6.00% 5 \$10,000 (\$193.33)	Formulas	Data Gener \$	Review at % % % % % % % % %	View Conditional Cell Styles - Siyle Interest (\$40,28) (\$47,84) (\$47,84) (\$47,84) (\$47,84) (\$46,38) (\$44,91) (\$44,91) (\$44,42) (\$44,42) (\$0,96)	G Total (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33) (\$193.33)	30 I	Insert Ci Insert Si Insert Si	neet <u>R</u> own neet <u>C</u> olu	3 mmns	

Loans - Microsoft Excel

Review

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View

* Conditional Formatting * 📲 Insert *

Data

General

Formulas



The Insert dialog box appears.

Select the option that corresponds to how you want Excel to shift the existing cells to accommodate your new cells (
 changes to
).

Note: In most cases, if you selected a horizontal range, click the **Shift cells down** option; if you selected a vertical range, click the **Shift cells right** option.

- 6 Click OK.
- Excel inserts the cell or range.
- The existing data is shifted down (in this case) or to the right.
- Click the Format smart tag (
- 8 Select a formatting option for the new row (
 changes to
).

	Insert 2
	Insert
5	C Shift cells right
5	Shift cells down
	C Entire row
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6	OK Cancel
6	OK Cancel

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.4	A	B	С	D	E	F	G	Н	1	J	E
1	Loan Payment Ana	alysis		Period	Principal	Interest	Total				ľ
2	Interest Rate (Annual)	6.00%		1	(\$143.33)	(\$50.00)	(\$193.33)				
3	Periods (Years)	5		2	(\$144.04)	(\$49.28)	(\$193.33)				
4	Principal	\$10,000		3	(\$144.76)	(\$48.56)	(\$193.33)				Π.
5				4	(\$145.49)	(\$47.84)	(\$193.33)				
6	Monthly Payment	(\$193.33)	0.	-5	(\$146.22)	(\$47.14)	(\$193.33)				
7	Total Loan Costs	(\$1,599.68)	· Form	at Same /	As Above	1541 8	(\$193.33)				
8			O Form	at Same	As Below	(\$45.65)	(\$193.33)				L
9				Formatti	a composition of the	(\$44.91)	(\$193.33)				
10			- <u>T</u>	-	101401101	(\$44.17)	(\$193.33)				
11				10	(\$149.91)	(\$43.42)	(\$193.33)				
12				60	(\$192.37)	(\$0.96)	(\$193.33)				
13	H Interest Costs	Principal and	Interest	Oumu	lative Principa	10.114		10			1

TIPS

Under what circumstances would I insert a cell or range instead of inserting an entire row or column?

In most cases, it is better to insert a cell or range when you have other data either to the left or right of the existing range, or



above or below the range. For example, if you have data to the left or right of the existing range, inserting an entire row would create a gap in the other data.

How do I know which cells to select to get my inserted cell or range in the correct position?

The easiest way to do this is to select the existing cell or range that is exactly where you want the new cell or range to appear. For

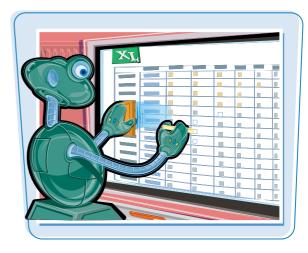


example, if you want the new range to be A5:B5 as shown in this section's example, you first select the existing A5:B5 range. When you insert the new range, Excel shifts the existing cells down (in this case) to accommodate it.

Delete Data from a Range

If your worksheet has a range that contains data you no longer need, you can delete that data. This helps to reduce worksheet clutter and makes your worksheet easier to read.

If you want to delete cells and not just the data, see "Delete a Range" later in this chapter.



Delete Data from a Range

Delete Range Data

Select the range that contains the data you want to delete.

Y.	A	В	С	D	E	F	
1	Category Name	Product Name	Quantity Per Unit				n
2	Beverages	Chai	10 boxes x 20 bags				
3	Beverages	Chang	24 - 12 oz bottles				
4	Beverages	Chartreuse verte	750 cc per bottle				
5	Beverages	Côte de Blaye	12 - 75 cl bottles				
6	Beverages	Ipoh Coffee	16 - 500 g tins				
7	Beverages	Lakkalikööri	500 ml	*			
8	Beverages	Laughing Lumberjack Lager	24 - 12 oz bottles				
9	Beverages	Outback Lager	24 - 355 ml bottles				
10	Beverages	Rhonbrau Klosterbier	24 - 0.5 I bottles				
11	Beverages	Sasquatch Ale	24 - 12 oz bottles				
12	Beverages	Steeleye Stout	24 - 12 oz bottles				
13	Condiments	Aniseed Syrup	12 - 550 ml bottles				
14	Condiments	Chef Anton's Cajun Seasoning	48 - 6 oz jars				
15	Condiments	Genen Shouyu	24 - 250 ml bottles				
16	Condiments	Grandma's Boysenberry Spread	12 · 8 oz jars				
4 .	+ H Sheet1 / She	et2 / Sheet3 / 1					
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- 2 Click the Home tab.
- 3 Click Clear (2).
- **4** Click **Clear Contents**.
- If you want to delete the range data and its formatting, click
 Clear All instead.

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	A2 +	fx Beverages		*	Clear Formats
1	A	В	c		Clear Contents
1	Category Name	Product Name	Quantity Per Unit		Clear Comments
2	Beverages	Chai	10 boxes x 20 bags		Clear Hyperlinks
3	Beverages	Chang	24 - 12 oz bottles		Remove Hyperlinks
4	Beverages	Chartreuse verte	750 cc per bottle	1	-
5	Beverages	Côte de Blaye	12 - 75 cl bottles		
6	Beverages	Ipoh Coffee	16 - 500 g tins		
7	Beverages	Lakkalikööri	500 ml		
8	Beverages	Laughing Lumberjack Lager	24 - 12 oz bottles		
9	Beverages	Outback Lager	24 - 355 ml bottles		
10	Beverages	Rhonbrau Klosterbier	24 - 0.5 l bottles		
11	Beverages	Sasquatch Ale	24 - 12 oz bottles		
12	Beverages	Steeleye Stout	24 - 12 oz bottles		
13	Condiments	Aniseed Syrup	12 - 550 ml bottles		
14	Condiments	Chef Anton's Cajun Seasoning	48 - 6 oz jars		
15	Condiments	Genen Shouyu	24 - 250 ml bottles		
16		Grandma's Boysenberry Spread	12 - B oz jars		*
H	and an arrest of the	t2 / Sheet3 / 😏 /		111	
Rea	ady 🎦		Count: 33 🔛 🛄	<u> </u>	



• Excel removes the range data.

A R Category Name Product Name **Quantity Per Unit** 2 3 4 5 6 7 8 9 10 11 12 13 Condiments Aniseed Syrup 12 - 550 ml bottles 14 Condiments Chef Anton's Cajun Seasoning 48 - 6 oz jars 15 Condiments Genen Shouyu 24 - 250 ml bottles 16 Condiments Grandma's Boysenberry Spread 12 - 8 oz lars H + F H Sheet1 Sheet3 (14 b.I 100% (-Ready 🛅

Undo Range Data Deletion

🚺 Click the Undo 💽.

2 Click Clear.

Note: If the data deletion was the most recent action you performed, you can undo it by pressing Ctrl + Z or by clicking **Undo** ().

• Excel restores the data to the range.

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1	A2 +	fx B	С	D	E F	E
1	Category Name	Product Name	Quantity Per Unit	0		Ē
2	Beverages	Chai	10 boxes x 20 bags			
3	Beverages	Chang	24 - 12 oz bottles			-
4	Beverages	Chartreuse verte	750 cc per bottle			
5	Beverages	Côte de Blaye	12 - 75 cl bottles			
6	Beverages	Ipoh Coffee	16 - 500 g tins			
7	Beverages	Lakkalikööri	500 ml			
8	Beverages	Laughing Lumberjack Lager	24 - 12 oz bottles			
9	Beverages	Outback Lager	24 - 355 ml bottles			
10	Beverages	Rhönbräu Klosterbier	24 - 0.5 l bottles			
11	Beverages	Sasquatch Ale	24 - 12 oz bottles			
12	Beverages	Steeleye Stout	24 - 12 oz bottles			
13	Condiments	Aniseed Syrup	12 - 550 ml bottles			
14	Condiments	Chef Anton's Cajun Seasoning	48 - 6 oz jars			
15	Condiments	Genen Shouyu	24 - 250 ml bottles			
	Condiments	Grandma's Boysenberry Spread	12 - 8 oz jars			
14 4	▶ H Sheet1 Shee	t2 / Sheet3 / 😏 /		···		• [] •]

TPS

Are there faster ways to delete the data from a range?

Yes. Probably the fastest method is to select the range and then press Delete. You can also select the range, rightclick any part of the range, and then click **Clear Contents**.



Is it possible to delete a cell's numeric formatting?

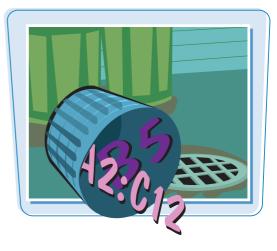
Yes. Select the range with the formatting that you want to delete, click **Home**, click \rightarrow , and then click **Clear Formats**. Excel removes all the formatting from the selected range. If you prefer to delete



only the numeric formatting, click **Home**, click the **Number Format** , and then click **General**.



If your worksheet contains a range that you no longer need, you can delete that range. Note that when you delete a range, Excel deletes not just the data within the range, but the range cells themselves. Excel shifts the remaining worksheet data to replace the deleted range.



Delete a Range

Select the range that you want to delete.

12	A	В	С	D	E	F	1.4
1	Category Name	Product Name	Quantity Per Unit				Î
2	Beverages	Chai	10 boxes x 20 bags				
3	Beverages	Chang	24 - 12 oz bottles				
4	Beverages	Chartreuse verte	750 cc per bottle				
5	Beverages	Côte de Blaye	12 - 75 cl bottles				
6	Beverages	Ipoh Coffee	16 - 500 g tins				
7	Beverages	Lakkalikööri	500 ml	*			
8	Beverages	Laughing Lumberjack Lager	24 - 12 oz bottles				
9	Beverages	Outback Lager	24 - 355 ml bottles				
10	Beverages	Rhonbrau Klosterbier	24 - 0.5 I bottles				
11	Beverages	Sasquatch Ale	24 - 12 oz bottles				
12	Beverages	Steeleye Stout	24 - 12 oz bottles				
13	Condiments	Aniseed Syrup	12 - 550 ml bottles				
14	Condiments	Chef Anton's Cajun Seasoning	48 - 6 oz jars				
15	Condiments	Genen Shouyu	24 - 250 ml bottles				
16	Condiments	Grandma's Boysenberry Spread	12 · 8 oz jars				
14	H Sheet1 She	ret2 / Sheet3 / 😏 /					
Rea	idy 🛅		Count: 33	100%	Θ	Q(Ð

- 2 Click the Home tab.3 Click the Delete .
- **4** Click **Delete Cells**.

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A2 +	(* fx Beverages		V Delete Sheet Columns
A	В	C	D Delete Sheet
1 Category Name	Product Name	Quantity Per Unit	
2 Beverages	Chai	10 boxes x 20 bags	
3 Beverages	Chang	24 - 12 oz bottles	
4 Beverages	Chartreuse verte	750 cc per bottle	
5 Beverages	Côte de Blaye	12 - 75 cl bottles	
6 Beverages	Ipoh Coffee	16 - 500 g tins	
7 Beverages	Lakkalikööri	500 ml	
8 Beverages	Laughing Lumberjack Lager	24 - 12 oz bottles	
9 Beverages	Outback Lager	24 - 355 ml bottles	
10 Beverages	Rhonbrau Klosterbier	24 - 0.5 I bottles	
11 Beverages	Sasquatch Ale	24 - 12 oz bottles	
12 Beverages	Steeleye Stout	24 - 12 oz bottles	
13 Condiments	Aniseed Syrup	12 - 550 ml bottles	
14 Condiments	Chef Anton's Cajun Seasoning	48 - 6 oz jars	
15 Condiments	Genen Shouyu	24 - 250 ml bottles	
16 Condiments	Grandma's Boysenberry Spread	12 - 8 oz jars	*
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The Delete dialog box appears.

Note: In most cases, if you have data below the selected range, click the **Shift cells up** option; if you have data to the right of the selected range, click the **Shift cells left** option.

6 Click OK.

 Excel deletes the range and shifts the remaining data. 5 Delete Delete Shift cells jeft Shift cells jeft Shift cells up Entire column Cancel Cancel

	A	B	С	D	E	F	
1	Category Name	Product Name	Quantity Per Unit				
2	Condiments	Aniseed Syrup	12 - 550 ml bottles				
3	Condiments	Chef Anton's Cajun Seasoning	48 - 6 oz jars	1			
4	Condiments	Genen Shouyu	24 - 250 ml bottles				1
5	Condiments	Grandma's Boysenberry Spread	12 - 8 oz jars				
6	Condiments	Gula Malacca	20 - 2 kg bags				
7	Condiments	Louisiana Fiery Hot Pepper Sauce	32 - 8 oz bottles				
8	Condiments	Louisiana Hot Spiced Okra	24 - 8 oz jars				
9	Condiments	Northwoods Cranberry Sauce	12 - 12 oz jars				
10	Condiments	Original Frankfurter grune Soße	12 boxes				
11	Condiments	Sirop d'érable	24 - 500 ml bottles				
12	Condiments	Vegie-spread	15 - 625 g jars	14			
13	Confections	Chocolade	10 pkgs.				
14	Confections	Gumbär Gummibärchen	100 - 250 g bags				
15	Confections	Maxilaku	24 - 50 g pkgs.				
16	Confections	NuNuCa Nuß-Nougat-Creme	20 - 450 g glasses				
H I	H Sheet1 She	et2 / Sheet3 / 2					0
Rea	idy 🛅		Count: 33	100%	Θ	Q(4)



Are there faster ways to delete a range?

Yes. Probably the fastest method is to select the range and then press Ctrl + -. You can also select the range, rightclick any part of the range, and then click



Delete. Both methods display the Delete dialog box.

How do I delete a row or column?

To delete a row, select any cell in the row, click the **Home** tab, click the **Delete** , and then click **Delete Sheet Rows**. To delete a column, select any cell in the column, click the **Home** tab, click the **Delete** , and

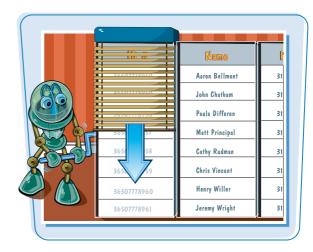


then click **Delete Sheet Columns**. Note, too, that you can delete multiple rows or columns by selecting at least one cell in each row or column.

Hide a Row or Column

If you do not need to see or work with a row or column temporarily, you can make your worksheet easier to read and to navigate by hiding the row or column.

Hiding a row or column is also useful if you are showing someone a worksheet that contains private or sensitive data that you do not want the person to see.



Hide a Row or Column

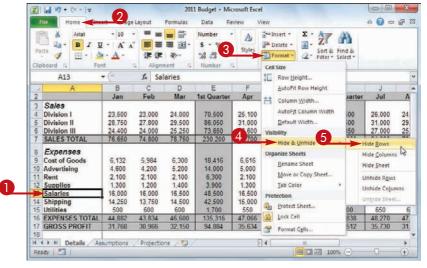
Hide a Row

- Click in any cell in the row you want to hide.
- 2 Click the Home tab.
- 3 Click Format.
- 4 Click Hide & Unhide.
- 6 Click Hide Rows.

Note: You can also hide a row by pressing **Ctrl** + 9.

- Excel removes the row from the worksheet display.
- Excel displays a slightly thicker heading border between the surrounding rows to indicate that a hidden row lies between them.

Another way to hide a row is to move \bigcirc over the bottom edge of the row heading (\bigcirc changes to +) and then click and drag the edge up until the height displays 0.



	A	В	C	D	E	F	G	H	1	1	1
2		Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter	Jul	A
3	Sales										
4	Division I	23,500	23,000	24,000	70,500	25,100	25,000	25,400	75,500	26,000	24,
5	Division II	28,750	27,900	29,500	86,150	31,000	30,500	30,000	91,500	31,000	29,
6	Division III	24,400	24,300	25,250	73,950	26,600	27,000	26,750	80,350	27,000	25.
7	SALES TOTAL	76,650	75,200	78,750	230,600	82,700	82,500	82,150	247,350	84,000	78.
8	Expenses										
9	Cost of Goods	6,132	6.016	6.300	18,448	6,616	6,600	6,572	19,788	6,720	6,3
10	Advertising	4,600	4,200	5,200	14,000	5,000	5,500	5,250	15,750	5,500	5.2
11	Rent	2,100	2,100	2,100	6,300	2,100	2,100	2,100	6,300	2,100	2.
12	Supplies	300	1,200	1,400	3,900	1,300	1,250	1,400	3,950	1,300	1,4
14	Shipping	14,250	13,750	14,500	42,500	15,000	14,500	14,750	44,250	15,000	14,
15	Utilities	500	600	600	1,700	550	600	650	1,800	650	60
16	EXPENSES TOTAL	44,882	43,866	46,600	135,348	47,066	47,050	47,722	141,838	48,270	47,
17	GROSS PROFIT	31,768	31,334	32,150	95,252	35,634	35,450	34,428	105,512	35,730	31,
18									an a		
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Rei	ady 🛅								100%	_0	-(+)

Working with Excel Ranges

Hide a Column

- Click in any cell in the column you want to hide.
- 2 Click the Home tab.
- **3** Click **Format**.
- 4 Click Hide & Unhide.
- 6 Click Hide Columns.

Note: You can also hide a column by pressing Ctrl + 0.

- Excel removes the column from the worksheet display.
- Excel displays a slightly thicker heading border between the surrounding columns to indicate that a hidden column lies between them.

Another way to hide a column is to move \bigcirc over the right edge of the column heading (\bigcirc changes to +) and then click and drag the edge left until the width displays 0.



How do I display a hidden row or column?

To display a hidden row, select the row above and the row below the hidden row, click **Home**, click **Format**, click **Hide & Unhide**, and then click **Unhide Rows**. Alternatively, move \bigcirc between the headings of the selected rows (\bigcirc changes to \Rightarrow) and then double-click. To unhide row 1, right-click the top edge of the row 2 header and then click **Unhide**.

To display a hidden column, select the column to the left and the column to the right of the hidden column, click **Home**, click **Format**, click **Hide & Unhide**, and then click **Unhide Columns**. Alternatively, move \bigcirc between the headings of the selected columns (\bigcirc changes to $+|+\rangle$) and then double-click. To unhide column A, right-click the left edge of the column B header and then click **Unhide**.

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2	1	Northwind Traders Chai	NWTB-1		AutoFit Column		0	41	
3	3	Northwind Traders Syrup	NWTCO-3		Default Width.	#3	50	50	
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5		Northwind Traders Olive Oil	NWTO-5		Hide & Unhide	5	Hi	de <u>R</u> ows	
6	-	Northwind Traders Boysenberry Spread	NWTJP-6	Org	anize Sheets		Hi	de <u>C</u> olum	ins D
7		Northwind Traders Dried Pears	NWTDFN-	7	Bename Sheet		Hi	de <u>S</u> heet	P10
8		Northwind Traders Curry Sauce	NWTS-8		Move or Copy S	Sheet	Ur	hide Rov	NS
9	14	Northwind Traders Walnuts	NWTDFN-	14	Iab Color		Ur	hide Col	umns
10	17	Northwind Traders Fruit Cocktail	NWTCFV-	17	tection		Ur	hide She	et
11	19	Northwind Traders Chocolate Biscuits Mix	NWTBGM	-19	Protect Sheet		0	20	
12	20	Northwind Traders Marmalade	NWTJP-6		Lock Cell		0	40	
13	21	Northwind Traders Scones	NWTBGM	-21 📑	Format Cells		0	0	
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4	A	В	D	E	F	G	н	+	1
1	Product ID	Product Name	Qty On Hold	Qty On Hand	Qty Available	Qiy On Order	Reor		
2		Northwind Traders Chai	25	25	0	41		10	
3		Northwind Traders Syrup	0	50	50	50		25	
4		Northwind Traders Cajun Seasoning	0	0	0	40		10	
5		Northwind Traders Olive Oil	0	15	15	0		10	
6		Northwind Traders Boysenberry Spread	0	0	0	10		25	
7		Northwind Traders Dried Pears	0	0	0	0		10	
8		Northwind Traders Curry Sauce	0	0	0	0		10	
9		Northwind Traders Walnuts	0	40	40	0		10	
10	7.10	Northwind Traders Fruit Cocktail	0	0	0	0		10	
11		Northwind Traders Chocolate Biscuits Mix	0	0	0	20		5	
12		Northwind Traders Marmalade	0	0	0	40		10	
13		Northwind Traders Scones	0	0	0	0		5	
4.4	In I H	ventory 19		D€C	^	11		1	1
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Freeze Rows or Columns

You can keep your column labels in view as you scroll the worksheet by freezing the row or rows that contain the labels. This makes it easier to review and add data to the worksheet because you can always see the column labels.

If your worksheet also includes row labels, you can keep those labels in view as you horizontally scroll the worksheet by freezing the column or columns that contain the labels.

Freeze Rows or Columns

Freeze Rows

- Scroll the worksheet so that the row or rows that you want to freeze are visible.
- 2 Position ♀ over the horizontal split bar (□).

 \bigcirc changes to \neq .

- 3 Click and drag ≠ and drop it below the row you want to freeze.
- Excel splits the worksheet into two horizontal panes.
- 4 Click the **View** tab.
- **6** Click **Freeze Panes**.
- **6** Click **Freeze Panes**.
- If you want to freeze just the first row, you can bypass Steps 1 to 3 and click the Freeze Top Row command.

Excel freezes the panes.

4	A	B		D	E	F	G	H	
1	Product ID	Product Na	me	Qty On Hold	Qty On Hand	Qty Available	Qty On Order	Reorder L.3	
2	1	Northwind Traders Chai		25	25	0	41	10	~
3	3	Northwind Traders Syrup		0	50	50	50	25	
4	4	Northwind Traders Cajun	Seasoning	0	0	0	40	10	
5	5	Northwind Traders Olive	Dil	0	15	15	0	10	
6	6	Northwind Traders Boyse	nberry Spread	0	0	0	10	25	
7	7	Northwind Traders Dried	Pears	0	0	0	0	10	
8	8	Northwind Traders Curry S	Sauce	0	0	.0	0	10	
9	14	Northwind Traders Walnu	ts	0	40	40	0	10	
10	17	Northwind Traders Fruit C	ocktail	0	0	0	0	10	
11	19	Northwind Traders Choco	late Biscuits Mix	0	0	0	20	5	
12	20	Northwind Traders Marma	alade	0	0	0	40	10	
13	21	Northwind Traders Scones	1 1	0	0	0	0	5	
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1	Product ID	Prod	luct Na	me	Qty Hold		e first column visi the rest of the v Available		lling	
2	1	Northwind Traders	Chai		25	25	0	41	10	
3	3	Northwind Traders	Syrup		0	50	50	50	25	
4	4	Northwind Traders	Cajun S	Seasoning	0	0	0	40	10	
5	5	Northwind Traders	Olive (Dil	0	15	15	0	10	
6	6	Northwind Traders	Boyser	berry Spread	0	0	0	10	25	
7	7	Northwind Traders	Dried F	Pears	0	0	0	0	10	
8	8	Northwind Traders	Curry S	iauce	0	0	0	0	10	
9	14	Northwind Traders	Walnu	ts	0	40	40	0	10	
10	17	Northwind Traders	Fruit C	ocktail	0	0	0	0	10	
11	19	Northwind Traders	Chocol	ate Biscults Mix	0	0	0	20	5	
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Working with Excel Ranges



Freeze Columns

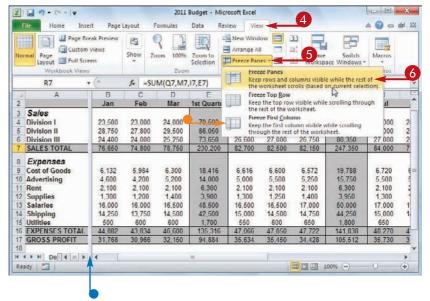
- Scroll the worksheet so that the column or columns that you want to freeze are visible.
- Position
 over the vertical split bar (
).

Changes to ↔.

- 3 Click and drag + → and drop it on the right edge of the column you want to freeze.
- Excel splits the worksheet into two vertical panes.
- 4 Click the View tab.
- 6 Click Freeze Panes.
- 6 Click Freeze Panes.
- If you want to freeze just the first column, you can bypass Steps 1 to 3 and click the Freeze First Column command.

Excel freezes the panes.

Sales Sales 23.500 23.000 24.000 70.500 25.100 25.000 25.400 75.500 26.000 24.000 29.500 Division II 28.750 27.900 29.500 25.100 25.000 25.400 91.500 21.000 29.500 29.500 29.500 29.500 29.500 29.500 29.500 29.500 20.000 25.257 30.000 28.750 80.360 27.000 25.258 73.950 26.600 27.000 26.750 80.360 27.000 25.258 73.950 26.600 27.000 26.750 80.360 27.000 25.258 73.950 24.000 26.750 80.360 27.000 25.258 73.950 84.000 78.750 25.00 84.000 78.750 25.00 24.000 26.750 80.360 27.000 25.258 73.958 84.000 78.750 55.00 52.00 14.000 5.000 5.250 15.750 5.500 5.200 14.000 2.100 2.100 2.100		M23	• (*	f.r							_	_
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Division II 28,750 27,900 29,500 86,150 31,000 30,500 30,000 91,500 31,000 29,500 Division III 24,400 24,300 22,520 73,960 26,600 27,000 26,750 80,360 27,000 25,252 SALES TOTAL 76,650 75,200 78,750 230,600 82,700 82,500 82,150 247,350 84,000 78,750 B Exponses	3	Sales										
Division III 24.400 24.300 26.260 73.960 26.600 27.000 26.760 80.360 27.000 25.25 SALES TOTAL 76.650 75.200 76.750 230.600 82.700 82.500 82.150 247.350 84.000 78.75 3 Exponsos 5 Cost of Goods 6.132 6.016 6.300 18.448 6.616 6.600 6.572 19.788 6.720 6.300 0 Advertising 4.600 4.200 5.200 14.000 5.000 5.500 5.250 15.750 5.500 5.210 2.100	ş.	Division I	23,500	23,000	24,000	70,500	25,100	25,000	25,400	75,500	26,000	24,000
SALES TOTAL 76,650 75,200 78,750 230,600 82,700 82,500 82,150 247,350 84,000 78,75 3 Exponsos 3 Cost of Goods 6,132 6,016 6,300 18,448 6,616 6,600 6,572 19,788 6,720 6,300 2 Advertising 4,600 4,200 5,200 14,000 5,000 5,250 15,750 5,500 5,200 12,000 2,100 1,300 1,400 3,950 1,300 1,400 2 Supplies 1,300 1,400 3,950 13,000 14,500 14,500 14,500 14,5	5	Division II	28,750	27,900	29,500	86,150	31,000	30,500	30,000	91,500	31,000	29,500
Expenses Expenses 19 Cost of Goods 6,132 6,016 6,300 18,448 6,616 6,600 6,572 19,788 6,720 6,300 0 Advertising 4,600 4,200 5,200 14,000 5,500 5,250 15,750 5,500 5,210 2,100 3,950 1,300 1,400 12 Supplies 1,300 1,250 14,500 4,250 15,000 14,500 14,975 44,250 15,000 14,500 14 Shipping 14,250 13,750 14,500 14,500 14,500 14,500 18,000 650 600	6	Division III	24,400	24,300	25,250	73,950	26,600	27.000	26,750	80,350	27,000	25,250
9 Cost of Goods 6,132 6,016 6,300 18,448 6,616 6,600 6,572 19,788 6,720 6,300 10 Advertising 4,600 4,200 5,200 14,000 5,000 5,500 5,250 15,750 5,500 5,200 12,100 3,000 1,300 1,400 3,960 1,300 1,400 3,960 1,300 1,400 44,250 15,000 14,500 14,500 14,500 14,500 14,950 15,000 1,600 1,800 1,800 1,800 1,800 1,800 1,800 1,800 1,800 1,800 1,800 1,400 3,960 1,800<	7	SALES TOTAL	76,650	75,200	78,750	230,600	82,700	82,500	82,150	247,350	84,000	78,750
9 Cost of Goods 6,132 6,016 6,300 18,448 6,616 6,600 6,572 19,788 6,720 6,300 D1 Advertising 4,600 4,200 5,200 14,000 5,000 5,500 5,250 15,750 5,500 5,200 12,100 1,300 1,400 3,960 1,300 1,400 3,960 1,300 1,400 3,960 1,300 1,400 1,500 14,500 14,500 14,500 14,500 14,500 14,500 14,500 14,500 1,800 1,800 1,600 1,800 1,600 1,800 1,600 1,800 1,600	B	Expenses								and the second		
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14 Shipping 14,250 13,750 14,500 15,000 14,500 14,500 14,250 15,000 14,50 15 Utilities 500 600 600 1,700 550 600 650 1.800 650 600 650 600 650 650 600 600 650 600 650 600 600 650 600 600 600 600 600 600 600 600 600 600 600 600 600 600 600	11	Rent	2,100	2,100	2,100	6,300	2,100	2,100	2,100	6,300	2,100	2,100
15 Utilities 500 600 600 1,700 550 600 650 1,800 650 600	12	Supplies	1,300	1,200	1,400	3,900	1,300	1,250	1.400	3,950	1,300	1,400
	14	Shipping	14,250	13,750	14,500	42,500	15,000	14,500	14,750	44,250	15,000	14,500
16 EXPENSES TOTAL 44,882 43,866 46,600 135,348 47,066 47,050 47,722 141,838 48,270 47,10	15	Utilities	500	600	600	1,700	550	600	650	1.800	650	600
	16	EXPENSES TOTAL	44,882	43,866	46,600	135,348	47,066	47,050	47,722	141,838	48,270	47,100
17 GROSS PROFIT 31,768 31,334 32,150 95,252 35,634 35,450 34,428 105,512 35,730 31,65	17	GROSS PROFIT	31,768	31,334	32,150	95.252	35,634	35,450	34,428	105,512	35,730	31,650





Can I adjust the position of a frozen row or column?

Yes. Begin by unfreezing the panes: click **View**, click **Freeze Panes**, and then click **Unfreeze Panes**. Excel unfreezes the panes and displays the split bar. Click and drag the split bar to the new

location. Click **View**, click **Freeze Panes**, and then click **Freeze Panes**.

How do I unfreeze a row or column?

If you no longer require a row or column to be frozen, you can unfreeze it by clicking **View**, clicking **Freeze Panes**, and then clicking **Unfreeze Panes**. If you no longer want your worksheet split into two panes, click **View** and then click **Split** ().



Merge Two or More Cells

You can create a single large cell by merging two or more cells. For example, it is common to merge some of the top row of cells to use as a worksheet title.

Another common reason for merging cells is to create a label that applies to multiple columns of data.



Merge Two or More Cells

Select the cells that you want to merge.

- **2** Click the **Home** tab.
- **3** Click the **Merge and Center** .
- **4** Click **Merge Cells**.

		В	C	D	E	E.	G	Н	1	1	K	L	M	N	
1	Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
3	Division I	\$23,500	\$23,000	\$24,000	\$25,100	\$25,000	\$25,400	\$26,000	\$24,000	\$24,000	\$26,000	\$24,000	\$24,000	\$294,000	-
4	Division II	\$28,750	\$27,900	\$29,500	\$31,000	\$30,500	\$30,000	\$31,000	\$29,500	\$29,500	\$32,000	\$29,500	\$29,500	\$358,650	
5	Division III	\$24,400	\$24,300	\$25,250	\$26,600	\$27,000	\$26,750	\$27,000	\$25,250	\$25,250	\$28,000	\$25,250	\$25,250	\$310,300	
6	SALES TOTAL	\$76,650	\$75,200	\$78,750	\$82,700	\$82,500	\$82,150	\$84,000	\$78,750	\$78,750	\$86,000	\$78,750	\$78,750	\$962,950	
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2	Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
3	Division I	\$23,500	\$23,000	\$24,000	\$25,100	\$25,000	\$25,400	\$26,000	\$24,000	\$24,000	\$26,000	\$24,000	\$24,000	\$294,000	1
4	Division II	\$28,750	\$27,900	\$29,500	\$31,000	\$30,500	\$30,000	\$31,000	\$29,500	\$29,500	\$32,000	\$29,500	\$29,500	\$358,650	1
5	Division III	\$24,400	\$24,300	\$25,250	\$26,600	\$27,000	\$26,750	\$27,000	\$25,250	\$25,250	\$28,000	\$25,250	\$25,250	\$310,300	
6	SALES TOTAL	\$76,650	\$75,200	\$78,750	\$82,700	\$82,500	\$82,150	\$84,000	\$78,750	\$78,750	\$86,000	\$78,750	\$78,750	\$962,950	j L
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Working with Excel Ranges



• Excel merges the selected cells into a single cell.

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2	Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
3	Division I	\$23,500	\$23,000	\$24,000	\$25,100	\$25,000	\$25,400	\$26,000	\$24,000	\$24,000	\$26,000	\$24,000	\$24,000	\$294,000	
4	Division II	\$28,750	\$27,900	\$29,500	\$31,000	\$30,500	\$30,000	\$31,000	\$29,500	\$29,500	\$32,000	\$29,500	\$29,500	\$358,650	
5	Division III	\$24,400	\$24,300	\$25,250	\$26,600	\$27,000	\$26,750	\$27,000	\$25,250	\$25,250	\$28,000	\$25,250	\$25,250	\$310,300	£.
6	SALES TOTAL	\$76,650	\$75,200	\$78,750	\$82,700	\$82,500	\$82,150	\$84,000	\$78,750	\$78,750	\$86,000	\$78,750	\$78,750	\$962,950	
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5 Type your text in the merged cell.

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2	Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
3	Division I	\$23,500	\$23,000	\$24,000	\$25,100	\$25,000	\$25,400	\$26,000	\$24,000	\$24,000	\$26,000	\$24,000	\$24,000	\$294,000	-
4	Division II	\$28,750	\$27,900	\$29,500	\$31,000	\$30,500	\$30,000	\$31,000	\$29,500	\$29,500	\$32,000	\$29,500	\$29,500	\$358,650	
5	Division III	\$24,400	\$24,300	\$25,250	\$26,600	\$27,000	\$26,750	\$27,000	\$25,250	\$25,250	\$28,000	\$25,250	\$25,250	\$310,300	
6	SALES TOTAL	\$76,650	\$75,200	\$78,750	\$82,700	\$82,500	\$82,150	\$84,000	\$78,750	\$78,750	\$86,000	\$78,750	\$78,750	\$962,950	L
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How do I center text across multiple columns?

This is a useful technique for your worksheet titles or headings. You can center a title across the entire worksheet, or you can center a heading across the columns that it refers to. Follow Steps 1 to 3 and then click **Merge & Center**. Excel creates the merged cell and formats the cell with the Center alignment option. Any text you enter into the merged cell appears centered within the cell.



Transpose Rows and Columns

You can use Excel's Transpose command to easily turn a row of data into a column of data, or a column of data into a row of data.

You can also transpose rows and columns together in a single command, which is handy when you need to restructure a worksheet.

COLUMN TWO ROW THREE

Transpose Rows and Columns

Select the range that includes the data you want to transpose.

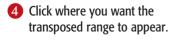
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Working with Excel Ranges





- 6 Click the Paste .
- 6 Click Transpose ().

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 Excel transposes the data and then pastes it to the worksheet.

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TIPS

How do I know which cells to select?

The range you select before copying depends on what you want to transpose. If you want to transpose a single horizontal or vertical range of cells, then select just that range. If you want to transpose a horizontal range of

shown in this section's example.

cells and a vertical range of cells at the same time, select the range that includes all the cells, as



Can I transpose range values as well as range labels?

Yes, Excel's Transpose command works with text, numbers, dates, formulas, and any other data that you can add to a cell. So if you have a rectangular region of

data that includes row labels, column labels, and cell values within each row and column, you can select the entire range and transpose it.



CHAPTER

Working with Range Names



You can make it easier to navigate Excel worksheets and build Excel formulas by applying names to your ranges. This chapter explains range names and shows you how to define, edit, and use range names.

Understanding the Benefits of Using	
Range Names	68
Define a Range Name	70
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a Range Name	72
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Understanding the Benefits of Using Range Names

A *range name* is a text label that you apply to a single cell or to a range of cells. Once you have defined a name for a range, you can use that name in place of the range coordinates, which has several benefits.



More Intuitive

Range names are more intuitive than range coordinates, particularly in formulas. For example, if you see the range B2:B10 in a formula, the only way to know what the range refers to is to look at the data. However, if you see the name Quarterly_Sales in the formula, then you already know what the range refers to.

More Accurate

Range names are more accurate than range coordinates. For example, consider the range address A1:B3, which consists of four different pieces of information: the column (A) and row (1) of the cell in the upper left corner of the range, and the column (B) and row (3) of the cell in the lower right corner. If you get even one of these values wrong, it can cause errors throughout a spreadsheet. By contrast, with a range name you need only reference the name itself.





B1:B103



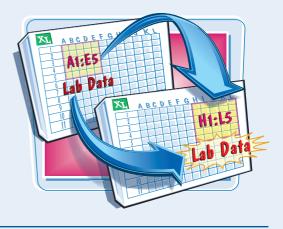
B2:B11?

Easier to Remember

Range names are easier to remember than range coordinates. For example, if you want to use a particular range in a formula, but that range is not currently visible, to get the coordinates you must scroll until you can see the range and then determine the range's coordinates. However, if you have already assigned the range an intuitive name such as Project_Expenses, you can add that name directly without having to view the range.

Names Do Not Change

Range names do not change when you adjust the position of a range, as they do with range coordinates. For example, if you move the range A1:B5 to the right by five columns, the range coordinates change to F1:G5. If you have a formula that references that range, Excel updates the formula with the new range coordinates, which could confuse someone examining the worksheet. By contrast, a range name does not change when you move a range.



Easier Navigation

Range names make it easier to navigate a worksheet. For example, Excel has a Go To command that enables you to choose a range name and Excel takes you directly to the range. You can also use the Name box to select a range name and navigate to that range. You can also use Go To and the Name box to specify range coordinates, but range coordinates are much more difficult to work with.



Define a Range Name

Before you can use a range name in your formulas or to navigate a worksheet, you must first define the range name. You can define as many names as you need, and you can even define multiple names for the same range.

You can create range names by hand, or you can get Excel to create the names for you automatically based on the existing text labels in a worksheet. For the latter, see "Use Worksheet Text to Define a Range Name."



Define a Range Name

Select the range you want to name.

	A	В	Ç	D	E	F	G	н	7	
1	Loan Payment Ana	lysis								1
2										
3	Scenario #1									
4	Interest Rate (Annual)	6.00%								
5	Periods (Years)	5								
6	Principal	\$10,000								
7	Monthly Payment	(\$193.33)								
8										
9	Scenario #2									
10	Interest Rate (Annual)	7.00%								
11	Periods (Years)	10								
12	Principal	\$10,000								
13	Monthly Payment	(\$116.11)								
14										
H 4	Loan Payment Analysis	Balloon Loan	Int Int	erest Costs	/ Principal	and the second second		. 60	 1	20
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2 Click the Formulas tab.

3 Click **Define Name**.

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	A	B	С	D	E	F	G	Н	1	4	
1	Loan Payment Ana	lysis									
2											
3	Scenario #1										
4	Interest Rate (Annual)	6.00%									
5	Periods (Years)	5									
6	Principal										
7	Monthly Payment	(\$193.33)									
8											
9	Scenario #2										
0	Interest Rate (Annual)	7.00%									
1	Periods (Years)	10									
2	Principal	\$10,000									
3	Monthly Payment	(\$116.11)									
4	H Loan Payment Analysis				Principal						



The New Name dialog box appears.

4 Type the name you want to use into the Name text box.

Note: The first character of the name must be a letter or an underscore (_). The name cannot include spaces or cell references, and it cannot be any longer than 255 characters.

6 Click OK.

Excel assigns the name to the range.

 The new name appears in the Name box whenever the range is selected.

Name:	Scenario2	
icope:	Workbook	
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A	B	C	D	E	F	G	н	1	4
Loan Payment Ana	alysis								
Scenario #1									
Interest Rate (Annual)	6.00%								
Periods (Years)	5								
Principal	\$10,000								
Monthly Payment	(\$193.33)								
Scenario #2									
Interest Rate (Annual)	7.00%								
Periods (Years)	10								
Principal	\$10,000								
Monthly Payment	(\$116.11)								
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H Loan Payment Analysis sady	Balloon Loan	/ Inte	1038 Cour	/ Principa			III II 100% (-		•

Is there an easier way to define a range name?

Yes, you can follow these steps to bypass the New Name dialog box:

- **1** Select the range you want to name.
- **2** Click inside the **Name** box.
- **3** Type the name you want to use.
- 4 Press Enter.

Excel assigns the name to the range.

Sce	narlo1 🔫 😗 🔿	f.	Intere
2	A		B
1	oan Payment Ana	lys	is
2	0	-	
3	Scenario #1		
4	Interest Rate (Annual)	6	6.00%
5	Periods (Years)		5
6	Principal	\$1	0,000
7	Monthly Payment	(\$19	93 33)
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Use Worksheet Text to Define a Range Name

If you have several ranges to name, you can speed up the process by getting Excel to create the names for you automatically based on the range's text labels.

You can create range names from worksheet text when the labels are in the top or bottom row of the range, or the left or right column of the range.

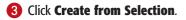
XL	A	B
1	Sales	
2	100	
3	109	

Use Worksheet Text to Define a Range Name

- Select the range or ranges you want to name.
- Be sure to include the text labels you want to use for the range names.

A 1	B	C	D	E	F.	G	н	-
2	Sales Rep	2009 Sales	2010 Sales					
3	Nancy Freehafer	\$996,336	\$960,492					
4	Andrew Cencini	\$606,731	\$577,983					
5	Jan Kotas	\$622,781	\$967,580					
6	Mariya Sergienko	\$765,327	\$771,399					
7	Steven Thorpe	\$863,589	\$827,213					
8	Michael Neipper	\$795,518	\$669,394					
9	Robert Zare	\$722,740	\$626,945					
10	Laura Giussani	\$992,059	\$574,472					
11	Anne Hellung-Larsen	\$659,380	\$827,932					
12	Kyra Harper	\$509,623	\$569,609					
13	David Ferry	\$987,777	\$558,601					
14	Paul Voyatzis	\$685,091	\$692,182					
15	Andrea Aster	\$540,484	\$693,762					
16	Charles Granek	\$650,733	\$823,034					
17	Karen Aliston	\$509,863	\$511,569					
18	Karen Hammond	\$503,699	\$975,455					
19	Vince Durbin	\$630,263	\$599,514					
20	Paul Richardson	\$779,722	\$596,353					
21	Gregg O'Donoghue	\$592,802	\$652,171					
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2 Click the **Formulas** tab.



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2		Sales Rep	2009 Sales	2010 Sales					-
3		Nancy Freehafer	\$996,336	\$960,492					
4		Andrew Cencini	\$606,731	\$577,983					
5		Jan Kotas	\$622,781	\$967,580					
6		Mariya Sergienko	\$765,327	\$771,399					
7		Steven Thorpe	\$863,589	\$827,213					
8		Michael Neipper	\$795,518	\$669,394					
9		Robert Zare	\$722,740	\$626,945					
10		Laura Giussani	\$992.059	\$574,472					



The Create Names from Selection dialog box appears.

Select the setting or settings that correspond to where the text labels are located in the selected range (changes to).

If Excel has activated a check box that does not apply to your data, click it (\square changes to \square).

6 Click OK.

Excel assigns the text labels as range names.

 When you select one of the ranges, the range name assigned by Excel appears in the Name box.

Note: If the label text contains any illegal characters, such as a space, Excel replaces each of those characters with an underscore (_).

Create Names from Selection

Δ

1	A	B	C	D	E	F	G	н	
1									
2		Sales Rep	2009 Sales	2010 Sales					
3		Nancy Freehafer	\$996,336	\$960,492					
4		Andrew Cencini	\$606,731	\$577,983					
5		Jan Kotas	\$622,781	\$967,580					
5		Mariya Sergienko	\$765,327	\$771,399					
7		Steven Thorpe	\$863,589	\$827,213					
8		Michael Neipper	\$795,518	\$669,394					
9		Robert Zare	\$722,740	\$626,945					
0		Laura Giussani	\$992,059	\$574,472					
1		Anne Hellung-Larsen	\$659,380	\$827,932					
2		Kyra Harper	\$509,623	\$569,609					
3		David Ferry	\$987,777	\$558,601					
.4		Paul Voyatzis	\$685,091	\$692,182					
5		Andrea Aster	\$540,484	\$693,762					
.6		Charles Granek	\$650,733	\$823,034					
17		Karen Aliston	\$509,863	\$511,569					
8		Karen Hammond	\$503,699	\$975,455					
19		Vince Durbin	\$630,263	\$599,514					
20		Paul Richardson	\$779,722	\$596,353					
1		Gregg O'Donoghue	\$592,802	\$652,171					
2									
4 1	H Sheel	u 🕲 /		1 4		10			•



Is there a faster way to run the Create from Selection command? Yes. Excel offers a

keyboard shortcut for



the command. Select the range or ranges you want to work with and then press Ctrl + Shift + F3. Excel displays the Create Names from Selection dialog box. Follow Steps 4 and 5 to create the range names. Given a table with labels in the top row and left column, is there a way to automatically assign a name to the table data?

	GDP_Growth	+ (a		fr i	2.
	A	В	С	D	
1	GDP Growth	2004	2003	2002	
2	Canada	2.9	2	3.4	1
3	France	2.3	0.8	1.2	I
4	Germany	1.6	0	0.2	
5	United Kingdom	3.1	2.2	1.8	
6	United States	4.2	3.1	1.9	
7			1		1

Yes. The table data refers to the range of

cells that does not include the table headings in the top row and left column. To assign a name to the data range, type a label in the top left corner of the table. When you run the Create from Selection command on the entire table, Excel assigns the top left label to the data range, as shown here.

Navigate a Workbook Using Range Names

One of the big advantages of defining range names is that they make it easier to navigate a worksheet. You can choose a range name from a list and Excel automatically selects the associated range.

Excel offers two methods for navigating a workbook using range names: the Name box and the Go To command.

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	ХГ	Α	SAL B			
	1				2818:	5
4 1 1 5 1 1 6 1 1 7 1 1 8 1 1	3					
	4			-		
	6					
	7					
<u>, </u>	9					
	10			-		

Navigate a Workbook Using Range Names

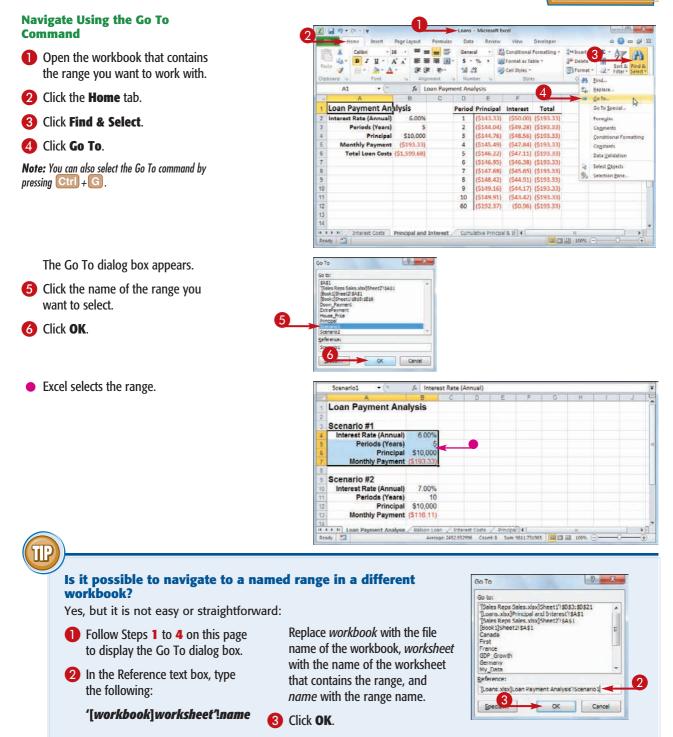
Navigate Using the Name Box

- Open the workbook that contains the range you want to work with.
- **2** Click the **Name** box **.**
- 3 Click the name of the range you want to select.

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	*0										
5											

• Excel selects the range.

	A B	С	D	E	F	G	н	
1								
2	Sales Rep	2009 Sales	2010 Sales					
3	Nancy Freehafer	\$996,336	\$960,492					
4	Andrew Cencini	\$606,731	\$577,983					
5	Jan Kotas	\$622,781	\$967,580					
6	Mariya Sergienko	\$765,327	\$771,399					
7	Steven Thorpe	\$863,589	\$827,213					
8	Michael Neipper	\$795,518	\$669,394					
9	Robert Zare	\$722,740	\$626,945					
0	Laura Giussani	\$992,059	\$574,472					
1	Anne Hellung-Larsen	\$659,380	\$827,932					
2	Kyra Harper	\$509,623	\$569,609					
13	David Ferry	\$987,777	\$558,601					
4	Paul Voyatzis	\$685,091	\$692,182					
15	Andrea Aster	\$540,484	\$693,762					
6	Charles Granek	\$650,733	\$823,034					
7	Karen Aliston	\$509,863	\$511,569					
8	Karen Hammond	\$503,699	\$975,455					
9	Vince Durbin	\$630,263	\$599,514					
20	Paul Richardson	\$779,722	\$596,353					
1	Gregg O'Donoghue	\$592,802	\$652,171					
4 - > >	Sheet1 Sheet2 / SJ		1				10	



<u>chapter</u>

Change a Range Name

You can change any range name to a more suitable or accurate name. This is useful if you are no longer satisfied with the original name you applied to a range, or if you do not like the name that Excel generated automatically from the worksheet labels.

If you want to change the range coordinates associated with a range name, see the second Tip on the next page.



Change a Range Name

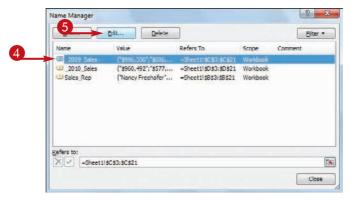
- Open the workbook that contains the range name you want to change.
- **2** Click the **Formulas** tab.
- **3** Click Name Manager.

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3		Nancy Freehafer	\$996,336	\$960,492				
4		Andrew Cencini	\$606,731	\$577,983				
5		Jan Kotas	\$622,781	\$967,580				
6		Mariya Sergienko	\$765,327	\$771,399				
7		Steven Thorpe	\$863,589	\$827,213				
8		Michael Neipper	\$795,518	\$669,394				
9		Robert Zare	\$722,740	\$626,945				
10		Laura Giussani	\$992,059	\$574,472				
11		Anne Hellung-Larsen	\$659,380	\$827,932				
12		Kyra Harper	\$509,623	\$569,609				
13		David Ferry	\$987.777	\$558.601				

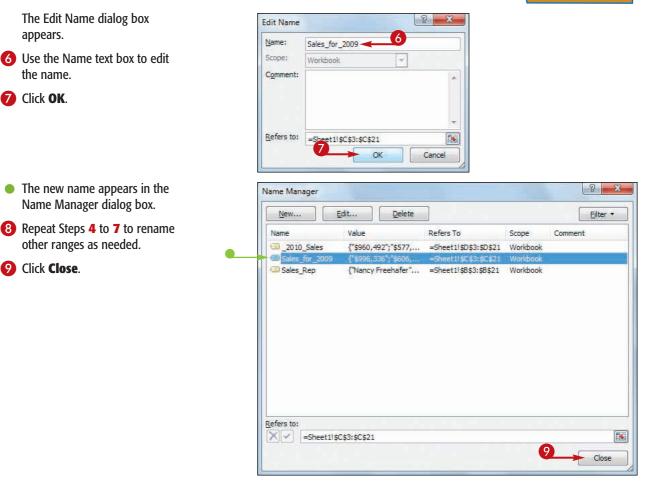
The Name Manager dialog box appears.

Click the name you want to change.

6 Click **Edit**.









Is there a faster method I can use to open the Name Manager dialog box?

Yes, Excel offers a shortcut key that enables you to bypass Steps 2 and 3. Open



the workbook that contains the range name you want to change, and then press **Ctrl** + **F3**. Excel opens the Name Manager dialog box.

Can I assign a name to a different range?

Yes. If you add another range to your workbook and you feel that an existing name would be more suited to that range, you can modify the name to refer to the new range. Follow Steps 1 to 5 to open the Edit



Name dialog box. Click inside the **Refers to** reference box, and then click and drag the mouse \bigcirc on the worksheet to select the new range. Click **OK**.

Delete a Range Name

If you have a range name that you no longer need, you should delete it. This reduces clutter in the Name Manager dialog box, and makes the Name box easier to navigate.



Delete a Range Name

- Open the workbook that contains the range name you want to delete.
- **2** Click the **Formulas** tab.
- **3** Click Name Manager.

Note: You can also select the Name Manager command by pressing Ctrl + F3.

The Name Manager dialog box appears.

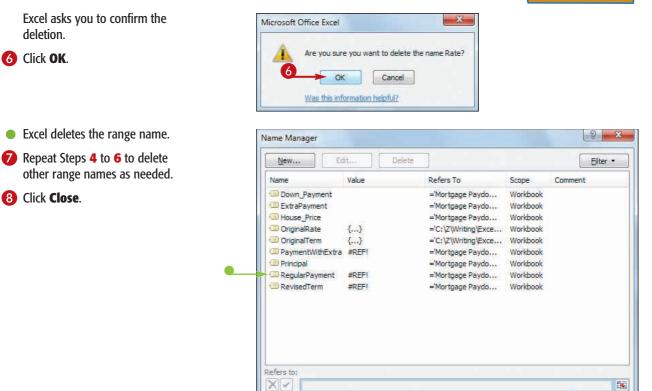
4 Click the name you want to delete.



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2											
3	Scenario #1										
4	Interest Rate (Annual)	6.00%									
5	Periods (Years)	5									
6	Principal	\$10,000									
7	Monthly Payment	(\$193.33)									
8											
9	Scenario #2										
10	Interest Rate (Annual)	7.00%									
11	Periods (Years)	10									
12	Principal	\$10,000									
13	Monthly Payment	(\$116.11)									

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Refers to:	Paydown Analysis'I#RE	ri		







Is there a faster way to delete multiple range names?

Yes, you can delete two or more range names at once. First, follow Steps 1 to 3 to display the Name Manager dialog box. Next, select the range names you want to delete: To select consecutive names, click the first name you want to delete, hold down Shift, and then click the last name you want to delete; to select nonconsecutive names, hold down Ctrl and click each name you want to delete. When you have selected the name you want to remove, click **Delete** and then click **OK** when Excel asks you to confirm the deletion.



8

Close

Paste a List of Range Names

To make your workbook easier to use, especially for other people who are not familiar with the name you have defined, you can paste a list of the workbook's range names to a worksheet.

The pasted list contains two columns: one for the range names and one for the range coordinates associated with each name.



Paste a List of Range Names

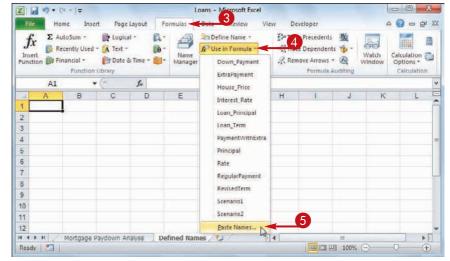
- Open the workbook that contains the range names you want to paste.
- 2 Select the cell where you want the pasted list to appear.

Note: Excel will overwrite existing data, so select a location where there is no existing cell data or where the existing cell data is okay to delete.

3 Click the **Formulas** tab.

- 4 Click Use in Formula.
- **6** Click **Paste Names**.

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Paste Name

Paste <u>name</u> Down Payment ExtraPayment House_Price PaymentWithExtra

cinal



The Paste Name dialog box appears.



Excel closes the Paste Name dialog box.

• Excel pastes the list of range names to the worksheet.

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3 House_Price	='Mortgage Paydown Analysis'IS	B\$4			
4 Interest_Rate	='Loan Payment Analysis'!\$B\$4				
5 Loan_Principal	='Loan Payment Analysis'!\$B\$6				
6 Loan_Term	='Loan Payment Analysis'1\$B\$5				
7 PaymentWithExtr	a ='Mortgage Paydown Analysis'!\$	6F\$9			
8 Principal	='Mortgage Paydown Analysis'!	SC\$6			
9 Rate	='Mortgage Paydown Analysis'IS	B\$2			
10 RegularPayment	='Mortgage Paydown Analysis'!	SE\$9			
11 RevisedTerm	='Mortgage Paydown Analysis'!	F\$10			
12 Scenario1	='Loan Payment Analysis'I\$A\$4:	\$B\$7			



Is there a faster method I can use to paste a list of range names?

Yes, Excel offers a handy keyboard shortcut that you can use. Open the workbook that contains the range names you want to paste, and then select the cell where you want the pasted list to appear. Press Sto open the Paste Name dialog box, and then click **Paste List**.



CHAPTER

Formatting Excel Ranges



Microsoft Excel 2010 offers many commands and options for formatting ranges, including the font, text color, text alignment, background color, number format, column width, row height, and more.

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Add Borders to a Range114
Copy Formatting from One Cell to Another

Change the Font and Font Size

When you work in an Excel worksheet, you can add visual appeal to a cell or range by changing the font and font size.

In this section, the term *font* is synonymous with *typeface*, and both refer to the overall look of each character. Also, the font size is measured in *points*, where there are roughly 72 points in an inch.

a

Sheet 2 Data

Change the Font and Font Size

- Select the range you want to format.
- **2** Click the **Home** tab.
- 3 To change the typeface, click in the **Font** list and then click the typeface you want to apply.

• Excel applies the font to the text in the selected range.

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\mathbf{x}	Initial Mortgage Data						-
2	Interest Rate (Annual)	6.00%					
3	Amortization (Years)	25					
4	Term (Years)	5					
5	Principal	\$100,000					
6	Payment Type	0					

- You can also type the size you want in the Size text box.

• Excel applies the font size to the text in the selected range.

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Formatting Excel Ranges

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>	Initial Mortgage	Data					ſ
2	Interest Rate (Annual)	6.00%					
3	Amortization (Years)	25					1
4	Term (Years)	5					
5	Principal	\$100,000					
6	Payment Type	0					



In the Theme Fonts section of the Font list, what do the designations Body and Headings mean?

When you create a workbook, Excel automatically applies a document theme to the workbook, and that theme includes predefined fonts. The



theme's default font is referred to as Body, and it is the font used for regular worksheet text. Each theme also defines a Headings font, which Excel uses for cells formatted with a heading or title style.

Can I change the default font and font size?

Yes. Click the **File** tab and then click **Options** to open the Excel Options dialog box. Click the **General** tab, click the **Use this**



chapter

font , and then click the typeface you want to use as the default. Click the Font size and then click the size you prefer to use as the default. Click **OK**.



You can improve the look and impact of text in an Excel worksheet by applying font effects to a range.

Font effects include common formatting such as bold, italic, and underline, as well as special effects such as strikethrough, superscripts, and subscripts.

Apply Font Effects

- Select the range you want to format.
- **2** Click the **Home** tab.
- 3 To format the text as bold, click the **Bold** button (B).
- Excel applies the bold effect to the selected range.

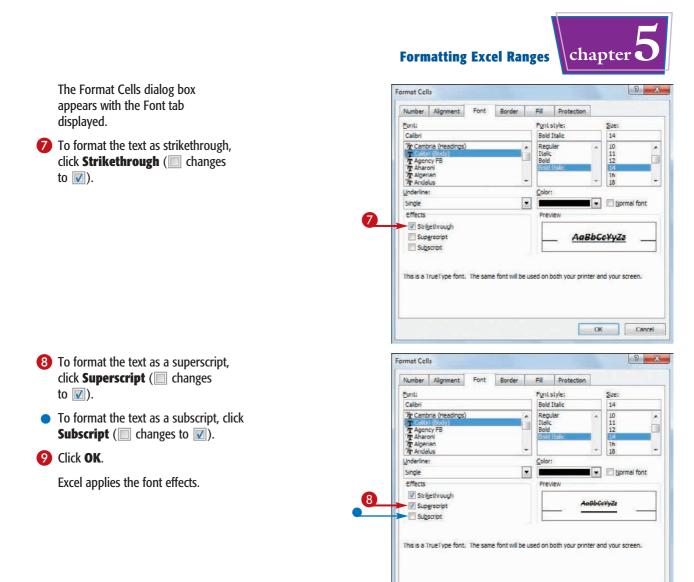
- 4 To format the text as italic, click the **Italic** button (*I*).
- 5 To format the text as underline, click the **Underline** button (<u>□</u>).
- Excel applies the effects to the selected range.
- Click the **Font** dialog box launcher (

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Are there any font-related keyboard shortcuts I can use?

Yes. Excel supports the following font shortcuts:

Press	То
Ctrl + B	Toggle the selected range as bold
Ctrl + I	Toggle the selected range as italic
Ctrl + U	Toggle the selected range as underline
Ctrl + 5	Toggle the selected range as strikethrough



OK

9

Cancel

Change the Font Color

When you work in an Excel worksheet, you can add visual interest by changing the font color.

X

Home

2

You can change the font color by applying a color from the workbook's theme, from Excel's palette of standard colors, or from a custom color that you create yourself.



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Change the Font Color

Select a Theme or Standard Color

- Select the range you want to format.
- **2** Click the **Home** tab.
- Click
 in the Font Color list (▲).
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Budget Data - Microsoft Excel

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- 4 Click a theme color.
- Alternatively, click one of Excel's standard colors.
- Excel applies the color to the range text.

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Formatting Excel Ranges

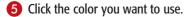


Select a Custom Color

- Select the range you want to format.
- 2 Click the Home tab.
- 3 Click ⊡ in the Font Color list (▲).
- **4** Click **More Colors**.

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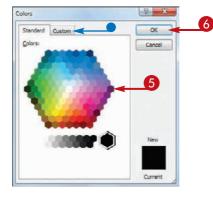
The Colors dialog box appears.



 You can also click the **Custom** tab and then either click the color you want or enter the values for the Red, Green, and Blue components of the color.

🙆 Click **OK**.

Excel applies the color to the selected range.



IP

How can I make the best use of fonts in my documents?

- Do not use many different typefaces in a single document. Stick to one, or at most two, typefaces to avoid the ransom note look.
- Avoid overly decorative typefaces because they are often difficult to read.
- Use bold only for document titles, subtitles, and headings.
- Use italics only to emphasize words and phrases, or for the titles of books and magazines.
- Use larger type sizes only for document titles, subtitles, and, possibly, the headings.
- If you change the text color, be sure to leave enough contrast between the text and the background. In general, dark text on a light background is the easiest to read.



Align Text Within a Cell

You can make your worksheets easier to read by aligning text and numbers within each cell. By default, Excel aligns numbers with the right side of the cell, and it aligns text with the left side of the cell.

You can also align your data vertically within each cell. By default, Excel aligns all data with the bottom of each cell, but you can also align text with the top or middle.



Align Text Within a Cell

Align Text Horizontally

- **1** Select the range you want to format.
- 2 Click the **Home** tab.
- In the Alignment group, click the horizontal alignment option you want to use:

Click **Align Text Left** (\blacksquare) to align data with the left side of each cell.

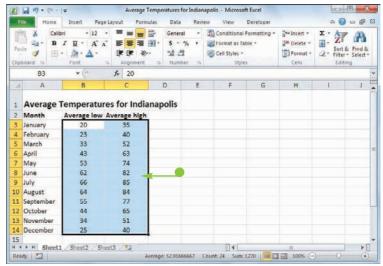
Click **Center** (\blacksquare) to align data with the center of each cell.

Click **Align Text Right** (**()**) to align data with the right side of each cell.

Excel aligns the data horizontally within each selected cell.

In this example, the data in the cells is centered.

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6	April	43	63						
7	May	53	74	-					
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13	November	34	51						
14	December	25	40						
15	the second s	08 8							
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Formatting Excel Ranges



Align Text Vertically

Select the range you want to format.

- 2 Click the Home tab.
- 3 In the Alignment group, click the vertical alignment option you want to use:

Click **Top Align** (\blacksquare) to align data with the top of each cell.

Click **Middle Align** (\equiv) to align data with the middle of each cell.

Click **Bottom Align** (\square) to align data with the bottom of each cell.

Excel aligns the data vertically within each selected cell.

 In this example, the text is aligned with the middle of the cell.

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5	March	33	52							
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9	July	66	85							
10	August	64	84							
	September	55	77							
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How do I format text so that it aligns with both the left and right sides of the cell?



This is called *justified* text, and it is useful if you have a lot of text in one or more cells. Select the range, click the **Home** tab, and then click the dialog box launcher (()) in the Alignment group. The Format Cells dialog box appears with the Alignment tab displayed. In the Horizontal list, click () and then click **Justify**. Click **OK** to justify the cells.

How do I indent cell text?

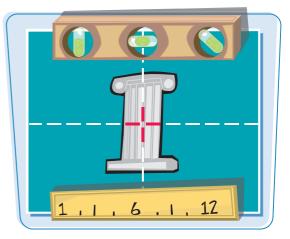
Select the range you want to indent, click the **Home** tab, and then click the Alignment group's dialog box launcher ((a)). In the Alignment tab, click the **Horizontal** list **_** and then click **Left (Indent)**.

Use the Indent text box to type the indent, in characters, and then click **OK**. You can also click the **Increase Indent** ([]) or **Decrease Indent** ([]) button in the Home tab's Alignment group.



Center Text Across Multiple Columns

You can make a worksheet more visually appealing and easier to read by centering text across multiple columns. This feature is most useful when you have text in a cell that you use as a label or title for a range. By centering the text across the range, it makes it easier to see that the label or title applies to the entire range.



Center Text Across Multiple Columns

• Select a range that consists of the text you want to work with and the cells across which you want to center the text.

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4	Advertising	4,601	4,200	5,200	5,000	5,500	5,250	5,500	5,200	5,200	4,500	5,200	5,200		=
5	Rent	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100		
6	Supplies	1,300	1,200	1,400	1,300	1,250	1,400	1,300	1,400	1,400	1,250	1,350	1,400		
7	Salaries	16,000	16,000	16,500	16,500	16,500	17,000	17,000	17,000	17,000	17,000	17,500	17,500		
8	Shipping	14,250	13,750	14,500	15,000	14,500	14,750	15,000	14,500	14,500	15,750	15,250	14,500		-
9	Utilities	500	600	600	550	600	650	650	600	600	650	600	600		
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H	H Sales E	xpenses	12/					1	4		100				

2 Click the **Home** tab.

3 In the Alignment group, click the dialog box launcher ().

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	A	В	С	D	E	F	G	н	1	J	ĸ	L	M	N
1		Expe	nses	By M	onth									
2		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
3	Cost of Goods	6,132	5,984	6,300	6,616	6,600	6,572	6,720	6,300	6,300	6,880	6,300	6,300	
4	Advertising	4,601	4,200	5,200	5,000	5,500	5,250	5,500	5,200	5,200	4,500	5,200	5,200	
5	Rent	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	
6	Supplies	1,300	1,200	1,400	1,300	1,250	1,400	1,300	1,400	1,400	1,250	1,350	1,400	
7	Salaries	16,000	16,000	16,500	16,500	16,500	17,000	17,000	17,000	17,000	17,000	17,500	17,500	
8	Shipping	14,250	13,750	14,500	15,000	14,500	14,750	15,000	14,500	14,500	15,750	15,250	14,500	
9	Utilities	500	600	600	550	600	650	650	600	600	650	600	600	
10	TOTAL	44,883	43,834	46,600	47,066	47,050	47,722	48,270	47,100	47,100	48,130	48,300	47,600	
11														
12														
13														

Formatting Excel Ranges



Excel opens the Format Cells dialog box with the Alignment tab displayed.

4 Click the Horizontal → and then click Center Across Selection.

5 Click OK.

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Text dir Contex	A DECK OF A						

Excel centers the text across the selected cells.

	A	В	C	D	E	F	G	H		1	K	L	M	N	1	
1		- 1	Expenses By Month													
2		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
3	Cost of Goods	6,132	5,984	6,300	6,616	6,600	6,572	6,720	6,300	6,300	6,880	6,300	6,300			
4	Advertising	4,601	4,200	5,200	5,000	5,500	5,250	5,500	5,200	5,200	4,500	5,200	5,200			
5	Rent	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100			
6	Supplies	1,300	1,200	1,400	1,300	1,250	1,400	1,300	1,400	1,400	1,250	1,350	1,400			
7	Salaries	16,000	16,000	16,500	16,500	16,500	17,000	17,000	17,000	17,000	17,000	17,500	17,500			
8	Shipping	14,250	13,750	14,500	15,000	14,500	14,750	15,000	14,500	14,500	15,750	15,250	14,500		ļ	
9	Utilities	500	600	600	550	600	650	650	600	600	650	600	600			
10	TOTAL	44,883	43,834	46,600	47,066	47,050	47,722	48,270	47,100	47,100	48,130	48,300	47,600			
11																
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Is there an easier way to center text across multiple columns?

Yes, although it does require you to merge the selected cells into a single cell. (See Chapter 3 to learn more about merging cells.) Follow Steps 1 and 2 and then, in the Alignment group, click the **Merge & Center** button (\blacksquare). Excel merges the selected cells into a single cell and centers the text within that cell.



Rotate Text Within a Cell

You can add visual interest to your text by slanting the text upward or downward in the cell. You can also use this technique to make a long column heading take up less horizontal space on the worksheet.

You can choose a predefined rotation, or you can make cell text angle upward or downward by specifying the degrees of rotation.

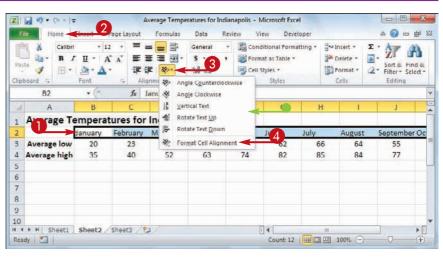


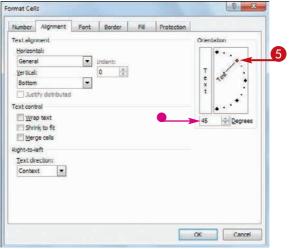
Rotate Text Within a Cell

- Select the range containing the text you want to angle.
- 2 Click the Home tab.
- **3** Click **Orientation** ().
- If you want to use a predefined orientation, click one of the menu items and skip the rest of the steps.
- 4 Click Format Cell Alignment.

The Format Cells dialog box appears with the Alignment tab displayed.

- **5** Click an orientation marker.
- You can also use the Degrees spin box to type or click a degree of rotation. (See the Tip on the following page.)







• You can click the vertical text area to display your text vertically instead of horizontally in the cell.

6 Click OK.

Format Cells 2 × Number Alignment Font Border Fill Protection Text alignment Orientation Horizontal: Genera . Indent Vertical: υ Bottom + Justity distributed Text control Wrep text + Degrees 45 Shrink to fit Merge cells Right-to-left Text direction Context • 6 Cancel OR Average Temperatures for Indianapolis 1 2 May 23 53 33 43 62 66 64 55 34 25 Average low 20 44 Average high 35 40 52 63 74 82 85 84 77 65 51 40 H + + H Sheet1 Sheet2 Sheet3 (2) P I 14 Count: 12 🛄 🛄 🛄 100% 🤆 Reatly 🛅

Excel rotates the cell text.

- The row height automatically increases to contain the slanted text.
- You can reduce the column width to free up space and make your cells more presentable.



How does the Degrees spin box work?

If you use the Degrees spin box to set the text orientation, you can set the text orientation to a positive number, such as 25, and Excel angles the text in an upward direction. If you set the text orientation to a negative number, such as -40, Excel angles the text in a downward direction.

You can specify values in the range from 90 degrees (which is the same as clicking the Rotate Text Up command in the Orientation menu) to -90 degrees (which is the same as clicking the Rotate Text Down command).



Add a Background Color to a Range

You can make a range stand out from the rest of the worksheet by applying a background color to the range.

You can change the background color by applying a color from the workbook's theme, from Excel's palette of standard colors, or from a custom color that you create yourself.

A

Add a Background Color to a Range

Select a Theme or Standard Color

- Select the range you want to format.
- **2** Click the **Home** tab.
- 3 Click ⊡ in the Fill Color list (▲).

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3	Austria	3.9%	2.7%	5.3%	0.7%	1.2%	0.8%	2.2%	1.9%	2.6%	2.1
4	Belgium	2.0%	3.2%	3.9%	0.7%	0.9%	1.3%	2.9%	1.5%	2.1%	1.8
5	Canada	4.1%	5.6%	5.4%	1.8%	3.4%	2.0%	2.9%	4.6%	3.2%	2.8
6	Denmark	2.5%	2.6%	2.8%	1.3%	0.5%	0.7%	2.4%	3.4%	2.5%	2.1
7	Finland	5.0%	3.4%	5.1%	1.1%	2.2%	2.4%	3.7%	3.3%	3.7%	2.8
8	France	3.4%	3.2%	5.3%	2.1%	1.2%	0.8%	2.3%	1.2%	1.9%	2.0
9	Germany	2.0%	2.0%	4.5%	1.2%	0.2%	0.0%	1.6%	1.2%	1.9%	1.1
10	Greece	3.4%	3.4%	4.5%	4.3%	3.8%	4.7%	4.2%	3.7%	3.5%	3.2
11	Hungary	4.9%	4.2%	5.2%	4.3%	3.8%	3.4%	4.6%	4.1%	3.5%	3.6
12	Iceland	5.6%	4.2%	5.4%	2.6%	-2.1%	4.2%	5.2%	5.6%	3.8%	-0.6
13	Ireland	8.6%	11.3%	10.3%	6.0%	6.1%	3.7%	4.9%	4.7%	4.8%	4.6
	Italy	1.8%	1.7%	3.0%	1.8%	0.4%	0.3%	1.2%	0.1%	1.2%	1.2
14		4.3%	4.0%	3.5%	1.496	0.6%	-0.9%	1.4%	1.5%	2.5%	2.1
14 15	Netherlands				2.7%		0.4%			2.2%	2.1

Background Colors

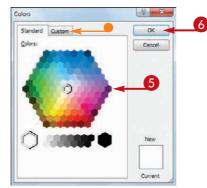
- **4** Click a theme color.
- Alternatively, click one of Excel's standard colors.
- Excel applies the color to the range text.
- To remove the background color from the range, click No Fill.

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6 Denmark 7 Finland 8 France	2.5% 5.0% 3.4%	2.6% 3.4% 3.2%	2.8% 5.1% 5.3%	1.3% 1.1% 2.1%	0.5% 2.2% 1.2%	0.7% 2.4% 0.8%	2.4% 3.7% 2.3%	3.4% 3.3% 1.2%	2.5% 3.7% 1.9%	2.89 2.19 2.89 2.09 1.19 3.29
6 Denmark 7 Finland 8 France 9 Germany	2.5% 5.0% 3.4% 2.0%	2.6% 3.4% 3.2% 2.0%	2.8% 5.1% 5.3% 4.5%	1.3% 1.1% 2.1% 1.2%	0.5% 2.2% 1.2% 0.2%	0.7% 2.4% 0.8% 0.0%	2.4% 3.7% 2.3% 1.6%	3.4% 3.3% 1.2% 1.2%	2.5% 3.7% 1.9% 1.9%	2.19 2.89 2.09 1.19
6 Denmark 7 Finland 8 France 9 Germany 10 Greece	2.5% 5.0% 3.4% 2.0% 3.4%	2.0% 3.4% 3.2% 2.0% 3.4%	2.8% 5.1% 5.3% 4.5% 4.5%	1.3% 1.1% 2.1% 1.2% 4.3%	0.5% 2.2% 1.2% 0.2% 3.8%	0.7% 2.4% 0.8% 0.0% 4.7%	2.4% 3.7% 2.3% 1.6% 4.2%	3.4% 3.3% 1.2% 1.2% 3.7%	2.5% 3.7% 1.9% 1.9% 3.5%	2.19 2.89 2.09 1.19 3.29
6 Denmark 7 Finland 8 France 9 Germany 10 Greece 11 Hungary	2.5% 5.0% 3.4% 2.0% 3.4% 4.9%	2.6% 3.4% 3.2% 2.0% 3.4% 4.2%	2.8% 5.1% 5.3% 4.5% 4.5% 5.2%	1.3% 1.1% 2.1% 1.2% 4.3% 4.3%	0.5% 2.2% 1.2% 0.2% 3.8% 3.8%	0.7% 2.4% 0.8% 0.0% 4.7% 3.4%	2.4% 3.7% 2.3% 1.6% 4.2% 4.6%	3.4% 3.3% 1.2% 1.2% 3.7% 4.1%	2.5% 3.7% 1.9% 1.9% 3.5% 3.5%	2.19 2.89 2.09 1.19 3.29 3.69 -0.69
6 Denmark 7 Finland 8 France 9 Germany 10 Greece 11 Hungary 12 Iceland	2.5% 5.0% 3.4% 2.0% 3.4% 4.9% 5.6%	2.6% 3.4% 3.2% 2.0% 3.4% 4.2% 4.2%	2.8% 5.1% 5.3% 4.5% 4.5% 5.2% 5.2%	1.3% 1.1% 2.1% 1.2% 4.3% 4.3% 2.6%	0.5% 2.2% 1.2% 0.2% 3.8% 3.8% -2.1%	0.7% 2.4% 0.8% 0.0% 4.7% 3.4% 4.2%	2.4% 3.7% 2.3% 1.6% 4.2% 4.6% 5.2%	3.4% 3.3% 1.2% 1.2% 3.7% 4.1% 5.6%	2.5% 3.7% 1.9% 1.9% 3.5% 3.5% 3.8%	2.19 2.89 2.09 1.19 3.29 3.69
6 Denmark 7 Finland 8 France 9 Germany 10 Greece 11 Hungary 12 Iceland 13 Ireland	2.5% 5.0% 3.4% 2.0% 3.4% 4.9% 5.6% 8.6%	2.6% 3.4% 3.2% 2.0% 3.4% 4.2% 4.2% 4.2% 11.3%	2.8% 5.1% 5.3% 4.5% 4.5% 5.2% 5.4% 10.3%	1.3% 1.1% 2.1% 1.2% 4.3% 4.3% 2.6% 6.0%	0.5% 2.2% 1.2% 0.2% 3.8% 3.8% -2.1% 6.1%	0.7% 2.4% 0.8% 0.0% 4.7% 3.4% 4.2% 3.7%	2.4% 3.7% 2.3% 1.6% 4.2% 4.6% 5.2% 4.9%	3.4% 3.3% 1.2% 1.2% 3.7% 4.1% 5.6% 4.7%	2.5% 3.7% 1.9% 1.9% 3.5% 3.5% 3.8% 4.8%	2.19 2.89 2.09 1.19 3.29 3.69 -0.69 4.69

Select a Custom Color

- Select the range you want to format.
- 2 Click the Home tab.
- 3 Click ⊡ in the Fill Color list (▲).
- 4 Click More Colors.

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The Colors dialog box appears.

- 6 Click the color you want to use.
- You can also click the **Custom** tab and then either click the color you want or enter the values for the Red, Green, and Blue components of the color.

6 Click OK.

Excel applies the color to the selected range.



Are there any pitfalls to watch out for when I apply background colors?

Yes. The biggest pitfall is applying a background color that clashes with the range text. For example, the default text color is black, so if you apply any



dark background color, the text will be very difficult to read. Always use either a light background color with dark-colored text, or a dark background color with light-colored text.

Can I apply a background that fades from one color to another?

Yes. This is called a *gradient effect*. Select the range, click the **Home** tab, and then click the Font group's dialog box launcher (). Click the

Fill tab and then click Fill Effects. In the Fill Effects dialog box, use the Color 1 \square and the Color 2 \square to choose your colors. Click an option in the Shading styles section (\bigcirc changes to \bigcirc), and then click **OK**.



chapter

Apply a Number Format

You can make your worksheet easier to read by applying a number format to your data. For example, if your worksheet includes monetary data, you can apply the Currency format to display each value with a dollar sign and two decimal places.

Excel offers ten number formats, most of which apply to numeric data. However, you can also apply the Date format to date data, the Time format to time data, and the Text format to text data.



Apply a Number Format

Select the range you want to format.

	A	B	C	D	E	F	G	(H)	1
1		Sector Sector							
2		Sales Rep	2009 Sales	2010 Sales					-
3		Nancy Freehafer	996336	960492					
4		Andrew Cencini	606731	577983					
5		Jan Kotas	622781	967580					
6		Mariya Sergienko	765327	771399					
7		Steven Thorpe	863589	827213					
8		Michael Neipper	795518	669394					
9		Robert Zare	722740	626945					
10		Laura Giussani	992059	574472					
11		Anne Hellung-Larsen	659380	827932	-				
12		Kyra Harper	509623	569609					
13		David Ferry	987777	558601					
14		Paul Voyatzis	685091	692182					
15		Andrea Aster	540484	693762					
16		Charles Granek	650733	823034					
17		Karen Aliston	509863	511569					
18		Karen Hammond	503699	975455					
19		Vince Durbin	630263	599514					
20		Paul Richardson	779722	596353					
21		Gregg O'Donoghue	592802	652171					
		t1 / Sheet2 / 1					-		►□
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- **2** Click the **Home** tab.
- **3** Click the **Number Format** .
- 4 Click the number format you want to use.

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1				100	\$996,336.00				
2	Sales Rep	2009 Sales	201	1.40	Accounting				
3	Nancy Freehafer	996336	96	111	\$996,336.00				
4	Andrew Cencini	606731	57	-	Short Date				
5	Jan Kotas	622781	96		11/16/4631	-			
6	Mariya Sergienko	765327	77	-	Long Date				
2	Steven Thorpe	863589	82	110	Wednesday, November 16, 46	31			
8	Michael Neipper	795518	66	-	Time				
9	Robert Zare	722740	62	(1)	12:00:00 AM				
10	Laura Glussani	992059	57	0	Percentage				
11	Anne Hellung-Larsen	659380	82	%	99633600.00%				
12	Kyra Harper	509623	56	10					
13	David Ferry	987777	56 55 69	1/2	Fraction 996336				
14	Paul Voyatzis	685091	69	12					
15	Andrea Aster	540484	65	102	Scientific 9.96E+05				
16	Charles Granek	650733	82	10	3/305+03	-			
17	Karen Aliston	509863	51	M	ore Number Formats				
18	Karen Hammond	503699	97	5455		_			
19	Vince Durbin	630263	59	9514					
20	Paul Richardson	779722	59	6353					
21	Gregg O'Donoghue	592802	65	2171					

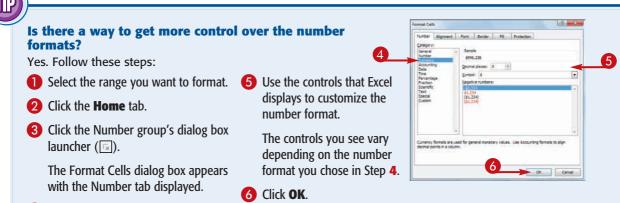
chapter

- Excel applies the number format to the selected range.
- For monetary values, you can also click Accounting Number Format (1).
- For percentages, you can also click **Percent Style** (<u></u>).

3 Nano 4 Andr 5 Jani H 6 Marin 7 Stevi 8 Mich 9 Robe 10 Laurn 12 Kyra 13 Davi 14 Paul 15 Andr 16 Char	• 12 • A A • ⊞ • ▲ • ▲ Font	Formulas Data Formulas Data For Aligoment 6336 C 2009 Sales S996,336.00 S606,731.00 S622,781.00 S765,327.00 S625,327.00	Currency 5 - % 28 - % Number 2010 Sales 5960,492,00 5577,983,00 5967,580,00 5771,399,00	E	Noper Stional Formatting + et as Table + Styles - Styles F	G	a @ = E · Sort à 2 · Filter · Editing	
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1 Sale: 2 Sale: 3 Nanc 4 Andr 5 Jan H 6 Mari 7 Stew 9 Robe 10 Laur 11 Anna 12 Kyra 13 Davi 14 Paul 15 Andr 16 Char	s Rep cy Freehafer rew Cencini Kotas iya Sergienko	2009 Sales \$996.336.00 \$606.731.00 \$622.781.00 \$765,327.00	2010 Sales \$960,492.00 \$577,983.00 \$967,580.00 \$771,399.00		F	G	н	
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8 Nano 4 Andri 5 Jani h 5 Marin 7 Steving 8 Mich 9 Robe 0 Laurin 1 Anne 2 Kyra 3 Daving 4 Pauling 5 Andright 6 Char	cy Freehafer rew Cencini Kotas iya Sergienko	\$996.336.00 \$606.731.00 \$622.781.00 \$765,327.00	\$960,492.00 \$577,983.00 \$967,580.00 \$771,399.00					
Andr Jan h Mari Steve Mich Robe D Laur Anne 2 Kyra 3 Davi 4 Paul 5 Andr 6 Char	rew Cencini Kotas Iya Sergienko	\$606,731.00 \$622,781.00 \$765,327.00	\$577,983.00 \$967,580.00 \$771,399.00					
Jan H Mari Steve Mich Bolaur Laur Laur Anne Z Kyra Bolaur Paul S Andr S Char	Kotas iya Sergienko	\$622,781.00 \$765,327.00	\$967,580.00 \$771,399.00					
Mari Steve Robe D Laur Laur Anne Z Kyra B Davi I Paul 5 Andr 5 Char	iya Sergienko	\$765,327.00	\$771,399.00	-				
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1001000	rea Aster	\$540,484.00						
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	n Aliston	\$509,863.00	The Article Provide State					
the second se	n Hammond	\$503,699.00						
	e Durbin		\$599,514.00					
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		\$592,802.00		-				
Sheet1 She	gg O'Donoghue	Average: \$707	.636.26 Count	-	890 178.00	III 100% (0) [

● For large numbers, you can also click **Comma Style** (...).

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4	A	В		С	D	E	F	G	н	
1 2		Sales Rep		2009 Sales	2010 Sales					-
2			fer	-	\$960,492.00					



In the Category list, click the type of number format you want to apply.

Excel applies the number format.

Change the Number of Decimal Places Displayed

You can make your numeric values easier to read and interpret by adjusting the number of decimal places that Excel displays. For example, you might want to ensure that all dollar-and-cent values show two decimal places, while dollar-only values show no decimal places.

You can either decrease or increase the number of decimal places that Excel displays.



Change the Number of Decimal Places Displayed

Decrease the Number of Decimal Places

- Select the range you want to format.
- **2** Click the **Home** tab.
- 3 Click the **Decrease Decimal** button (3).

- Excel decreases the number of decimal places by one.
- 4 Repeat Step 3 until you get the number of decimal places you want.

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1								
2	Sales Rep	2009 Sales	2010 Sales					
3	Nancy Freehafer	\$996,336.00	\$960,492.00					
4	Andrew Cencini	\$606,731.00	\$577,983.00					
5	Jan Kotas	\$622,781.00	\$967,580.00					
6	Mariya Sergienko	\$765,327.00	\$771,399.00					
2	Steven Thorpe	\$863,589.00	\$827,213.00					
8	Michael Nelpper	\$795,518.00	\$669,394.00					
9	Robert Zare	\$722,740.00	\$626,945.00					
10	Laura Glussani	\$992,059.00	\$574,472.00					
11	Anne Hellung-Larsen	\$659,380.00	\$827,932.00	- 6				
12	Kyra Harper	\$509,623.00	\$569,609.00					
13	David Ferry	\$987,777.00	\$558,601.00					
14	Paul Voyatzis	\$685,091.00	\$692,182.00					
15	Andrea Aster	\$540,484.00	\$693,762.00					
16	Charles Granek	\$650,733.00	\$823,034.00					
17	Karen Aliston	\$509,863.00	\$511,569.00					
18	Karen Hammond	\$503,699.00	\$975,455.00					
19	Vince Durbin	\$630,263.00	\$599,514.00					
20	Paul Richardson	\$779,722.00	\$596,353.00					
21	Gregg O'Donoghue	\$592,802.00	\$652,171.00					
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ura Giussani	\$992,059.0	\$574,472.0					
ne Hellung-Larsen	\$659,380.0	\$827,932.0					
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chapter

Increase the Number of Decimal Places

- Select the range you want to format.
- 2 Click the Home tab.
- Click the **Increase Decimal** button (2010).

- Excel increases the number of decimal places by one.
- 4 Repeat Step 3 until you get the number of decimal places you want.

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4	Belgium	2%	3%	4%	1%	1%	1%	3%	2%	2%	2%
5	Canada	4%	6%	5%	2%	3%	2%	3%	5%	3%	3%
6	Denmark	2%	3%	396	1%	1%	1%	296	3%	2%	2%
7	Finland	5%	3%	5%	1%	2%	2%	4%	3%	4%	3%
8	France	3%	3%	5%	2%	1%	1%	2%	1%	2%	2%
9	Germany	2%	2%	5%	1%	0%	0%	2%	1%	2%	1%
10	Greece	3%	3%	4%	4%	4%	5%	4%	4%	4%	3%
11	Hungary	5%	4%	5%	4%	4%	3%	5%	4%	4%	4%
12	Iceland	6%	4%	5%	3%	-2%	4%	5%	6%	496	-1%
13	Ireland	9%	11%	10%	6%	6%	4%	5%	5%	5%	5%
14	Italy	2%	2%	3%	296	.0%	0%	1%	0%	196	1%
15	Netherlands	4%	4%	3%	1%	1%	-1%	1%	2%	2%	2%
16	Norway	3%	2%	-3%	396	196	0%	3%	2%	2%	2%
17	Poland	5%	4%	4%	1%	196	4%	5%	3%	5%	5%
18	Portugal	5%	4%	3%	2%	096	-1%	1%	0%	1%	1%
19	Romania	-5%	-1%	1%	6%	5%	5%	8%	4%	6%	6%
20	Russia	-5%	6%	10%	5%	596	7%	7%	6%	6%	5%
21	Spain	4%	4%	8%	496	3%	3%	3%	3%	3%	3%
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2	1	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
3	Austria	3.9%	2.7%	5.3%	0.7%	1.2%	0.8%	2.2%	1.9%	2.6%	2.1%
4	Belgium	2.0%	3.2%	3.9%	0.7%	0.9%	1.3%	2.9%	1.5%	2.1%	1.8%
5	Canada	4.1%	5.6%	5.4%	1,8%	3.4%	2.0%	2.9%	4.6%	3.2%	2.8%
6	Denmark	2.5%	2.6%	2.8%	1.3%	0.5%	0.7%	2.4%	3.4%	2.5%	2.1%
7	Finland	5.0%	3.4%	5.1%	1.1%	2.2%	2.4%	3.7%	3.3%	3.7%	2.8%
8	France	3.4%	3.2%	5.3%	2.1%	1.2%	0.8%	2.3%	1.2%	1.9%	2.0%
9	Germany	2.0%	2.0%	4.5%	1.2%	0.2%	0.0%	1.6%	1.2%	1.9%	1.1%
10	Greece	3.4%	3.4%	4.5%	4.3%	3.8%	4.7%	4.2%	3.7%	3.5%	3.2%
11	Hungary	4.9%	4.2%	5.2%	4.3%	3.8%	3.4%	4.6%	4.1%	3.5%	3.6%
12	Iceland	5.6%	4.2%	5.4%	2.6%	-2.1%	4.2%	5.2%	5.6%	3.8%	-0.6%
13	Ireland	8.6%	11.3%	10.3%	6.0%	6.1%	3.7%	4.9%	4.7%	4.8%	4.6%
14	Italy	1.8%	1.7%	3.0%	1.8%	0.4%	0.3%	1.2%	0.1%	1.2%	1.2%
15	Netherlands	4.3%	4.0%	3.5%	1.4%	0.6%	-0.9%	1.4%	1.5%	2.5%	2.1%
16	Norway	2.6%	2.1%	-2.8%	2.7%	1.1%	0.4%	2.9%	2.5%	2.2%	2.1%
17	Poland	4.8%	4.1%	4.0%	1.0%	1.4%	3.8%	5.4%	3.4%	5.0%	5.1%
18	Portugal	4.6%	3.8%	3.4%	1.7%	0.4%	-1.1%	1.0%	0.4%	1.0%	1.4%
19	Romania	-4.8%	-1.2%	0.6%	5.7%	5.1%	5.2%	8.3%	4.1%	6.3%	6.4%
20	Russia	-5.3%	6.4%	10.0%	5.1%	4.7%	7.3%	7.1%	6.4%	6.0%	5.2%
21	Spain	4.3%	4.2%	7.7%	3.5%	2.7%	2.9%	3.1%	3.4%	3.2%	2.9%
22	Sweden	3.6%	4.6%	4.3%	1.0%	2.0%	1.5%	3.6%	2.7%	3.6%	2.8%



My range currently has values that display different numbers of decimal places. What happens when I change the number of decimal places?

In this situation, Excel uses the value that has the most displayed decimal places as the basis for formatting all the values. For example, if the selected range has values that display no, one, two, or four decimal places, Excel uses the value with four decimals as the basis. If you click **Decrease Decimal**, Excel displays every value with three decimal places; if you click **Increase Decimal**, Excel displays every value with five decimal places.



Apply an AutoFormat to a Range

You can save time when formatting your Excel worksheets by using the AutoFormat feature. This feature offers a number of predefined formatting options that you can apply to a range all at once. The formatting options include the number format, font, cell alignment, borders, patterns, row height, and column width.

The AutoFormats are designed for data in a tabular format, particularly where you have headings in the top row and left column, numeric data in the rest of the cells, and a bottom row that shows the totals for each column.

Sales

Division I

livision II

Division III

SALES TOTAL

Jan Feb Mar Apr May Jun Jul

24400

76650 75200 78750 82700 82500 82150 84000



TOTAL

29400

35865

Apply an AutoFormat to a Range

Select the range you want to format.

2 Click **AutoFormat** (**2**).

Note: See Chapter 1 to learn how to add a button to the Quick Access Toolbar. In this case, you must add the QuickFormat button.

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A1	• (*	j	f Sale:											
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Sales Division I Division II Division III SALES TOTAL	Jan 23500 28750 24400 76650	Feb 23000 27900 24300 75200	Mar 24000 29500 25250 78750	Apr 25100 31000 26600 82700	May J 25000 30500 27000 82500	25400 30000 26750 82150	26000 31000 27000 84000	24000 29500 25250	Sep 24000 29500 25250 78750	Oct 26000 32000 28000 86000	Nov 24000 29500 25250 78750	Dec 24000 29500 25250 78750	358650 310300	

Aug Sep Oct Nov Dec

78750

78750 86000

78750 78750 96295

23500 23000 24000 25100 25000 25400 26000 24000 24000 26000 24000 24000

28750 27900 29500 31000 30500 30000 31000 29500 29500 32000 29500 29500

27000 25250 25250 28000 25250 25250 31030

24300 25250 26600 27000 26750



The AutoFormat dialog box appears.

3 In the Table format list, click the AutoFormat you want to use.

4 Click OK.

- AutoFormat 2 × Feb Mar Total East 19 5 East 75 5 \$ 19 West 17 West 17 Smuth 24 South Total 60 Feb Mar Fast 3 West South Total 18 60 Colorful 1 Colorful 2 Feb Mar East West 6 4 17 South Colorful 3 List 1 Δ OK Cancel Options...
- Excel applies the AutoFormat to the selected range.

	А	B	C	D	E	F	G	H	1	1	K	L	M	N	0	P	0
1	Sales	lan	Feb	Mar	Арг	May	lun	lul	Aug	Sep	Oct	Nov	Dec	TOTAL			
2	Division I	23500	23000	24000	25100	25000	25400	26000	24000	24000	26000	24000	24000	294000			
в	Division II	28750	27900	29500	31000	30500	30000	31000	29500	29500	32000	29500	29500	358650			-
4	Division III	24400	24300	25250	26600	27000	26750	27000	25250	25250	28000	25250	25250	310300			1
5	SALES TOTAL	76650	75200	78750	82700	82500	82150	84000	78750	78750	86000	78750	78750	962950			
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7																	
8																	
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10																	
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14 4		1 She	et2	Sheet3	(2)							_		HI.	-	-	14
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Is there a way to apply an AutoFormat without using some of its formatting?

Yes. Excel enables you to control all six formats that are part of each AutoFormat: Number, Font, Alignment, Border, Patterns, and Width/ Height. Follow Steps 1 to 3 to choose the AutoFormat you



want to apply. Click **Options** to expand the dialog box and display the Formats to apply group. Deselect the option for each format you do not want to apply (I changes to), and then click **OK**.

How do I remove an AutoFormat?

If you do not like or no longer need the AutoFormat you applied to the cells, you can revert to a plain, unformatted state. Select the range and then click



to display the AutoFormat dialog box. In the format list, click **None**, and then click **OK**. Excel removes the AutoFormat from the selected range.

Apply a Conditional Format to a Range

You can make a worksheet easier to analyze by applying a conditional format to a range. A *conditional format* is formatting that Excel applies only to cells that meet the condition you specify. For example, you can tell Excel to apply the formatting only if a cell's value is greater than some specified amount.

When you set up your conditional format, you can specify the font, border, and background pattern, which helps to ensure that the cells that meet your criteria stand out from the other cells in the range.



Apply a Conditional Format to a Range

- Select the range you want to work with.
- **2** Click the **Home** tab.
- **3** Click **Conditional Formatting**.
- **4** Click **Highlight Cells Rules**.
- **5** Click the operator you want to use for your condition.

An operator dialog box appears, such as the Greater Than dialog box shown here.

6 Type the value you want to use for your condition.

 You can also click the collapse dialog box button (
) and then click in a worksheet cell.

Depending on the operator, you may need to specify two values.

- Click this and then click the formatting you want to use.
- To create your own format, click Custom Format.

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2		1998	1999	2000	2001	2002	Color S	culas.	, 💷	Equal To	
3	Austria	3.9%	2.7%	5.3%	0.7%	1.2%	Color 2				
4	Belgium	2.0%	3.2%	3.9%	0.7%	0.9%	icon Se		, 1	Text that Cont	aine
5	Canada	4.1%	5.6%	5.4%	1.8%	3.4%	Icon Se	13		Leve that com	100 m
6	Denmark	2.5%	2.6%	2.8%	1.3%	0.5%	New Rule	-	1	L	110
7	Finland	5.0%	3.4%	5.1%	1.1%	2.2%	E Clear Rule			A Date Occurri	ng
8	France	3.4%	3.2%	5.3%	2.1%	1.2%			1000		
9	Germany	2.0%	2.0%	4.5%	1.2%	0.2%	Manage E	guies		Duplicate Valu	ies
10	Greece	3.4%	3.4%	4.5%	4.3%	3.8%	4.7%	4.2%			
11	Hungary	4.9%	4.2%	5.2%	4.3%	3.8%	3.4%	4.6%		More Rules	
12	Iceland	5.6%	4.2%	5.4%	2.6%	-2.1%	4.2%	5.2%	5.6%		-0.6%
13	Irel	8.6%	11.3%	10.3%	6.0%	6.1%	3.7%	4.9%	4.7%		4.6%
14	Italy	1.8%	1.7%	3.0%	1.8%	0.4%	0.3%	1.2%	0.1%		1.2%
15	Netherlands	4.3%	4.0%	3.5%	1.4%	0.6%	-0.9%	1.4%	1.5%		2.1%
16	Norway	2.6%	2.1%	-2.8%	2.7%	1.1%	0.4%	2.9%	2.5%		2.1%
17	Poland	4.8%	4.1%	4.0%	1.0%	1.4%	3.8%	5.4%	3.4%		5.1%
18	Portugal	4.6%	3.8%	3.4%	1.7%	0.4%	-1.1%	1.0%	0.4%		1,4%
19	Romania	-4.8%	-1.2%	0.6%	5.7%	5.1%	5.2%	8.3%	4.1%		6.4%
20	Russia	-5.3%	6.4%	10.0%	5.1%	4.7%	7.3%	7.1%	6.4%		5.2%
21	Spain	4.3%	4.2%	7.7%	3.5%	2.7%	2.9%	3.1%	3.4%		2.9%
22	Sweden	3.6%	4.6%	4.3%	1.0%	2.0%	1.5%	3.6%	2.7%		2.8%
23	Switzerland	2.8%	1.3%	3.6%	1.0%	0.3%	-0.4%	2.1%	1.8%		1.7%
24	United Kingdom	3.1%	2.8%	3.7%	2.3%	1.8%	2.2%	3.1%	1.9%		2.8%
25	United States	4.2%	3.9% et3	4.2%	0.8%	1,6%	2.7%	4.2%	3.5%	3.5%	3.2%





8 Click OK.

• Excel applies the formatting to cells that meet your condition.

ormat cells that are GRE	ATER THAN:	
5.0%	with	Light Red Fill with Dark Red Text

	A	В	C	D	E	F	G	H	1	1	К
1	GDP-Ar	nual Gr	owth	Rate (S	ource:	http:/	/swive	I.com/)		
2		1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
3	Austria	3.9%	2.7%	5.3%	0.7%	1.2%	0.8%	2.2%	1.9%	2.6%	2.1%
4	Belgium	2.0%	3.2%	3.9%	0.7%	0.9%	1.3%	2.9%	1.5%	2.1%	1.8%
5	Canada	4.1%	5.6%	5.4%	1.8%	3.4%	2.0%	2.9%	4.6%	3.2%	2.8%
6	Denmark	2.5%	2.6%	2.8%	1.3%	0.5%	0.7%	2.4%	3.4%	2.5%	2.1%
7	Finland	5.0%	3.4%	5.1%	1.1%	2.2%	2.4%	3.7%	3.3%	3.7%	2.8%
3	France	3.496	3.2%	5.3%	2.1%	1.2%	0.8%	2.3%	1.296	1.9%	2.0%
9	Germany	2.0%	2.0%	4.5%	1.2%	0.2%	0.0%	1.6%	1.2%	1.9%	1.1%
0	Greece	3.4%	3.4%	4.5%	4.3%	3.8%	4.7%	4.2%	3.7%	3.5%	3.2%
1	Hungary	4.9%	4.2%	5.2%	4.3%	3.8%	3.4%	4.6%	4.1%	3.5%	3.6%
2	Icela	5.6%	4.2%	5.4%	2.6%	-2.1%	4.2%	5.2%	5.6%	3.896	-0.6%
3	Ireland	8.6%	11.3%	10.3%	6.0%	6.1%	3.7%	4.9%	4.7%	4.8%	4.6%
4	Italy	1.8%	1.7%	3.0%	1.8%	0.4%	0.3%	1.2%	0.1%	1.2%	1.2%
5	Netherlands	4.3%	4.0%	3.5%	1.4%	0.6%	-0.9%	1.4%	1.5%	2.5%	2.1%
6	Norway	2.6%	2.1%	-2.8%	2.7%	1.1%	0.4%	2.9%	2.5%	2.2%	2.1%
7	Poland	4.8%	4.1%	4.0%	1.0%	1.4%	3.8%	5.4%	3.4%	5.0%	5.1%
8	Portugal	4.6%	3.8%	3.4%	1.7%	0.4%	-1.1%	1.0%	0.4%	1.0%	1.4%
9	Romania	-4.8%	-1.2%	0.6%	5.7%	5.1%	5.2%	8.3%	4.1%	6.3%	6.4%
0	Russia	-5.3%	6.4%	10.0%	5.1%	4.7%	7.3%	7.1%	6.4%	6.0%	5.2%
1	Spain	4.3%	4.2%	7.7%	3.5%	2.7%	2.9%	3.1%	3.4%	3.2%	2.9%
2	Sweden	3.6%	4.6%	4.3%	1.0%	2.0%	1.5%	3.6%	2.7%	3.6%	2.8%
3	Switzerland	2.8%	1.3%	3.6%	1.0%	0.3%	-0.4%	2.1%	1.8%	2.8%	1.7%
4	United Kingdom	3.1%	2.8%	3.7%	2.3%	1.8%	2.2%	3.1%	1.9%	2.6%	2.8%
5	United States	4.2%	3.9%	4.2%	0.8%	1.6%	2.7%	4.2%	3.5%	3.5%	3.2%
4	> H Sheet1	Sheet2 Shee	et3 . 23	1			14	III.	1		*
lea								m	100%	Θ 0	(4



Can I set up more than one condition for a single range?

Yes. Excel enables you to specify multiple conditional formats. For example, you could set up one condition for cells that are greater than some value, and a



separate condition for cells that are less than some other value. You can apply unique formats to each condition. Follow Steps 1 to 8 to configure the new condition.

How do I remove a conditional format from a range?

If you no longer require a conditional format, you can delete it. Follow Steps 1 to 3 to select the range and display the Conditional Formatting menu, and then click

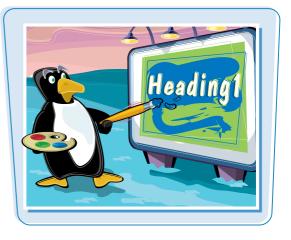


Manage Rules. Excel displays the Conditional Formatting Rules Manager dialog box. Click the conditional format you want to remove and then click **Delete Rule**.

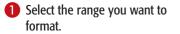
Apply a Style to a Range

You can reduce the time it takes to format your worksheets by applying Excel's predefined styles to your ranges. Excel comes with more than 20 predefined styles for different worksheet elements such as headings, as well as two dozen styles associated with the current document theme.

Each style includes the number format, cell alignment, font typeface and size, border, and fill color.



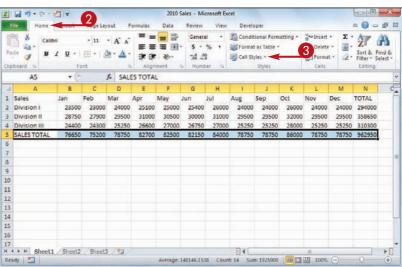
Apply a Style to a Range



	A	B	С	D	E	F	G	н	1	1	ĸ	L	M	N	
1	Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
2	Division I	23500	23000	24000	25100	25000	25400	26000	24000	24000	26000	24000	24000	294000	
3	Division II	28750	27900	29500	31000	30500	30000	31000	29500	29500	32000	29500	29500	358650	
4	Division III	24400	24300	25250	26600	27000	26750	27000	25250	25250	28000	25250	25250	310300	
->	SALES TOTAL	76650	75200	78750	82700	82500	82150	84000	78750	78750	86000	78750	78750	962950	
6														1	
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Re	ady 🔚					Average	148146.1	538 Cour	Nt: 14 SL	m: 192590	0	1005	- O	_0	-

2 Click the **Home** tab.

3 Click **Cell Styles**.



Excel displays the Cell Styles gallery.

4 Click the style you want to apply.

Note: If the style is not exactly the way you want, you can right-click the style, click **Modify**, and then click **Format** to customize the style.

X 2010 Sales - Mici Hom a 🕜 🗆 🖨 🕮 х = - 遊 General Conditional Formatting ansert -Σ· 🦅 🕅 Calibr + 11 25 書 湯 図・ 5 - 1/4 1 Format as Table 7 Sk Detete v BI υ -2 - Sort & Find & ð 課課 20-:d .tt Format + Cell Styles od. Bad a AS Bad Norma Data and Mode Sales Feh Check 0 Linked Cell Note 1 ian 23500 2 Division I 2300 Output Warning Text 28750 2790 Division II lities and Heading 2430 Heading 1 Heading 2 Heading 4 Title Total Heading 3 SALES TOT Themed Cell Style 20% - Accent1 20% - Accent2 20% - Accent3 20% - Accent4 20% - Accent5 20% - Accent6 8 40% - Accent1 40% - Accent2 40% - Accent3 40% - Accent4 40% - Accent5 40% - Accent6 9 10 11 12 Number For 13 Comma Comma [0] Currency Currency [0] Percent 14 Mew Cell Style ... 15 Merge Styles. 16 17

Formatting Excel Ranges

• Excel applies the style to the range.

2	A	B	С.	D	1	F	G	11	1	(J.)	K	de:	M	N	1
1	Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	
2	Division I	23500	23000	24000	25100	25000	25400	26000	24000	24000	26000	24000	24000	294000	ł
3	Division II	28750	27900	29500	31000	30500	30000	31000	29500	29500	32000	29500	29500	358650	ł
4	Division III	24400	24300	25250	26600	27000	26750	27000	25250	25250	28000	25250	25250	310300	ł
	SALES TOTAL	76650	75200	78750	82700	82500	82150	84000	78750	78750	86000	78750	78750	962950	ŧ
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Are there styles I can use to format tabular data?

Yes. Excel comes with a gallery of table styles that offer formatting options that highlight the first row, apply different formats to alternating rows, and so



on. Select the range that includes your data, click the **Home** tab, and then click **Format as Table**. In the gallery that appears, click the table format you want to apply.

Can I create my own style?

Yes. This is useful if you find yourself applying the same set of formatting options over and over. By saving those options as a custom style, you can apply it by following Steps 1 to 4. Apply your



chapter

formatting to a cell or range, and then select that cell or range. Click **Home**, click **Cell Styles**, and then click **New Cell Style**. In the Style dialog box, type a name for your style, and then click **OK**.

Change the Column Width

If you have a large number or a long line of text in a cell, Excel may display only part of the cell value. To avoid this, you can increase the width of the column. Similarly, if a column only contains a few characters in each cell, you can decrease the width to fit more columns on the screen.

Change the Column Width

Click in any cell in the column you want to resize.

and the second se	A B	C	D	E	F	G	H	IL
1	Calas Dan	2009 Sales	2010 Sales					1
2	Sales Rep							+
3	Nancy Freeha		\$960,492					
4	Andrew Cenc		\$577,983					
5	Jan Kotas	\$622,781	\$967,580					
6	Mariya Sergie	\$765,327	\$771,399					
7	Steven Thorp	\$863,589	\$827,213					
8	Michael Nelp	\$795,518	\$669,394					
9	Robert Zare	\$722,740	\$626,945					
10	Laura Giussa	\$992,059	\$574,472					
11	Anne Hellung	\$659,380	\$827,932					-
12	Kyra Harper	\$509,623	\$569,609					
13	David Ferry	\$987,777	\$558,601					
14	Paul Voyatzis	\$685,091	\$692,182					
15	Andrea Aster	\$540,484	\$693,762					
16	Charles Gran	\$650,733	\$823,034					
17	Karen Allston	\$509,863	\$511,569					
18	Karen Hamm	\$503,699	\$975,455					
19	Vince Durbin	\$630,263	\$599,514					
20	Paul Richards	\$779,722	\$596,353					
21	Gregg O'Don	\$592,802	\$652,171					
22		10	thread Cont					
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	7 - 12 - 1	2		Sales Reps Sal						× π ε
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Clipboard	83	Font (*	Alignment	Freehafer	er Fr		Styles	Cell	Size Row Height	T
1	A	В	с	D	1	E	4	**	AutoFit Row Height	T
2		Sales Rep Nancy Freeha		2010 Sales \$960,492					Column Width	-
4 5 6		Andrew Cenci Jan Kotas Mariya Sergie	\$606,731 \$622,781 \$765.327	\$577,983 \$967,580 \$771,399				Visit	ility Hide & <u>U</u> nhide →	E
7 8		Steven Thorpe Michael Neip	\$863,589 \$795,518	\$827,213 \$669,394				Orga	nize Sheets Rename Sheet	
9 10		Robert Zare Laura Giussar	\$722,740 \$992,059	\$626,945 \$574,472					Move or Copy Sheet Tab Color >	
11 12		Anne Hellung Kyra Harper	\$659,380 \$509,623	\$827,932 \$569,609				3	ection Protect Sheet	F
13 14		David Ferry Paul Voyatzis	\$987,777 \$685,091	\$558,601 \$692,182					Lock Cell Format C <u>e</u> lls	-
15		Andrea Aster	\$540,484	\$693,762						

- **2** Click the **Home** tab.
- 3 Click Format.
- **4** Click **Column Width**.



The Column Width dialog box appears.

- In the Column width text box, type the width you want to use.
- 6 Click OK.
- Excel adjusts the column width.
- You can also move
 vour the right edge of the column heading
 (
 changes to +
) and then
 click and drag the edge to set the
 width.



	A B	++ < €	D	E	F	G	Н
1	-						
2	Sales Rep	2009 Sales	2010 Sales				
3	Nancy Freehafer	\$996,336	\$960,492				
4	Andrew Cencini	\$606,731	\$577,983				
5	Jan Kotas	\$622,781	\$967,580				
6	Mariya Sergienko	\$765,327	\$771,399				
7	Steven Thorpe	\$863,589	\$827,213				
8	Michael Neipper	\$795,518	\$669,394				
9	Robert Zare	\$722,740	\$626,945				
10	Laura Glussani	\$992,059	\$574,472				
11	Anne Hellung-Larsen	\$659,380	\$827,932				
12	Kyra Harper	\$509,623	\$569,609				
13	David Ferry	\$987,777	\$558,601				
14	Paul Voyatzis	\$685,091	\$692,182				
15	Andrea Aster	\$540,484	\$693,762				
16	Charles Granek	\$650,733	\$823,034				
17	Karen Aliston	\$509,863	\$511,569				
18	Karen Hammond	\$503,699	\$975,455				
19	Vince Durbin	\$630,263	\$599,514				
20	Paul Richardson	\$779,722	\$596,353				
21	Gregg O'Donoghue	\$592,802	\$652,171				
22	and an and the second method of the second						
Ready	Sheet1 Sheet2		14			₩ 0 4	



Is there an easier way to adjust the column width to fit the contents of a column?

Yes. You can use Excel's AutoFit feature, which automatically adjusts the column width to fit the widest item in a column.



Click any cell in the column, click **Home**, click **Format**, and then click **AutoFit Column Width**. Alternatively, move \bigcirc over the right edge of the column heading (\bigcirc changes to \leftrightarrow) and then double-click.

Is there a way to change all the column widths at once?

Yes. Click (or press Ctrl + A) to select the entire worksheet, and then follow the steps in this section to set the width you prefer. If you have already adjusted some column widths and you want to change all the other widths, click **Home**, click **Format**, and then click **Default Width** to

open the Standard Width dialog box. Type the new standard column width, and then click **OK**.





You can make your worksheet more visually appealing by increasing the row heights to create more space. This is particularly useful in worksheets that are crowded with text.

If you want to change the row height to display multiline text within a cell, you must also turn on text wrapping within the cell. See "Wrap Text Within a Cell" later in this chapter.



Change the Row Height

Select a range that includes at least one cell in every row you want to resize.

2	1998	1999	2000	2001	2002	2003	2004	2005	2006	200
3 Austria	3.9%	2.7%	5.3%	0.7%	1.2%	0.8%	2.2%	1.9%	2.6%	2.1
4 Belgium	2.0%	3.2%	3.9%	0.7%	0.9%	1.3%	2.9%	1.5%	2.1%	1.8
5 Canada	4.1%	5.6%	5.4%	1.8%	3.4%	2.0%	2.9%	4.6%	3.2%	2.89
6 Denmark	2.5%	2.6%	2.8%	1.3%	0.5%	0.7%	2.4%	3.4%	2.5%	2.1
7 Finland	5.0%	3.4%	5.1%	1.1%	2.2%	2.4%	3.7%	3.3%	3.7%	2.8
8 France	3.4%	3.2%	5.3%	2.1%	1.2%	0.8%	2.3%	1.2%	1.9%	2.0
9 Germany	2.0%	2.0%	4.5%	1.2%	0.2%	0.0%	1.6%	1.2%	1.9%	1.19
10 Greece	3.4%	3.4%	4.5%	4.3%	3.8%	4.796	4.2%	3.7%	3.5%	3.29
11 Hungary	4.9%	4.2%	5.2%	4.3%	3.8%	3.4%	4.6%	4.1%	3.5%	3.6
12 Iceland	5.6%	4.2%	5.4%	2.6%	-2.1%	4.2%	5.2%	5.6%	3.8%	-0.6
13 Ireland	8.6%	11.3%	10.3%	6.0%	5.1%	3.7%	4.9%	4.7%	4.8%	4.6
14 Italy	1.8%	1.7%	3.0%	1.8%	0.4%	0.3%	1.2%	0.1%	1.2%	1.2
15 Netherlands	4.3%	4.0%	3.5%	1.4%	0.6%	-0.9%	1.4%	1.5%	2.5%	2.1
16 Norway	2.6%	2.1%	-2.8%	2.7%	1.1%	0.4%	2.9%	2.5%	2.2%	2.1
17 Poland	4.8%	4.1%	4.0%	1.0%	1.4%	3.8%	5.4%	3.4%	5.0%	5.19
18 Portugal	4.6%	3.8%	3.4%	1.7%	0.4%	-1.1%	1.0%	0.4%	1.0%	1.49
19 Romania	-4.8%	-1.2%	0.6%	5.7%	5.1%	5.2%	8.3%	4.1%	6.3%	6.4
20 Russia	-5.3%	6.4%	10.0%	5.1%	4.7%	7.3%	7.1%	6.4%	6.0%	5.29
21 Spain	4.3%	4.2%	7.7%	3.5%	2.7%	2.9%	3.1%	3.4%	3.2%	2.9
22 Sweden	3.6%	4.6%	4.3%	1.0%	2.0%	1.5%	3.6%	2.7%	3.6%	2.8
23 Switzerland	2.8% Sheet2 Shee	1.3%	3.6%	1.0%	0.3%	-0.4%	2.1%	1.8%	2.8%	1.7

- **2** Click the **Home** tab.
- **3** Click Format.
- **4** Click **Row Height**.

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Βç	en preod	Font	15	Alignment	15 N	imber G	St	4	Cel	Size			
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	Canada	4.1%	5.6%	5,4%	1.8%	3.4%	2.0%	2.9%		Hide & L	Inhide	. 9	16
	Denmark	2.5%	2.6%	2.8%	1.3%	0.5%	0.7%	2.4%	Org	anize Shee	ets	3	%
	Finland	5.0%	3.4%	5.1%	1.1%	2.2%	2,4%	3.7%		Bename:	Sheet	9	76
	France	3.4%	3.2%	5.3%	2.1%	1.2%	0.8%	2.3%		Move or	Copy Sheet	3	ю
	Germany	2.0%	2.0%	4.5%	1.2%	0.2%	0.0%	1.6%		Tab Colo		. 9	Ж
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1	Hungary	4.9%	4.2%	5.2%	4.3%	3.8%	3.4%	4.6%	Pro	tection		9	16
2	Iceland	5.6%	4.2%	5.4%	2.6%	-2.1%	4.2%	5.2%	2	Protect \$	heet	3	16
3	Ireland	8.6%	11.3%	10.3%	6.0%	6.1%	3.7%	4.9%		Lock Cell		9	16
4	Italy	1.8%	1.7%	3.0%	1.8%	0.4%	0.3%	1.2%	100	Format C	WIRE .	9	16
5	Netherlands	4.3%	4.0%	3.5%	1.4%	0.6%	+0.9%	1.4%		3.70	2.370	2.19	16
6	Norway	2.6%	2.1%	-2.8%	2.7%	1.1%	0.4%	2.9%	2.	596	2.2%	2.19	16
						1.4%		5.4%		196		5.19	



The Row Height dialog box appears.

- In the Row height text box, type the height you want to use.
- 6 Click OK.
- Excel adjusts the row heights.
- You can also move
 ver the bottom edge of a row heading
 (c) changes to +) and then click and drag the edge to set the height.



2	A	8	C	D	E	F	G	H	1	3.1	K	Ē
1	GDP-An	nual Gr	owth F	Rate (Se	ource:	http://	/swive	I.com/)			
2	-	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	
3	Austria	3.9%	2.7%	5.3%	0.7%	1.2%	0.8%	2.2%	1.9%	2.6%	2.1%	
4	Belgium	2.0%	3.2%	3.9%	0.7%	0.9%	1.3%	2.9%	1.5%	2.1%	1.8%	
5	Canada	4.1%	5.6%	5.4%	1.8%	3.4%	2.0%	2.9%	4.6%	3.2%	2.8%	
6	Denmark	2.5%	2.6%	2.8%	1.3%	0.5%	0.7%	2.4%	3.4%	2.5%	2.1%	
7	Finland	5.0%	3.4%	5.1%	1.1%	2.2%	2.4%	3.7%	3.3%	3.7%	2.8%	
8	France	3.4%	3.2%	5.3%	2.1%	1.2%	0.8%	2.3%	1.2%	1.9%	2.0%	
9	Germany	2.0%	2.0%	4.5%	1.2%	0.2%	0.0%	1.6%	1,2%	1.9%	1.1%	
10	G. cece	3.4%	3.4%	4.5%	4.3%	3.8%	4.7%	4.2%	3.7%	3.5%	3.2%	
11	Hungary	4.9%	4.2%	5.2%	4.3%	3.8%	3.4%	4.6%	4.1%	3.5%	3.6%	
12	Iceland	5.6%	4.2%	5.4%	2.6%	-2.1%	4.2%	5.2%	5.6%	3.8%	-0.6%	
13	Ireland	8.6%	11.3%	10.3%	6.0%	6.1%	3.7%	4.9%	4.7%	4.8%	4.6%	
14	Italy	1.8%	1.7%	3.0%	1.8%	0.4%	0.3%	1.2%	0.1%	1.2%	1.2%	
15	Netherlands	4.3%	4.0%	3.5%	1.4%	0.6%	-0.9%	1.4%	1.5%	2.5%	2.1%	
16	Norway	2.6%	2.1%	-2.8%	2.7%	1.1%	0.4%	2.9%	2.5%	2.2%	2.1%	
17	Poland	4.8%	4.1%	4.0%	1.0%	1.4%	3.8%	5.4%	3.4%	5.0%	5.1%	
18	Portugal	4.6%	3.8%	3.4%	1.7%	0.4%	-1.1%	1.0%	0.4%	1.0%	1.4%	
14 4	+ H Sheet1	Sheet2 / She	et3 / 😏 /						III III 100%		- +	E



Is there an easier way to adjust the row height to fit the contents of a row?

Yes. You can use Excel's AutoFit feature, which automatically adjusts the row height to fit the tallest item in a row. Click in any cell

in the row, click **Home**, click **Format**, and click **AutoFit Row Height**. Alternatively, move over the bottom edge of the row heading (changes to +) and then double-click.

Is there a way to change all the row heights at once?

Yes. Click (or press Ctrl + (A)) to select the entire worksheet. You can then either follow

	A	В	С
1	-		
2	Height: 24.00) (32 pixels)	
3.			
4			
5			

the steps in this section to set the height by hand, or you can move \bigcirc over the bottom edge of any row heading (\bigcirc changes to +) and then click and drag the edge to set the height of all the rows.

Wrap Text Within a Cell

If you type more text in a cell than can fit horizontally, Excel either displays the text over the next cell if it is empty or displays only part of the text if the next cell contains data. To prevent Excel from showing only truncated cell data, you can format the cell to wrap text within the cell.



Wrap Text Within a Cell

Select the cell that you want to format.

	A1 -	(Ja	The orig	inal source	for this dat	a is http://	swivel.com	1		
1	A	В	C	D	E	F	G	н	1	1
-	The original source	GDP-A	nnual	Growt	h Rate					
2		1998	1999	2000	2001	2002	2003	2004	2005	200
3	Austria	3.9%	2.7%	5.3%	0.7%	1.2%	0.8%	2.2%	1.9%	2.69
4	Belgium	2.0%	3.2%	3.9%	0.7%	0.9%	1.3%	2.9%	1.5%	2.19
5	Canada	4.1%	5.6%	5.4%	1.8%	3.4%	2.0%	2.9%	4.6%	3.29
6	Denmark	2.5%	2.6%	2.8%	1.3%	0.5%	0.7%	2.4%	3.4%	2.59
7	Finland	5.0%	3.4%	5.1%	1.1%	2.2%	2.4%	3.7%	3.3%	3,79
8	France	3,4%	3.2%	5.3%	2.1%	1.2%	0.8%	2.3%	1.2%	1.99
9	Germany	2.0%	2.0%	4.5%	1.2%	0.2%	0.0%	1.6%	1.2%	1.99
10	Greece	3.4%	3.4%	4.5%	4.3%	3.8%	4.7%	4.2%	3.7%	3.5%



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4	A	В	C	D	E	F	G	н	1	J.
1	The original sou	GDP-	Annual	Growt	h Rat	е				
2		1998	1999	2000	2001	2002	2003	2004	2005	20
3	Austria	3.9%	2.7%	5.3%	0.7%	1.2%	0.8%	2.2%	1.9%	2.0
4	Belgium	2.0%	3.2%	3.9%	0.7%	0.9%	1.3%	2.9%	1.5%	2.1
5	Canada	4.1%	5.6%	5.4%	1.8%	3.4%	2.0%	2.9%	4.6%	3.2
6	Denmark	2.5%	2.6%	2.8%	1.3%	0.5%	0.7%	2.4%	3.4%	2.5
7	Finland	5.0%	3.4%	5.1%	1.1%	2.2%	2.4%	3.7%	3.3%	3.7
8	France	3.4%	3.2%	5.3%	2.1%	1.2%	0.8%	2.3%	1.2%	1.9
9	Germany	2.0%	2.0%	4.5%	1.2%	0.2%	0.0%	1.6%	1.2%	1.5
10	Greece	3.4%	3.4%	4.5%	4.3%	3.8%	4.7%	4.2%	3.7%	3.5

chapter

	8	Click	Wrap	Text	(🖃).
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j.		A	B	С	D	E	F	G	H	1	1
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2	-		1998	1999	2000	2001	2002	2003	2004	2005	20
3	Austria		3.9%	2.7%	5.3%	0.7%	1.2%	0.8%	2.2%	1.9%	2.6
1	Belgium		2.0%	3.2%	3.9%	0.7%	0.9%	1.3%	2.9%	1.5%	2.1
5	Canada		4.1%	5.6%	5.4%	1.8%	3.4%	2.0%	2.9%	4.6%	3.2
2	Denmark	k	2.5%	2.6%	2.8%	1.3%	0.5%	0.7%	2.4%	3.4%	2.5
	Finland		5.0%	3.4%	5.1%	1.1%	2.2%	2.4%	3.7%	3.3%	3.7
6	· ·····			3.2%	5.3%	2.1%	1.2%	0.8%	2.3%	1.2%	1.5
5	France		3.4%	J.L.10							
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Excel turns on text wrapping for the selected cell.

 If the cell has more text than can fit horizontally, Excel wraps the text onto multiple lines and increases the row height to compensate.

	A	B	C	D	E	F	G	H	1	1
1	The original source for this data is http://swivel.com/	GDP—A	Innual	Growt	h Rate					
2		1998	1999	2000	2001	2002	2003	2004	2005	2000
3	Austria	3.9%	2.7%	5.3%	0.7%	1.2%	0.8%	2.2%	1.9%	2.6%
4	Belgium	2.0%	3.2%	3.9%	0.7%	0.9%	1.3%	2.9%	1.5%	2.1%
5	Canada	4.1%	5.6%	5.4%	1.8%	3.4%	2.0%	2.9%	4.6%	3.2%
6	Denmark	2.5%	2.6%	2.8%	1.3%	0.5%	0.7%	2.4%	3.4%	2.5%
7	Finland	5.0%	3.4%	5.1%	1.1%	2.2%	2.4%	3.7%	3.3%	3.7%
8	France	3.4%	3.2%	5.3%	2.1%	1.2%	0.8%	2.3%	1.2%	1.9%
9	Germany	2.0%	2.0%	4.5%	1.2%	0.2%	0.0%	1.6%	1.2%	1.9%
10	Greece	3.4%	3.4%	4.5%	4.3%	3.8%	4.7%	4.2%	3.7%	3.5%

TP

My text is only slightly bigger than the cell. Is there a way to view the entire text without turning on text wrapping?

Yes. There are several things you can try. For example, you can widen the column until you see all your text; see "Change the Column Width" earlier in this chapter.

Alternatively, you can try reducing the cell font size. One way to do this is to choose a smaller value in the Font Size list of the Home tab's Font group. However, an easier way is to click the Alignment group's dialog box launcher (\fbox) to open the Format Cells dialog box with the Alignment tab displayed. Click the **Shrink to fit** check box (\blacksquare changes to \blacksquare) and then click **OK**.

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You can make a range stand out from the rest of your worksheet data by adding a border around the range. You can also use borders to make a range easier to read. For example, if your range has totals on the bottom row, you can add a double border above the totals.



Add Borders to a Range

Select the range that you want to format.

	A	В	C	D	E	F	G	H	1	
1	Expen	se Budget	Calculation	1 - 1st Qua	arter					
2										
3		INCREASE	1.03							
4										
5		EXPENSES	January	February	March	Total				
6		Advertising	4,600	4,200	5,200	10,900				
7		Rent	2,100	2,100	2,100	5,400	6			
8		Supplies	1,300	1,200	1,400	18,500				=
9		Salaries	16,000	16,000	16,500	32,600				
10		Utilities	500	600	600	25,200				
11		2010 TOTAL	24,500	21,100	25,800	92,600				
12										
13		2011 BUDGET	25,235	24,823	26,574	95,378				
14										
15										
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- **2** Click the **Home** tab.
- **3** Click the **Borders** .

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-	A	В	С	D	E.	F	G	Н	1	E
1	Expens	e Budget Cal	culation - :	1st Quart	er					f
2										
3		INCREASE	1.03							
4										
5		EXPENSES	January	February	March	Tota	L			
6		Advertising	4,600	4,200	5,200	14,000				
7		Rent	2,100	2,100	2,100	6,300				
8		Supplies	1,300	1,200	1,400	3,900				
9		Salaries	16,000	16,000	16,500	48,500				
10		Utilities	500	600	600	1,700				
11		2010 TOTAL	24,500	24,100	25,800	74,400				
12										
13		2011 BUDGET	25,235	24,823	26,574	76,632				
14										

4 Click the type of border you want to use.

Excel applies the border to the

Formatting Excel Ranges

chapter

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6	Outside Bo			200	5,200	14,000				
7	Inick Box i	Border		100	2,100	6,300				
8	Eottom Do	uble Border		200	1,400	3,900				
9	Thick Botto			200	16,500	48,500				
10		ottom Border		References -						
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4	Tan and In	nys bottem boro		100	25,800	74,400				
12	Draw Borders	oyble Bottom Bo	Toer Da	823	36 574	70.000				
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A A Expense A A A A A A A A A A A A A A A A A A A	B Budget INCREASE EXPENSES	C Calculation 1.03 January	D n - 1s Febr	t Que	E Sum: Gen E Arter March	F Total			1	+
Ready A 1 Expense 2 3 4 5 6	B Budget INCREASE EXPENSES Advertising	C Calculation 1.03 January 4.600	D 1 - 1s Febr	t Qua	E E March 5,200	F				•
A 1 Expense 2 3 4 5 5 6 7	B Budget INCREASE EXPENSES	C Calculation 1.03 January	D 1 - 15 Febr 4, 2,	t Que	E Sum: Gen E Arter March	F Total 10,900				(+)
A 1 Expension 2 3 4 5 6 7 8 9	B e Budget INCREASE EXPENSES Advertising Rent Supplies Salaries	C Calculation 1.03 January 4,600 2,100 1,300 16,000	D 1 - 15 Febr 4, 2, 1, 16,	t Qua 200 100 200 000	E Marter 5,200 2,100 1,400 16,500	F Total 10,900 5,400 18,500 32,600			1	•
A A 1 Expense 2 3 4 5 5 6 7 8 9 10	B e Budget INCREASE EXPENSES Advertising Rent Supplies Solaries Utilities	C Calculation 1.03 4,600 2,100 1,300 16,000 600	D Febri 4, 2, 1, 16,	t Qua 200 100 200 000 600	E Marter 5,200 2,100 1,400 16,500 600	F Total 10,900 5,400 18,500 32,600 25,200			0	
A 1 Expension 2 3 4 5 6 7 7 8 9 10 11 11	B e Budget INCREASE EXPENSES Advertising Rent Supplies Salaries	C Calculation 1.03 January 4,600 2,100 1,300 16,000	D Febri 4, 2, 1, 16,	t Qua 200 100 200 000	E Marter 5,200 2,100 1,400 16,500	F Total 10,900 5,400 18,500 32,600				
A A 1 Expension 2 3 3 4 5 6 6 7 8 9 9 10 11 12	B e Budget INCREASE EXPENSES Advertising Rent Supplies Salaries Utilities 2010 TOTAL	C Calculation 1.03 January 4.600 2,100 1,300 16,000 500 24,500	D 1 - 1s Febr 4, 2, 1, 16, 24,	t Qua 200 100 200 600 100	E March 5,200 2,100 1,400 16,500 25,800	F Total 10,900 5,400 18,500 32,600 25,200 92,600				•
Ready A 1 Expense 2 3 3 4 5 5 6 7 7 8 9 10 11 12 13 3	B e Budget INCREASE EXPENSES Advertising Rent Supplies Solaries Utilities	C Calculation 1.03 January 4.600 2,100 1,300 16,000 500 24,500	D 1 - 1s Febr 4, 2, 1, 16, 24,	t Qua 200 100 200 000 600	E Marter 5,200 2,100 1,400 16,500 600	F Total 10,900 5,400 18,500 32,600 25,200				
A 1 Expense 3 4 5 6 7 7 8 9 9 10 11 12 13 14	B e Budget INCREASE EXPENSES Advertising Rent Supplies Salaries Utilities 2010 TOTAL	C Calculation 1.03 January 4.600 2,100 1,300 16,000 500 24,500	D 1 - 1s Febr 4, 2, 1, 16, 24,	t Qua 200 100 200 600 100	E March 5,200 2,100 1,400 16,500 25,800	F Total 10,900 5,400 18,500 32,600 25,200 92,600				
Ready 2 A 2 A 3 A 4 6 6 6 6 7 7 8 9 9 9 10 11 12 13 14 15 16	B e Budget INCREASE EXPENSES Advertising Rent Supplies Salaries Utilities 2010 TOTAL	C Calculation 1.03 January 4.600 2,100 1,300 16,000 500 24,500	D 1 - 1s Febr 4, 2, 1, 16, 24,	t Qua 200 100 200 600 100	E March 5,200 2,100 1,400 16,500 25,800	F Total 10,900 5,400 18,500 32,600 25,200 92,600				•
A 1 Expension 2 3 4 5 5 6 7 8 9 10 11 12 13 13 15 16 16 17	B e Budget INCREASE EXPENSES Advertising Rent Supplies Salaries Utilities 2010 TOTAL	C Calculation 1.03 January 4.600 2,100 1,300 16,000 500 24,500	D 1 - 1s Febr 4, 2, 1, 16, 24,	t Qua 200 100 200 600 100	E March 5,200 2,100 1,400 16,500 25,800	F Total 10,900 5,400 18,500 32,600 25,200 92,600				•
Ready 2 A 1 Expension 2 3 4 5 6 6 7 8 9 9 9 101 131 12 133 15 16 16 17 18 17	B e Budget INCREASE EXPENSES Advertising Rent Supplies Salaries Utilities 2010 TOTAL	C Calculation 1.03 January 4.600 2,100 1,300 16,000 500 24,500	D 1 - 1s Febr 4, 2, 1, 16, 24,	t Qua 200 100 200 600 100	E March 5,200 2,100 1,400 16,500 25,800	F Total 10,900 5,400 18,500 32,600 25,200 92,600				•
Ready * I 1 2 2 2 1 2 2 3 4 1 2 3 4 6 6 6 6 6 7 7 8 9 9 10 11 12 13 14 15 16 17 13 14 15 16 17 18 19 19 19 19 14 16 16 17 18 19 19 14 16 16 17 18 18 19 19 14 16 16 17 18 18 19 19 14 16	B e Budget INCREASE EXPENSES Advertising Rent Supplies Salaries Utilities 2010 TOTAL	C Calculation 1.03 January 4.600 2,100 1,300 16,000 500 24,500	D 1 - 1s Febr 4, 2, 1, 16, 24,	t Qua 200 100 200 600 100	E March 5,200 2,100 1,400 16,500 25,800	F Total 10,900 5,400 18,500 32,600 25,200 92,600				
Ready 2 1 Expension 2 3 4 5 6 6 7 8 9 10 11 12 13 14 15 16 16 17 18 19 19 20	B e Budget INCREASE EXPENSES Advertising Rent Supplies Salaries Utilities 2010 TOTAL	C Calculation 1.03 January 4.600 2,100 1,300 16,000 500 24,500	D 1 - 1s Febr 4, 2, 1, 16, 24,	t Qua 200 100 200 600 100	E March 5,200 2,100 1,400 16,500 25,800	F Total 10,900 5,400 18,500 32,600 25,200 92,600				
Ready 2 A 1 Expension 2 3 4 5 6 6 7 8 9 9 9 101 131 122 133 13 14 15 16 16 17 17 18 19 20 21	B e Budget INCREASE EXPENSES Advertising Rent Supplies Salaries Utilities 2010 TOTAL	Calculation 1.03 January 4,600 2,100 1,300 16,000 24,500 24,500 25,235	D 1 - 1s <u>Febr</u> 4, 2, 1, 16, 24, 24,	t Qua 200 100 200 600 100 823	March 5,200 2,100 1,400 16,500 25,600 26,574	Total 10,900 5,400 18,500 25,200 92,600 95,378				•



range.

How do I get my borders to stand out from the worksheet gridlines?



thicker border style. You can also click Line Color and then click a color that is not a shade of gray. However, perhaps the most effective method is to turn off the worksheet gridlines. Click the View tab, and then in the Show group click the **Gridlines** check box (descent of the changes to).

ON

OFF

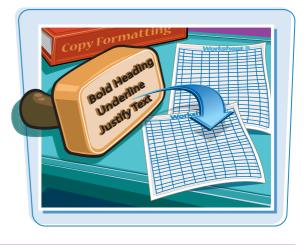
None of the border types is quite right for my worksheet. Can I create a custom border?

Yes. You can draw the border by hand. Click the **Borders** r and then click Draw Border. Use the

Line Style and Line Color lists to configure your border. Click a cell edge to add a border to that edge; click and drag a range to add a border around that range. If you prefer to create a grid where the border surrounds every cell, click the Draw Border Grid command instead.

Copy Formatting from One Cell to Another

You can save yourself a great deal of time by copying existing formatting to other areas of a worksheet. After you spend time formatting text or data, rather than spending time repeating the steps for other data, you can use the Format Painter tool to copy the formatting with a couple of mouse clicks.



Copy Formatting from One Cell to Another

 Select the cell that has the formatting you want to copy.

Loan Payment Analysis Scenario #1 Interest Rate (Annual) 6.00% Periods (Years) 5 Principal \$10,000 Monthly Payment (\$193.33) 8 9 Scenario #2 7.00% 10 Interest Rate (Annual) Periods (Years) 10 Principal \$10,000 12 Monthly Payment (\$116.11) 13 14 H + + H Loan Payment Analysis / Balloon Loan / Interest Costs || 4 Ready 🞦 III II 100% ---

2 Click the Home tab.

3 Click Format Painter (✓).

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4	Interest Rate (Annual)									
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6	Principal									
7 8	Monthly Payment	(\$193.33)								-
9	Scenario #2									
10	Interest Rate (Annual)	7.00%								1
11	Periods (Years)	10								
12	Principal	\$10,000								
13	Monthly Payment	(\$116.11)								
14	Loan Payment Analysis	Balloon Loa	n / Ir	terest Cost	s] 4		_ 611			0
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chapter 5

4 Click the cell to which you want to copy the formatting.

Note: If you want to apply the formatting to multiple cells, click and drag 🗘 📩 over the cells.

Excel copies the formatting to the cell.

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4	Interest Rate (Annual)	6 00%							
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7	Monthly Payment	(\$193.33)							
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3	Scenario #1								
4	Interest Rate (Annual)	6 00%							
5	Periods (Years)	5							=
6	Principal	\$10,000							
7	Monthly Payment	(\$193.33)							
8									
9	Scenario #2								
10	Interest Rate (Annual)	7.00%							
11	Periods (Years)	10							
12	Principal	\$10,000							
13	Monthly Payment	(\$116.11)							
14			1.5.1		C-Internet				
Rea	by Loan Payment Analysis	Balloon Loan	Inte	rest Costs		100			



Is there an easy way to copy formatting to multiple cells or ranges?

Yes. If the cells are together, you can click and drag over the cells to apply the copied formatting. If the cells or ranges are not together, Excel offers a shortcut that means you do not have to select the Format Painter multiple times to copy formatting to multiple ranges.

Click the cell that contains the formatting you want to copy, click the **Home** tab, and then double-click \checkmark . Click each cell to which you want to copy the formatting, or click and drag over each range that you want to format. When you are done, click \checkmark to cancel the Format Painter command.



CHAPTER

Building Formulas and Functions



Are you ready to start creating powerful and useful worksheets by building your own formulas? This chapter explains formulas, shows you how to build them, and shows you how to incorporate Excel's versatile worksheet functions into your formulas.

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Understanding Excel Formulas

To get the most out of Excel, you need to understand formulas so that you can perform calculations on your worksheet data. You need to know the components of a formula, you need to understand arithmetic and comparison formulas, and you need to understand the importance of precedence when building a formula.

Formulas

A formula is a set of symbols and values that perform some kind of calculation and produce a result. All Excel formulas have the same general structure: an equal sign (=) followed by one or more operands and operators. The equal sign tells Excel to interpret everything that follows in the cell as a formula. For example, if you type **=5+8** into a cell, Excel interprets the 5+8 text as a formula, and displays the result in the cell (13).

Operands

Every Excel formula includes one or more *operands*, which are the data that Excel uses in the calculation. The simplest type of operand is a constant value, which is usually a number. However, most Excel formulas include references to worksheet data, which can be a cell address (such as B1), a range address (such as B1: B5), or a range name. Finally, you can also use any of Excel's built-in functions as an operand.

Operators

In an Excel formula that contains two or more operands, each operand is separated by an *operator*, which is a symbol that combines the operands in some way, usually mathematically. Example operators include the plus sign (+) and the multiplication sign (*). For example, the formula =B1+B2 adds the values in cells B1 and B2.







Building Formulas and Functions



Arithmetic Formulas

An arithmetic formula combines numeric operands — numeric constants, functions that return numeric results, and fields or items that contain numeric values — with mathematical operators to perform a calculation. Because Excel worksheets primarily deal with numeric data, arithmetic formulas are by far the most common formulas used in worksheet calculations.

The table at right lists the seven arithmetic operators that you can use to construct arithmetic formulas.

Operator	Name	Example	Result
+	Addition	=10 + 5	15
-	Subtraction	=10 - 5	5
-	Negation	=-10	-10
*	Multiplication	=10 * 5	50
/	Division	=10 / 5	2
%	Percentage	=10%	0.1
^	Exponentiation	=10 ^ 5	100000

Comparison Formulas

A comparison formula combines numeric operands — numeric constants, functions that return numeric results, and fields or items that contain numeric values — with special operators to compare one operand with

another. A comparison formula always returns a logical result. This means that if the comparison is true, then the formula returns the value 1, which is equivalent to the logical value TRUE; if the comparison is false, then the formula returns the value 0, which is equivalent to the logical value FALSE.

The table at right lists the six operators that you can use to construct comparison formulas.

Operator	Name	Example	Result
=	Equal to	=10 = 5	0
<	Less than	=10 < 5	0
< =	Less than or equal to	=10 < = 5	0
>	Greater than	=10 > 5	1
> =	Greater than or equal to	=10 > = 5	1
< >	Not equal to	=10 < > 5	1

Operator Precedence

Most of your formulas include multiple operands and operators. In many cases, the order in which Excel performs the calculations is crucial. For example, consider the formula $=3 + 5 \land 2$. If you calculate from left to right, the answer you get is 64 (3 + 5 equals 8, and 8 \land 2 equals 64). However, if you perform the

exponentiation first and then the addition, the result is 28 (5 2 equals 25, and 3 + 25 equals 28). Therefore, a single formula can produce multiple answers, depending on the order in which you perform the calculations.

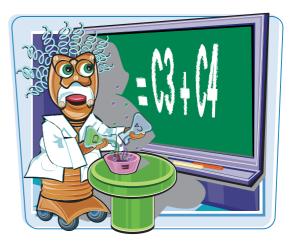
To solve this problem, Excel evaluates a formula according to a predefined order of precedence, which is determined by the formula operators, as shown in the table at right.

Operator	Operation	Precedence
()	Parentheses	1st
-	Negation	2nd
%	Percentage	3rd
٨	Exponentiation	4th
* and /	Multiplication and division	5th
+ and –	Addition and subtraction	6th
= < < = > > = < >	Comparison	7th



You can add a formula to a worksheet cell using a technique similar to adding data to a cell. To ensure that Excel treats the text as a formula, be sure to begin with an equal sign (=) and then type your operands and operators.

When you add a formula to a cell, Excel displays the formula result in the cell, not the formula itself. For example, if you add the formula =C3+C4 to a cell, that cell displays the sum of the values in cells C3 and C4. To see the formula, click the cell and examine the Formula bar.



Build a Formula

- 1 Click in the cell in which you want to build the formula.
- **2** Type **=**.
- Your typing also appears in the Formula bar.

Note: You can also type the formula into the Formula bar.

- **3** Type or click an operand. For example, to reference a cell in your formula, click in the cell.
- Excel inserts the address of the clicked cell into the formula.

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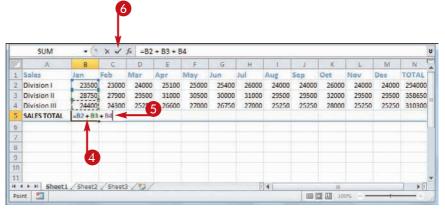
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Building Formulas and Functions



- 4 Type an operator.
- 6 Repeat Steps 3 and 4 to add other operands and operators to your formula.
- 6 Click 🔽 or press Enter.

 Excel displays the formula result in the cell.



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Λ	В	C	D	E	F	G	н	1.	J	К	L	M	N
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TIPS

If Excel displays only the result of the formula, how do I make changes to the formula?

Excel displays the formula result in the cell, but it still keeps track of the original formula. To display the

formula again, you have two choices: Click the cell and then edit the formula using the Formula bar, or double-click the cell to display the original formula in the cell and then edit the formula. In both cases, press Enter when you finish editing the formula.

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If I have many formulas, is there an easy way to view the formulas?

Yes. You can configure the worksheet to show the formulas instead of their results. Click **File** and then click **Options** to open the Excel Options dialog box.



Click the **Advanced** tab, scroll to the Display options for this worksheet section, click the **Show formulas in cells instead of their calculated results** check box (changes to), and then click **OK**. You can also toggle between formulas and results by pressing **Control** + .

Understanding Excel Functions

To build powerful and useful formulas, you often need to include one or more Excel functions as operands. You need to understand the advantages of using functions, you need to know the basic structure of every function, and you need to review Excel's function types.

Functions

A *function* is a predefined formula that performs a specific task. For example, the SUM function calculates the total of a list of numbers, and the PMT (payment) function calculates a loan or mortgage payment. You can use functions on their own, preceded by =, or as part of a larger formula.

Function Advantages

Functions are designed to take you beyond the basic arithmetic and comparison formulas by offering two main advantages. First, functions make simple but cumbersome formulas easier to use. For example, calculating a loan payment requires a complex formula, but Excel's PMT function makes this easy. Second, functions enable you to include complex mathematical expressions in your worksheets that otherwise would be difficult or impossible to construct using simple arithmetic operators.

Function Structure

Every worksheet function has the same basic structure: NAME(Argument1, Argument2, ...). The NAME part identifies the function. In worksheet formulas and custom PivotTable formulas. the function name always appears in uppercase letters: PMT, SUM, AVERAGE, and so on. The items that appear within the parentheses are the functions' arguments. The arguments are the inputs that functions use to perform calculations. For example, the function SUM(A1,B2,C3) adds the values in cells A1, B2, and C3.

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Mathematical Functions

The following table lists some common mathematical functions:

Function	Description
MOD(number,divisor)	Returns the remainder of number after dividing by divisor
PI()	Returns the value Pi
PRODUCT(number1,number2,)	Multiplies the specified numbers
RAND()	Returns a random number between 0 and 1
RANDBETWEEN(number1,number2)	Returns a random number between the two numbers
ROUND(number,digits)	Rounds number to a specified number of digits
SQRT(number)	Returns the positive square root of number
SUM(number1,number2,)	Adds the arguments



Statistical Functions

The following table lists some common statistical functions:

Function	Description
AVERAGE(number1,number2,)	Returns the average of the arguments
COUNT(number1,number2,)	Counts the numbers in the argument list
MAX(number1,number2,)	Returns the maximum value of the arguments
MEDIAN(number1,number2,)	Returns the median value of the arguments
MIN(number1,number2,)	Returns the minimum value of the arguments
MODE(number1,number2,)	Returns the most common value of the arguments
STDEV(number1,number2,)	Returns the standard deviation based on a sample
STDEVP(number1,number2,)	Returns the standard deviation based on an entire population

Financial Functions

Most of Excel's financial functions use the following arguments:

Argument	Description						
rate	The fixed rate of interest over the term of the loan or investment						
nper	The number of payments or deposit periods over the term of the loan or investment						
pmt	The periodic payment or deposit						
pv	The present value of the loan (the principal) or the initial deposit in an investment						
fv	The future value of the loan or investment						
type	The type of payment or deposit: 0 (the default) for end-of-period payments or deposits; 1 for beginning-of- period payments or deposits						

The following table lists some common financial functions:

Function	Description
FV(rate,nper,pmt,pv,type)	Returns the future value of an investment or loan
IPMT(rate,per,nper,pv,fv,type)	Returns the interest payment for a specified period of a loan
NPER(rate,pmt,pv,fv,type)	Returns the number of periods for an investment or loan
PMT(rate,nper,pv,fv,type)	Returns the periodic payment for a loan or investment
PPMT(rate,per,nper,pv,fv,type)	Returns the principal payment for a specified period of a loan
PV(rate,nper,pmt,fv,type)	Returns the present value of an investment
RATE(nper,pmt,pv,fv,type,guess)	Returns the periodic interest rate for a loan or investment

Add a Function to a Formula

To get the benefit of an Excel function, you need to use it within a formula. You can use a function as the only operand in the formula, or you can include the function as part of a larger formula.

To make it easy to choose the function you need and to add the appropriate arguments, Excel offers the Insert Function feature.



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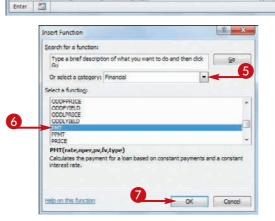
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Add a Function to a Formula

- Click in the cell in which you want to build the formula.
- **2** Type **=**.
- **3** Type any operands and operators you need before adding the function.
- Click the Insert Function button ().

The Insert Function dialog box appears.

- Click and then click the category that contains the function you want to use.
- 6 Click the function.
- 🕖 Click OK.



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Calculating Annual Loan Payments

PMT

Interest Rate

Yearly Payment =

8 9 10 Years

11 | + + H Sheet1 / Sheet2 / Sheet3 / 2

Amount

Building Formulas and Functions

chapter 6

The Function Arguments dialog box appears.

- 8 Click inside an argument box.
- 9 Click the cell that contains the argument value.

You can also type the argument value.

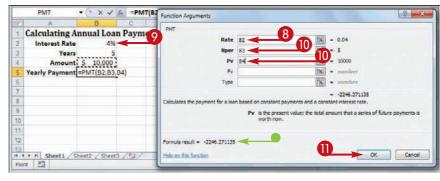
- Repeat Steps 8 and 9 to fill as many arguments as you need.
- The function result appears here.

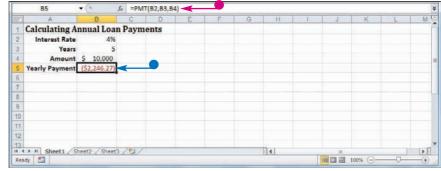
🕕 Click OK.

- Excel adds the function to the formula.
- Excel displays the formula result.

Note: In this example, the result appears in the parentheses to indicate a negative value. In loan calculations, money that you pay out is always a negative amount.

Note: If your formula requires any other operands and operators, press F2 and then type what you need to complete your formula.







Do I have to specify a value for every function argument?

Not necessarily. Some function arguments are required to obtain a result, but some are



optional. In the PMT function, for example, the rate, nper, and pv arguments are required, but the fv and type arguments are optional. When the Function Arguments dialog box displays a result for the function, then you know you have entered all of the required arguments.

How do I calculate a monthly financial result if I only have yearly values?

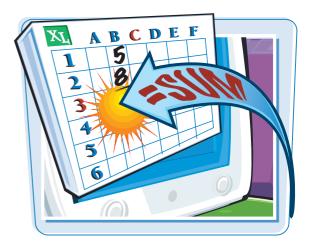
This is a common problem. For example, if your loan payment worksheet contains an annual interest rate and a loan term in years, how do you calculate the monthly payment using the PMT function? You need to convert



the rate and term to monthly values. That is, you divide the annual interest rate by 12, and you multiply the term by 12. For example, if the annual rate is in cell B2, the term in years is in B3, and the loan amount is in B4, the function PMT(B2/12, B3*12, B4) calculates the monthly payment.

Add a Row or Column of Numbers

You can quickly add worksheet numbers by building a formula that uses Excel's SUM function. When you use the SUM function in a formula, you can specify as the function's argument a reference to either a row or a column of numbers.



Add a Row or Column of Numbers

- Click in the cell where you want the sum to appear.
- **2** Type **=sum(**.
- When you begin a function, Excel displays a banner that shows you the function's arguments.

Note: In the function banner, bold arguments are required, and arguments that appear in square brackets are optional.

- 3 Use the mouse ♀ to click and drag the row or column of numbers that you want to add.
 - Excel adds a reference for the range to the formula.

Δ	В	С	D	E	F	G	() OHG	1
2	Sales Rep	2009 Sales	2010 Sales					
3	Nancy Freehafer	\$996,336	\$960,492					
4	Andrew Cencini	\$606,731	\$577,983					
s	Jan Kotas	\$622,781	\$967,580					
6	Mariya Sergienko	\$765,327	\$771,399					
7	Steven Thorpe	\$863,589	\$827,213					
8	Michael Neipper	\$795,518	\$669,394					
9	Robert Zare	\$722,740	\$626,945					
10	Laura Giussani	\$992,059	\$574,472					
11	Anne Hellung-Larsen	\$659,380	\$827,932					
12	Kyra Harper	\$509,623	\$569,609					
13	David Ferry	\$987,777	\$558,601					
14	Paul Voyatzis	\$685,091	\$692,182					
15	Andrea Aster	\$540,484	\$693,762					
6	Charles Granek	\$650,733	\$823,034					
17	Karen Aliston	\$500,863	\$511,569					
.8	Karen Hammond	s 2 599	\$975,455					
9	Vince Durbin	\$ 30,263	\$599,514					
0	Paul Richardson	\$ 79,722	\$596,353					
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3	Nancy Freehafer	\$996,336	\$960,492					
4	Andrew Cencini	\$606,731	\$577,983					
5	Jan Kotas	\$622,781	\$967,580					
6	Mariya Sergienko	\$765,327	\$771,399					
7	Steven Thorpe	\$863,589	\$827,213					
8	Michael Neipper	\$.95,518	\$669,394					
9	Robert Zare	\$722,740	\$626,945					
10	Laura Giussani	\$9:2,059	\$574,472					
11	Anne Hellung-Larsen	\$659,380	\$827,932					
12	Kyra Harper	\$505 623	\$569,609					
13	David Ferry	\$987 777	\$558,601					
14	Paul Voyatzis	\$ \$685, 91	\$692,182					
15	Andrea Aster	\$540, 84	\$693,762					
16	Charles Granek	\$650,7 3	\$823,034					
17	Karen Aliston	\$509,8 8	\$511,569					
18	Karen Hammond	\$503,69	\$975,455					
19	Vince Durbin	\$630,26	\$599,514					
20	Paul Richardson	\$779,722	\$596,353 3					
21	Gregg O'Donoghue	\$592,802	5.02,171					
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Building Formulas and Functions



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6	Click 🔽 or press	Enter

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2		Sales Rep	2009 Sales	2010 Sales					
3		Nancy Freehafer	\$996,336	\$960,492					
4		Andrew Cencini 5	\$606,731	\$577,983					
s		Jan Kotas	\$622,781	\$967,580					
6		Mariya Sergienko	\$765,327	\$771,399					
7		Steven Thorpe	\$863,589	\$827,213					
8		Michael Neipper	\$795,518	\$669,394					
9		Robert Zare	\$722,740	\$626,945					
0		Laura Giussani	\$992,059	\$574,472					
1		Anne Hellung-Larsen	\$659,380	\$827,932					
2		Kyra Harper	\$509,623	\$569,609					
3		David Ferry	\$987,777	\$558,601					
4		Paul Voyatzis	\$685,091	\$692,182					
5		Andrea Aster	\$540,484	\$693,762					
6		Charles Granek	\$650,733	\$823,034					
7		Karen Allston	\$509,863	\$511,569					
8		Karen Hammond	\$503,699	\$975,455					
9		Vince Durbin	\$630,263	\$599,514					
0		Paul Richardson	\$779,722	\$596,353					
1		Gregg O'Donoghue	\$592,802	\$652,171					
2		TOTA	L=sum(C3:C2	1)					
3									
4.1.1	H Sheet	1 Sheet2 /93/		14		10			×П

• Excel enters the formula.

• Excel displays the sum in the cell.

A	В	C	D	E	F	G	(H)	1.1
2	Sales Rep	2009 Sales	2010 Sales					
3	Nancy Freehafer	\$996,336	\$960,492					
4	Andrew Cencini	\$606,731	\$577,983					
s	Jan Kotas	\$622,781	\$967,580					
6	Mariya Serglenko	\$765,327	\$771,399					
7	Steven Thorpe	\$863,589	\$827,213					
8	Michael Neipper	\$795,518	\$669,394					
9	Robert Zare	\$722,740	\$626,945					
0	Laura Giussani	\$992,059	\$574,472					
11	Anne Hellung-Larsen	\$659,380	\$827,932					
12	Kyra Harper	\$509,623	\$569,609					
13	David Ferry	\$987,777	\$558,601					
14	Paul Voyatzis	\$685,091	\$692,182					
15	Andrea Aster	\$540,484	\$693,762					
16	Charles Granek	\$650,733	\$823,034					
17	Karen Allston	\$509,863	\$511,569					
18	Karen Hammond	\$503,699	\$975,455					
19	Vince Durbin	\$630,263	\$599,514					
20	Paul Richardson	\$779,722	\$596,353					
21	Gregg O'Donoghue	\$592,802	\$652,171					
22	TOTA	TOTAL \$13,414,518						
23								
A P H She	et1 Sheet2 / 21/		14		10.		-	• 1



Can I use the SUM function to total rows and columns at the same time?

Yes, the SUM function works not only with simple row and column ranges, but with any

rectangular range. After you type **=sum(**, use the mouse \bigcirc to click and drag the entire range that you want to sum.

Can I use the SUM function to total only certain values in a row or column?

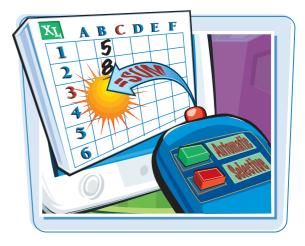
Yes. The SUM function can accept multiple arguments, so you can enter as many cells or ranges as you need. After you type **=sum(**, hold down **Ctrl**

and either click each cell that you want to include in the total, or use the mouse \bigcirc to click and drag each range that you want to sum.



Build an AutoSum Formula

You can reduce the time it takes to build a worksheet as well as reduce the possibility of errors by using Excel's AutoSum feature. This tool adds a SUM function formula to a cell and automatically adds the function arguments based on the structure of the worksheet data.



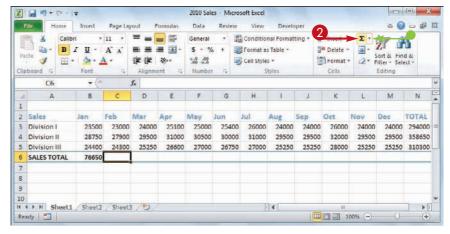
Build an AutoSum Formula

Click in the cell where you want the sum to appear.

Note: For AutoSum to work, the cell you select should be below or to the right of the range you want to sum.

- **2** Click the **Sum** button (Σ) .
- If you want to use a function other than SUM, click the Sum - and then click the operation you want to use: Average, Count Numbers, Max, or Min.

	Α.	B	C	D	E	F	G	H	1	1	K	L	M	N	5
1	Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	Ē
2	Division I	23500	23000	24000	25100	25000	25400	26000	24000	24000	26000	24000	24000	294000	
3	Division II	28750	27900	29500	31000	30500	30000	31000	29500	29500	32000	29500	29500	358650	-
4	Division III	24400	24300	25250	500	27000	26750	27000	25250	25250	28000	25250	25250	310300	
5	SALES TOTAL	76650		-											Ļ
6	-	_												-	
7															
8															
9															
10									(C)					-	h
1.1	dy	/ Sheet2	/ Sheet3	3/27/				31	4		Company and Company		-		-





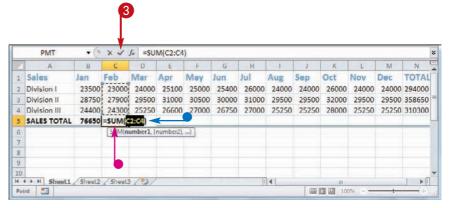
• Excel adds a SUM function formula to the cell.

Note: You can also press Alt + = instead of clicking Σ .

 Excel guesses that the range above (or to the left) of the cell is the one you want to add.

If Excel guessed wrong, select the correct range.

- 3 Click 🗹 or press Enter.
- Excel displays the sum.



	A	В	C	D	E	÷	G	H	1	1	К	L	M	N	E
1	Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	ſ
2	Division I	23500	23000	24000	25100	25000	25400	26000	24000	24000	26000	24000	24000	294000	
3	Division II	28750	27900	29500	31000	30500	30000	31000	29500	29500	32000	29500	29500	358650	=
4	Division III	24400	24300	25250	26600	27000	26750	27000	25250	25250	28000	25250	25250	310300	
5	SALES TOTAL	76650	75200												L
G		-	-		_	-		_		-	_				1
7	-														
8															
9															
10		Sheet2		3/97		-								-	7

TIPS

Is there a way to see the sum of a range without adding an AutoSum formula?

Yes. You can use Excel's status bar to do this. When you select any range, Excel adds the range's numeric values and displays the result on the right side of the



status bar — for example, Sum: 75200. By default, Excel also displays the Average and Count. If you want to see a different calculation, right-click the result in the status bar and then click the operation you want to use: Numerical Count, Maximum, or Minimum.

Is there a faster way to add an AutoSum formula?

Yes. If you know the range you want to sum, and that range is either a vertical column with a blank cell below it or a horizontal row with a



blank cell to its right, select the range (including the blank cell) and then click Σ or press Alt + =. Excel populates the blank cell with a SUM formula that totals the selected range.

Add a Range Name to a Formula

You can make your formulas easier to build, more accurate, and easier to read by using range names as operands. For example, the formula =SUM(B2:B10) is difficult to decipher on its own, but the formula =SUM(Expenses) is immediately obvious.

See Chapter 4 to learn how to define names for ranges in Excel.



Add a Range Name to a Formula

- Click in the cell in which you want to build the formula, type =, and then type any operands and operators you need before adding the range name.
- **2** Click the **Formulas** tab.

3 Click **Use in Formula**.

- Excel displays a list of the range names in the current workbook.
- 4 Click the range name you want to use.

Loan Payment Analysis Scenario #1 Interest Rate (Annual) Periods (Years) Principal \$10,000 Monthly Payment =pmtl PMT(rate, nper, pv, [fv], [type])	Pa	▲ Arial * 12 * ■ ▲ B I U A'' A'' Inste ● I I A'' A''' A'' A'' A''			General • \$ + % • *.0 + 20 Number 1	Celt S	itional Form at as Table - tyles - Styles		Gradinsert - Grad Delete - Format - Cells	Σ * Α 		
		FV • (* × •	fx =pmt(
23 Scenario #1 4 Interest Rate (Annual) 6 00% 5 Periods (Years) 5 Principal 5 Principal 7 Monthly Payment =pmt(8 Pitf(rate, nper, pv, [fv], [type]) 4 Numerit Analysis 8 Balloon Loan 9 Pitricipal anD () (14	A	B	С	D	E	F	G	н	1	J	K
Scenario #1 Interest Rate (Annual) 6.00% Periods (Years) 5 Principal \$10,000 Monthly Payment =pmt(Pmt(rate, nper, pv, [fv], [type]) +> H Loan Payment Analysis / Balloon Loan / Interest Costs / Principal anl) 4	1	Loan Payment Ana	alysis									1
Interest Rate (Annual) 6.00% Periods (Years) 5 Principal \$10,000 Monthly Payment =pmt(1 PMT(rate, nper, pv, [fv], [type]) * H Loan Payment Analysis	2	•										
5 Periods (Years) 5 6 Principal \$10,000 7 Monthly Payment =pmt(• 8 PMT(rate, nper, pv, [fv], [type]) • 4 > H Loan Payment Analysis Balloon Loan / Interest Costs Principal anD () (3	Scenario #1										
S Principal \$10,000 Monthly Payment =pmtl PMT(rate, nper, pv, [fv], [type]) PMT(rate, nper, pv, [fv], [type])	4	Interest Rate (Annual)	6.00%									
7 Monthly Payment =pmt(8 PMT(rate, nper, pv, [fv], [type]) 4 > H Loan Payment Analysis 8 Balloon Loan Principal and 4 III III > III	5	Periods (Years)	5									
3 [PMT(rate, nper, pv, [fv], [type])] 4 >> H Loan Payment Analysis Balloon Loan / Interest Costs Principal an[] 4 III > [3	Principal	\$10,000	6								
4 + H Loan Payment Analysis Balloon Loan / Interest Costs / Principal an[] 4 III +	7	Monthly Payment	=pmt(
	8		PMT(rate, r	nper, pv, [fv], [type])							
	1	+ > > Loan Payment Analysis	Balloon Loan	n / Int	erest Costs	Principal	an I 🖌				3	•
	Edi	it 🛅						1		14 🕀 —		
			Balloon Loa	n / Int	erest Costs 🟒	Principal	an[] ∢ [1		\$ O	e l	
Loans - Microsoft Excel	1		Layout For	mulas	Data Rev			eloper				- da

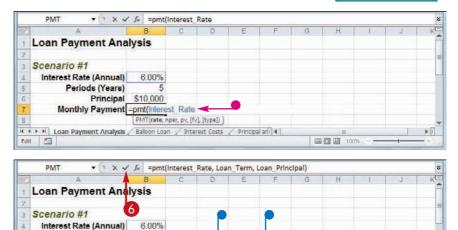
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Loans

J	Home Insert Page Lo	· [].•	Manager	Data Review Vi Reg Define Name - fr ³ Use in Formula - Down_Payment ExtraPayment	P-16	relaper Precedents Dependent ove Arrows Formula A	- @	Watch Window	Calculation Calculation	1
	FV + (* X 🗸	fx =pmt	[House_Price						
	A	В	С	Interest_Rate	F	4) c	Н	1	J	K
1	Loan Payment Anal	ysis		Loan_Principal						
2				Loan_Term						
3	Scenario #1			PaymentWithExtra						
4	Interest Rate (Annual)	6.00%								
5	Periods (Years)	5		Principal						
6	Principal	\$10,000		Rate						
7	Monthly Payment =	=pmt(RegularPayment						
8				RevisedTerm						
	+ H Loan Payment Analysis	Balloon Loa	m / Inte	Paste Names	an 1 🔍				1	
Ent	er 🛅							100% 😁		

- Excel inserts the range name into the formula.
- 5 Type any operands and operators you need to complete your formula.
- If you need to insert other range names into your formula, repeat Steps 2 to 5 for each name.
- 6 Click 🔽 or press Enter.

Excel calculates the formula result.



Building Formulas and Functions



If I create a range name after I build my formula, is there an easy way to convert the range reference to the range name?

Yes. Excel offers an Apply Names feature that replaces range references with their



Enter 🛅

Periods (Years)

Principal \$10,000

N 4 + + Loan Payment Analysis / Balloon Loan / Interest Costs / Principal and 4

Monthly Payment =pmt(Interest Rate, Loan Term, Loan Principal)

associated range names throughout a worksheet. Click the **Formulas** tab, click the **Define Name** , and then click **Apply Names** to open the Apply Names dialog box. In the Apply names list, click the range name you want to use, and then click **OK**. Excel replaces the associated range references with the range name in each formula in the current worksheet.

Do I have to use the list of range names to insert range names into my formulas?

No. As you build your formula, you can type the range name by hand, if you know it. Alternatively, as you build your formula, click



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chapter

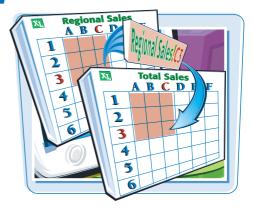
the cell or select the range that has the defined name, and Excel adds the name to your formula instead of the range address. If you want to work from a list of the defined range names, click an empty area of the worksheet, click **Formulas**, click **Use in Formula**, click **Paste Names**, and then click **Paste List**.

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>1

Reference Another Worksheet Range in a Formula

You can add flexibility to your formulas by adding references to ranges that reside in other worksheets. This enables you to take advantage of work you have done in other worksheets so you do not have to waste time repeating your work on the current worksheet.



Reference Another Worksheet Range in a Formula

Click in the cell in which you want to build the formula, type =, and then type any operands and operators you need before adding the range reference.

	A	1	J.	K	1	M	N	0	P	Q	R	5.
1		2nd Quarter	Jul	Aug	Sep	Ird Quarte	Oct	Nov	Dec	Ith Quarte	TOTAL	
2	Sales											
3	Division I	75,500	26,000	24,000	24,000	74,000	26,000	24,000	24,000	74,000	294,000	
4	Division II	91,500	31,000	29,500	29,500	90,000	32,000	29,500	29,500	91,000	358,550	
5	Division III	80,350	27,000	25,250	25,250	77,500	28,000	25,250	25,250	78,500	310,000	
6	SALES TOTAL	247,350	84,000	78,750	78,750	241,500	86,000	78,750	78,750	243,500	962,550	
7	Expenses											
8	Cost of Goods	19,788	6,720	6,300	6,300	19,320	6,880	6,300	6,300	19,480	77,004	
9	Advertising	15,750	5,500	5,200	5,200	15,900	4,500	5,200	5,200	14,900	60,550	
10	Rent	6,300	2,100	2,100	2,100	6,300	2,100	2,100	2,100	6,300	25,200	
11	Supplies	3,950	1,300	1,400	1,400	4,100	1,250	1,350	1,400	4,000	15,950	
12	Salaries	50,000	17,000	17,000	17,000	51,000	17,000	17,500	17,500	52,000	201,500	
13	Shipping	44,250	15,000	14,500	14,500	44,000	15,750	15,250	14,500	45,500	176,250	
14	Utilities	1,800	650	600	600	1,850	650	600	600	1,850	7,200	
15	EXPENSES TOTAL	141.838	48,270	47,100	47,100	142,470	48,130	48,300	47,600	144,030	563,654	
16	GROSS PROFIT	105,512	35,730	31,650	31,650	99,030	37,870	30,450	31,150	99,470	398,896	
17							Di	fference fr	om Last Y	ear's Profit:	=R16 -	_
18										CONTRACTOR DESCRIPTION		
19	Budget As	sumptions / Pre	ections /	2009-2010	David (Tabl	mates / Gros	Margin 4		-			_
Ent	and the second s	sumptions 2 PR	pections 2	2009-2010 1	anai 2 esti	maters 2 Gross	s margin (1) 4		in	10015	1.00	



	A	B	C	D	E	F	G	н	1 1	1
1		Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter	Jul
2	Sales									
3	Division I	21,620	21,160	22,080	64,860	23,092	23,000	23,368	69,460	23,920
4	Division II	26,450	25,576	27,140	79,166	28,520	28,060	27,600	84,180	28,520
5	Division III	22,448	22,080	23,230	67,758	24,472	24,840	24,610	73,922	24,840
б	SALES TOTAL	70,518	68,816	72,450	211,784	76,084	75,900	75,578	227,562	77,280
7	Expenses									
8	Cost of Goods	5,924	5,781	6,086	17,790	6,391	6,376	6,349	19,115	6,492
9	Advertising	4,830	4,410	5,460	14,700	5,250	5,775	5,513	16,538	5,775
10	Rent	2,205	2,205	2,205	6,615	2,205	2,205	2,205	6,615	2,205
11	Supplies	1,365	1,260	1,470	4,095	1,365	1,313	1,470	4,148	1,365
12	Salaries	16,800	16,800	17,325	50,925	17,325	17,325	17,850	52,500	17,850
13	Shipping	14,963	14,438	15,225	44,625	15,750	15,225	15,488	46,463	15,750
14	Utilities	525	630	630	1,785	578	630	683	1,890	683
15	EXPENSES TOTAL	46,611	45,523	48,401	140,535	48,864	48,848	49,556	147,268	50,119
16	GROSS PROFIT	23,907	23,293	24,049	71,249	27,220	27,052	26,022	80,294	27,161
17										
18										
10	H Budget / Ass	umptions / P	rojections 20	09-2010 Fina	2	eross Margin	100		1. 11	

Building Formulas and Functions



Select the range you want to use.
 Press Ctrl + ^{Page} until you return to the original worksheet.

			K		M	N	0	P	Q	R	5
	2nd Quarter	Jul	Aug	Sep	3rd Quarter	Oct	Nov	Dec	4th Quarter	TOTAL	
0					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					an is the second second	
	69,460	23,920	22,080	22,080	68,080	23,920	22,080	22,080	68,080	270,480	
	84,180	28,520	27,140	27,140	82,800	29,440	27,140	27,140	83,720	329,866	
	73,922	24,840	23,230	23,230	71,300	25,760	23,230	23,230	72,220	285,200	
1	227,562	77,280	72,450	72,450	222,180	79,120	72,450	72,450	224,020	885,546	
	19,115	6.492	6.086	6.086	18.663	6.646	6.086	6.086	18,818	74.386	
	16,538	5,775	5,460	5,460	16.695	4,725	5,460	5,460	15.645	63,578	
	6,615	2,205	2,205	2,205	6,615	2,205	2,205	2,205	6,615	26,460	
	4,148	1,365	1,470	1,470	4,305	1,313	1,418	1,470	4,200	16,748	
5	52,500	17,850	17,850	17,850	53,550	17,850	18,375	18,375	54,600	211,575	
	46,463	15,750	15,225	15,225	46,200	16,538	16,013	15,225	47,775	185,063	
	1,890	683	630	630	1,943	683	630	630	1.943	7,560	
1	147,268	50,119	48,926	48,926	147,971	49,959	50,186	49,451	149,595	585,368	
5	80,294	27,161	23,524	23,524	74,209	29,161	22,264	22,999	74,425	300.178	-
7											
8											
-	+ H Budget		4)		0 Final Estimat		and the second se		1.		16
oin		and the second	Projections	2009-201	U Hinai / Estimat	es 2 Gross Ma	NOUNT 4		田田田 100%	H	

- A reference to the range on the other worksheet appears in your formula.
- 5 Type any operands and operators you need to complete your formula.
- 6 Click 🔽 or press Enter.

Excel calculates the formula result.

	A	1 . F	K	1.11	CIME:	N.	0	- P -	Q	R	35	T	
1		Jul	Aug	Sep	Ird Quarte	Oct	Nov	Dec	Ith Quarte	TOTAL			
2	Sales	-			(f	·							
3	Division I	26,000	24,000	24,000	74,000	26,000	24,000	24,000	74,000	294,000			
4	Division II	31,000	29,500	29,500	90,000	32,000	29,500	29,500	91,000	358,550			
5	Division III	27,000	25,250	25,250	77,500	28,000	25,250	25,250	78,500	310,000			
6	SALES TOTAL	84,000	78,750	78,750	241,500	86,000	78,750	78,750	243,500	962,550			
7	Expenses												
8	Cost of Goods	6,720	6,300	6,300	19,320	6,880	6,300	6,300	19,480	77,004			
9	Advertising	5,500	5,200	5,200	15,900	4,500	5,200	5,200	14,900	60,550			
10	Rent	2,100	2,100	2,100	6,300	2,100	2,100	2,100	6,300	25,200			
11	Supplies	1,300	1,400	1,400	4,100	1,250	1,350	1,400	4,000	15,950			
12	Salaries	17,000	17,000	17,000	51,000	17,000	17,500	17,500	52,000	201,500			
13	Shipping	15,000	14,500	14,500	44,000	15,750	15,250	14,500	45,500	176,250			
14	Utilities	650	600	600	1,850	650	600	600	1,850	7,200			
15	EXPENSES TOTAL	48,270	47,100	47,100	142,470	48,130	48,300	47,600	144,030	563,654			
16	GROSS PROFIT	35,730	31,650	31,650	99,030	37,870	30,450	31,150	99,470	398,896			
17		4				Di	fference fr	om Last Y	ear's Profit:	=R16 - '200	9-2010 Fir	al'IR16	-
18									and a constant of the second				

TIPS

Can I reference a range in another worksheet by hand?

Yes. Rather than selecting the other worksheet range with your mouse, you can type the



range reference directly into your formula. Type the worksheet name, surrounded by single quotation marks (') if the name contains a space; type an exclamation mark (!); then type the cell or range address. Here is an example: **'Expenses 2010'!B2:B10**.

Can I reference a range in another workbook in my formula?

Yes. First make sure the workbook you want to reference is open. When you reach the point in your formula where you want to add the reference, click the Excel icon () in the

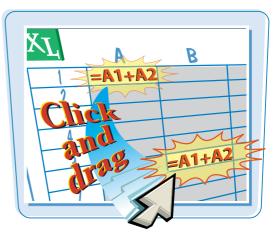


Windows taskbar, and then click the other workbook to switch to it. Click the worksheet that has the range you want to reference, and then select the range. Click and then click the original workbook to switch back to it. Excel adds the other workbook range reference to your formula.

Move or Copy a Formula

You can restructure or reorganize a worksheet by moving an existing formula to a different part of the worksheet. When you move a formula, Excel preserves the formula's range references.

Excel also enables you to make a copy of a formula, which is a useful technique if you require a duplicate of the formula elsewhere or if you require a formula that is similar to an existing formula. When you copy a formula, Excel adjusts the range references to the new location.



Move or Copy a Formula

Move a Formula

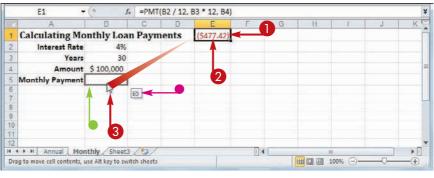
- Click the cell that contains the formula you want to move.
- 2 Position ⇔ over any outside border of the cell.

 \bigcirc changes to $\dot{\otimes}$.

3 Click and drag the cell to the new location.

 i_{k} changes to k.

- Excel displays an outline of the cell.
- Excel displays the address of the new location.
- 4 Release the mouse button.
- Excel moves the formula to the new location.
- Excel does not change the formula's range references.





Building Formulas and Functions

May Jun Jul

25000

25400

30500 30000

*f*_x =B2 + B3 + B4

Apr

25100

31000

Mar

24000

29500

Feb

23500

28750 27900

23000



Nov

24000

29500

Dec

24000 294

29500 358

Copy a Formula

- Click the cell that contains the formula you want to copy.
- 2 Press and hold Ctrl.

Changes to \\$.

- Click and drag the cell to the location where you want the copy to appear.
- Excel displays an outline of the cell.
- Excel displays the address of the new location.
- **5** Release the mouse button.
- 6 Release Ctrl.
- Excel creates a copy of the formula in the new location.
- Excel adjusts the range references.

Note: You can make multiple copies by dragging the bottom-right corner of the cell. Excel fills the adjacent cells with copies of the formula. See "Switch to Absolute Cell References" for an example.



Why does Excel adjust the range references when I copy a formula?

Sales

Division I

Division II

When you make a copy of a formula, Excel assumes that you want that copy to reference different ranges than in the original formula. In particular, Excel assumes that the ranges you want to use in the new formula are positioned relative to the ranges used in the original formula, and that the relative difference is equal to the number of rows and columns you dragged the cell to create the copy.

For example, suppose your original formula references cell A1, and you make a copy of the formula in the cell one column to the right. In that case, Excel also adjusts the cell reference one column to the right, so it becomes B1 in the new formula. To learn how to control this behavior, see "Switch to Absolute Cell References."



Aug

24000

29500

26000

31000

Sep

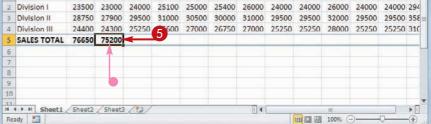
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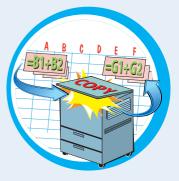
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Switch to Absolute Cell References

You can make some formulas easier to copy by switching to absolute cell references. When you use a regular cell address — called a relative cell reference — such as A1 in a formula, Excel adjusts that reference when you copy the formula to another location. To prevent that reference from changing, you must change it to the absolute cell reference format: \$A\$1.

See the tip on the following page to learn more about the difference between relative and absolute cell references.

Switch to Absolute Cell References

- Double-click the cell that contains the formula you want to edit.
- 2 Select the cell reference you want to change.
- **3** Press **F4**.

1	A	B	C	D	E	F	G	E E	15
				Running					Ti
75			Pages	Total					
76		Chapter 6—Building Formulas and Functions	2)=SUM(C	(G:C76)	\leftarrow			
11	57	Understanding Excel Formulas	2	SUM(ni	nber1, [nui	mber2],)			
78	58	Build a Formula	2						1
79	59	Understanding Excel Functions	2						
80	60	Add a Function to a Formula	2		2				
81	61	Add a Row or Column of Numbers	2						
82	62	Build an AutoSum Formula	2						
83	63	Add a Range Name to a Formula	2						
84	64	Reference Another Worksheet Range in a Formula	2						
85	65	Move or Copy a Formula	2						
86	66	Switch to Absolute Cell References	2						
87	67	Toggle the Formula Bar On and Off	2						
88	68	Check for Formula Errors	2						
4 4	D H S	iheet1 🖉							•

Relative Instructio Go North 2 cells

2. Go East 2 cells

3. Go North 1 cell

Absolute Instruct

1. Go to cell D1

- Excel switches the address to an absolute cell reference.
- 4 Repeat Steps 2 and 3 to switch any other cell addresses that you require in the absolute reference format.
- 5 Click 🔽 or press Enter.

27	A	B	C	D	E	F	G	H	Ŀ
				Running					T'
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6		Chapter 6—Buildi 5 ormulas and Functions	2	=SUM(SCS	\$76:C76)				
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78	58	Build a Formula	2						1
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0	60	Add a Function to a Formula	2						
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32	62	Build an AutoSum Formula	2						
33	63	Add a Range Name to a Formula	2						
34	64	Reference Another Worksheet Range in a Formula	2						
15	65	Move or Copy a Formula	2						
6	66	Switch to Absolute Cell References	2						
37	67	Toggle the Formula Bar On and Off	2						
38	68	Check for Formula Errors	2						
	> > > S	iheet1 🦉 /	14)	

• Excel adjusts the formula.

6 Copy the formula.

Note: See "Move or Copy a Formula," earlier in this chapter, to learn how to copy a formula.

Excel preserves the absolute cell references in the copied formulas.

21	A	B	C	D	E	F	G	H	15
75			Pages	Running Total					
76		Chapter 6—Building Formulas and Functions	2	2					
77	57	Understanding Excel Formulas	2						
78	58	Build a Formula	2						1
79	59	Understanding Excel Functions	2						
80	60	Add a Function to a Formula	2						
81 82	61	Add a Row or Column of Numbers	2						
	62	Build an AutoSum Formula	2						
83	63	Add a Range Name to a Formula	2	1 1					
84	64	Reference Another Worksheet Range in a Formula	2						
85	65	Move or Copy a Formula	2						
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87	67	Toggle the Formula Bar On and Off	2						
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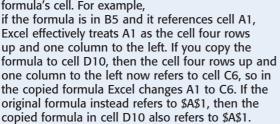
Building Formulas and Functions

1	A	D	C	D	E	F	G	H	15
75			Pages	Running Total					
76		Chapter 6—Building Formulas and Functions	2	2					
77	57	Understanding Excel Formulas	2	4					
78	58	Build a Formula	2	6					1
79	59	Understanding Excel Functions	2	8					
80	60	Add a Function to a Formula	2	10					
81	61	Add a Row or Column of Numbers	2	12					
82	62	Build an AutoSum Formula	2	14					
83	63	Add a Range Name to a Formula	2	16					
84	64	Reference Another Worksheet Range in a Formula	2	18					
85	65	Move or Copy a Formula	2	20					
86	66	Switch to Absolute Cell References	2	22					
87	67	Toggle the Formula Bar On and Off	2	24					
88	68	Check for Formula Errors	2	26					
4	H S	heet1 😰						1	•

TIPS

What is the difference between absolute cell references and relative cell references?

When you use a cell reference in a formula, Excel treats that reference as being relative to the formula's cell. For example,



How do I return a cell address back to a relative cell reference?

The F4 keyboard technique actually runs the address through four different reference formats. Press F4 once to switch to the absolute cell reference



chapter

format, such as \$A\$1. Press 2 again to switch to a mixed reference format that uses a relative column and absolute row (A\$1). Press 2 a third time to switch to a mixed reference format that uses an absolute column and relative row (\$A1). Finally, press 4 a fourth time to return to the relative cell reference (A1).

Toggle the Formula Bar On and Off

You can give yourself a bit more room in the Excel window by hiding the Formula bar. This is a good idea if you never use the Formula bar to enter or edit cell data, and you never use Formula bar features such as the Name box and the Insert Function button.

After hiding the Formula bar, if you find that you need it, you can quickly restore it to the Excel window.



Toggle the Formula Bar On and Off

Hide the Formula Bar

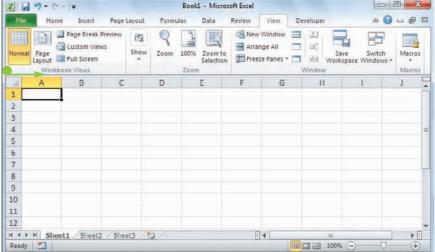
- 1 Click the **View** tab.
- **2** Click **Show**.

Note: If you have Excel maximized, you may not see the Show button, so skip to Step **3**.

3 Click Formula Bar (changes to □).

 Excel removes the Formula bar from the window.

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Building Formulas and Functions

chapter 6

Display the Formula Bar

- Click the View tab.
- **2** Click **Show**.
- 3 Click Formula Bar (□ changes to ☑).

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• Excel restores the Formula bar.

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If I have a long entry in a cell, I only see part of the entry in the Formula bar. Can I fix that?

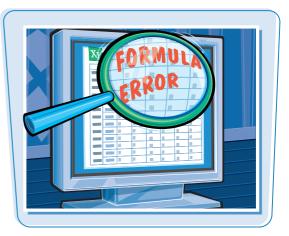
Yes, you can use Excel's Expand Formula Bar feature to expand the formula to show multiple lines of data instead of just a single line. On the right side of the Formula bar, click the **Expand Formula Bar** button () or press **Ctrl** + **Shift** + **U** to increase the size of the Formula bar as shown here. If you still cannot see the entire cell entry, either click and drag the bottom edge of the Formula bar to expand it even further, or click and **-** to scroll through the entry.

When you are done, click **Collapse Formula Bar** (*) or press **Ctrl** + **Shift** + **U** to return the Formula bar to its normal state.

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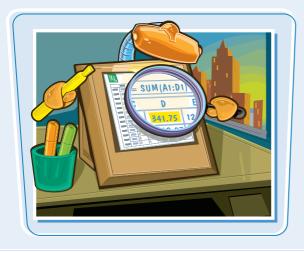
Troubleshoot Formula Errors

Despite your best efforts, a formula may return an inaccurate or erroneous result. To help you fix such problem formulas, there are a few troubleshooting techniques you can use, such as checking your references, function arguments, and parentheses. If Excel displays an error instead of a result, then you also need to understand these error messages so that you can correct the problem.



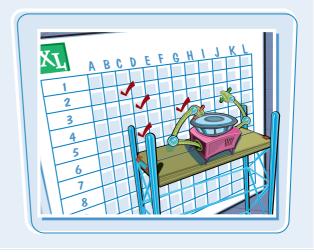
Confirm Range References

If your formula is returning an unexpected or inaccurate result, first check your range and cell references. For example, if your data is in the range A1:A10, but your formula uses A1:A9, then the result will be inaccurate. The easiest way to check the range and cell references is to double-click the cell containing the formula. Excel highlights the ranges referenced by the formula, so you can see at a glance which ranges your formula is using.



Confirm Range Data

If your formula is correct but it is still producing unexpected results, the problem might lie with the data instead of the formula. Double-check your range data to make sure that it is accurate and up to date.



Confirm Punctuation

Many formulas produce inaccurate or erroneous results because of incorrect punctuation. Look for missing colons in range references; missing or misplaced quotation marks in string data or links to other worksheets or workbooks; and missing commas in function arguments. Also check parentheses to make sure you have one closing parenthesis for each opening parenthesis, and that your parentheses are in the correct locations within the formula.

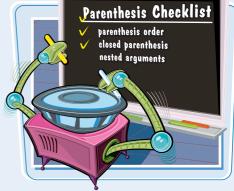
Confirm Operator Precedence

The order in which Excel calculates numeric formulas can make a big difference to the final result, particularly if you are mixing addition and subtraction with multiplication and division. Confirm the correct order of precedence that your formula requires; compare this with Excel's natural order of operator precedence, as described earlier in "Understanding Excel Formulas," and then use parentheses to force the correct order if necessary.

Understand Excel's Error Values

Excel may display an error value instead of a formula result. The following table lists the six main error types:

Error	Description
#DIV/0	Your formula is dividing by 0. Check the divisor input cells for values that are either 0 or blank.
#N/A	Your formula could not return a legitimate result. Check that your function arguments are appropriate for each function.
#NAME?	Your formula uses a name that Excel does not recognize. Check your range names and function names.
#NUM!	Your formula uses a number inappropriately. Check the arguments for your mathematical functions to make sure they use the correct types of numbers.
#REF#	Your formula contains an invalid cell reference. This usually occurs when you delete a cell referenced by a formula. Adjust the formula to use a different cell.
#VALUE!	Your formula uses an inappropriate value in a function argument. Check your function arguments to make sure they use the correct data type.



chapte



CHAPTER



An Excel worksheet is where you enter your headings and data and build your formulas. You will spend most of your time in Excel operating within a worksheet, so you need to know how to navigate and perform worksheet tasks such as renaming, moving, copying, and deleting.

Navigate a Worksheet146
Rename a Worksheet147
Create a New Worksheet148
Move a Worksheet150
Copy a Worksheet152
Delete a Worksheet154
Change the Gridline Color156
Toggle Worksheet Gridlines On and Off 158
Toggle Worksheet Headings On and Off 159
Set the Worksheet Tab Color160
Set the Worksheet Background162
Zoom In On or Out of a Worksheet164
Split a Worksheet into Two Panes166
Hide and Unhide a Worksheet168



You can use a few keyboard techniques that make it easier to navigate data after it is entered in a worksheet.

It is usually easiest to use your mouse to click in the next cell you want to work with. However, if you are entering data, then using the keyboard to navigate to the next cell is often faster.



Press	То Моче
G	Left one cell
•	Right one cell
1	Up one cell
•	Down one cell
Home	To the beginning of the current row
Page down	Down one screen
Page up	Up one screen
Alt + Page	One screen to the right
Alt + Page	One screen to the left
Ctrl + Home	To the beginning of the worksheet
Ctrl + End	To the bottom right corner of the used portion of the worksheet
Ctrl +arrow keys	In the direction of the arrow to the next nonblank cell if the current cell i blank, or to the last nonblank cell if the current cell is not blank

Rename a Worksheet

Manipulating Excel Worksheets

chapter 7

You can make your Excel workbooks easier to understand and navigate by providing each worksheet with a name that reflects the contents of the sheet.

Excel provides worksheets with generic names such as Sheet1 and Sheet2, but you can change these to more descriptive names such as Sales 2010, Amortization, or Budget Data.



Rename a Worksheet

- Display the worksheet you want to rename.
- 2 Click the Home tab.
- **3** Click **Format**.
- 4 Click Rename Sheet.
- You can also double-click the worksheet's tab.
- Excel opens the worksheet name for editing and selects the text.

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3		Nancy Freehafer		\$996.3		\$960.4					AutoFit Column V	idth	-	
4		Andrew Cencini		\$606.7		\$577.9					Default Width			
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6		Mariya Sergienko		\$765,3		\$771.3				-	Hide & Unhide			
7		steven Thorpe		\$863.5		\$827.2				Org	anize Sheets			
8		Michael Nelpper		\$795,5		\$669.3				-	Bename Sheet	-	-	1
		Robert Zare		\$722,7		\$626.9					Move or Copy She	et		
10		aura Giussani		\$992.0		\$574,4					Iab Color	- F		
11	1	Anne Hellung-La	sen	\$659,3		\$827.9				Pro	tection			
12		Kyra Harper		\$509.6		\$569.6	100 TO 100			2	Protect Sheet			
13	0	David Ferry		\$987.7	77	\$558.6	01				Lock Cell			
14	5	Paul Voyatzis		\$685,0	91	\$692,1	82			1	Format Cells			
15	1	Andrea Aster		\$540,4	184	\$693.7	62			-			-10	
16	0	Charles Granek		\$650,7	33	\$823,0	34							
17		Karen Aliston		\$509,8	63	\$511.5	69							
18		Karen Hammond		\$503,6	99	\$975,4	55							
19	A	/ince Durbin		\$630,2	63	\$599,5	14							
20	6	Paul Richardson		\$779,7	22	\$596,3	53							
21	(Gregg O'Donogh	Je	\$592.8	02	\$652.1	71							

- **6** Type the new worksheet name.
- 7 Press Enter

Excel assigns the new name to the worksheet.

A	B	C	D	E	0 (11) (1	G	H	1
1								
2	Sales Rep	2009 Sales	2010 Sales					
3	Nancy Freehafer	\$996,336	\$960,492					
4	Andrew Cencini	\$606,731	\$577,983					
5	Jan Kotas	\$622,781	\$967,580					
6	Mariya Sergienko	\$765,327	\$771,399					
7	Steven Thorpe	\$863,589	\$827,213					
8	Michael Neipper	\$795,518	\$669,394					
2	Robert Zare	\$722,740	\$626,945					
10	Laura Glussani	\$992,059	\$574,472					
11	Anne Hellung-Larsen	\$659,380	\$827,932					
12	Kyra Harper	\$509,623	\$569,609					
13	David Ferry	\$987,777	\$558,601					
14	Paul Voyatzis	\$685,091	\$692,182					
15	Andrea Aster	\$540,484	\$693,762					
16	Charles Granek	\$650,733	\$823,034					
17	Karen Aliston	\$509,863	\$511,569					
18	Karen Hammond	\$503,699	\$975,455					
19	Vince Durbin	\$630,263	\$599,514					
20	Paul Richardson	\$779,722	\$596,353					
21	Gregg O'Donoghue	\$592,802	\$652,171					
Sale	s Reps / Sheet2 / 1/	The second second	0 4		10/10/			*1

Create a New Worksheet

Excel supports multiple worksheets in a single workbook, so you can add as many worksheets as you need for your project or model.

In most cases, you will add a blank worksheet, but Excel also comes with several predefined worksheet templates that you can use.

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Create a New Worksheet

Insert a Blank Worksheet

- Open the workbook to which you want to add the worksheet.
- **2** Click the **Home** tab.
- 3 Click the Insert .
- 4 Click Insert Sheet.

• Excel inserts the worksheet.

Note: You can also insert a blank worksheet by pressing Shift + F11.

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	A	В	С	D	E	F	G	Н	Ĩ
2	A	В	C	D	E	F	G	Н	ł
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2 3 4	A	В	C	D	E	F	G	Н	ł
2 3 4 5	A	B	C	D	E	F	G	Н	ł
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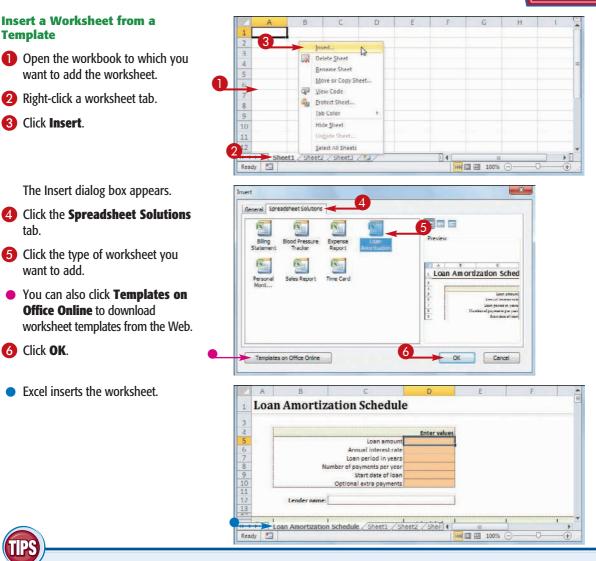
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chapter





Insert a Worksheet from a

want to add the worksheet.

The Insert dialog box appears.

Office Online to download

Excel inserts the worksheet.

Right-click a worksheet tab.

Template

3 Click Insert.

tab.

6 Click OK.

want to add.

Is there an easier way to add a blank worksheet?

Yes. Open the workbook to which you want to add the worksheet, and then click the **Insert Worksheet** button (2).

 Sheet1	Sheet2 /	Sheet3	1

How do I navigate from one worksheet to another?

Click the tab of the worksheet you want to use. Press

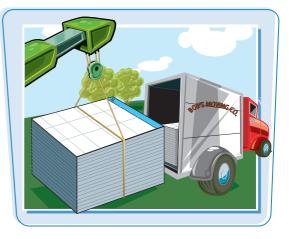


Ctrl + down to move to the next worksheet, and Ctrl to move to the previous worksheet. You can also click the following controls:

I	Move to the first worksheet.
4	Move to the previous worksheet.
•	Move to the next worksheet.
M	Move to the last worksheet.



You can organize an Excel workbook and make it easier to navigate by moving your worksheets to different positions within the workbook. You can also move a worksheet to another workbook.



Move a Worksheet

- If you want to move the worksheet to another workbook, open that workbook and then return to the current workbook.
- 2 Click the tab of the worksheet you want to move.

A	В	C	D	E	E	G	H	- E
1	Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter
2 Sales								
3 Division I	21,620	21,160	22,080	64,860	23,092	23,000	23,368	69,460
4 Division II	26,450	25,576	27,140	79,166	28,520	28,060	27,600	84,180
5 Division III	22,448	22,080	23,230	67,758	24,472	24,840	24,610	73,922
6 SALES TOTAL	70,518	68,816	72,450	211,784	76,084	75,900	75,578	227,562
7 Expenses								
8 Cost of Goods	5,924	5,781	6,086	17,790	6,391	6,376	6,349	19,115
9 Advertising	4,830	4,410	5,460	14,700	5,250	5,775	5,513	16,538
10 Rent	2,205	2,205	2,205	6,615	2,205	2,205	2,205	6,615
11 Supplies	1,365	1,260	1,470	4,095	1,365	1,313	1,470	4,148
12 Salaries	16,800	16,800	17,325	50,925	17,325	17,325	17,850	52,500
13 Shipping	14,963	14,438	15,225	44,625	15,750	15,225	15,488	46,463
14 Utilities	525	630	630	1,785	578	630	683	1,890
15 EXPENSES TOTAL	46,611	45,523	48,401	140,535	48,864	48,848	49,556	147,268
16 GROSS PROFIT	23,907	23,293	24,049	71,249	27,220	27,052	26,022	80,294

3 Click the **Home** tab.

- 4 Click Format.
- **5** Click **Move or Copy Sheet**.
- You can also right-click the tab and then click Move or Copy Sheet.

The Move or Copy dialog box appears.

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ivision II	26,450	25,576	27,140	79,166	28,520	28,060	Visibility	Ð
ivision III	22,448	22,080	23,230	67,758	24,472	24,840	A state of the second sec	L
ALES TOTAL	70,518	68,816	72,450	211,784	76,084	75,900		T
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ost of Goods	5,924	5,781	6,086	17,790	6,391	5 6.376		L
dvertising	4,830	4,410	5,460	14,700	5,250	5,775		E
ent	2,205	2,205	2,205	6,615	2,205	2,205		L
upplies	1,365	1,260	1,470	4,095	1,365	1,313		L
alaries	16,800	16,800	17,325	50,925	17,325	17,325		£
hipping	14,963	14,438	15,225	44,625	15,750	15,225		L
tilities	525	630	630	1,785	578	630	Format Cells	1
XPENSES TOTAL	46,611	45,523	48,401	140,535	48,864	48,848	49,556 147,268	1
ROSS PROFIT	23,907	23,293	24,049	71,249	27,220	27,052	26,022 80,294	I
in in in A D o d e u a h ti X R	A1 A A alos vision II vision III vision III ALLES TOTAL typenses sat of Goods tvertising int lippiles laries lippiles constants station (Constant) vision III vision Vision Vision vision Vision Vision vision Vision Vision vision Vision Vision vision Vision Vision Vision vision Vision Vision Vision vision Vision Vision Vision Vision vision Vision	A1 Fent A1 Jan alos Jan yision I 21,620 vision II 22,645 store 70,518 xpenses store store 5,924 Ivertising 4,830 wat 2,205 spinies 1,365 alies 16,800 lipping 1,463 lilles 525 PRENSES TOTAL 46,611 ROSS PROFIT 23,907 M assumptions 3907	B I <thi< th=""> <thi< th=""> <thi< th=""> <thi< th=""></thi<></thi<></thi<></thi<>	B I I I I I I I I I Alignment S A1 - Fent 74 Alignment 54 A1 - Fent 74 Alignment 56 A1 - Fent Mar Alignment 56 Jan Feb Mar Mar Black 22,080 vision I 21,620 21,160 22,080 23,230 vision II 26,450 25,576 27,140 24,482 22,080 23,233 vision II 22,048 22,080 23,233 44,410 5,460 torion II 2,205 2,205 2,205 2,205 1,470 toriont 2,205 2,205 1,200 1,7325 1,470 torios 525 630 630 630 16,300 16,800 16,800 16,800 16,800 16,800 16,800 16,800 16,800 16,800 16,800 16,8	B I	Image: Constraint of the system Sold Sold Sold Sold Sold Sold Sold Sold	B I	B Z I I I Sort & Find & Find & Find & Find & Styles Sort & Find & Styles Cell Styles



If you want to move the sheet to another workbook, click the **To book** and then click the workbook.

Use the Before sheet list to click a destination worksheet.

When Excel moves the worksheet, it will appear to the left of the sheet you selected in Step **7**.

- 8 Click OK.
- Excel moves the worksheet.



A	В	C	D	E	F	G	Ĥ	1
1	Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter
2 Sales				1.00				
3 Division I	21,620	21,160	22,080	64,860	23,092	23,000	23,368	69,460
4 Division II	26,450	25,576	27,140	79,166	28,520	28,060	27,600	84,180
5 Division III	22,448	22,080	23,230	67,758	24,472	24,840	24,610	73,922
6 SALES TOTAL	70,518	68,816	72,450	211,784	76,084	75,900	75,578	227,562
7 Expenses								
8 Cost of Goods	5,924	5,781	6,086	17,790	6,391	6,376	6,349	19,115
9 Advertising	4,830	4,410	5,460	14,700	5,250	5,775	5,513	16,538
10 Rent	2,205	2,205	2,205	6,615	2,205	2,205	2,205	6,615
11 Supplies	1,365	1,260	1,470	4,095	1,365	1,313	1,470	4,148
12 Salaries	16,800	16,800	17,325	50,925	17,325	17,325	17,850	52,500
13 Shipping	14,963	14,438	15,225	44,625	15,750	15,225	15,488	46,463
14 Utilities	525	630	630	1,785	578	630	683	1,890
15 EXPENSES TOTAL	46,611	45,523	48,401	140,535	48,864	48,848	49,556	147,268
LAFERSES TOTAL		23,293	24,049	71,249	27,220	27,052	26,022	80,294



Is there an easier way to move a worksheet within the same workbook?

Yes. It is usually much easier to use your mouse to move a worksheet within the same workbook:

- Move b over the tab of the worksheet you want to move.
- 2 Click and drag the worksheet tab left or right to the new position within the workbook.

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- As you drag, an arrow shows the position of the worksheet.
- When you have the worksheet positioned where you want it, drop the worksheet tab.

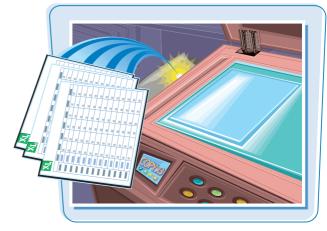
Excel moves the worksheet.





Excel enables you to make a copy of a worksheet, which is a useful technique if you require a new worksheet that is similar to an existing worksheet. You can copy the sheet to the same workbook or to another workbook.

B



Copy a Worksheet

- If you want to copy the worksheet to another workbook, open that workbook and then return to the current workbook.
- 2 Click the tab of the worksheet you want to copy.
- Expense Budget Calculation 1st Quarter 3 4 5 INCREASE 1.03 EXPENSES January February March Total Advertising 4,600 4,200 5,200 14,000 6 7 8 9 Rent 2.100 2.100 2.100 6.300 Supplies 1,300 1,200 1,400 3,900 16,000 16,000 16,500 48,500 Salaries 10 Utilities 500 600 600 1.700 2010 TOTAL 24,500 24,100 25,800 74,400 2011 BUDGET 25,235 24,823 26,574 76,632 Budget - 1st Quarter / Sheet2 / Sheet3 14 Ready 田田田 100%

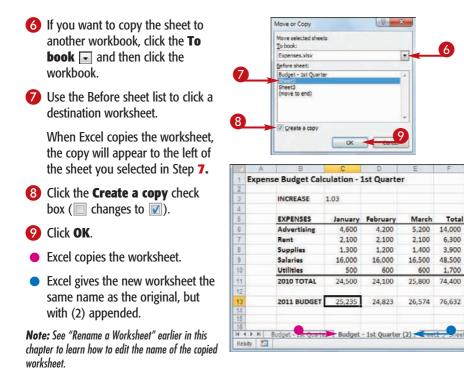
- 3 Click the Home tab.
- 4 Click Format.
- **(5)** Click **Move or Copy Sheet**.
- You can also right-click the tab and then click Move or Copy Sheet.

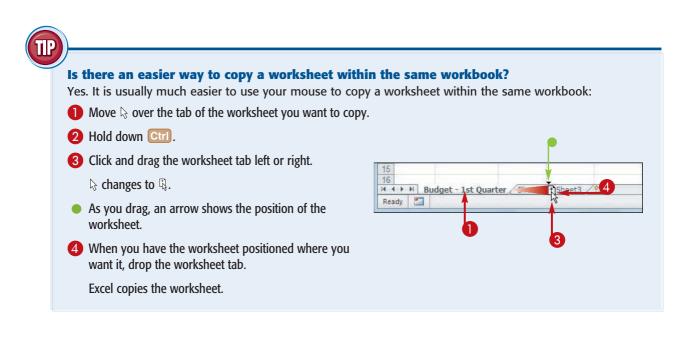
The Move or Copy dialog box appears.

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4	A B	C	D	E	F	G	H	1	AutoFit Row Height	
	Expense Budget Ca	Iculation - 1	Ist Quarte	er					Column Width	
2									AutoFit Column Width	
3	INCREASE	1.03							Default Width	
4									Visibility	
5	EXPENSES	January	February	March	Total				Hide & Unhide	
6	Advertising	4,600	4,200	5,200	14,000				Organize Sheets	
7	Rent	2,100	2,100	2,100	6,300		-		Rename Sheet	
8	Supplies	1,300	1,200	1,400	3,900		5		Move or Copy Sheet	
9	Salaries	16,000	16,000	16,500	48,500					
10	Utilities	500	600	600	1,700				Iab Color 🔸	
11	2010 TOTAL	24,500	24,100	25,800	74,400				Protection	
12									Brotect Sheet	
13	2011 BUDGET	25,235	24,823	26,574	76,632				Lock Cell	
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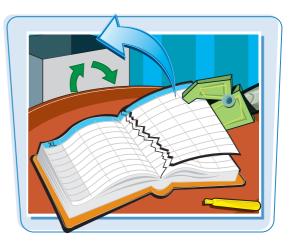






If you have a worksheet that you no longer need, you can delete it from the workbook. This reduces the size of the workbook and makes the workbook easier to navigate.

You cannot undo a worksheet deletion, so check the worksheet contents carefully before proceeding with the deletion.



Delete a Worksheet

 Click the tab of the worksheet you want to delete.

	A	8	C	D	E	F	G	н	1	+
1		Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter	
2	Sales				-	1 - A.	1.00			
3	Division I	23,500	23,000	24,000	70,500	25,100	25,000	25,400	75,500	
4	Division II	28,750	27,800	29,500	86,050	31,000	30,500	30,000	91,500	
5	Division III	24,400	24,000	25,250	73,650	26,600	27,000	26,750	80,350	
6	SALES TOTAL	76,650	74,800	78,750	230,200	82,700	82,500	82,150	247,350	
7	Expenses									=
8	Cost of Goods	6,132	5,984	6,300	18,416	6,616	6,600	6,572	19,788	
9	Advertising	4,600	4,200	5,200	14,000	5,000	5,500	5,250	15,750	
10	Rent	2,100	2,100	2,100	6,300	2,100	2,100	2,100	6,300	
11	Supplies	1,300	1,200	1,400	3,900	1,300	1,250	1,400	3,950	
12	Salaries	16,000	16,000	16,500	48,500	16,500	16,500	17,000	50,000	
13	Shipping	14,250	13,750	14,500	42,500	15,000	14,500	14,750	44,250	
14	Utilities	500	600	600	1,700	550	600	650	1,800	
15	EXPENSES TOTAL	44,882	43,834	46,600	135,316	47,066	47,050	47,722	141,838	
16	GROSS PROFIT	31,768	30,966	32,150	94,884	35,634	35,450	34,428	105,512	
17										1

- **2** Click the **Home** tab.
- 3 Click the Delete .
- **4** Click **Delete Sheet**.
- You can also right-click the tab and then click **Delete Sheet**.

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	A1 •	(* <u>5</u>				*	Delete Sheet Columns			1
2	A	В	С	D	E	K	Delete Sheet		4 H	1
1		Team 1	Team 2	Team 3		-	1			- (
2	Sales									
3	Division I	294,000	323,400	279,300						
4	Division II	358,550	394,405	340,623						
5	Division III	310,000	341,000	294,500						
6	Expenses									
7	Cost of Goods	77,004	84,704	73,154						
8	Advertising	60,550	66,605	57,523						_
9	Rent	25,200	27,720	23,940						_
10	Supplies	15,950	17,545	15,153						
11	Salaries	201,500	221,650	191,425						
12	Shipping	176,250	193,875	167,438						
13	Utilities	7,200	7,920	6,840						
14	-									
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Data may exist in the sheet(s) selected for deletion. To permanently delete the data, press Delete.



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If the worksheet contains data, Excel asks you to confirm that you want to delete the worksheet.

5 Click Delete.

• Excel removes the worksheet.

Z	A	В	С	D	E	Ê	G	Н	1	1	
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3	Sales	892,050									
4	Expenses	558,014									
5	Gross Margin	37%									
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I have several worksheets I need to delete. Do I have to delete them individually?

Microsoft Office Excel

No. You can select all the sheets you want to remove and then run the deletion. To select multiple worksheets, click the tab of one of the worksheets, hold down Ctrl, and then click the tabs of the other worksheets.

If your workbook has many worksheets and you want to delete most of them, an easy way to select the sheets is to right-click any worksheet tab and then click **Select All Sheets**. Hold down Ctrl, and then click the tabs of the worksheets that you do not want to delete.

After you have selected your worksheets, follow Steps **3** to **5** to delete all the selected worksheets at once.



Change the Gridline Color

You can add some visual interest to your worksheet by changing the color that Excel uses to display the gridlines. The default color is blank, but Excel offers a palette of 56 colors that you can choose from.

Changing the gridline color also has practical value because it enables you to differentiate between the gridlines and the borders that you add to a range or a table.

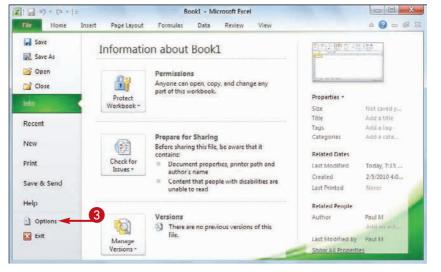


Change the Gridline Color

- Click the tab of the worksheet you want to customize.
- 2 Click the File tab.

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Paste	* - *	Calibri • 1 B <i>I</i> <u>U</u> • 4 	A`∧` • ₽	■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	General \$ - % :00 - 00 Number	* A	a Insert + Delete + Format + Cells	Σ · A · ZI · Sort i · Filter Editi	- Select -		
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3 Click **Options**.

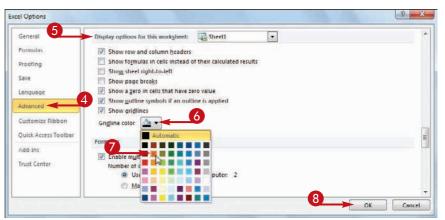


The Excel Options dialog box appears.

- **4** Click **Advanced**.
- **5** Scroll down to the Display options for this worksheet section.
- 6 Click the Gridline color 💽.
- Click the color you want to use.

8 Click OK.

 Excel displays the gridlines using the color you selected.





TP

Can I change the gridline color for all the sheets in my workbook?

Yes. One method would be to follow the steps in this section for each worksheet in your workbook. However, an easier method is to first select all the sheets in the workbook. To do this, right-click any worksheet tab and then click **Select All Sheets**.

You can now follow Steps **2** to **8** to apply the new gridline color to all your worksheets. Once you have done that, right-click any worksheet tab and then click **Ungroup Sheets** to collapse the grouping.



chapte

Toggle Worksheet Gridlines On and Off

You can make your worksheet look cleaner and make the worksheet text easier to read by turning off the sheet gridlines. When you do this, Excel displays the worksheet with a plain white background, which often makes the worksheet easier to read.

If you find you have trouble selecting ranges with the gridlines turned off, you can easily turn them back on again.



Toggle Worksheet Gridlines On and Off

Turn Gridlines Off	Brimson Invoice - Microsoft Excel
Click the tab of the worksheet you want to work with.	For Home Insert Page Layout Formulas Data Review View Conservation Conservation <thconservation< th=""> <thconservation< th=""> Conse</thconservation<></thconservation<>
2 Click the View tab.	N19 ▼ (
3 Click Gridlines (changes to).	Brimson Manufacturing INVOICE 2 123 45th Steeet Invoice Number:
	30
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Excel turns off the gridline display. Turn Gridlines On	20 Signed 21 Invoice Template Sheet2 Sheet3 (1) Ready III I 100% (1) Ready III I 100% (1) Ready III I 100% (1) III I 100% (1) III I 100% (1)
 To turn the gridlines back on, click Gridlines (changes to). 	Normal Page Page Views Ruler Parmula Bar Parmon Page Page Parmon Page Parmon Page Page Parmon Page Page <td< td=""></td<>
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	11 Quantity Description Price Extension 12
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Toggle Worksheet Headings On and Off

Manipulating Excel Worksheets

You can give yourself a bit more room to work by turning off the worksheet's row headings — the numbers 1, 2, and so on to the left of the worksheet — and column headings — the letters A, B, and so on above the worksheet.

If you find you have trouble reading your worksheet or building formulas with the headings turned off, you can easily turn them back on again.

X

Home

Insert

Page Layout

Formulas

Toggle Worksheet Headings On and Off

Turn Headings Off

- Click the tab of the worksheet you want to work with.
- 2 Click the View tab.
- 3 Click **Headings** (changes to).

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Book1 + Microsoft Excel

Review View

Data

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• Excel turns off the headings.

Turn Headings On

 To turn the headings back on, click **Headings** (changes to).

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chapter

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Set the Worksheet Tab Color

You can make a workbook easier to navigate by color-coding the worksheet tabs. For example, if you have a workbook with sheets associated with several projects, you could apply a different tab color for each project. Similarly, you could format the tabs of incomplete worksheets with one color, and completed worksheets with another color.

Excel offers 10 standard colors as well as 60 colors associated with the current workbook theme.



Set the Worksheet Tab Color

Click the tab of the worksheet you want to format.

	A	B	C	D	E	F	G	H	1	J	K
1		Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter	Jul	Aug
2	Sales						-				
3	Division I	23,500	23,000	24,000	70,500	25,100	25,000	25,400	75,500	26,000	24,00
4	Division II	28,750	27,800	29,500	86,050	31,000	30,500	30,000	91,500	31,000	29,50
5	Division III	24,400	24,000	25,250	73,650	26,600	27,000	26,750	80,350	27,000	25,2
6	SALES TOTAL	76,650	74,800	78,750	230,200	82,700	82,500	82,150	247,350	84,000	78,7
7	Expenses										
8	Cost of Goods	6,132	5,984	6,300	18,416	6,616	6,600	6,572	19,788	6,720	6,30
9	Advertising	4,600	4,200	5,200	14,000	5,000	5,500	5,250	15,750	5,500	5,20
10	Rent	2,100	2,100	2,100	6,300	2,100	2,100	2,100	6,300	2,100	2,10
11	Supplies	1,300	1,200	1,400	3,900	1,300	1,250	1,400	3,950	1,300	1,40
12	Salaries	16,000	16,000	16,500	48,500	16,500	16,500	17,000	50,000	17,000	17,00
13	Shipping	14,250	13,750	14,500	42,500	15,000	14,500	14,750	44,250	15,000	14,50
14	Utilities	500	600	600	1,700	550	600	650	1,800	650	600
15	EXPENSES TOTAL	44,882	43,834	46,600	135,316	47,066	47,050	47,722	141,838	48,270	47,10
16	GROSS PLOFIT	31,768	30,966	32,150	94,884	35,634	35,450	34,428	105,512	35,730	31,6
	Budget As	umptions /	Projections	/ 2009-20	10 Final / Estin	nates / Gri	1) e ()				>
Rea		umptions 2	Projections	2009-20	10 Final Z Estr	nates 2 Gri			III 100%	-0-	

2 Click the **Home** tab.

- **3** Click **Format**.
- **4** Click **Tab Color**.

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op	M19 T	Font	fr .	Alignment	t 1% Numbe	r 16	Styles		Cell Size Row Height	-
	A	В	C	D	E	E	G	н	AutoFit Row Height	K
1		Jan	Feb	Mar	1st Quarter	Apr	May	Jun	Column Width	Aug
2	Sales Division I	23,500	23,000	24,000	70,500	25,100	25,000	25,400	AutoFit Column Width Default Width	24,00
4	Division II	28,750	27,800	29,500	86,050	31,000	30,500	30,000	Visibility	29,50
5	Division III	24,400	24,000	25,250	73,650	26,600	27,000	26,750	Hide & Unhide 🔹 🕨	25,2
6	SALES TOTAL	76,650	74,800	78,750	230,200	82,700	82,500	82,150	Organize Sheets	78,7
7 8 9	Expenses Cost of Goods Advertising	6,132 4,600	5,984	6,300 5.200	18,416 14,000	6,616 5.000	6,600 5,500 4	6,572 5,250	Bename Sheet	6,30 5,20
0	Rent	2,100	2,100	2.100	6.300	2,100	2,100	2.100	Tab Color >	2,10
1	Supplies	1,300	1,200	1,400	3,900	1,300	1,250	1,400	Protection	1,40
2	Salaries	16.000	16.000	16.500	48,500	16.500	16.500	17.000	Protect Sheet	17.00
3	Shipping	14,250	13,750	14,500	42,500	15,000	14,500	14,750	Lock Cell	14,50
14	Utilities	500	600	600	1,700	550	600	650	Format Cells	600
5	EXPENSES TOTAL	44,882	43,834	46,600	135,316	47,066	47,050	47,722	141,838 48,270	47,10
16	GROSS PROFIT	31,768	30,966	32,150	94,884	35,634	35,450	34,428	105,512 35,730	31,6

chapter

Excel displays the Tab Color palette.

5 Click the color you want to use for the current tab.

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1		Jan	Feb	Mar	1st Quarter	Apr	May	Jun	Column Width	Aug
2 3	Sales Division I	23,500	23,000	24,000	70,500	25,100	25,000	25,400	AutoFit Column Width	24,0
4	Division II	28,750	27,800	29,500	86,050	31,000	30,500	30,000	Visibility	29,5
5	Division III	24,400	24,000	25,250	73,650	26,600	27,000	26,750	Hide & Unhide →	25,2
6	SALES TOTAL	76,650	74,800	78,750	230,200	82,700	82,500	82,150	Organize Sheets	78,7
7 8 0	Expenses Cost of Goods	6,132	5,984	6,300	18,416	6,616	6,600	6,572	Bename Sheet Move or Copy Sheet	6,30
9 10	Advertising Rent	4,600	4,200	5,200 2.100	14,000 6,300	2.1 Then	ne Colors		Tab Color >	5,20
11	Supplies	1,300	1,200	1,400	100000				Protection	1,40
12	Supplies	16.000	16.000	16.500	3,9 5	1,3			Brotect Sheet	17.0
13	Shipping	14,250	13,750	14,500	42,500	15.0			Lock Cell	14,5
14	Utilities	500	600	600	1,700	55			Format Cells	600
15	EXPENSES TOTAL	44,882	43.834	46,600	135,316	47.(Stan	dard Colors		141.838 48.270	47.1
16	GROSS PROFIT	31,768	30,966	32,150	94,884	35,0	No Color		105,512 35,730	31,6

Excel applies the color to the tab.

Note: You can also right-click the tab, click **Tab Color**, and then click the color you want to apply.

1 I III TOTAL SOSS Goods	Jan 23,500 28,750 24,400 76,650 6,132	Feb 23,000 27,800 24,000 74,800	Mar 24,000 29,500 25,250 78,750	1st Quarter 70,500 86,050 73,650 230,200	Apr 25,100 31,000 26,600 82,700	May 25,000 30,500 27,000 82,500	Jun 25,400 30,000 26,750 82,150	2nd Quarter 75,500 91,500 80,350	Jul 26,000 31,000 27,000	Aug 24,00 29,50 25,25
n II TOTAL DSCS Goods	28,750 24,400 76,650	27,800 24,000 74,800	29,500 25,250	86,050 73,650	31,000 26,600	30,500 27,000	30,000 26,750	91,500	31,000	29,50
n II TOTAL DSCS Goods	28,750 24,400 76,650	27,800 24,000 74,800	29,500 25,250	86,050 73,650	31,000 26,600	30,500 27,000	30,000 26,750	91,500	31,000	29,5
TOTAL Ses Goods	24,400 76,650	24,000 74,800	25,250	73,650	26,600	27,000	26,750			
TOTAL Ises Goods	76,650	74,800	and the second second	and an an an and a second second			1000 CONTRACTOR	80,350	27,000	25,2
ises Goods			78,750	230,200	82,700	82,500	93 150			
Goods	6,132	5 984					02,130	247,350	84,000	78,7
CONTRACTOR OF THE OWNER	6,132	5 984								
sina		21204	6,300	18,416	6,616	6,600	6,572	19,788	6,720	6,30
	4,600	4,200	5,200	14,000	5,000	5,500	5,250	15,750	5,500	5,20
	2,100	2,100	2,100	6,300	2,100	2,100	2,100	6,300	2,100	2,10
15	1,300	1,200	1,400	3,900	1,300	1,250	1,400	3,950	1,300	1,40
8	16,000	16,000	16,500	48,500	16,500	16,500	17,000	50,000	17,000	17,0
ig 📄	14,250	13,750	14,500	42,500	15,000	14,500	14,750	44,250	15,000	14,5
	500	600	600	1,700	550	600	650	1,800	650	60
SES TOTAL	44,882	43,834	46,600	135,316	47,066	47,050	47,722	141,838	48,270	47,1
P OFIT	31,768	30,966	32,150	94,884	35,634	35,450	34,428	105,512	35,730	31,6
udget As	sumptions /	Protections	/ 2009-20	10 Final / Estin	nates / Gro	11 M I	11	25		>
1	es is SES TOTAL S PLOFIT Budget As	es 16,000 ng 14,250 s 500 SE\$ TOTAL 44,882 S P OFIT 31,768	as 16,000 16,000 ng 14,250 13,750 s 500 600 SE TOTAL 44,882 43,834 S POFIT 31,768 30,966	a 16,000 16,000 16,500 14,250 13,750 14,500 500 600 600 55 TOTAL 44,882 43,834 46,600 5 POFIT 31,768 30,966 32,150	as 16,000 16,000 16,500 48,500 ng 14,250 13,750 14,500 42,500 s 500 600 600 1,700 SES_TOTAL 44,882 43,834 46,600 135,316 SPDFIT 31,768 30,966 32,150 94,884	as 16,000 16,000 16,500 48,500 16,500 ng 14,250 13,750 14,500 42,500 15,000 s 500 600 600 1,700 550 SES TOTAL 44,882 43,834 46,600 135,316 47,066 SP OFIT 31,768 30,966 32,150 94,884 35,634	as 16,000 16,000 16,500 48,500 16,500 16,500 ng 14,250 13,750 14,500 42,500 15,000 14,500 s 500 600 600 1,700 550 600 SE_S_TOTAL 44,882 43,834 46,600 135,316 47,066 47,050 SPDFIT 31,768 30,966 32,150 94,884 35,634 35,450	as 16,000 16,000 16,500 48,500 16,500 16,500 17,000 ng 14,250 13,750 14,500 42,500 15,000 14,500 14,750 s 500 600 600 1,700 550 600 650 SES TOTAL 44,882 43,834 46,600 135,316 47,066 47,050 47,722 SPOFIT 31,768 30,966 32,150 94,884 35,634 35,450 34,428	as 16,000 16,000 16,500 48,500 16,500 16,500 17,000 50,000 ng 14,250 13,750 14,500 42,500 15,000 14,500 14,750 44,250 s 500 600 600 1,700 550 600 650 1,800 SE_S_TOTAL 44,882 43,834 46,600 13,516 47,066 47,050 47,722 141,838 SP_DFIT 31,768 30,966 32,150 94,884 35,634 35,450 34,428 105,512	as 16,000 16,000 16,500 48,500 16,500 16,500 17,000 50,000 17,000 ng 14,250 13,750 14,500 14,500 14,500 14,500 14,250 15,000 14,750 44,250 15,000 14,750 44,250 15,000 15,000 14,750 14,250 15,000 650 15,000 650 550 650 650 1,800 650 552 170TAL 44,882 43,834 46,600 135,316 47,066 47,722 141,838 48,270 SPDOFIT 31,768 30,966 32,150 94,884 35,634 35,450 34,428 105,512 35,730



If I want to apply the same color to several worksheets, do I have to format them individually?

No. You can select all the sheets you want to format and then apply the tab color. To select multiple worksheets, click the tab of one of the worksheets, hold down Ctrl, and then click the tabs of the other



worksheets. After you have selected your worksheets, follow Steps **2** to **5** to apply the tab color to all the selected worksheets at once.

How do I remove a tab color?

If you no longer require a worksheet to have a colored tab, you can remove the color. Follow Steps 1 to 4 to select the worksheet and

display the Tab Color palette, and then click **No Color**. Excel removes the color from the worksheet's tab.

Set the Worksheet Background

You can add visual interest to a worksheet by replacing the standard white sheet background with a photo, drawing, or other image.

When choosing the image you want to use as the background, be sure to select a picture that will not make the worksheet text difficult to read. If your sheet text is a dark color, choose a light-colored image as the background.



Set the Worksheet Background

Click the tab of the worksheet you want to customize.

	A	B	C	D	E	F	G	н	1
1	Saving for Our Dream Vac	ation							
2	Interest Rate (Annual)	5.0%							
з	Time to Vacation (Years)	3							
4	Initial Deposit	(\$1,000)							
5	Amount Needed for Vacation	\$10,000							
6	Amount to Save Each Month	(\$228.07)							
7									
8									
9 10 11 12 13									
1									
13									
4	•								
15									
17									
15 16 17 18	*								
•	Manount Needed Per Month Shee	t2 / Sheet3 / 12	/					-	× []

- **2** Click the **Page Layout** tab.
- **3** Click **Background** (**)**.

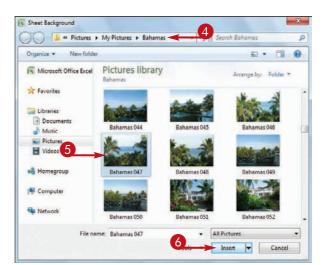
Z	[a] =7 • (° - =	S ring for O	ur Dream Vacat	ion - Micros	oft Excel			10		-
n	Ile Home Insert Page Layout -	Data	Review	View D	eveloper			۵	0-0	83
The	Margins Orientation Size	Print Breaks Bad	Titles	🐑 Heigi 🔄 Scale	h: Automati ht: Automati : 100% e to Fit		Headings	Arrange		
	B6 ▼ (* <i>f</i> ∗ =	PMT(B2 / 12, B3	12, 84, 85)							*
1	A	В	С	D	E	F	G	н	1	E
1	Saving for Our Dream V	acation								ſ
2	Interest Rate (Annual)	5.0%								
3	Time to Vacation (Years)	3								1
4	Initial Deposit	(\$1,000)								1
5	Amount Needed for Vacation	\$10,000								
6	Amount to Save Each Mon									1
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10										
11 12										ł
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14 15										ł
16										
17 18										-
10					1.41					
	Amount Needed Per Month / S	heet2 / Sheet3 / ?		-	4	and the second se	100%	-		

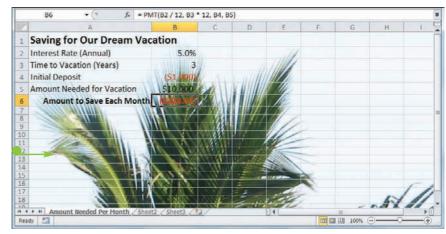
chapter 7

The Sheet Background dialog box appears.

- 4 Select the location of the image you want to use.
- 6 Click the image.
- 6 Click Insert.

 Excel formats the worksheet background with the image you selected.







How do I apply a background color instead of a background image?

Excel does not have a command that changes the background color of the entire worksheet. Instead, you must first select all the



cells in the worksheet by clicking **I**. Click the **Home** tab, click the **Fill Color**, and then click the color you want to use. Excel applies the color to the background of every cell.

How do I remove the background image from the worksheet?

If you find that having the background image makes it difficult to read the worksheet text, then you should remove the background. Click the tab of the worksheet, click



Page Layout, and then click **Delete Background** (...). Excel removes the background image from the worksheet.

Zoom In On or Out of a Worksheet

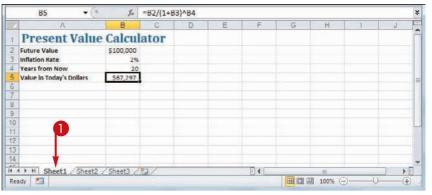
You can get a closer look at a portion of a worksheet by zooming in on that range. When you zoom in on a range, Excel magnifies the range, which makes it easier to see.

If you want to get a sense of the overall structure of a worksheet, you can also zoom out. When you zoom out, Excel decreases the magnification, so you see more of the worksheet.



Zoom In On or Out of a Worksheet

Click the tab of the worksheet you want to zoom.



2 Click the **View** tab.

- **3** Click **Zoom** (<u></u>).
- You can also run the Zoom command by clicking the zoom level in the status bar.

F	le Home Insert P	age Layout	Formulas	Data	Review	View	_2		0	0 - 6	E3 19
Noi	mail Page Break Previ Tal Custom Views Page Layout B Full Screen Workbook Views	ew 🛅 Show	Zoom 100	Selection	Arran	201232072		Save Sw prkspace Win	dows -	Macros Macros	
	B5 🕶 (*	f _x	=B2/(1+B3)	^B4							2
4	Α	В	C	D	E	F	G	н	1	J	E
1	Present Value	Calcula	ator								Ē
2	Future Value	\$100,000									
3	Inflation Rate		%								
4	Years from Now	2	20								-
5	Value in Today's Dollars	\$67,291	7								
6		1	- 37 . ·								
7											-
8											
9											
10											
11											
12											-



The Zoom dialog box appears.

- 4 Click the magnification level you want to use (○ changes to ○).
- You can also click **Custom** (
 changes to
) and then

 type a magnification level in the text box.

Note: Select a magnification level above 100% to zoom in on the worksheet; select a level under 100% to zoom out of the worksheet.

6	Click	OK.

Excel changes the magnification level and redisplays the worksheet.

You can click 100% () to return to the normal zoom level.

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How can I zoom in on a particular range?

Excel offers the Zoom to Selection feature that enables you to quickly and easily zoom in on a range. First, select the range that you want to magnify. Click the **View** tab and then click **Zoom**



to Selection (). Excel magnifies the selected range to fill the entire Excel window.

Is there an easier way to zoom in and out of a worksheet?

Yes, you can use the Zoom slider, which appears on the far right side of the Excel status bar. Drag the slider to the right to zoom in on the worksheet, or drag to the left

to zoom out. You

can also click the Zoom In (⊕) or Zoom Out (⊡)

button to change the magnification.

10.5	-	 > II

Split a Worksheet into Two Panes

You can make it easier to examine your worksheet data by splitting the worksheet into two scrollable panes that each show different parts of the worksheet. This is useful if you have cell headings at the top of the worksheet that you want to keep in view as you scroll down the worksheet.

Splitting a worksheet into two panes is also useful if you want to keep some data or a formula result in view while you scroll to another part of the worksheet.

Split a Worksheet into Two Panes

1 Click the tab of the worksheet you want to split.

	A	B	C	D	E	F	G	
1	Loan Data							
2	Interest Rate (Annual)	6.00%						
3	Amortization (Years)	15						
4	Principal	\$500,000						
5	Balloon Payment	\$0						
6	Payment Type	0						
8	Amortization Sche	dule	Principal	Interest	Cumulative Principal	Cumulative	Remaining Principal	
	1	(\$51,481.38)	(\$21,481.38)	(\$30,000,00)	(521,481.38)	(\$30,000.00)	5478,518.62	
10 11	2	(\$51,481.38)	(\$22,770.26)	(\$28,711.12)	(\$44,251.65)	(\$58,711.12)	\$455,748.35	
12	3	(\$51,481.38)	(\$24, 136, 48)	(\$27,344.90)	(\$68,388,13)	(\$86,056.02)	\$431,611 87	
12		(\$51,481.38)	(\$25,584.67)	(\$25,896.71)	(\$93,972.80)	(\$111,952.73)	\$406,027.20	
14	4 5	(\$51,481.38)	(\$27,119.75)	(\$24,361.63)	(\$121,092.55)	(\$136,314.36)	\$378,907.45	
15 16	6	(\$51,481.38)	(\$28,746.93)	(\$22,734.45)	(\$149,839.48)	(\$159.048.81)	\$350,160.52	
16	7	(\$51,481,38)	(\$30,471,75)	(\$21,009,63)	(\$180.311.23)	(\$180.058.44)	\$319,688,77	

2 Select a cell in column A that is below the point where you want the split to occur.

For example, if you want to place the first six rows in the top pane, select cell A7.

	A	В	C	D	E	F	G	L
1	Loan Data							Ĩ
2	Interest Rate (Annual)	6.00%						
3	Amortization (Years)	15						
4	Principal	\$500,000						
5	Balloon Payment	\$0						
6	Payment Type	0						
7								
8	Amortization Sche	dule						
9	Period	Payment	Principal	Interest	Cumulative Principal	Cumulative Interest	Remaining Principal	
10	1	(\$51,481.38)	(\$21,481.38)	(\$30,000.00)	(\$21,481.38)	(\$30,000.00)	\$478,518.62	
11	2	(\$51,481.38)	(\$22,770.26)	(\$28,711.12)	(\$44,251.65)	(\$58,711.12)	\$455,748.35	
12	3	(\$51,481.38)	(\$24,136.48)	(\$27,344.90)	(\$68,388.13)	(\$86,056.02)	\$431,611.87	
13	4	(\$51,481.38)	(\$25,584.67)	(\$25,896.71)	(\$93,972.80)	(\$111,952.73)	\$406,027.20	
	6	(\$51,481.38)	(\$27,119.75)	(\$24,361.63)	(\$121,092.55)	(\$136,314.36)	\$378,907.45	
14				1000 704 451	(\$149,839,48)	(\$159.048.81)	\$350,160.52	
	6	(\$51,481.38)	(\$28,746.93)	(\$22,734.45)	(0143,033.40)	(0100,040.01)	4000, 100.0L	1
14 15 16	6 7	(\$51,481.38) (\$51,481.38)	(\$28,746.93) (\$30,471.75)	(\$22,734.45) (\$21,009.63)	(\$180,311.23)	(\$180,058.44)	\$319,688.77	



Manipulating Excel Worksheets



- Excel splits the worksheet into two horizontal panes at the selected cell.
- You can adjust the size of the panes by clicking and dragging the split bar up or down.

To remove the split, either click again, or double-click the split bar.

X				Loans - N	licrosoft Excel	6			x
F	ile Home Insert Pag	e Layout	Formula	Data	Review V	lew 3		a 🕜 🗖 🗑	9 X
Noi	mail Page Dreak Preview I Custom Views Page Layout Full Screen Workbook Views	v 🔄 Show		200% Zoom to Selection		All 🗖 🖽	Save Switch Vorkspace Window		
	A7 * (*	f.x.							
-	A	В		С	D	E	F	G	E
1	Loan Data								Ē
2	Interest Rate (Annual)	6.0	0%						
2 3	Amortization (Years)		15						
4	Principal	\$500,	000						-
5	Balloon Payment		\$0						
6	Payment Type		0						
7									
8	Amortization Schedule								
9	Period	Paymen	t Pr	incipal	Interest	Cumulative Principal	Cumulative Interest	Remaining Principal	2

2.5	A	В	C	D	E	F	G	
r.	Loan Data							
2	Interest Rate (Annual)	6.00%						
3	Amortization (Years)	15						
1	Principal	\$500,000						
5	Balloon Payment	\$0						
6	Payment Type	0						
7								
8	Amortization Sche	dule						
		Payment	Principal	Interest	Cumulative Principal	Cumulative	Remaining Principal	
9	Period							
-	1 Period	(\$51,481.38)	(\$21,481.38)	(\$30,000.00)	(\$21,481.38)	(\$30,000 00)	\$478,518.62	
-	1 2							
-	1 2 3	(\$51,481.38)	(\$21,481.38)	(\$30,000.00)	(\$21,481.38)	(\$30,000 00)	\$478,518.62	
10	1 2 3 4	(\$51,481.38) (\$51,481.38)	(\$21,481 38) (\$22,770.26)	(\$30,000.00) (\$28,711.12)	(\$21,481.38) (\$44,251.65)	(\$30,000 00) (\$58,711.12)	\$478,518 62 \$455,748.35	
10 11 12 13	1 2 3 4 5	(\$51,481.38) (\$51,481.38) (\$51,481.38)	(\$21,481,38) (\$22,770,26) (\$24,136,48)	(\$30,000 00) (\$28,711.12) (\$27,344.90)	(\$21,481.38) (\$44,251.65) (\$68,388.13)	(\$30,000 00) (\$58,711.12) (\$86,056.02)	\$478,518,62 \$455,748.35 \$431,611.87	
9 10 11 12 13 14 15	1 2 3 4 5 6	(\$51,481.38) (\$51,481.38) (\$51,481.38) (\$51,481.38) (\$51,481.38)	(\$21,481.38) (\$22,770.26) (\$24,136.48) (\$25,584.67)	(\$30,000,00) (\$28,711.12) (\$27,344.90) (\$25,896.71)	(\$21,481.38) (\$44,251.65) (\$68,388.13) (\$93,972.80)	(\$30,000 00) (\$58,711.12) (\$86,056.02) (\$111.952.73)	\$478,518 62 \$455,748.35 \$431,611.87 \$406,027.20	



Can I split a worksheet into two vertical panes?

Yes. To do this, you must first select a cell in the top row of the worksheet. In particular, select the top cell in the column to the right of where you want



the split to occur. For example, if you want to show only column A in the left pane, select cell B1. When you click , Excel splits the worksheet into two vertical panes.

Can I split a worksheet into four panes?

Yes. This is useful if you have three or four worksheet areas that you want to examine separately. To perform a four-way split, first select the cell where you want the split to occur. Note



chapter

that this cell must not be in either row 1 or column A. When you click , Excel splits the worksheet into four panes. The cell you selected becomes the upper-left cell in the bottom-right pane.

Hide and Unhide a Worksheet

You can hide a worksheet so that it no longer appears in the workbook. This is useful if you need to show the workbook to other people, but the workbook contains a worksheet with sensitive data that you do not want others to see.

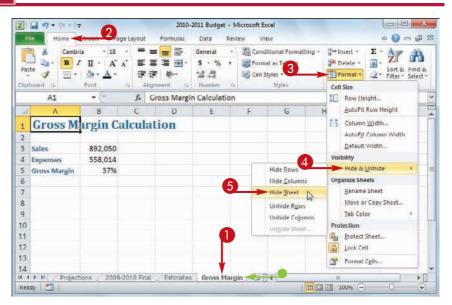
To learn how to protect a workbook so that other people cannot unhide a worksheet, see Chapter 15.



Hide and Unhide a Worksheet

Hide a Worksheet

- Click the tab of the worksheet you want to hide.
- 2 Click the Home tab.
- **3** Click Format.
- 4 Click Hide & Unhide.
- 6 Click Hide Sheet.
- You can also right-click the worksheet tab and then click
 Hide Sheet.
- Excel temporarily removes the worksheet from the workbook.



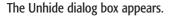
1				D	E	F	G	Н	
2		Team 1	Team 2	Team 3					1
	Sales								
3 1	Division I	294,000	323,400	279,300					
4	Division II	358,550	394,405	340,623					
5 1	Division III	310,000	341,000	294,500					=
6	Expenses								
7	Cost of Goods	77,004	84,704	73,154					
8	Advertising	60,550	66,605	57,523					
9 1	Rent	25,200	27,720	23,940					
10	Supplies	15,950	17,545	15,153					-
11	Salaries	201,500	221,650	191,425					
12	Shipping	176,250	193,875	167,438					
13	Utilities	7,200	7,920	6,840					
14				4					
Read	and the second design of the s	ns / 2009-2010	Final Estima	tes 🔊	[] 4 [III. 100% ()-		• I

Manipulating Excel Worksheets

Unhide a Worksheet

- Click the Home tab.
- **2** Click **Format**.
- 3 Click Hide & Unhide.
- **4** Click **Unhide Sheet**.
- You can also right-click any worksheet tab and then click Unhide Sheet.

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	A1	• (*					Cow Height
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1		Team 1	Team 2	Team 3			Column Width
2 3 4	Sales Division I Division II	294,000 358,550	323,400 394,405	279,300 340,623		0	AutoFjt Column Width <u>D</u> efault Width Visibility
5	Division III Expenses	310,000	341,000	294,500	1.		Hide & Unhide
1	Cost of Goods	77,004	84,704	73,154		le Sheet	Rename Sheet
3	Advertising Rent Supplies	60,550 25,200 15,950	66,605 27,720 17,545	57,523 23,940 15,153	Un	hide R <u>o</u> ws hide Cojumns	Move or Copy Sheet
1	Salaries	201,500	221,650	191,425	> Un	hide Sheet	Protection
2	Shipping	176,250	193.875	167,438		45	Drotect Sheet
3	Utilities	7,200	7,920	6,840			Lock Cell



- 6 Click the worksheet you want to restore.
- 6 Click OK.
- Excel returns the worksheet to the workbook.



TP

I have several worksheets I need to hide. Do I have to hide them individually?

No. You can select all the sheets you want to work with and then hide them. To select multiple worksheets, click the tab of one of the worksheets, hold down **Ctrl**, and then click the tabs of the other worksheets.

If your workbook has many worksheets and you want to hide most of them, an easy way to select the sheets is to right-click any worksheet tab and then click **Select All Sheets**. Hold down Ctrl, and then click the tabs of the worksheets that you do not want to hide.

After you have selected your worksheets, follow Steps **3** to **5** to hide all the selected worksheets at once.



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CHAPTER

Dealing with Excel Workbooks



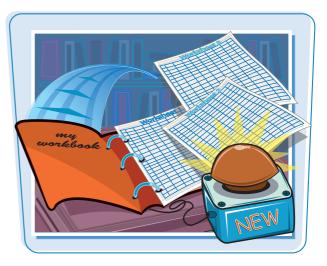
Everything you do in Excel takes place within a *workbook*, which is the standard Excel file. This chapter shows you how to get more out of workbooks by creating new files; saving, opening, and closing files; checking spelling; and more.

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Create a New Blank Workbook

To perform new work in Excel, you need to first create a new, blank Excel workbook. Excel automatically creates a blank workbook each time you start the program, but for subsequent files you must create a new workbook yourself.

If you prefer to create a workbook based on one of Excel's templates, see "Create a New Workbook from a Template."



Create a New Blank Workbook

Click the File tab.

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6	The Big Sleep	1946	Howard Hawks					
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9	Christmas In July	1940	Preston Sturges					
10	A Clockwork Orange	1971	Stanley Kubrick					
11	Die Hard	1991	John McTiernan					
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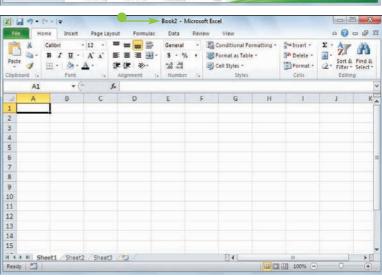




3 Click Blank Workbook.4 Click Create.

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Excel creates the blank workbook
and displays it in the Excel
window.



TIPS

Is there a faster method I can use to create a new workbook?

Yes. Excel offers a keyboard shortcut for faster workbook creation. From the keyboard, press Ctrl + N.



When I start Excel and then open an existing workbook, Excel often removes the new, blank workbook that it opened automatically. How can I prevent this?

Excel assumes that you want to use a fresh workbook when you start the program, so it opens a blank workbook for you automatically. However, if you do not make any changes to

the blank workbook and then open an existing file, Excel assumes you do not want to use the new workbook, so it closes it. To prevent this from happening, make a change to the blank workbook before opening any existing file.



Create a New Workbook from a Template

You can save time and effort by creating a new workbook based on one of Excel's template files. Each template includes a working spreadsheet model that includes predefined labels and formulas, as well as preformatted colors, fonts, styles, and more.

Excel 2010 offers seven templates, and many more are available through Microsoft Office Online.



Create a New Workbook from a Template

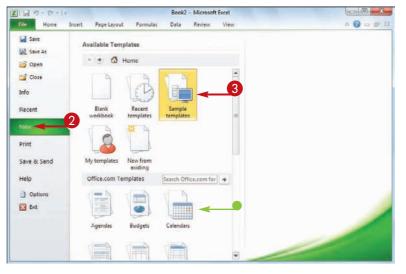
1 Click the **File** tab.

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2 Click New.

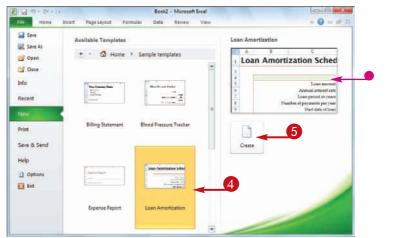
3 Click **Sample templates**.

 To use an Office Online template, click a category in the Office.com Templates section. Click the template you want to use, and then click **Download**.





- 4 Click the template you want to use.
- A preview of the template appears here.
- 6 Click Create.



 Excel creates the new workbook and displays it in the Excel window.

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TIPS

Can I create my own template?

Yes. If you have a specific workbook structure that you use frequently, you should save it as a template so that you do not have to re-create the same structure from scratch each time. Open the



workbook, click **File**, and then click **Save As**. In the Save As dialog box, click the **Save as type** and then click **Excel Template**. Type a File name and then click **Save**. To use the template, click **File**, click **New**, and then click **My Templates**.

Can I create a new workbook based on an existing workbook?

Yes. This is useful if you want to create a new workbook that is the same or similar to an existing file. Click **File**, click **New**, and then click

New from Existing. In

the New from Existing Workbook dialog box, click the existing workbook and then click **Open**.



Save a Workbook

After you create a workbook in Excel and make changes to it, you can save the document to preserve your work.

When you edit a workbook, Excel stores the changes in your computer's memory, which is erased each time you shut down your computer. Saving the document preserves your changes on your computer's hard drive.



Save a Workbook

- 1 Click the **File** tab.
- 2 Click Save (🗔).

You can also click **a** in the Quick Access Toolbar, or you can press **Ctrl** + **S**.

If you have saved the document previously, your changes are now preserved, and you do not need to follow the rest of the steps in this section.

The Save As dialog box appears.

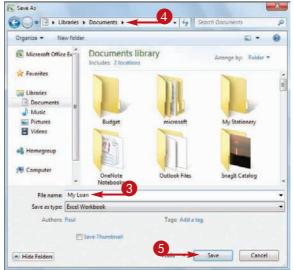
If this is a new document that you have never saved before, the Save dialog box appears.

- Click in the File name text box and type the name that you want to use for the document.
- Select a folder in which to store the file.
- 6 Click Save.

Excel saves the file.

Note: To learn how to save a workbook in an older Excel format, see Chapter 15.





Open a Workbook

Dealing with Excel Workbooks

chapter

To view or make changes to an Excel workbook that you have saved in the past, you can open it in Excel.

If you have used the workbook recently, you can save time by opening the workbook from Excel's Recent menu.

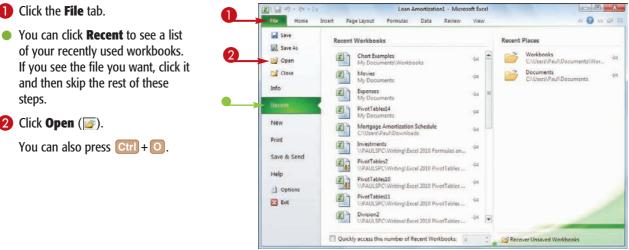


Open a Workbook

Click the File tab.

steps.

2 Click Open ().



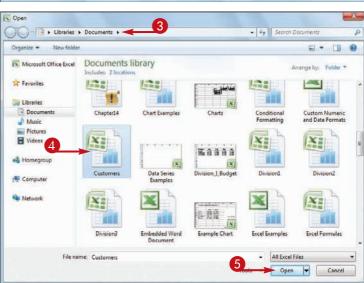
The Open dialog box appears.

and then skip the rest of these

You can also press Ctrl + O.

- Select the folder that contains the workbook you want to open.
- 4 Click the workbook.
- **6** Click **Open**.

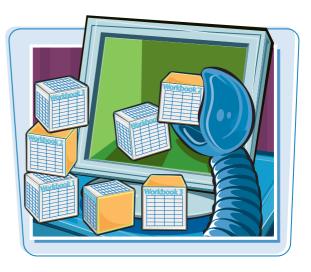
The workbook appears in a window.



Arrange Workbook Windows

You can view two or more workbooks at once by arranging the workbook windows within the main Excel window.

Excel offers four view modes for arranging workbook windows: Tiled, Horizontal, Vertical, and Cascade.



Arrange Workbook Windows

- Open the workbooks you want to view.
- **2** Click the **View** tab.

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3	Northwind Traders Beer	487	\$	6,818						
4	Northwind Traders Boysenberry Spread	100	\$	2,500						
5	Northwind Traders Cajun Seasoning	40	\$	880						
6	Northwind Traders Chai	40	\$	720						
7	Northwind Traders Chocolate	200	\$	2,550						
8	Northwind Traders Chocolate Biscults Mix	85	\$	782						
9	Northwind Traders Clam Chowder	290	\$	2,799						
10	Northwind Traders Coffee	650	\$	29,900						
11	Northwind Traders Crab Meat	120	s	2,208						
12	Northwind Traders Curry Sauce	65	5	2,600						
13	Northwind Traders Dried Apples	40	\$	2,120						
14	Northwind Traders Dried Pears	40	\$	1,200						
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3 Click **Arrange All** (**■**).

The Arrange Windows dialog box appears.

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4 Click a view mode (○ changes to ○).

Tiled arranges the workbooks evenly within the Excel window.

Horizontal stacks the workbooks one above the other.

Vertical displays the workbooks side by side.

Cascade arranges the workbooks in an overlapping cascade pattern.

6 Click OK.

 Excel arranges the workbook windows.

> This example shows two workbooks arranged with the Horizontal view mode.

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How do I return to viewing one workbook at a time?

Click the workbook you want to use, and then click the workbook window's **Maximize** button (<a>). This maximizes the workbook within the Excel window, or you only constant.



so you only see that workbook. Excel also maximizes the other open workbooks, but you only see them if you switch to them.

Is it possible to view two different sections of a single workbook at the same time?

Yes. Excel enables you to create a second window for a workbook, and you can then arrange the two windows as described in this section. To create the second window, switch to the workbook you want to



view, click the **View** tab, and then click **New Window** ((a)). Follow Steps 1 to 4 to open the Arrange Windows dialog box and select a view option. Click the **Windows of active workbook** check box ((a) changes to (w)), and then click **OK**.

Find Text in a Workbook

In large workbooks with multiple sheets, when you need to find specific text, you can save a lot of time by using Excel's Find feature, which searches the entire workbook in the blink of an eye.



Find Text in a Workbook

- **1** Click the **Home** tab.
- 2 Click Find & Select.
- **3** Click **Find**.

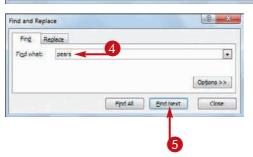
Note: You can also run the Find command by pressing Ctrl + F.

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The Find and Replace dialog box appears.

Click in the Find what text box and type the text you want to find.

6 Click **Find Next**.



 Excel selects the next cell that contains an instance of the search text.

Note: If the search text does not exist in the document, Excel displays a dialog box to let you know.

- 6 If the selected instance is not the one you want, click Find Next until Excel finds the correct instance.
- Click Close to close the Find and Replace dialog box.
- Excel leaves the cell selected.

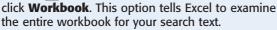
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31	83	Northwind Traders Potato Chips	NWTCS-83	0	0	0	0	
32	85	Northwind Traders Brownie Mix	NWTBGM-85	0	0	0	10	
33	86	Northwind Traders Cake Mix	NWTBGM-86	0	0	0	0	
34	87	Northwind Traders Tea	NWTB-87	0	0	0	0	
35	88	Northwind Traders Pears	NWTCFV-88	0	0	0	0	
36	89	Northwind Traders Peaches	NWTCFV-89	0	0	0	0	
37	90	Northwind Traders Pineapple	NWTCFV-90	0	0	0	0	
38	91	Northwind Traders Cherry Pie Filling	NWTCFV-91	0	0	0	0	
39	92	Northwind Traders Green Beans	NWTCFV-92	0	0	0	0	
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TIPS

When I search for a particular term, Excel only looks in the current worksheet. How can I get Excel to search the entire workbook?

In Excel's Find and Replace dialog box, click **Options** to expand the dialog box. Click the **Within** and then



When I search for a name such as Bill, Excel also matches the non-name bill. Is there a way to fix this?

In Excel's Find and Replace dialog box, click **Options** to expand the dialog box. Select the **Match case** check box (changes

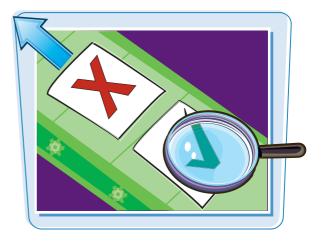
to *I*. This option tells Excel to match the search text only if it has the same mix of uppercase and lowercase letters that you specify in the Find what text box. If you type **Bill**, for example, the program matches only *Bill* and not *bill*.



chapte

Replace Text in a Workbook

Do you need to replace a word or part of a word with some other text? If you have several instances to replace, you can save time and do a more accurate job if you let Excel's Replace feature replace the text for you.



Replace Text in a Workbook

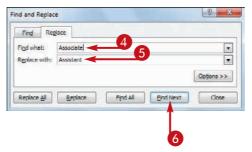
- **1** Click the **Home** tab.
- 2 Click Find & Select.
- 3 Click Replace.

Note: You can also run the Replace command by pressing Ctrl + H.

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9	ISLAT	Island Trading	Helen Bennett	Marketing Manager	٤.	-
10	BERGS	Berglunds snabbköp	Christina Berglund	Order Administrator	14	Select Objects
11	SANTG	Santé Gourmet	Jonas Bergulfsen	Owner	1 100	Selection Pane
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13	SPLIR	Split Rail Beer & Ale	Art Braunschweiger	Sales Manager	P.O.	Box 555
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17	QUEEN	Queen Cozinha	Lúcia Carvalho	Marketing Assistant	Alam	neda dos Canàrios, 89
19 H		Contro comorcial Most		Marketing Managor	Sior	ar da Granada 0003
Re	ady 🎦				100%	· · · · · · · · · · · · · · · · · · ·

The Find and Replace dialog box appears.

- In the Find what text box, type the text you want to find.
- In the Replace with text box, type the text you want to use as the replacement.
- 6 Click Find Next.





 Excel selects the cell that contains the next instance of the search text.

Note: If the search text does not exist in the document, Excel displays a dialog box to let you know.

- If the selected instance is not the one you want, click Find Next until Excel finds the correct instance.
- 8 Click Replace.
- Excel replaces the selected text with the replacement text.
- Excel selects the next instance of the search text.
- Repeat Steps 7 and 8 until you have replaced all of the instances you want to replace.
- Click Close to close the Find and Replace dialog box.

В	C	D	E	F
Customer ID	Company Name	💌 Contact Name	💌 Contact Title	Address
FRANS	Franchi S.p.A.	Paolo Accorti	Sales Representative	Via Monte Bianco 34
COMM	Comércio Mineiro	Pedro Afonso	Sales Associate	v. dos Lusiadas, 23
Find and Replac	e	<u> </u>	Sales Representative	Obere Str. 57
[martine]	2.5		Sales Representative	Fauntleroy Circus
Find Res	glace		Accounting Manager	Rua da Panificadora, "
Figd what:	Associate		Marketing Manager	Garden HouseCrowthe
Replace with:	Assistant		Order Administrator	Berguvsvägen 8
	(And a second se		Owner	Erling Skakkes gate 7
		Options >>	Owner	265, boulevard Charor
			Sales Manager	P.O. Box 555
Replace All	Replace Find All	Eind Next Close	Sales Representative	Berkeley Gardens12
TO THE T			Accounting Manager	Gran Via, 1
SUPRD	Sup êmes délices	Pascale Cartrain	Accounting Manager	Boulevard Tirou, 255
QUEEN	Queen Cozinha	Lúc a Carvalho	Marketing Assistant	Alameda dos Canàrio
CENTC	Car 8 omercial Morte	Tu Ers 7 co Chang	Marketing Manager	Siorrac de Granada 00
dy 1	ts Receive Data Custom	ars / D. Inventory / Inven		▶ 100% (
	Company Name	Contact Name	 Contact Title 	Address
COMMI	Comércio Mineiro	Pedro Afonso	Sales Assistant	Av. dos Lusiadas, 23
ALFKI	Alfreds Futterkiste	Maria Anders	Sales Representative	Obere Str. 57
BSBEV	B's Reveranes	Victoria Ashworth	Sales Representative	Fauntleroy Circus
Find and Replac	e	8 8	Accounting Manager	Rua da Panificadora, 1
E mad L Des	viace		Marketing Manager	Garden HouseCrowthe
Find Res	lore		Order Administrator	Berguvsvägen 8
Find what:	Associate		Owner	Erling Skakkes gate 7
Replace with:	Assistant		Owner	265, boulevard Charor
		(1000)	Sales Manager	P.O. Box 555
		Options >>	Sales Representative	Berkeley Gardens12
			Acconng Manager	Gran Via, 1
Replace All	Replace Find All	Eind Next Close	Accounting Manager	Boulevard Tirou, 255
Lunne .			Marketing Assistant	Alameda dos Canàrio
CENTC	Centro comercial Mocte	zu Francisco Chang	Marketing Manager	Sierras de Granada 99
BLONP	Blondel père et fils	Frédérique Citeaux	Marketing Manager	24. place Kléber
KOENE	Königlich Essen	Philip Cramer	Sales Associate <	aubelstr. 90
NORTS	North/South	Simon Crowther	Sales Associate	South House300 Quee



Is there a faster way to replace every instance of the search text with the replacement text?

nts Receivable Data | Customers / DVD Inv

Yes. In the Find and Replace dialog box, click **Replace All**. This tells Excel to replace every instance of the search text with the replacement text. However, you should exercise some caution with this feature because it may make some replacements that you did not intend. Click **Find Next** a few times to make sure the matches are correct. Also, consider clicking **Options** and then selecting the **Match case** check box (changes to), as described in "Find Text in a Workbook."

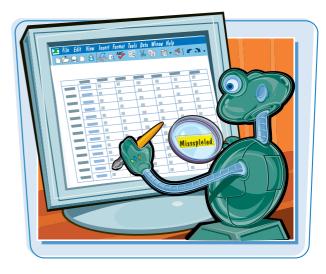


H C U 100%

Check Spelling and Grammar

You can reduce the number of errors in your Excel workbooks by taking advantage of the spell-checker, which identifies potentially misspelled words and suggests corrections.

When the spell-checker flags a word as misspelled, you can correct the word, tell the spell-checker to ignore it, or you can add it to the spell-checker's dictionary.



Check Spelling and Grammar



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A	A			в			C		D	E	F	G	н	1
1	Product ID	97. 12	Pro	oduct	Name		Product Co		Qty On Hold	Qty On Hand	Qty Available	Qty On Order	Reorder Level	
2	1	Northwin	d Traders	Chal			NWTB-1		25	25	0	41	1	0
3	3	Northwin	d Traders	Syrup			NWTCO-3		0	50	50	50	2	5
4	4	Northwin	d Traders	Cajun	Seasoning		NWTCO-4		0	0	0	40	1	0
5	5	Northwin	d Traders	Olive	OII		NWTO-5		0	15	15	0	1	0
6	6	Northwin	d Traders	Boyse	nberry Sprea	d	NWTJP-6		0	0	0	10	2	5
7	7	Northwin	d Traders	Dried	Pears		NWTDFN-7		0	0	0	0	1	0
8	8	Northwin	d Traders	Curry	Sauce		NWTS-8		0	0	0	0	1	0

- The Spelling dialog box appears and selects the cell that contains the first error.
- **3** Click the correction you want to use.
- **4** Click **Change**.
- Click **Change All** to correct every instance of the error.

	A	B	C	D	E	F	G	н	
1	Product ID	Product Name	Product Code	Qty On Hold	Qty On Hand	Qty Available	Qty On Order	Reorder Level	
2	1	Northwind Traders Chai	Spelling: English (U	.S.)				5 2	1
3	3	Northwind Traders Syrup	Not in Dictionary:				_		10
4	4	Northwind Traders Cajun Seasoning	Bere				In	nore Once	
5	5	Northwind Traders Olive Oil	107.0						Ш
6	6	Northwind Traders Boysenberry Spread						ignore All	
7	7	Northwind Traders Dried Pears					Add	to Dictionary	
8	8	Northwind Traders Curry Sauce	Suggestions:				4 CONCE		1
9	14	Northwind Traders Walnuts	Beer					Change	
10	17	Northwind Traders Fruit Cocktail	Bare						
11	19	Northwind Traders Chocolate Biscuits Mix	Beret					Change All	
2	20	Northwind Traders Marmalade	Bore Berge				- A	utoCogrect	
13	21	Northwind Traders Scones	Dictionary language	English (U.	.\$.)				Ш
)er:	24	Northwind Traders Bere	and the second second	- Louis and a state	-	-			
15	40	Northwind Traders Crab Meat	Qptons	J		Undo Last		Close	Ш
4.4	P H Ins	ventory (2)	-	1				_	-
Rea	ady 🛅					田回回 100	7% O-	_0	·(



- The spell-checker displays the next error.
- 5 If you want to correct the word, repeat Step 4.
- If you do not want to correct the word, click one of the following buttons:

Click **Ignore Once** to skip this instance of the error.

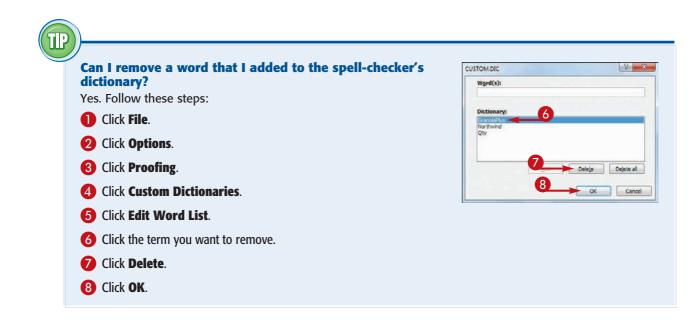
Click **Ignore All** to skip all instances of the error.

Click **Add to Dictionary** to include the word in the spell-checker's dictionary.

When the check is complete, click **OK**.

	A	В	C	0	E		G	11
4	Product ID	Product Name	Product Cod	e Qty On Hold	Qty On Hand	Qty Available	Qty O Order	Reord
23	65	Northwind Traders Hot Pepper Sauce	Spelling: English (U.S.)				and an	*
24	66	Northwind Traders Tomato Sauce	Contraction of the second seco					
25	72	Northwind Traders Mozzarella	Not in Dictionary:					
26	74	Northwind Traders Almonds	GranolaPlus				Ignore Or	xce
27	77	Northwind Traders Mustard					Ignore A	NI I
28	80	Northwind Traders Dried Plums					Add to Dictio	
29	81	Northwind Traders Green Tea	-				Hop to Licos	mary
20	22	Northwind Traders GranolaPlus	Suggestions: Grapola Plus			1	Change	
31	83	Northwind Traders Potato Chips				1	Gnange	
32	85	Northwind Traders Brownie Mix					Change A	Al
33	86	Northwind Traders Cake Mix				-	AutoCorre	ect
34	87	Northwind Traders Tea	entre la contra la	inglish (U.S.)			California	
35	88	Northwind Traders Pears	Dictionary language: E	ngilisn (U.S.)				-
36	89	Northwind Traders Peaches	Options			Indo Last	Cancel	
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Close a Workbook

When you finish adding and editing text in an Excel workbook, you should close the workbook to reduce desktop clutter. If the workbook is very large or contains many images, closing the file also frees up memory and other system resources.



Close a Workbook

Display the workbook you want to close.

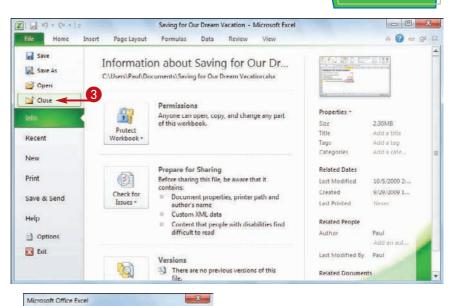
7	A	B	С	D	E	F	G	H
1	Saving for Our Dream Vaca	ation						[
2	Interest Rate (Annual)	5.0%						
3	Time to Vacation (Years)	3	. (
4	Initial Deposit	(\$1,000)						
5	Amount Needed for Vacation	\$10,000						
6	Amount to Save Each Month	(\$228.07)						
7		1.0						-
8								-
10								
11 12								
13								
H 4	H Amount Needed Per Month / Sheet	Sheet3 / 😏	/	14				
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2 Click the **File** tab.

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1	A	В		C	D	E	F	G	H
1	Saving for Our Dream Vac	ation							
2	Interest Rate (Annual)	5.	0%						
3	Time to Vacation (Years)		3						
4	Initial Deposit	(\$1,0	00)						=
5	Amount Needed for Vacation	\$10,0	00						
6	Amount to Save Each Month	(\$228.	07)						
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chapter

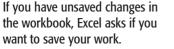




Do you want to save the changes you made to 'Saving for Our Dream Vacation.xlsx'?

Save

Don't Save Cancel



4 Click Save.

- If you do not want to preserve your changes, click **Don't Save**.
- If you decide to keep the document open, click Cancel.

The program saves your work and then closes the document.



Are there faster methods I can use to close a document?

Yes. You can also close a document using a keyboard shortcut or with a mouse click. From your keyboard, press Ctrl + W to close the current document; with your mouse, click the **Close** button (\frown) in the upper left corner of the document window.



CHAPTER



Formatting Excel Workbooks



Excel offers several settings that enable you to control the look of a workbook, including the workbook colors, fonts, and special effects. You can also apply a workbook theme, and add a header and footer to a workbook.

Modify the Workbook Colors	.190
Set the Workbook Fonts	.192
Choose Workbook Effects	.194
Apply a Workbook Theme	.196
Add a Workbook Header	.198
Add a Workbook Footer	.200

Modify the Workbook Colors

You can give your workbook a new look by selecting a different color scheme. Each color scheme affects the workbook's text colors, background colors, border colors, and more. Excel offers more than 20 color schemes.

To get the most out of Excel's color schemes, you must apply styles to your ranges, as described in Chapter 5.

|--|

Modify the Workbook Colors

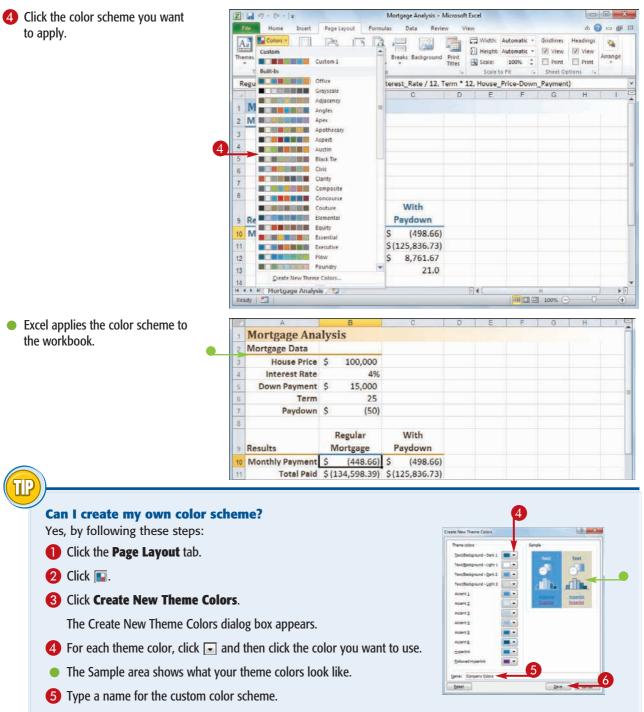
- Open or switch to the workbook you want to format.
- **2** Click the **Page Layout** tab.

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	Mortgage Data	i y i i i						
3	House Price	\$ 100,00	00					
4	Interest Rate		4%					
5	Down Payment	\$ 15,00	00					
6	Term		25					
7	Paydown	\$ (5	50)					
8								
9	Results	Regular Mortgage	With Paydown					
10	Monthly Payment	\$ (448.6	56) \$ (498.66))				
11	Total Paid	\$ (134,598.3	39) \$(125,836.73))				
12	Total Savings	#N/A	\$ 8,761.67					
13	Revised Term	#N/A	21.0					
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1 2	Mortgage Ana Mortgage Data	llysis									Î
-			100,000								
2	Mortgage Data										
2 3	Mortgage Data House Price	\$	100,000								
234	Mortgage Data House Price Interest Rate	\$	100,000 4%								

Formatting Excel Workbooks



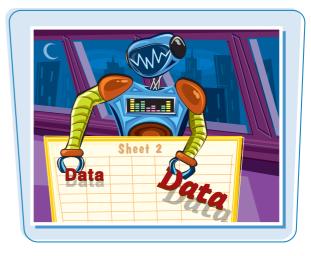
6 Click Save.

Set the Workbook Fonts

You can add visual appeal to your workbook by selecting a different font scheme. Each font scheme has two defined fonts: a *heading font* for the titles and headings, and a *body font* for the regular worksheet text. Excel offers more than 20 font schemes.

To get the most out of Excel's font schemes, particularly the heading fonts, you must apply styles to your ranges, as described in Chapter 5.

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- 0 - X

Set the Workbook Fonts

- Open or switch to the workbook you want to format.
- **2** Click the **Page Layout** tab.

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	B23	fr Northwind Traders Hot	t Pepper Sauce					
1	A	B	Ç	D	E	F	G	Н
1	Product ID	Product Name	Product Code	Qty On Hold	Qty On Hand	Qty Available	Qty On Order	Reorder Level
2	1	Northwind Traders Chai	NWTB-1	25	25	0	41	10
3	3	Northwind Traders Syrup	NWTCO-3	0	50	50	50	25
4	4	Northwind Traders Cajun Seasoning	NWTCO-4	0	0	0	40	10
5	5	Northwind Traders Olive Oil	NWTO-5	0	15	15	0	10
6	6	Northwind Traders Boysenberry Spread	NWTJP-6	0	0	0	10	25
7	7	Northwind Traders Dried Pears	NWTDFN-7	0	0	0	0	10
1	8	Northwind Traders Curry Sauce	NWTS-8	0	0	0	0	10
9	14	Northwind Traders Walnuts	NWTDFN-14	0	40	40	0	10
10	17	Northwind Traders Fruit Cocktail	NWTCFV-17	0	0	0	0	10
11	19	Northwind Traders Chocolate Biscuits Mix	NWTBGM-19	0	0	0	20	5
12	20	Northwind Traders Marmalade	NWTJP-6	0	0	0	40	10
13	21	Northwind Traders Scones	NWTBGM-21	0	0	0	0	5
14	34	Northwind Traders Beer	NWTB-34	23	23	0	0	15
15	40	Northwind Traders Crab Meat	NWTCM-40	0	0	0	120	30
16	41	Northwind Traders Clam Chowder	NWTSO-41	0	0	0	0	10
17	43	Northwind Traders Coffee	NWTB-43	325	325	0	300	25
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Inventory - Microsoft Excel

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	B23	• (* J* Nort	thwind Traders He	ot Pepper Sauce								
-1	A	В		C		D	E		F	G	н	1
1	Product ID	Product Nat	ne	Product Coo		ty On Hold	Qty O Hand		Qty ilable	Qty On Order	Reorder Level	
2	1	Northwind Traders Chai		NWTB-1		25	1	25	0	41	1	0
3	3	Northwind Traders Syrup		NWTCO-3		0		50	50	50	2	5
4	4	Northwind Traders Cajun Se	asoning	NWTCO-4		0		0	0	40	1	0
5	5	Northwind Traders Olive Oil		NWTO-5		0		15	15	0	1	0
6	6	Northwind Traders Boysenbe	erry Spread	NWTJP-6		0		0	0	10	2	5
7	7	Northwind Traders Dried Pea	ars	NWTDFN-7		0		0	0	0	1	0
8	8	Northwind Traders Curry Sau	ice	NWTS-8		0		0	0	0	1	0
9	14	Northwind Traders Walnuts		NWTDFN-14		0		40	40	0	1	0

Formatting Excel Workbooks



4 Click the font scheme you want to apply.

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T		Office		Setup	- Gi - 3	Scale to Fit.	15 S	neet Options	G	_
_	Aa	Cambria Calibri	-	hwind Traders H	ot Pepper Sauce					
1					C	D	E	F	G	Н
1 Pi	Aa	Office 2 Calibri Cambria		ne	Product Code	Qty On Hold	Qty On Hand	Qty Available	Qty On Order	Reorder Level
2					NWTB-1	25	25	0	41	1
3		Office Classic Arial			NWTCO-3	0	50	50	50	2
4	Aa	Times New Roman		soning	NWTCO-4	0	0	0	40	1
5		Office Classic 2			NWTO-5	0	15	15	0	1
6		Arial		rry Spread	NWTJP-6	0	0	0	10	2
7	Aa	Arial		irs	NWTDFN-7	0	0	0	0	1
8		Adjacency		ce	NWTS-8	0			0	-
9	Aa	Cambria			NWTDFN-14	0	40	40	0	1
10	119	Calibri		ktail	NWTCFV-17	0			0	
11		Angles		Biscuits Mix	NWTBGM-19	0			20	
12	Aa	Franklin Gothic M		de	NWTJP-6	0	0		40	1
13		Franklin Gothic Book			NWTBGM-21	0	0		0	
14		Apex			NWTB-34	23		1 74	0	1
15	Aa	Lucida Sans Book Antigua		it	NWTCM-40	0	0		120	3
16	Land Land		٠	wder	NWTSO-41	0	0		0	1
17	100.00	ste New Theme Fonts			NWTB-43	325	325	0	300	2
		ntory 🖉 🎲					100			
Ready	2						1	B 🛄 🛄 100%	Θ	0 (

- Excel applies the heading font to the workbook's headings.
- Excel applies the body font to the workbook's regular text.

	A	B	C	D	E	1. E. 1	G	H
7	Product ID	Product Name	Product Code	Qty On Hold	Qty On Hand	Qty Available	Qty On Order	Reorder Level
2	1	Northwind Traders Chai	NWTB-1	25	25	0	41	10
з	3	Northwind Traders Syrup	NWTCO-3	0	50	50	50	25
4	4	Northwind Traders Cajun Seasoning	NWTCO-4	0	0	0	40	10
5	5	Northwind Traders Olive Oil	NWTO-5	0	15	15	0	10
6	6	Northwind Traders Boysenberry Spread	NWTJP-6	0	0	0	10	25
Y	7	Northwind Traders Dried Pears	NWTDFN-7	0	0	0	0	10
8	8	Northwind Traders Curry Sauce	NWTS-8	0	0	0	0	10
9	14	Northwind Traders Walnuts	NWTDFN-14	0	40	40	0	10
10	17	Northwind Traders Fruit Cocktail	NWTCFV-17	0	0	0	0	10
11	19	Northwind Traders Chocolate Biscuits Mix	NWTBGM-19	0	0	0	20	5
12	20	Northwind Traders Marmalade	NWTJP-6	0	0	0	40	10
13	21	Northwind Traders Scones	NWTBGM-21	0	0	0	0	5
14	34	Northwind Traders Beer	NWTB-34	23	23	0	0	15
15	40	Northwind Traders Crab Meat	NWTCM-40	0	0	0	120	30
16	41	Northwind Traders Clam Chowder	NWTSO-41	0	0	0	0	10
17	43	Northwind Traders Coffee	NWTB-43	325	325	0	300	25
11	A H Inve	ntory 2		II 4				
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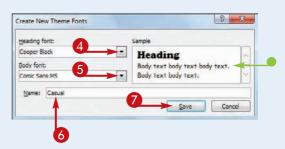
Can I create my own font scheme?

Yes, by following these steps:

- **1** Click the **Page Layout** tab.
- 2 Click 🔝.
- **3** Click **Create New Theme Fonts**.

The Create New Theme Fonts dialog box appears.

- 4 Click the **Heading font .** and then click the font you want to use for titles and headings.
- **6** Click the **Body font ⊡** and then click the font you want to use for regular sheet text.



- The Sample area shows what your theme fonts look like.
- **6** Type a name for the custom font scheme.
- 7 Click Save.

Choose Workbook Effects

You can enhance the look of your workbook by selecting a different effect scheme. The effect scheme applies to charts and graphic objects, and each scheme defines a border style, fill style, and added effect such as a drop shadow or glow. Excel offers more than 20 effect schemes.

To get the most out of Excel's effect schemes, you must apply a style to your chart, as described in Chapter 13; or to your graphic object, as described in Chapter 14.



Choose Workbook Effects

- **1** Open or switch to the workbook you want to format.
- **2** Click the **Page Layout** tab.

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	Division	Parts Da	atab	ase _{Quantity}	Cost	Т	otal Cost	Retail	Gross Margin	
	Division 4				Cost \$ 10.47	T	otal Cost 596.79	Retail \$ 17.95	Gross Margin 71.4%	
	Sector Sector Sector	Description	Number	Quantity			e etch leisterete.	a source beautions		
	4	Description Gangley Pliers	Number D-178	Quantity 57	\$ 10.47	S	596.79	\$ 17.95	71.4%	
	4	Description Gangley Pliers HCAB Washer	Number D-178 A-201	Quantity 57 856	\$ 10.47 \$ 0.12	\$	596.79 102.72	\$ 17.95 \$ 0.25	71.4% 108.3%	
	4 3 3	Description Gangley Pliers HCAB Washer Finley Sprocket	Number D-178 A-201 C-098	Quantity 57 856 357	\$ 10.47 \$ 0.12 \$ 1.57	\$\$\$	596.79 102.72 560.49	\$ 17.95 \$ 0.25 \$ 2.95	71.4% 108.3% 87.9%	
	4 3 3 2	Description Gangley Pliers HCAB Washer Finley Sprocket 6" Sonotube	Number D-178 A-201 C-098 B-111	Quantity 57 856 357 86	\$ 10.47 \$ 0.12 \$ 1.57 \$ 15.24	\$ \$ \$ \$	596.79 102.72 560.49 1,310.64	\$ 17.95 \$ 0.25 \$ 2.95 \$ 19.95	71.4% 108.3% 87.9% 30.9%	
	4 3 3 2 4	Description Gangley Pliers HCAB Washer Finley Sprocket 6" Sonotube Langstrom 7" Wrench	Number D-178 A-201 C-098 B-111 D-017	Quantity 57 856 357 86 75	\$ 10.47 \$ 0.12 \$ 1.57 \$ 15.24 \$ 18.69	\$ \$ \$ \$ \$	596.79 102.72 560.49 1,310.64 1,401.75	\$ 17.95 \$ 0.25 \$ 2.95 \$ 19.95 \$ 27.95	71.4% 108.3% 87.9% 30.9% 49.5%	
	4 3 2 4 3	Description Gangley Pliers HCAB Washer Finley Sprocket 6" Sonotube Langstrom 7" Wrench Thompson Socket	Number D-178 A-201 C-098 B-111 D-017 C-321	Quantity 57 856 357 86 75 298	\$ 10.47 \$ 0.12 \$ 1.57 \$ 15.24 \$ 18.69 \$ 3.11	\$ \$ \$ \$ \$ \$ \$	596.79 102.72 560.49 1,310.64 1,401.75 926.78	\$ 17.95 \$ 0.25 \$ 2.95 \$ 19.95 \$ 27.95 \$ 5.95	71.4% 108.3% 87.9% 30.9% 49.5% 91.3%	
	4 3 2 4 3 1	Description Gangley Pliers HCAB Washer Finley Sprocket 6" Sonotube Langstrom 7" Wrench Thompson Socket S-Joint	Number D-178 A-201 C-098 B-111 D-017 C-321 A-182	Quantity 57 856 357 86 75 298 155	\$ 10.47 \$ 0.12 \$ 1.57 \$ 15.24 \$ 18.69 \$ 3.11 \$ 6.85	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	596.79 102.72 560.49 1,310.64 1,401.75 926.78 1,061.75	\$ 17.95 \$ 0.25 \$ 2.95 \$ 19.95 \$ 27.95 \$ 5.95 \$ 9.95	71.4% 108.3% 87.9% 30.9% 49.5% 91.3% 45.3%	

3 Click **Effects** (**(**).

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Formatting Excel Workbooks

4 Click the effect scheme you want	X
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1	Apothecary	Aspect	Austin	Black Tie	=	se						
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5						357	\$ 1.57	\$	560.49	\$ 2.95	87.9%	
6						86	\$ 15.24	\$	1,310.64	\$ 19.95	30.9%	
7	Couture	Elemental	Equity	Essential		75	\$ 18.69	\$	1,401.75	\$ 27.95	49.5%	
8			Com			298	\$ 3.11	\$	926.78	\$ 5.95	91.3%	
9						155	\$ 6.85	S	1,061.75	\$ 9.95	45.3%	
10	Executive	Flow	Foundry	Grid		482	\$ 4.01	\$	1,932.82	\$ 6.95	73.3%	
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 Excel applies the effect scheme to the workbook's charts and graphics.

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4	3	HCAB Washer	A-201	856	\$ 0.12	\$ 102.72	\$ 0.25	108.3%
5	3	Finley Sprocket	C-098	357	\$ 1.57	\$ 560.49	\$ 2.95	87.9%
5	2	6" Sonotube	B-111	86	\$ 15.24	\$ 1,310.64	\$ 19.95	30.9%
7	4	Langstrom 7" Wrench	D-017	75	\$ 18.69	\$ 1,401.75	\$ 27.95	49.5%
8	3	Thompson Socket	C-321	298	\$ 3.11	\$ 926.78	\$ 5.95	91.3%
9	1	S-Joint	A-182	155	\$ 6.85	\$ 1,061.75	\$ 9.95	45.3%
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1 4	> N Part	s / Sheet2 / Sheet3 / %	1/.		[[4	100	

Why are all the effect schemes

schemes depends on the color scheme

Colors," you will see a different color in

you have applied to your workbook. If you apply a different color scheme, as

described in "Modify the Workbook

The color you see in the effect

the same color?



Can I create a custom effect scheme?

No. Unlike with the color schemes and font schemes described earlier in this chapter, Excel does not have a feature that enables you to create your own effect scheme.



the effect schemes. If you want to use a custom effect color, create a custom color scheme and change the Accent 1 color to the color you want.



Apply a Workbook Theme

You can give your workbook a completely new look by selecting a different workbook theme. Each theme consists of the workbook's colors, fonts, and effects. Excel offers more than 20 predefined workbook themes.

To get the most out of Excel's workbook themes, you must apply styles to your ranges, as described in Chapter 5; to your charts, as described in Chapter 13; and to your graphic objects, as described in Chapter 14.



Apply a Workbook Theme

- Open or switch to the workbook you want to format.
- **2** Click the **Page Layout** tab.

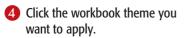
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	8 9 10 11 12 13 14 15 16	\$ (15,645) \$ (15,645)	2018 2014 2015 2016 2017 2018 2019 2020 2020	5 5	5,481 5,810 6,159 6,528 6,920 7,335 7,775 8,242 8,756	\$ 9,835 \$ 9,487 \$ 9,117 \$ 8,725 \$ 8,310 \$ 7,870 \$ 7,404 \$ 6,909	10000 8000 6000 4000 2000 0									
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	8 9 10 11 12 13 14 15 16	\$ (15,645) \$ (15,645)	2018 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023		5,481 5,810 6,159 6,528 6,920 7,335 7,775 8,242 8,756	\$ 9,835 \$ 9,487 \$ 9,117 \$ 8,725 \$ 8,310 \$ 7,870 \$ 7,404 \$ 6,909 \$ 6,385	10000 8000 6000 4000 2000 0	\$* 15 ¹ 1	\$*\$\$*\$\$*\$	101 1010	and and and	- 5 ¹ 5 ⁸	B ¹⁰ -B ²⁰	10° - 50° - 50° -	5th 6th , 6th ,	50° - 538 -
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Formatting Excel Workbooks





- Mortgage Principal vs Interest - Dr - 1= Aa Colurs . CT Widt 1 A Funts F Height Size FU Scale Built.To Aa Aa 40 78 1,549 1,304 1,043 0,767 Aa 16000 14000 0,474 12000 10000 9,835 9,487 6000 8,725 8,510 6000 400 870 2000 Drowse for Themes 6,909 Save Current Theme. 0 6,385 -----5,829 a m -----
- Excel applies the theme to the workbook.

	Period	Payment	Year	Principal	Interest			-				_			_	_	_
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1	5	\$(15,645)	2010	\$ 4,602	\$11,043	\$16,000											
3	6	\$ (15,645)	2011	5 4,878	\$10,767	\$14,000											-
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Can I create my own workbook theme?

Yes, by following these steps:

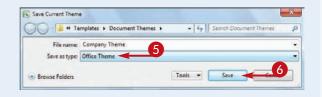
Format the workbook with a color scheme, font scheme, and effect scheme, as described in the previous three sections.



4 Click **Save Current Theme**.

The Save Current Theme dialog box appears.

- **5** Type a name for the custom theme.
- 6 Click Save.



Add a Workbook Header

If you will be printing a workbook, you can enhance the printout by building a custom header that includes information such as the page number, date, file name, or even a picture.

The *header* is an area on the printed page between the top of the page text and the top margin. Excel offers a number of tools that make it easy to build a custom header.

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Add a Workbook Header

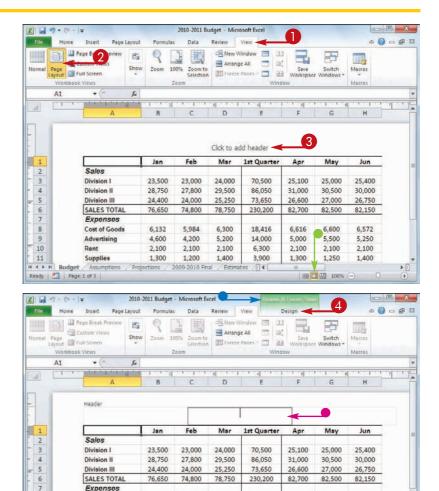
- 1 Click the **View** tab.
- 2 Click Page Layout ().

Excel switches to Page Layout view.

- You can also click the **Page Layout** button (
).
- 3 Click the Click to add header text.

- Excel opens the header area for editing.
- Excel adds the Header & Footer Tools tab.

4 Click the **Design** tab.



Formatting Excel Workbooks

2010-2011 Budget - Microsoft Excel

- 5 Type any text you want to in the header.
- 6 If you want to include a predefined header item, click Header and then click the item.
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7 Click a button in the Header & Footer Elements group to add that element to the header.

- Excel inserts a code into the header, such as &[Date] for the Current Date element, as shown here.
- 8 Repeat Steps 5 to 7 to build the header.
- 9 Click outside the header area.

Can I have multiple headers in a workbook?

Yes. You can have a different header and footer on the first page, which is useful if you want to add a title or explanatory text to the first page. In the Design tab, click the **Different First Page** check box (changes to).

You can also have different headers and footers on the even and odd pages of the printout, such as showing the file name on the even pages and the page numbers on the odd pages. In the Design tab, click the Different Odd & Even Pages check box (changes to).



chapter

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Add a Workbook Footer

If you will be printing a workbook, you can enhance the printout by building a custom footer that includes information such as the current page number, the total number of pages, the worksheet name, and more.

The *footer* is an area on the printed page between the bottom of the page text and the bottom margin. Excel offers a number of tools that make it easy to build a custom footer.

Add a Workbook Footer

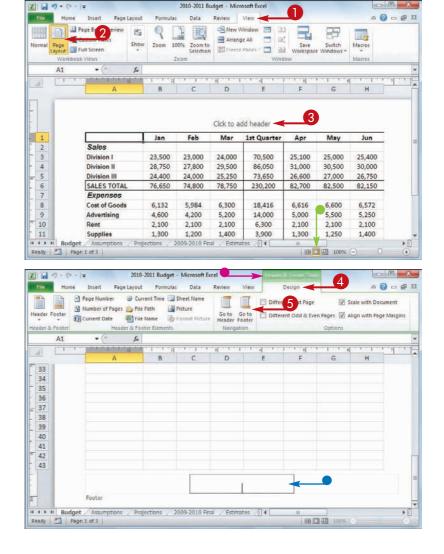
- 1 Click the View tab.
- 2 Click Page Layout ().

Excel switches to Page Layout view.

- You can also click the Page Layout button (
).
- 3 Click the **Click to add header** text.

Note: You can also scroll down the bottom of the page and click the **Click to add footer** text. If you do this, you can skip Step **5**.

- Excel adds the Header & Footer Tools tab.
- 4 Click the **Design** tab.
- **6** Click **Go to Footer** (**(**).
- Excel opens the footer area for editing.

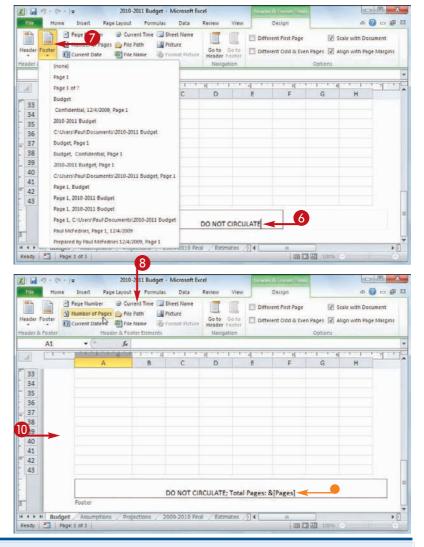




Formatting Excel Workbooks

chapter

- **6** Type any text you want to in the footer.
- If you want to include a predefined footer item, click Footer and then click the item.



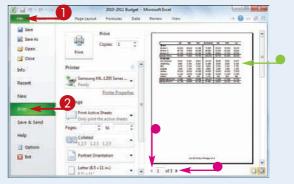
- 8 Click a button in the Header & Footer Elements group to add that element to the footer.
- Excel inserts a code into the footer, such as &[Pages] for the Number of Pages element, as shown here.
- Repeat Steps 6 to 8 to build the footer.
- **10** Click outside the footer area.



Can I view my headers and footers before I print the workbook?

Yes. Follow these steps:

- Click the File tab.
- 2 Click Print.
- The right side of the tab shows you a preview of the workbook printout.
- Click the arrows to scroll through the pages.



CHAPTER I OOO

Printing Excel Workbooks



If you want to distribute hard copies of one or more worksheets or an entire workbook, you can use Excel's Print feature. Before you print, you can adjust print-related options such as the margins, page orientation, and paper size.

Adjust the Workbook Margins	204
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Choose a Paper Size	208
Set the Print Area	210
Configure Titles to Print on Each Page	212
Preview the Printout	214
Print a Workbook	216

Adjust the Workbook Margins

You can get more room on the printed page to display your worksheet data by using narrow page margins. The *margins* are the blank areas that surround the printed data.

If you or another person will be writing notes on the printouts, consider using wider margins to allow more room for the notes.



Adjust the Workbook Margins

Adjust Margins Using the Ribbon

- Open the workbook you want to print.
- **2** Click the **Page Layout** tab.
- 3 Click Margins ().
- If you see a margin setting you want to use, click the setting and skip the rest of these steps.
- **4** Click **Custom Margins**.

The Page Setup dialog box appears with the Margins tab selected.

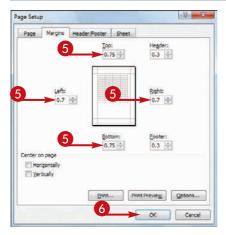
5 Use the spin boxes to specify the margin sizes in inches.

Note: Do not make the margins too small or your document may not print properly. Most printers cannot handle margins smaller than about 0.25 inch, although you should consult your printer manual to confirm this. In particular, see if your printer offers a "borderless" printing option.

6 Click OK.

Excel adjusts the margin sizes.

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Printing Excel Workbooks



Adjust Margins Using the Ruler

- Open the workbook you want to print.
- 2 Click Page Layout ().
- 3 Move the k over the right edge of the ruler's left margin area (k changes to ↔).
- Click and drag the edge of the margin to set the left margin width.
- Click and drag the left edge of the right margin area to set the right margin width.
- 6 Move the ▷ over the bottom edge of the ruler's top margin area (▷ changes to \$).
- Click and drag the edge of the margin to set the top margin width.
- 8 Click and drag the top edge of the bottom margin area (not shown) to set the bottom margin width.

Note: You need to scroll down to the bottom of the page to see the bottom margin.

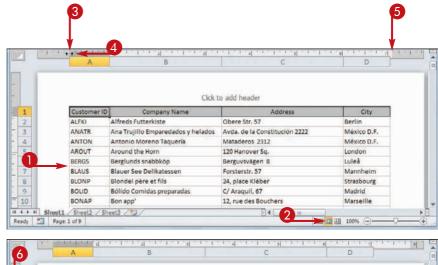
Excel adjusts the margin sizes.



I increased my margin sizes to get more room around the text. Is there a way to center the text on the page?

Yes. This is a good idea if you want to ensure that you have the same amount of whitespace above and below the text, and to the

left and right of the text. Follow Steps 1 to 4 on the previous page to open the Page Setup dialog box with the Margins tab selected. Click **Horizontally** (changes to), click **Vertically** (changes to), and then click **OK**.



		6		Click to add header		
1	-	Customer ID	Company Name	Address	City	
2		ALFKI	Alfreds Futterkiste	Obere Str. 57	Berlin	
10	8	ANATR	Ana Trujillo Emparedados y helados	Avda. de la Constitución 2222	México D.F.	
4		ANTON	Antonio Moreno Taquería	Mataderos 2312	México D.F.	
5		AROUT	Around the Horn	120 Hanover Sq.	London	
6		BERGS	Berglunds snabbköp	Berguvsvägen 8	Luleå	
7		BLAUS	Blauer See Delikatessen	Forsterstr. 57	Mannheim	
8		BLONP	Blondel père et fils	24, place Kléber	Strasbourg	
9		BOLID	Bólido Comidas preparadas	C/ Araquil, 67	Madrid	
1	3	BONAP	Bon app'	12, rue des Bouchers	Marseille	



What are the header and footer margins?

The header margin is the space between the workbook header and the top of the page, and the footer margin is the space between the workbook footer and the bottom of the page.

(See Chapter 9 to learn how to add a header and footer to your workbook.) In the Margins tab of the Page Setup dialog box, use the Header and Footer spin boxes to set these margins.

HEADER

Change the Page Orientation

You can improve the look of your printout by changing the pag data. The page orientation determines whether Excel prints mon Portrait orientation is taller, so it prints more rows; landscape c prints more columns.

Choose the orientation based on your worksheet data. If your worksheet has many rov portrait; if your worksheet has many columns but just a few rows, choose landscape.



Change the Page Orientation

- Open the workbook you want to print.
- **2** Click the **Page Layout** tab.
- 3 Click Orientation (💽).

🗶 🖬 🤊 • 🐑 🖓 2 Hom Insert Viev **S**3 Aa 🔂 Width: Automatic + Headings Bring Forward -Align . --2 Gridlines AFur 打 Height: Automatic + 🗹 View 🖾 View 🔩 Send Backward + 🔃 Group Frint Breaks Background Print Area Titles Margins Orientation Size 100% : Print Print Sty Selection Pane Antate Effects . Scale: Page Setur Scale to FP Sheet Options Arrange f Product ID A1 n D Cick to add header Qty On Qty On Qt Product Code **Product** Name 1 ID Hold Hand Avail Northwind Traders Chai NWTB-1 25 25 3 Northwind Traders Syrup NWTCO-3 0 50 4 Northwind Traders Cajun Seasoning NWTCO-4 0 NWTO-5 5 Northwind Traders Olive Oil 15 6 Northwind Traders Boysenberry Spread NWTJP-6 0 7 Northwind Traders Oried Pears NWTDFN-7 0 0 8 Northwind Traders Curry Sauce NWTS-8 0 0 8 114 14 4 5 5 Inventory 91 1 Ready T Page 1 of 4 画回出 100% -

- Click the orientation you want to use.
- Excel adjusts the orientation.
- Click 🔲 to see the orientation.

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Insert a Page Break

Printing Excel Workbooks



You can control what data appears on each printed page by inserting a page break in your worksheet. A *page break* is a location within a worksheet where Excel begins a new printed page. Excel normally inserts its own page breaks based on the number of rows in the sheet, the number and width of the sheet columns, the margin widths, and the page orientation.



A vertical page break starts a new page at a particular column; a horizontal page break starts a new page at a particular row.

Insert a Page Break

- Open the workbook you want to print.
- Select the cell to the right of and below where you want the vertical and horizontal page breaks to appear.

Note: Select a cell in row 1 to create just a vertical page break; select a cell in column A to create just a horizontal page break.

- 3 Click the **Page Layout** tab.
- 4 Click Breaks (🔚).
- 6 Click Insert Page Break.
- Excel inserts the page breaks and indicates the breaks with dashed lines.

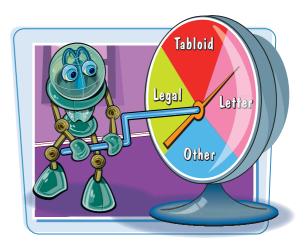
3 Hame Insert End Width: Automatic Gridlines Bring Forward -Align : Colors -Headings G. 1 A Fonts -🔄 Height: Automatic - 📝 View 📝 View Send Backward + 12 Group Margins Orientation Print Area Size 😳 🔲 Print 🔛 Print 😤 Selection Pane 🖾 Rotate O Effects HU Scale: 5 D H9 1. Page En Loan Data . Interest Rate 6.00% Time Basis 4 Time Basis Values Time Factor Amortization 15 12 Annual Principal \$500,000 Adjusted Rate 0.5% Semi-Annu Balloon Payment 50 Total Periods 180 Quarterly Payment Type 0 Monthly 8 Amortization Schedule 2 Cumulative Cumulative Remaining Period Payment Principal Principal Interest Principal Interest (\$4,219.28) (\$1,719.28) (\$2,500.00) (\$1,719.28) (\$2,491.40) \$498,280.72 .1 (\$4,219.28) (\$1,727.88) (\$2,491.40) (\$3,447.16) (\$4,991.40) \$496,552.84 12 (\$4,219.28) (\$1,736.52) (\$2,482.76) (\$5,183.68) (\$7,474.17) \$494,816.32 13 (\$4,219.28) (\$1,745.20) (\$2,474.08) (\$6,928.89) (\$9,948.25) \$493,071.11 H A P H ortization Schedule 101 752 021 103 ACE 261 100 601 011 /013 A13 COL CADI 217 10 FI Ready T ■□□□ 100% -

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3	Amortization	15				Annual						
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6	Payment Type	0				Monthly						
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12	3	(\$4,219,28)	(\$1,736.52)	(\$2,482.76)	(\$5,183.68)	(\$7,474.17)	\$494,816.32					
13	4	(\$4,219.28)	(\$1,745.20)	(\$2,474.08)	(\$6,928.89)	(\$9,948.25)	\$493,071.11	-				
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You can customize your print job by choosing a paper size that is appropriate for your printout. For example, if your worksheet has many rows, you might prefer to print it on a longer sheet of paper, such as a legal-size page ($8\frac{1}{2}$ inches wide by 14 inches long).

Check your printer manual to make sure your printer can handle the paper size you select.



Choose a Paper Size

Open the workbook you want to print.

	A	B	C	D	E	E E	G
1	Order ID 💌	Salesperson 💌	Order Date 💌	Shipper 💌	Country -	Sale Amount	
2		Callahan	02-Jan-2010	Federal	Ireland	\$1,313.82	
3	10392	Fuller	02-Jan-2010	Federal	Austria	\$1,440.00	
4	10393	Davolio	02-Jan-2010	Federal	USA	\$2,556.95	
5	10394	Davollo	02-Jan-2010	Federal	USA	\$442.00	
6	10395	Suyama	02-Jan-2010	Speedy	Venezuela	\$2,122.92	
7	10396	Davollo	05-Jan-2010	Federal	Germany	\$1,903.80	
0	10397	Buchanan	01-Jan-2010	Speedy	Portugal	\$716.72	
9	10398	Fuller	08-Jan-2010	Federal	USA	\$2,505.60	
10	10399	Callahan	07-Jan-2010	Federal	Denmark	\$1,765.60	
11	10400	Davolio	15-Jan-2010	Federal	UK	\$3,063.00	
12	10401	Davolio	09-Jan-2010	Speedy	USA	\$3,868.60	
13	10402	Callahan	09-Jan-2010	United	Austria	\$2,713.50	
14	10403	Peacock	08-Jan-2010	Federal	Austria	\$855.01	
15	10404	Fuller	07-Jan-2010	Speedy	Italy	\$1,591.25	
16	10405	Davolio	21-Jan-2010	Speedy	Venezuela	\$400.00	
17	10406	King	12-Jan-2010	Speedy	Brazil	\$1,830.78	
18	10407	Fuller	29-Jan-2010	United	Germany	\$1,194.00	
19	10408	Callahan	13-Jan-2010	Speedy	France	\$1,622.40	
20	10409	Leverling	13-Jan-2010	Speedy	Argentina	\$319.20	
21	10410	Leverling	14-Jan-2010	Federal	Canada	\$802.00	
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2 Click the **Page Layout** tab.

- 3 Click Size (<u>)</u>.
- If you see a page size you want to use, click the size and skip the rest of these steps.
- **4** Click **More Paper Sizes**.

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	10392 Fuller	8.5° x 14'	0	Federal	Austria	a		\$1,44			
	10393 Davolio	-	(-	Federal	USA			\$2,55			
	10394 Davollo	Executive	0	Federal	USA			\$44	12.00		
	10395 Suyama	7.25° × 10.5°	0	Speedy	Venez	uela		\$2,12			
	10396 Davolio	A3	0	Federal	Germa	iny		\$1,90			
	10397 Buchanan	11.69" x 16.54"	0	Speedy	Portug	al		\$71	16.72		
	10398 Fuller	1100 11004	0	Federal	USA			\$2,50	05.60		
)	10399 Callahan	A4	0	Federal	Denma	ark		\$1,76	55.60		
1	10400 Davolio	8.27° × 11.69°	0	Federal	UK			\$3,06	53.00		
2	10401 Davolio		D	Speedy	USA			\$3,86	58.60		
3	10402 Callahan	B4 (JIS)	0	United	Austria	a		\$2,71	13.50		
1	10403 Peacock	10.12" × 14.33"	0	Federal	Austria	a		\$85	55.01		
5	10404 Fuller	85 (/15)	0	Speedy	Italy			\$1,59	91.25		
6	10405 Davolio	7.17 × 10.12	0	Speedy	Venez	uela		\$40	00.00		
1	10406 King	and the second	0	Speedy	Brazil			\$1,83	30.78		
3	10407 Fuller	Envelope #10	0	United	Germa	iny		\$1,19	94.00		
9	10408 Callahan	4.12° x 9.5°	0	Speedy	France			\$1,62	22.40		
3	10409 Leverling	Envelope Monarch	D	Speedy	Argent	tina		\$31	19.20		
1	10410 Leverling	3.87° x 7.5°	0	Federal	Canad	a		\$80	02.00		
2	10411 Dodsworth	546 8013	0	Fer 4	Canad				56.80		
-	1 2010 Orders	More Paper Sizes	0		141	4	-	ć 22	14.00		*

The Page Setup dialog box appears with the Page tab selected.

6 Click the Paper size and then click the size you want to use.

6 Click OK.

Excel uses the new paper size option when you print the workbook.

Printing Excel Workbooks



Page	Margins	Header/For	oter Sh	neet			
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Page Drientation	Porty t to:	ait 🛕	rmal size	Landsc	ape	2	
Page Drientation	Porty tto:	ait A	rmal size	Landsc	ape	2	
Page Arientation	Porty t to:	ait A	rmal size	Landsc	ape	2	×
Page Page Page Page Page Page Page Page	Porty t to: Legal r: 600 d	rait A	rmal size	Landsc	ape	2	×
Page Page Page Page Page Page Page Page	Porty t to: Legal r: 600 d	rait A	rmal size	Landsc	ape	2	×
Page Drientation	Porty t to: Legal r: 600 d	rait A	rmal size	Landsc	ape	2	×
Page Drientation	Porty t to: Legal r: 600 d	rait A	rmal size	Landsc	ape	2	×
Page Drientation	Porty t to: Legal r: 600 d	rait A	rmal size	Landsc	ape	2	×
Page Drientation	Porty t to: Legal r: 600 d	ait A	rmal size	Landsci	ape	2	
Drientation	Porty t to: Legal r: 600 d	ait A	Ymal size ge(s) wide	Landsci	ape		



Is there a way to ensure that all my worksheet columns fit onto a single page?

Yes. First, try selecting a wider page size as described in this section. If that does not help, you can also try reducing the left and right margins, as described earlier in "Adjust the Workbook Margins." Alternatively, switch to the landscape orientation, as described earlier in "Change the Page Orientation."

If you still cannot get all of your columns to fit onto a single page, follow Steps 1 to 4 to display the Page Setup dialog box with the Page tab selected. Click **Fit to** (() changes to ()), and set the page(s) wide spin box to 1. Set the tall spin box to a number large enough that all of your printed rows will fit on a single page. (If you are not sure about the correct number, you can click **Print Preview** to check.) Click **OK**.





You can control the cells that Excel includes in the printout by setting the print area for the worksheet. The print area is a range of cells that you select. When Excel prints the workbook, it prints only the cells within the print area.

You normally define a single range of cells as the print area, but it is possible to set up two or more ranges as the print area. See the first Tip at the bottom of the next page.



Set the Print Area

Open the workbook you want to print.

Loan Data Interest Rate (Annual)							100
Interest Rate (Annual)							
	6.00%						
Amortization (Years)	10						
Principal	\$500,000						
Balloon Payment	\$0						
Payment Type	0						
Amortization Sche	dule						
Period		Principal	Interest	Cumulative	Cumulative	Remaining Principal	
1	(\$67,933.98)	(\$37,933.98)	(\$30,000.00)	(\$37,933.98)	(\$30,000.00)	\$462,066.02	
2	(\$67,933.98)	(\$40,210.02)	(\$27,723.96)	(\$78,144.00)	(\$57,723.96)	\$421,856.00	
3	(\$67,933.98)	(\$42,622.62)	(\$25,311.36)	(\$120,766.62)	(\$83,035.32)	\$379,233.38	
4	(\$67,933.98)	(\$45,179.98)	(\$22,754.00)	(\$165,946.59)	(\$105,789.32)	\$334,053.41	
5	(\$67,933.98)	(\$47,890.77)	(\$20,043.20)	(\$213,837.37)	(\$125,832.53)	\$286, 162.63	-
6	(\$67,933.98)	(\$50,764.22)	(\$17,169.76)	(\$264,601.59)	(\$143,002.29)	\$235,398.41	
7	(\$67,933.98)	(\$53,810.07)	(\$14,123.90)	(\$318,411.66)	(\$157,126.19)	\$181,588.34	
8	(\$67,933.98)	(\$57,038.68)	(\$10,895.30)	(\$375,450.34)	(\$168,021.49)	\$124,549.66	
9	(\$67,933.98)	(\$60,461.00)	(\$7,472.98)	(\$435,911.34)	(\$175,494,47)	\$64,088.66	
10	(\$67,933.98)	(\$64.088.66)	(\$3,845.32)	(\$500,000.00)	(\$179,339.79)	\$0.00	
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The Contraction of the Contraction of	Interest Am	ortization Sched	ule Chart2	the same of the sa	01)	20
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(\$67,933.96) (\$37,933.98) (\$30,000.00) 2 (\$67,933.96) (\$42,622.62) (\$25,311.36) 3 (\$67,933.98) (\$45,179.38) (\$22,754.00) 5 (\$67,933.98) (\$45,179.38) (\$22,754.00) 5 (\$67,933.98) (\$45,179.38) (\$22,754.00) 6 (\$67,933.98) (\$53,810.07) (\$20,43.20) 6 (\$67,933.98) (\$53,810.07) (\$14,123.90) 8 (\$67,933.98) (\$50,764.22) (\$17,169.76) 7 (\$67,933.98) (\$50,764.86) \$10,856.30) 9 (\$67,933.98) (\$50,086.86) \$10,856.30) 9 (\$67,933.98) (\$64,088.66) (\$3,845.32) 10 (\$67,933.98) (\$64,088.66) \$3,845.32) 14 Cumulative Principal & Interest Amortization Schedule Charl21</td> <td>Balloon Payment Payment Type \$0 Payment Type 0 Amortization Schedule Interest Cumulative Principal 1 (\$67,933.98) (\$37,933.98) (\$30,000.00) (\$37,733.96) 2 (\$67,933.98) (\$42,622.62) (\$25,731.36) (\$17,143.00) 3 (\$67,933.98) (\$42,622.62) (\$22,754.400) (\$155.946.59) 5 (\$67,933.98) (\$42,622.62) (\$22,764.400) (\$155.946.59) 5 (\$67,933.98) (\$52,043.20) (\$22,12.937.377) (\$212,1937.377) 6 (\$67,933.98) (\$53,810.07) (\$14,123.90) (\$318,411.66) 8 (\$67,933.98) (\$57,038.68) (\$10,895.30) (\$37,450.34) 9 (\$67,933.98) (\$57,038.68) (\$10,895.30) (\$37,450.34) 9 (\$67,933.98) (\$67,038.68) (\$10,895.30) (\$37,450.34) 9 (\$67,933.98) (\$67,038.68) (\$10,895.30) (\$37,450.34) 9 (\$67,933.98) (\$64,088.66) (\$3.845.32) (\$500.000.00) <</td> <td>Balloon Payment Payment Type \$0 Payment Type 0 Amortization Schedule Interest Cumulative Principal Cumulative Interest 1 (\$67,933.98) (\$37,933.98) (\$30,000.00) (\$37,833.98) (\$30,000.00) 2 (\$67,933.98) (\$42,622.62) (\$27,723.96) (\$78,114.00) (\$57,733.98) 3 (\$67,933.98) (\$42,622.62) (\$27,723.96) (\$78,144.00) (\$75,723.96) 5 (\$67,933.98) (\$42,622.62) (\$27,54.00) (\$156,954.65) (\$152,832.53) 6 (\$67,933.98) (\$47,90.77) (\$20,043.20) (\$213.037.37) (\$152,832.53) 7 (\$57,933.98) (\$53,810.07) (\$14,123.90) (\$318,411.66) (\$157,126.19) 8 (\$67,933.98) (\$57,038.68) (\$10.895.30) (\$37,640.34) (\$156,021.49) 9 (\$67,933.98) (\$50,451.00) (\$7,472.98) (\$318,411.66) (\$117,149.44) 10 (\$67,933.98) (\$64,088.66) (\$3.845.32) (\$500,000.00) (\$179,339.79) H</td> <td>Balloon Payment Payment Type S0 Cumulative Principal Cumulative (\$37,933.98) Remaining (\$37,933.98) 1 (\$67,933.98) (\$37,933.98) (\$37,723.96) (\$37,723.96) (\$37,723.96) (\$37,723.96) (\$32,723.96) (\$37,723.96) (\$32,723.96) \$32,723.33,83 \$32,923,333.86 \$33,94,77] \$\$25,900,412.01 \$\$55,913.77] \$\$25,925,233.2266,152,623 \$256,152,623 \$256,152,623 \$256,152,623 \$256,152,623 \$256,152,623</td>	Balloon Payment \$0 Payment Type 0 Amortization Schedule Principal Interest 1 (\$67,933.96) (\$37,933.98) (\$30,000.00) 2 (\$67,933.96) (\$42,622.62) (\$25,311.36) 3 (\$67,933.98) (\$45,179.38) (\$22,754.00) 5 (\$67,933.98) (\$45,179.38) (\$22,754.00) 5 (\$67,933.98) (\$45,179.38) (\$22,754.00) 6 (\$67,933.98) (\$53,810.07) (\$20,43.20) 6 (\$67,933.98) (\$53,810.07) (\$14,123.90) 8 (\$67,933.98) (\$50,764.22) (\$17,169.76) 7 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Payment Payment Type \$0 Payment Type 0 Amortization Schedule Interest Cumulative Principal Cumulative Interest 1 (\$67,933.98) (\$37,933.98) (\$30,000.00) (\$37,833.98) (\$30,000.00) 2 (\$67,933.98) (\$42,622.62) (\$27,723.96) (\$78,114.00) (\$57,733.98) 3 (\$67,933.98) (\$42,622.62) (\$27,723.96) (\$78,144.00) (\$75,723.96) 5 (\$67,933.98) (\$42,622.62) (\$27,54.00) (\$156,954.65) (\$152,832.53) 6 (\$67,933.98) (\$47,90.77) (\$20,043.20) (\$213.037.37) (\$152,832.53) 7 (\$57,933.98) (\$53,810.07) (\$14,123.90) (\$318,411.66) (\$157,126.19) 8 (\$67,933.98) (\$57,038.68) (\$10.895.30) (\$37,640.34) (\$156,021.49) 9 (\$67,933.98) (\$50,451.00) (\$7,472.98) (\$318,411.66) (\$117,149.44) 10 (\$67,933.98) (\$64,088.66) (\$3.845.32) (\$500,000.00) (\$179,339.79) H	Balloon Payment Payment Type S0 Cumulative Principal Cumulative (\$37,933.98) Remaining (\$37,933.98) 1 (\$67,933.98) (\$37,933.98) (\$37,723.96) (\$37,723.96) (\$37,723.96) (\$37,723.96) (\$32,723.96) (\$37,723.96) (\$32,723.96) \$32,723.33,83 \$32,923,333.86 \$33,94,77] \$\$25,900,412.01 \$\$55,913.77] \$\$25,925,233.2266,152,623 \$256,152,623 \$256,152,623 \$256,152,623 \$256,152,623 \$256,152,623

2 Select the range that you want to print.

n Data rest Rate (Annual) nortization (Years) Principal Balloon Payment Payment Type rtization Sche Period	10 \$500,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0					
nortization (Years) Principal Balloon Payment Payment Type rtization Sche	10 \$500,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0					
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Payment Type	edule					
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Period	Contract Section of					
r ernoù	Payment	Principal	Interest	Cumulative Principal	Cumulative	Remaining Principal
1	(\$67,933.98)	(\$37,933.98)	(\$30,000.00)	(\$37,933.98)	(\$30,000.00)	\$462,066.02
2	(\$67,933.98)	(\$40,210.02)	(\$27,723.96)	(\$78,144.00)	(\$57,723.96)	\$421,856.00
3	(\$67,933.98)	(\$42,622.62)	(\$25,311.36)	(\$120,766.62)	(\$83,035.32)	\$379,233.38
4	(\$67,933.98)	(\$45,179.98)	(\$22,754.00)	(\$165,946.59)	(\$105,789.32)	\$334,053.41
5	(\$67,933.98)	(\$47,890.77)	(\$20,043.20)	(\$213,837.37)	(\$125,832.53)	\$286,162.63
6						\$235,398.41
1						\$181,588.34
8						\$124,549.66
9		(\$60.461.00)	(\$7.472.98)			\$64.088.66
10	(\$67,933.98)	(\$64,088.66)	(\$3,845.32)	(\$500,000.00)	(\$179,339.79)	\$0.00
	6 7 8 9 10	6 (\$67,933.98) 7 (\$67,933.98) 8 (\$67,933.98) 9 (\$67,933.98)	6 (\$67,933,98) (\$60,764,22) 7 (\$67,933,98) (\$53,810,07) 8 (\$67,933,98) (\$67,038,68) 9 (\$67,933,98) (\$60,461,00)	6 (\$67,933,98) (\$50,764,22) (\$17,169,76) 7 (\$67,933,98) (\$53,810,07) (\$14,123,90) 8 (\$67,933,98) (\$57,038,68) (\$10,896,30) 9 (\$67,933,98) (\$50,461,00) (\$7,472,98)	6 (\$67,933,98) (\$50,764,22) (\$17,169,76) (\$264,601,59) 7 (\$67,933,98) (\$53,810,07) (\$14,123,90) (\$318,411,66) 8 (\$67,933,98) (\$57,038,68) (\$10,895,30) (\$375,450,34) 9 (\$67,933,98) (\$560,764,22) (\$17,123,90) (\$375,450,34)	6 (\$67,933,98) (\$50,764,22) (\$17,169,76) (\$264,601,59) (\$143,002,29) 7 (\$67,933,98) (\$53,810,07) (\$14,123,90) (\$318,411,66) (\$157,126,19) 8 (\$567,933,98) (\$57,386,86) (\$10,895,30) (\$376,460,34) (\$168,021,49) 9 (\$67,933,98) (\$50,451,00) (\$1,42,96) (\$374,450,34) (\$186,40,41,49)

Printing Excel Workbooks





- 4 Click Print Area (🞑).
- 6 Click Set Print Area.

• Excel displays a dashed line around the print area.

When you print the worksheet, Excel prints only the cells within the print area.

	mes Orientation	- Area	ks Background	Titles 5	ght: Automatic +	Gridlines Headings	Arrange	
	A8 - (*	f. Clear I	Print Area 1	le				2
4	A	B	C	D	E	F	G	15
1	Loan Data							Î
	Interest Rate (Annual)	6.00%						
1	Amortization (Years)	10						
t	Principal	\$500,000						
5	Balloon Payment	\$0						
5	Payment Type	0						
7								-
	В	C	D	E	F	G	Н	
	Loan Data	1						

1	Loan Data							
2	Interest Rate (Annual)	6.00%						
3	Amortization (Years)	10						
4	Principal	\$500,000						
5	Balloon Payment	\$0						
6	Payment Type	0						
7								
8	Amortization Sche	dule						
9	Period	Payment	Principal	Interest	Cumulative Principal	Cumulative Interest	Remaining Principal	
10	1	(\$67,933.98)	(\$37,933.98)	(\$30,000.00)	(\$37,933.98)	(\$30,000.00)	\$462,066.02	Ľ
11	2	(\$67,933.98)	(\$40,210.02)	(\$27,723.96)	(\$78,144.00)	(\$57,723.96)	\$421,856.00	
12	3	(\$67,933.98)	(\$42,622.62)	(\$25,311.36)	(\$120,766.62)	(\$83,035.32)	\$379,233.38	
13 14	4	(\$67,933.98)	(\$45,179.98)	(\$22,754.00)	(\$165,946.59)	(\$105,789.32)	\$334,053.41	
14	5	(\$67,933.98)	(\$47,890,77)	(\$20,043.20)	(\$213,837.37)	(\$125,832,53)	\$286,162.63	Г
15	6	(\$67,933.98)	(\$50,764.22)	(\$17,169.76)	(\$264,601.59)	(\$143,002.29)	\$235,398.41	E
16	7	(\$67,933.98)	(\$53,810.07)	(\$14,123.90)	(\$318,411.66)	(\$157,126.19)	\$181,588.34	E
17	8	(\$67,933.98)	(\$57,038.68)	(\$10,895.30)	(\$375,450.34)	(\$168,021.49)	\$124,549.66	
18	9	(\$67,933.98)	(\$60,461.00)	(\$7,472.98)	(\$435,911.34)	(\$175,494,47)	\$64.088.66	E
19	10	(\$67,933.98)	(\$64.088.66)	(\$3,845.32)	(\$500.000.00)	(\$179,339.79)	\$0.00	ľ
20				and the second				ľ
14 4	H Cumulative Principal 8	Interest Am	ortization Sched	ule Chart21	0	00		Þ

TPS

Can I define two different ranges as the print area?

Yes. The easiest way to do this is to follow the steps in this section to set the first range as the print area. Next, select the second



range, click the **Page Layout** tab, click , and then click **Add to Print Area**. You can repeat this procedure to add as many

You can repeat this procedure to add as many ranges as you require to the print area.

How do I remove an existing print area?

First, note that if you just want to set a new print area, you do not need to remove the existing print area first. Instead, select the range you want to use and then follow Steps **3** to **5**. Excel replaces

the original print area with the new one. If you no longer want a print area defined, click the **Page Layout** tab, click **(**, and then click **Clear Print Area**.



Configure Titles to Print on Each Page

You can make your printout easier to read by configuring the worksheet to print the range titles on each page of the printout. For example, if your data has a row of headings at the top, you can configure the worksheet to display those headings at the top of each printout page.

Similarly, if your data has a column of headings at the left, you can configure the worksheet to display those headings on the left side of each printout page.

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- 0 - 2

Configure Titles to Print on Each Page

- Open the workbook you want to print.
- 2 Click the tab of the worksheet you want to configure.
- **3** Click the **Page Layout** tab.
- **4** Click **Print Titles** (**5**).

	Ie Home	Insert Page Layout	Data Review View			۵ 🕜 🗆 🗗 🖾
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	A1	+ 🤄 🏂 Customer ID				*
-1	A	B	c	D	E	F
1	Customer ID	Company Name	Address	City	Region	Postal Code
2	ALFKI	Alfreds Futterkiste	Obere Str. 57	Berlin		12209
3	ANATR	Ana Trujillo Emparedados y helados	Avda, de la Constitución 2222	México D.F.		05021
4	ANTON	Antonio Moreno Taquería	Mataderos 2312	México D.F.		05023
5	AROUT	Around the Horn	120 Hanover Sq.	London		WA11DP
6	BERGS	Berglunds snabbköp	Berguvsvägen 8	Luleå		S-958 22
7	BLAUS	Blauer See Delikatessen	Forsterstr. 57	Mannheim		68306
1	BLONP	Blondel père et fils	24, place Kléber	Strasbourg		67000
-	0000	Bólido Comidas preparadas	C/ Araquil, 67	Madrid		28023
10	BONAP	Bon app'	12, rue des Bouchers	Marseille		13008
11	BOTTM	Bottom-Dollar Markets	23 Tsawassen Blvd.	Tsawassen	BC	T2F 8M4
12	BSBEV	B's Beverages	Fauntleroy Circus	London		EC2 5NT
13	CACTU	Cactus Comidas para llevar	Cerrito 333	Buenos Aires		1010
14	CENTC	Centro comercial Moctezuma	Sierras de Granada 9993	México D.F.		05022
15	CHOPS	Chop-suey Chinese	Hauptstr. 29	Bern		3012
16	COMMI	Comércio Mineiro	Av. dos Lusiadas, 23	São Paulo	SP	05432-043
17	CONSH	Consolidate 2 Idings	Berkeley Gardens12 Brewery	London		WX1 6LT 💌
14 4		1 week / weet3 / 🖓 /	041			•
Rea	dy 🎦				100% 😑	0 (+)

Customers - Microsoft Excel

Excel opens the Page Setup dialog box with the Sheet tab displayed.

- **5** Click inside the **Rows to repeat at top** range box.
- Click the **Collapse Dialog** button (S).

age Margins Header	/Footer Sheet		
nt grea:			1
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lows to repeat at top:	-		100
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nt			
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Draft guality Row and column heading			
ge order	A.		
Qown, then over Oyer, then down	4		
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Printing Excel Workbooks



 Excel collapses the Page Setup dialog box.

The mouse pointer changes from $\[b]$ to $\[b]$.

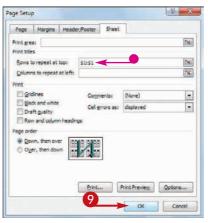
✓ Use the mouse → to click the row that you want to appear at the top of each printed page.

If you want more than one row to repeat at the top of each page, use the mouse \rightarrow to click the last row that you want to repeat.

- 8 Click the **Restore Dialog** button (()).
- The address of the row appears in the Rows to repeat at top box.

🥑 Click **OK**.

	A	В		C	D	E	F
1	Customer ID	- Company	Name	Address	City	Region	Postal Code
2	ALFKI	Alfreds Futterkiste		Obere Str. 57	Berlin		12209
3	ANATR	Ana Tollo Empare	Dana Cathan D	ows to repeat at top:	CO D.F.		05021
4	ANTON	Antonio Moreno Ta		ows to repeat at top:	co D.F.	8	05023
5	AROUT	Around the Horn	\$1:\$1		Con Lines		WA11DP
6	BERGS	Berglunds snabbkö	0	Berguvsvägen 8	Luleå		S-958 22
7	BLAUS	Blauer See Delikatessen		Forsterstr. 57	Mannheim		68306
8	BLONP	IP Blondel père et fils		24, place Kléber	Strasbourg		67000
9	BOLID	D Bólido Comidas preparadas		C/ Araquil, 67	Madrid		28023
0	BONAP	Bon app'		12, rue des Bouchers	Marseille		13008
1	BOTTM	TM Bottom-Dollar Markets		23 Tsawassen Blvd.	Tsawassen Blvd. Tsawassen		T2F 8M4
2	BSBEV	B's Beverages		Fauntleroy Circus	London		EC2 5NT
3	CACTU	Cactus Comidas par	a llevar	Cerrito 333 Buenos Air			1010
4	CENTC	Centro comercial N	loctezuma	Sierras de Granada 9993	México D.F.		05022
5	CHOPS	HOPS Chop-suey Chinese		Hauptstr. 29	Bern		3012
6	COMMI	COMMI Comércio Mineiro		Av. dos Lusiadas, 23	São Paulo	SP	05432-043
17	CONSH	CONSH Consolidated Holdings Berkeley Gardens12 Brew		Berkeley Gardens12 Brewery	London		WX1 6LT



TP

How do I configure my worksheet to print a column of headings on each page?

If your headings appear in a column rather than a row, you can still configure the sheet to print them on each page. Follow these steps:

- Follow Steps 1 to 4 to open the Page Setup dialog box with the Sheet tab displayed.
- **2** Click inside the **Columns to repeat at left** range box.
- 3 Click 📧.
- ④ Use the mouse ↓ to click the column that you want to appear on the left of each printed page.





Page Margins Hea	der/Footer Sheet		
rint greas			1
rint titles			
Bows to repeat at top:	-	2	1
Columns to repeat at left	t 🖌		1
rint			
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Down, then over Over, then down	L.		
	Print	Print Preview	Options
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		OK	Cancel

Preview the Printout

You can save time and paper by using the Print Preview feature to examine your printout on-screen before you send it to the printer. You can use Print Preview to make sure settings such as margins, page orientation, page breaks, print areas, and sheet titles all result in the printout you want.

If you see a problem in the preview, you can use the Print Preview screen to make adjustments to some printout options.

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Page Layout



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Preview the Printout

- Open the workbook you want to print.
- 2 Click the tab of the worksheet you want to preview.
- 3 Click the File tab.

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	A1	+ Customer ID				
1	A	B	C	D	E	F
1	Customer ID	Company Name	Address	City	Region	Postal Co
2	ALFKI	Alfreds Futterkiste	Obere Str. 57	Berlin		12209
з	ANATR	Ana Trujillo Emparedados y helados	Avda. de la Constitución 2222	México D.F.		05021
4	ANTON	Antonio Moreno Taquería	Mataderos 2312	México D.F.		05023
\$	AROUT	Around the Horn	120 Hanover Sq.	London		WA1 1DF
6	BERGS	Berglunds snabbköp	Berguvsvägen 8	Luleà		\$-958 22
7	BLAUS	Blauer See Delikatessen	Forsterstr. 57	Mannheim		68306
8	BLONP	Blondel père et fils	24, place Kléber	Strasbourg		67000
	BOLID	Bólido Comidas preparadas	C/ Araguil, 67	Madrid		28023
10	BONAP	Bon app'	12, rue des Bouchers	Marseille		13008
11	BOTTM	Bottom-Dollar Markets	23 Tsawassen Blvd.	Tsawassen	BC	T2F 8M4
12	BSBEV	B's Beverages	Fauntleroy Circus	London		EC2 5NT
13	CACTU	Cactus Comidas para llevar	Cerrito 333	Buenos Aires		1010
14	CENTC	Centro comercial Moctezuma	Sierras de Granada 9993	México D.F.		05022
15	CHOPS	Chop-suey Chinese	Hauptstr. 29	Bern		3012
16		Comércio Mineiro	Av. dos Lusiadas, 23	São Paulo	ŞP	05432-04
17	CONSH	Consolidated Holdings	Berkeley Gardens12 Brewery	London		WX1 6LT

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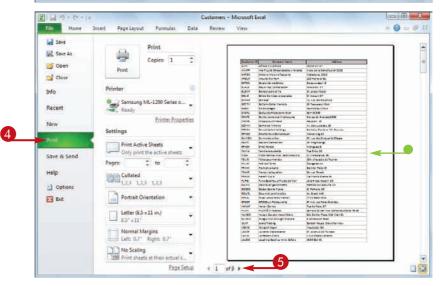
4 Click **Print**.

The Print Settings window appears.

 Excel displays a preview of the printout.

Note: If you do not see the preview, click Show Print Preview.

Click **Print Preview Next Page** (Implie) to scroll through the printout pages.



6 Click Print Preview Previous **Page** () to return to a printout page.

- You can click the Portrait **Orientation ·** to change the page orientation.
- You can click the Letter r to change the page size.
- You can click the Normal **Margins •** to change the margins.
- 7 When you are done, click a Ribbon tab to return to the workbook.

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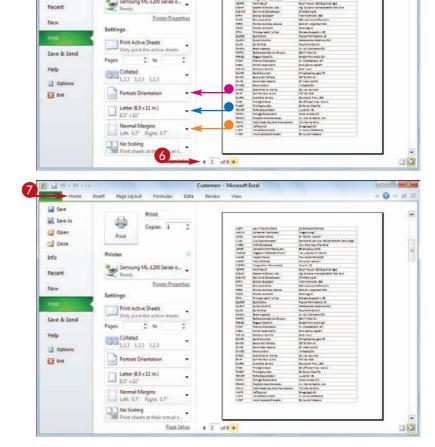
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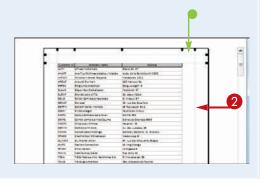


Can I fine-tune the margins in Print Preview?

Yes. The Margins list only offers a few predefined margin sets. To define custom margins in Print Preview, follow these steps:



- Print Preview augments the preview with lines that indicate the margins.
- 2 Click and drag a line to adjust that margin.



- - - -



When you need a hard copy of your document, either for your files or to distribute to someone else, you can send the document to your printer.

This section assumes that you have a printer connected to your computer and that the printer is turned on.

3



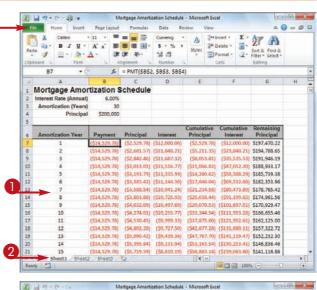
Print a Workbook

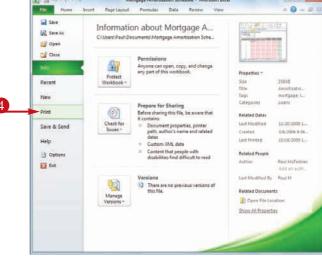
- Open the workbook you want to print.
- If you only want to print a single worksheet, click the tab of that worksheet.

Note: To print multiple worksheets, hold down **Ctrl** and click the top of each sheet you want to print.

3 Click the File tab.

Click Print.
Note: You can also press Ctrl + P.





Printing Excel Workbooks



The Print Settings window appears.

- 5 Type the number of copies to print in the Copies text box.
- If you have more than one printer, click the **Printer** rand then click the printer that you want to use.
- By default, Print Active Sheets appears in the Print What list, which tells Excel to print only the selected sheets. If you want to print all the sheets in the workbook, click the **Print What** and then click **Print Entire** workbook.

6 Click Print.

Windows prints the document.

 The printer icon (Im) appears in the taskbar's notification area while the document prints.

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Is there a faster way to print?

Yes. If you only want to print a single copy of the selected worksheet, you can use Excel's Quick Print command to send the worksheet directly to your default printer. Click in the Quick Access Toolbar, and then click **Quick Print** to add this command to the toolbar. You can then click **Quick Print** () to print the current worksheet without having to go through the Print Settings window.



Can I print just part of a worksheet?

Yes, you can tell Excel to print just a range. Begin by selecting the range or ranges you want to print. (See Chapter 3 to learn how to select a range.) Follow Steps 3 to 5 to open the Print Settings window and choose the number of copies. Click the **Print What** \frown and then click **Print Selection**. Click **Print**.

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CHAPTER

Analyzing Excel Data



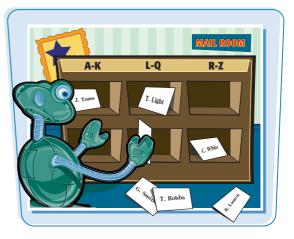
You can get more out of Excel by performing *data analysis*, which is the application of tools and techniques to organize, study, and reach conclusions about a specific collection of information.

Sort a Range	.220
Filter a Range	.222
Set Data Validation Rules	.224
Convert a Range to a Table	226
Create a Data Table	.228
Summarize Data with Subtotals	230
Group Related Data	232
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Analyze Data with Scenarios	236
Create a PivotTable	.240
Load Excel's Analysis ToolPak	242



You can make a range easier to read and easier to analyze by sorting the data based on the values in one or more columns.

You can sort the data in either ascending or descending order. An ascending sort arranges the values alphabetically from A to Z, or numerically from 0 to 9; a descending sort arranges the values alphabetically from Z to A, or numerically from 9 to 0.



Sort a Range

- Click any cell in the range you want to sort.
- **2** Click the **Data** tab.
- 3 Click Sort (m).

The Sort dialog box appears.

- Click the Sort by and then click the field you want to use for the main sort level.
- **(5)** Click the **Order .** and then click a sort order for the field.
- **6** To sort on another field, click **Add Level**.

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1	Customer ID	Compa lame		Address		City	Region	Postal Code	Country	
2	ALFKI	Hreds unerkiste		Obere Str	. 57	Berlin		12209	Germany	
3	ANATR	Ana Trujillo Emparedados	y helados	Avda. de l	la Constitución 2222	México D.F.		05021	Mexico	
4	ANTON	Antonio Moreno Taquería		Matadero	\$ 2312	México D.F.		05023	Mexico	
5	AROUT	Around the Horn	Horn		120 Hanover Sq.			WA11DP	UK	
6	BERGS	Berglunds snabbköp		Berguvsvi	igen 8	Luleå		\$-958 22	Sweden	
7	BLAUS	Blauer See Delikatessen		Forsterstr	. 57	Mannheim		68306	Germany	
8	BLONP	Blondel père et fils		24, place	Kléber	Strasbourg		67000	France	
9	BOLID	Bólido Comidas preparad	85	C/ Araqui	l, 67	Madrid		28023	Spain	
10	BONAP	Bon app'		12, rue de	s Bouchers	Marseille		13008	France	
11	BOTTM	Bottom-Dollar Markets		23 Tsawas	sen Blvd.	Tsawassen	BC	T2F 8M4	Canada	
12	BSBEV	B's Beverages		Fauntlero	y Circus	London		EC2 5NT	UK	
13	CACTU	Cactus Comidas para lleva	ir.	Cerrito 33	3	Buenos Aires		1010	Argentina	
14	CENTC	Centro comercial Moctezi	uma	Sierras de	Granada 9993	México D.F.		05022	Mexico	
15	CHOPS	Chop-suey Chinese		Hauptstr.	29	Bern		3012	Switzerlan	d
16	COMMI	Comércio Mineiro		Av. dos Lu	isiadas, 23	São Paulo	SP	05432-043	Brazil	
17	CONSH	Consolidated Holdings		Berkeley	Gardens12 Brewery	London		WX1 6LT	UK	
18	DRACD	Drachenblut Delikatesser	1	Walserwe	eg 21	Aachen		52066	Germany	
19	DUMON	Du monde entier		67, rue de	s Cinquante Otages	Nantes		44000	France	
20	EASTC	Eastern Connection		35 King G		London		WX3 6FW	UK	
14 4	+ H Sheet1	Sheet2 Sheet3					a	10 mm	+	



Analyzing Excel Data



- Excel adds another sort level.
- **7** Click the **Then by -** and then click the field you want to use for the sort level.
- 8 Click the **Order -** and then click a sort order for the field.
- 9 Repeat Steps 6 to 8 to add more sort levels as needed.
- (1) Click OK.
- Excel sorts the range.



	A	В	C	D	E	E	G
1	Customer ID	Company Name	Address	City	Region	Postal Code	Country
2	CACTU	Cactus Comidas para llevar	Cerrito 333	Buenos Aires		1010	Argentina
3	OCEAN Océano Atlántico Ltda.		Ing. Gustavo Moncada 8585Piso 2	Buenos Aires		1010	Argentina
4	RANCH	Rancho grande	Av. del Libertador 900	Buenos Aires		1010	Argentina
5	ERNSH	Ernst Handel	Kirchgasse 6	Graz		8010	Austria
6	PICCO	Piccolo und mehr	Geislweg 14	Salzburg		5020	Austria
7	MAISD Maison Dewey		Dewey Rue Joseph-Bens 532 Bruxelles			B-1180	Belgium
8	SUPRD	Suprêmes délices	Boulevard Tirou, 255	Charleroi		B-6000	Belgium
9	GOURL	Gourmet Lanchonetes	Av. Brasil, 442	Campinas	SP	04876-786	Brazil
0	WELLI Wellington Importadora		Rua do Mercado, 12	Resende	SP	08737-363	Brazil
1	HANAR Hanari Carnes		Rua do Paço, 67	Rio de Janeiro	RJ	05454-876	Brazil
2	QUEDE Que Delícia		Rua da Panificadora, 12	Rio de Janeiro	RJ	02389-673	Brazil
з	RICAR	Ricardo Adocicados	Av. Copacabana, 267	Rio de Janeiro	RJ	02389-890	Brazil
14	COMMI	Comércio Mineiro	Av. dos Lusíadas, 23	São Paulo	SP	05432-043	Brazil
15	FAMIA	Familia Arquibaldo	Rua Orós, 92	São Paulo SP		05442-030	Brazil
16	QUEEN	Queen Cozinha	Alameda dos Canàrios, 891	São Paulo	SP	05487-020	Brazil
17	TRADH	Tradição Hipermercados	Av. Inês de Castro, 414	São Paulo	SP	05634-030	Brazil
18	MEREP	Mère Paillarde	43 rue St. Laurent	Montréal	Québec	H1J 1C3	Canada
19	BOTTM	Bottom-Dollar Markets	23 Tsawassen Blvd.	Tsawassen	BC	T2F 8M4	Canada
20	LAUGB	Laughing Bacchus Wine Cellars	1900 Oak St.	Vancouver	BC	V3F 2K1	Canada
	+ H Sheet1	Sheet2 Sheet					



Is there a faster way to sort a range?

Yes, as long as you only need to sort your range on a single column. First, click in any cell inside the column you want to use for the sort. Click the Data tab and then click one of the following

buttons in the Sort & Filter group:

21	Click for an ascending sort.
Z↓	Click for a descending sort.

How do I sort a range using the values in a row instead of a column?

Excel normally sorts a range from top to bottom based on the values in one or more columns. However, you can tell Excel to sort the range from left to right based on



the values in one or more rows. Follow Steps 1 to 3 to display the Sort dialog box. Click **Options** to display the Sort Options dialog box, select the Sort **left to right** option (changes to), and then click **OK**.



You can analyze table data much faster by filtering the data so that you only view the table records that you want to work with. One way to do this is to use the AutoFilter feature, which presents you with a list of check boxes for each unique value in a field. You filter the data by activating the check boxes for the records you want to see.



Filter a Range

- Click inside the table.
- **2** Click the **Data** tab.
- **3** Click **Filter** (**7**).

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з	ANATR	Ana Trujillo Emparedados y helados	Avda. de	la Constitución 2222	México D.F.		05021	Mexico	Ana Trujillo
4	ANTON	Antonio Moreno Taquería	Matadero	15 2312	México D.F.		05023	Mexico	Antonio Mor
5	AROUT	Around the Horn	120 Hano	ver Sq.	London		WA11DP	UK	Thomas Harc
6	BERGS	Berglunds snabbköp	Berguvsv	ligen 8	Luleå		\$-958.22	Sweden	Christina Bei
7	BLAUS	Blauer See Delikatessen	Forsterst	. 57	Mannheim		68306	Germany	Hanna Moos
8	BLONP	Blondel père et fils	24, place	Kléber	Strasbourg		67000	France	Frédérique (
9	BOUD	Bólido Comidas preparadas	C/ Araqui	l, 67	Madrid		28023	Spain	Martin Somn
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11	BOTTM	Bottom-Dollar Markets	23 Tsawas	ssen Blvd.	Tsawassen	BC	T2F 8M4	Canada	Elizabeth Lin
12	BSBEV	B's Beverages	Fauntlero	y Circus	London		EC2.5NT	UK	Victoria Ash
13	CACTU	Cactus Comidas para llevar	Cerrito 33	13	Buenos Aires		1010	Argentina	Patricio Simp
14	CENTC	Centro comercial Moctezuma	Sierras de	Granada 9993	México D.F.		05022	Mexico	Francisco Ch
15	CHOPS	Chop-suey Chinese	Hauptstr.	29	Bern		3012	Switzerland	Yang Wang
16	COMMI	Comércio Mineiro	Av. dos Lu	usiadas, 23	São Paulo	SP	05432-043	Brazil	Pedro Afons
17	CONSH	Consolidated Holdings	Berkeley	Gardens12 Brewery	London		WX1 6LT	UK	Elizabeth Bro
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- Excel adds 💽 to each field.
- 4 Click for the field you want to use as the filter.

1	A	B	c	D	E	F	G	E F
1	Customer I	Company Name	Address	City	Regic .	Postal Cot .	Country .	Contact fra
2	ALFKI	Alfreds Futterkiste	Obere Str. 57	Berlin		12209	Germany	Maria Ander:
3	ANATR	Ana Trujillo Emparedados y helado	Avda, de la Constitución 2222	México D.F.		05021	Mexico	Ana Trujillo
4	ANTON	Antonio Moreno Taquería	Mataderos 2312	México D.F.		05023	Mexico	Antonio Mor
5	AROUT	Around the Horn	120 Hanover Sq.	London		WA1 1DP	UK	Thomas Hard
б	BERGS	Berglunds snabbköp	Berguvsvägen 8	Luleå		5-958 22	Sweden	Christina Ber
7	BLAUS	Blauer See Delikatessen	Forsterstr. 57	Mannheim		68306	Germany	Hanna Moos
8	BLONP	Blondel père et fils	24, place Kléber	Strasbourg		67000	France	Frédérique C
9	BOLID	Bólido Comidas preparadas	C/ Araquil, 67	Madrid		28023	Spain	Martín Somm
10	BONAP	Bon app'	12, rue des Bouchers	Marseille		13008	France	Laurence Leb
11	BOTTM	Bottom-Dollar Markets	23 Tsawassen Blvd.	Tsawassen	BC	T2F 8M4	Canada	Elizabeth Lin
12	BSBEV	B's Beverages	Fauntleroy Circus	London		EC2 5NT	UK	Victoria Ash
13	CACTU	Cactus Comidas para llevar	Cerrito 333	Buenos Aires		1010	Argentina	Patricio Simp
14	CENTC	Centro comercial Moctezuma	Sierras de Granada 9993	México D.F.		05022	Mexico	Francisco Ch.
15	CHOPS	Chop-suey Chinese	Hauptstr. 29	Bern		3012	Switzerland	Yang Wang
16	COMMI	Comércio Mineiro	Av. dos Lusíadas, 23	São Paulo	SP	05432-043	Brazil	Pedro Afons
17	CONSH	Consolidated Holdings	Berkeley Gardens12 Brewery	London		WX1 6LT	UK	Elizabeth Bro
18	DRACD Sheet1	Orachenblut Delikatessen	Walsenveg 21	Aachen		52066	Germany	Sven Ottlieb
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Analyzing Excel Data



- Excel displays a list of the unique values in the field.
- 5 Click the check box for each value you want to see (changes to).
- 6 Click OK.

- Excel filters the table to show only those records that have the field values you selected.
- Excel displays the number of records found.
- The field's drop-down list displays a filter icon ().
- To remove the filter, click Clear (<u>()</u>).

2	A	B	ć	D		E	F	G	Н
1	Customer I	Company Name	Address	City		Regic *	Postal Cot .	Country	· Contact Nai
2	ALFKI	Alfreds Futterkiste	Obere Str. 57	Berlin 21	1	rt A to Z			Maria Ander
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4	ANTON	Antonio Moreno Taquería	Mataderos 2312	Méxic	50	it by Color		3	Antonio Mor
5	AROUT	Around the Horn	120 Hanover Sq.	Londo 🔬	a	eat Filter Fr	um "Country"		Thomas Harc
б	BERGS	Berglunds snabbköp	Berguvsvägen 8	Luleå	PI	ter by C.			Christina Ber
7	BLAUS	Blauer See Delikatessen	Forsterstr. 57	Mannl		at Einters			Hanna Moos
8	BLONP	Blondel père et fils	24, place Kléber	Strasb	122				Frédérique C
9	BOLID	Bólido Comidas preparadas	C/ Araquil, 67	Madri	24	arch	1.1982	,	Martín Somm
10	BONAP	Bon app'	12, rue des Bouchers	Marse		Arpent			Laurence Let
11	BOTTM	Bottom-Dollar Markets	23 Tsawassen Blvd.	Tsawa		Austria			Elizabeth Lin
12	BSBEV	B's Beverages	Fauntleroy Circus	5 00		Belgur	n		Victoria Ash
13	CACTU	Cactus Comidas para llevar	Cerrito 333		->	Brazi		1	Patricio Simp
14	CENTC	Centro comercial Moctezuma	Sierras de Granada 9993	Méxic		Denma			Francisco Ch.
15	CHOPS	Chop-suey Chinese	Hauptstr. 29	Bern		Finland	1		Yang Wang
16	COMMI	Comércio Mineiro	Av. dos Lusiadas, 23	São Pa		France			Pedro Afonsi
17	CONSH	Consolidated Holdings	Berkeley Gardens12 Brewery	Londo	-	Germa	ny		Elizabeth Brc
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Can I create more sophisticated filters?

Yes, by using a second technique called quick filters, which enables you to specify criteria for a field:

1 Follow Steps **1** to **4** to display the filter list for the field you want to use.

2 Click Number Filters.

Note: If the field is a date field, click Date Filters; if the field is a text field, click Text Filters.



Set Data Validation Rules

You can make Excel data entry more efficient by setting up data entry cells to accept only certain values. To do this, you can set up a cell with data validation criteria that specify the allowed value or values.

Excel also lets you tell the user what to enter by defining an input message that appears when the user selects the cell.

2

From Test -1

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Get External Data

Initial Mortgage Data Interest Rate (Annual Amortization (Years) Term (Years) Principal Payment Type **Amortization Schedule**

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Data Tools

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Amortization Year Period Rate NPER Payment Principal Interest Principal Interest Principal

Set Data Validation Rules

- Click the cell you want to restrict.
- 2 Click the Data tab.
- 3 Click Data Validation (💷).

The Data	Validation	dialog box
appears.		

- 4 Click the **Settings** tab.
- **5** In the Allow list, click the type of data you want to allow in the cell.
- 6 Use the Data list to click the operator you want to use to define the allowable data.
- **7** Specify the validation criteria, such as the Maximum and Minimum allowable values shown here.

Note: The criteria boxes you see depend on the operator you chose in Step 6.

Settings	Input Message	Error Alert		
Validator	o criteria			
Allow:				
Whole	number	Ignore	plank	
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Loan Principal Analyss Mortgage Amortization Schedule Mortgage Paydow 4

Connections

225

Analyzing Excel Data





- Make sure the Show input message when cell is selected check box is clicked (1).
- Type a message title in the Title text box.
- Type the message you want to display in the Input message text box.

12 Click OK.

Excel configures the cell to accept only values that meet your criteria.

When the user selects the cell, the input message appears.

Pless enter a information function of the func	Initial Mortgage Data Interest Rate (Annual) Amortization (Years) Payment Type Amortization Sche B Payment Type Amortization Sche B Amortization Sche B Amortization Sche B Amortization Sche B Initial Mortgage Data Initial Mortgage Data <th></th> <th>Amortization Year</th> <th>Term Period</th> <th>Rate</th> <th>NDED</th> <th>Payment</th> <th>Principal</th> <th>Interest</th> <th>Principal</th> <th>Cumulative Interest</th> <th>Remaining Principal</th> <th></th> <th></th>		Amortization Year	Term Period	Rate	NDED	Payment	Principal	Interest	Principal	Cumulative Interest	Remaining Principal		
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Pesse enter a infole number between 15 and 33.	Interest Rate (Annual) Initial Mortgage Data Interest Rate (Annual)	5	Principal											
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			Amerization ipuu messag Please enter Clear Al	et a whole num	2	*	ОК	Caricel	Q	H		J.	K	
Show input message when cell is selected When cell is selected, show this input message:														

2 3

Data Validation

Error

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TIPS

Can I configure the cell to display a message if the user tries to enter an invalid value?

Yes. Follow Steps 1 to 3 to open the Data Validation dialog box, and then click the **Error Alert** tab. Make sure the Show

error alert after invalid data is entered check box is clicked ($\boxed{\mathbf{W}}$), and then specify the Style, Title, and Error Message. Click **OK**.

How do I remove data validation from a cell?

If you no longer need to use data validation on a cell, you should clear the settings. Follow Steps 1 to 3 to display the Data Validation dialog box and then click **Clear All**. Excel removes all the validation



criteria, as well as the input message and the error alert. Click $\ensuremath{\textbf{OK}}$

Convert a Range to a Table

You can apply Excel's powerful table tools to any range by first converting that range to a table. In Excel, a *table* is a collection of related information with an organizational structure that makes it easy to add, edit, and sort data.

A table is a type of database where the data is organized into rows and columns: Each column represents a database field, and each row represents a database record.



Convert a Range to a Table

Click a cell within the range that you want to convert to a table.

	A	В	C	D	ε	F	G	Н	E.	1	
1		Parts D	atal	base							
2	Division	Description	Number	Quantity	Cost	Total Cost	Retail	Gross Margin			
3	-	4 Congley Thers	D-178	57	\$10.47	\$596.79	\$17.95	71%			-
4	(3 HCAB Washer	A-201	856	\$0.12	\$102.72	\$0.25	108%			
5		3 Finley Sprocket	C-098	357	\$1.57	\$560.49	\$2.95	88%			
6		2 6" Sonotube	B-111	86	\$15.24	\$1,310.64	\$19.95	31%			
7		4 Langstrom 7" Wrench	D-017	75	\$18.69	\$1,401.75	\$27.95	50%			
8		3 Thompson Socket	C-321	298	\$3.11	\$926.78	\$5.95	91%			
9		1 S-Joint	A-182	155	\$6.85	\$1,061.75	\$9.95	45%			
10		2 LAMF Valve	B-047	482	\$4.01	\$1,932.82	\$6.95	73%			
11											
12											
14 4	F H Par	ts Sheet2 Sheet3 /?	1/	-							FO
Rea	ty 🗂		-			_		100%	Θ	-0	

2 Click the **Insert** tab.

3 Click **Table** (<u>)</u>.

Note: You can also choose the Table command by pressing Ctrl + T.

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2 4 5 6 7 8	4 3 3 2	Gangley Pliers HCAB Washer Finley Sprocket	D-178 A-201 C-098 B-111	57 856 357 86	\$ 0.12 \$ 1.57 \$ 15.24	\$ 102.72 \$ 560.49 \$ 1,310.64	\$ 0.25 \$ 2.95 \$ 19.95	71.4% 108.3% 87.9% 30.9%		
3 4 5 6 7	4 3 2 4 3 1	Gangley Pliers HCAB Washer Finley Sprocket 6" Sonotube Langstrom 7" Wrench	D-178 A-201 C-098 B-111 D-017	57 856 357 86 75	\$ 0.12 \$ 1.57 \$ 15.24 \$ 18.69	\$ 102.72 \$ 560.49 \$ 1,310.64 \$ 1,401.75	\$ 0.25 \$ 2.95 \$ 19.95 \$ 27.95	71.4% 108.3% 87.9% 30.9% 49.5%		
3 4 5 6 7 8 9	4 3 2 4 3	Gangley Pliers HCAB Washer Finley Sprocket 6" Sonotube Langstrom 7" Wrench Thompson Socket	D-178 A-201 C-098 B-111 D-017 C-321	57 856 357 86 75 298	\$ 0.12 \$ 1.57 \$ 15.24 \$ 18.69 \$ 3.11	\$ 102.72 \$ 560.49 \$ 1,310.64 \$ 1,401.75 \$ 926.78	\$ 0.25 \$ 2.95 \$ 19.95 \$ 27.95 \$ 5.95	71.4% 108.3% 87.9% 30.9% 49.5% 91.3%		
3 4 5 5 7 8 9 0 1	4 3 2 4 3 1	Gangley Pliers HCAB Washer Finley Sprocket 6" Sonotube Langstrom 7" Wrench Thompson Socket S-Joint	D-178 A-201 C-098 B-111 D-017 C-321 A-182	57 856 357 86 75 298 155	\$ 0.12 \$ 1.57 \$ 15.24 \$ 18.69 \$ 3.11 \$ 6.85	\$ 102.72 \$ 560.49 \$ 1,310.64 \$ 1,401.75 \$ 926.78 \$ 1,061.75	\$ 0.25 \$ 2.95 \$ 19.95 \$ 27.95 \$ 5.95 \$ 9.95	71.4% 108.3% 87.9% 30.9% 49.5% 91.3% 45.3%		
3 4 5 6 7 8 9 0 1 1 2	4 3 2 4 3 1	Gangley Pilers HCAB Washer Finley Sprocket 6" Sonotube Langstrom 7" Wrench Thompson Socket S-Joint LAMF Valve	D-178 A-201 C-098 B-111 D-017 C-321 A-182 B-047	57 856 357 86 75 298 155	\$ 0.12 \$ 1.57 \$ 15.24 \$ 18.69 \$ 3.11 \$ 6.85	\$ 102.72 \$ 560.49 \$ 1,310.64 \$ 1,401.75 \$ 926.78 \$ 1,061.75	\$ 0.25 \$ 2.95 \$ 19.95 \$ 27.95 \$ 5.95 \$ 9.95	71.4% 108.3% 87.9% 30.9% 49.5% 91.3% 45.3%		*[

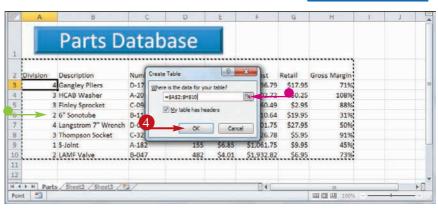
The Create Table dialog box appears.

- Excel selects the range that it will convert to a table.
- If you want to change the range, click s, drag the mouse c over the new range, and then click s.

4 Click OK.

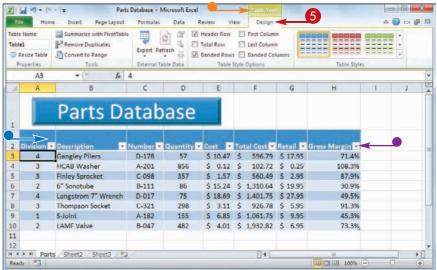
Excel converts the range to a table.

- Excel applies a table format to the range.
- The Table Tools contextual tab appears.
- AutoFilter drop-down lists appear in each field heading.
- 6 Click the **Design** tab to see Excel's table design tools.



Analyzing Excel Data

chapter



TIPS

How do I add records to the table?

To add a record to the end of the table, click inside the table, press Ctrl + and then Ctrl + to move to the last field in the last record, and then



press **Tab**. To add a record within the table, right-click the record above where you want to insert the new record, click **Insert**, and then click **Table Rows Above**.

How do I convert a table back into a range?

If you no longer require the table tools, you can convert the table back into a regular range. Select any cell within the table, click the **Design** tab, and then click **Convert to Range** (()). When Excel asks you to confirm, click **Yes**. Excel removes the AutoFilter drop-down lists and hides the Table Tools contextual tab.



Create a Data Table

If you are interested in studying the effect a range of values has on the formula, you can set up a *data table*. This is a table that consists of the formula you are using, and multiple input values for that formula. Excel automatically creates a solution to the formula for each different input value.

Do not confuse data tables with the Excel tables that you learned about in "Convert a Range to a Table." A data table is a special range that Excel uses to calculate multiple solutions to a formula.



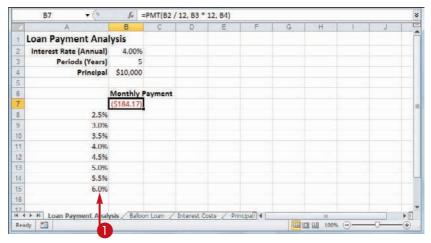
Create a Data Table

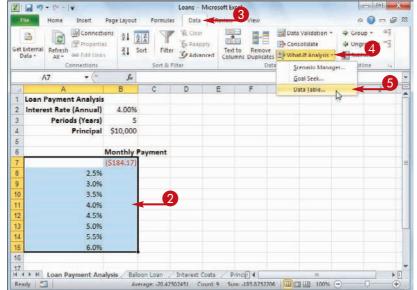
Type the input values:

To enter the values in a column, start the column one cell down and one cell to the left of the cell containing the formula, as shown here.

To enter the values in a row, start the row one cell up and one cell to the right of the cell containing the formula.

- 2 Select the range that includes the input values and the formula.
- **3** Click the **Data** tab.
- 6 Click Data Table.





Analyzing Excel Data



The Data Table dialog box appears.

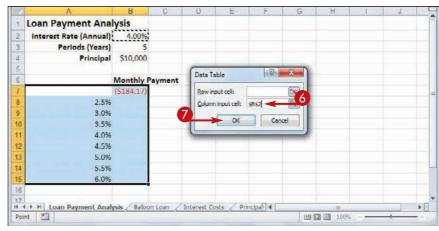
Specify the formula cell you want to use as the data table's input cell:

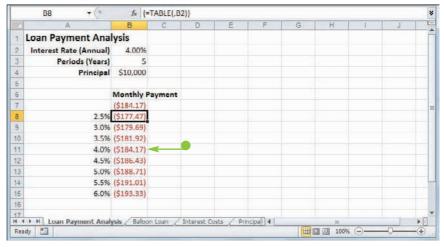
If the input values are in a column, enter the input cell's address in the Column input cell text box.

If you entered the input values in a row, enter the input cell's address in the Row input cell text box.

7 Click **OK**.

• Excel displays the results.







What is what-if analysis?

The technique called *what-if* analysis is perhaps the most basic method for analyzing worksheet data. With what-if analysis, you first calculate a formula D, based on the input from variables A, B, and C. You then say, "What happens



to the result if I change the value of variable A?", "What happens if I change B or C?", and so on.

When I try to delete part of the data table, I get an error. Why?

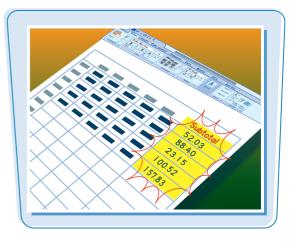
The data table results are created as an *array formula*, which is a special formula that Excel treats as a unit. This means that you cannot move or delete part of the

results. If you need to work with the data table results, you must first select the entire results range.



Summarize Data with Subtotals

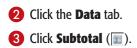
Although you can use formulas and worksheet functions to summarize your data in various ways, including sums, averages, counts, maximums, and minimums, if you are in a hurry, or if you just need a quick summary of your data, you can get Excel to do most of the work for you. The secret here is a feature called *automatic subtotals*, which are formulas that Excel adds to a worksheet automatically.



Summarize Data with Subtotals

 Click a cell within the range you want to subtotal.

	A	B	C		ε	F	G		н		1	
1	Customer	Country 1	Region	Un	it Price	Quantity	Discount		tal		reight	ShipAddress
2	Cactus Comidas para llevar	Benting		ş	46.00	7	0%	\$	322.00	Ş	19.76	Cerrito 333
3	Cactus Comidas para llevar	Argentina		\$	7.75	20	0%	\$	155.00	\$	19.76	Cerrito 333
4	Cactus Comidas para llevar	Argentina		\$	15.00	10	0%	\$	150.00	\$	2.84	Cerrito 333
5	Cactus Comidas para llevar	Argentina		\$	45.60	8	0%	\$	364.80	\$	31.51	Cerrito 333
6	Cactus Comidas para llevar	Argentina		\$	14.00	20	0%	\$	280.00	\$	31.51	Cerrito 333
7	Océano Atlántico Ltda.	Argentina		\$	6.00	5	0%	\$	30.00	\$	1.27	Ing. Gustavo M
8	Océano Atlántico Ltda.	Argentina		\$	21.35	20	0%	\$	427.00	\$	49.56	Ing. Gustavo M
9	Océano Atlántico Ltda.	Argentina		S	30.00	6	0%	s	180.00	S	49.56	Ing. Gustavo M
10	Océano Atlántico Ltda.	Argentina		\$	34.80	5	0%	\$	174.00	\$	49.56	Ing. Gustavo M
11	Océano Atlántico Ltda.	Argentina		\$	21.00	30	0%	\$	630.00	\$	217.86	Ing. Gustavo M
12	Océano Atlántico Ltda.	Argentina		s	81.00	15	0%	\$	1,215.00	\$	217.86	Ing, Gustavo M
13	Océano Atlántico Ltda.	Argentina		5	18.00	10	0%	Ş	180.00	Ş	217.86	Ing. Gustavo M
14	Océano Atlántico Ltda.	Argentina		\$	13.00	15	0%	\$	195.00	\$	217.86	Ing. Gustavo M
15	Rancho grande	Argentina		\$	81.00	5	0%	\$	405.00	\$	90.85	Av. del Liberta
16	Rancho grande	Argentina		S	263.50	2	0%	Ś	527.00	\$	90.85	Av. del Liberta
17	Rancho grande	Argentina		\$	17.45	6	0%	\$	104.70	\$	63.77	Av. del Liberta
18	Rancho grande	Argentina		\$	32.00	6	0%	\$	192.00	\$	63.77	Av. del Liberta
19	Rancho grande	Argentina		\$	19.50	20	0%	\$	390.00	\$	63.77	Av. del Liberta
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2	Cactus	Comida	as para llevar	Arger	ntina		\$	46.00		7 0	6\$	322.00	\$	19.76	Cerrito 333	
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4	Cactus	Comida	as para llevar	Argen	ntina		\$	15.00	1	10 05	6 \$	150.00	1 \$	2.84	Cerrito 333	
5	Cactus	Comida	as para llevar	Arger	ntina		\$	45.60		8 0	% \$	364.80	\$	31.51	Cerrito 333	
6	Cactus	Comida	as para llevar	Arger	ntina		\$	14.00	1	20 05	6 5	280.00	5	31.51	Cerrito 333	
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9	Océan	o Atlánt	tico Ltda.	Arger	ntina		\$	30.00		6 05	% \$	180.00	\$	49.56	Ing. Gustavo f	M
10	Océan	o Atlánt	tico Ltda.	Arger	ntina		\$	34.80		5 09	6 \$	174.00	5	49.56	Ing. Gustavo I	M
11	Océan	o Atlánt	tico Ltda.	Argen	ntina		\$	21.00		30 05	K \$	630.00	1 \$	217.86	Ing. Gustavo I	M
12	Océan	o Atlánt	tico Ltda.	Arger	ntina		\$	81.00	1	15 05	% \$	1,215.00	\$	217.86	Ing. Gustavo I	M
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14	Océan	o Atlánt	tico Ltda.	Arger	tina		\$	13.00	1	15 09	6 \$	195.00	5	217.86	Ing. Gustavo I	M

Analyzing Excel Data



The Subtotal dialog box appears.

- Click the At each change in and then click the column you want to use to group the subtotals.
- In the Add subtotal to list, click the check box for the column you want to summarize (changes to).
- 6 Click OK.
- Excel calculates the subtotals and adds them into the range.
- Excel adds outline symbols to the range.

Note: See "Group Related Data" to learn more about outlining in Excel.

		1	Subtotal	8 ×				
		ſ	At each change in:		. 4			
			Customer		<u>4</u>			
			Use function:					
			Sum					
			Add subtotal to:					
5			Quantity Discount	*				
		1	V Total Freight ShipAddress ShipOty					
			Replace gurrent subtotals					
			Eage break between groups Summary below data Remove All OK	Cancel				
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1 2	2 3	1	Page break between groups Summery below data Remove All OK	Caricer	C	Uni	E	F
1 z	2 3	1 2	Page break between groups Summary below data Remove Al OK A	B		Un	-	F Quant
112	2 3	-	Page break between groups Summery below data Bemove All OK A Customer	B		s s	it Price	Quant
12		2	Page break between groups Summery below data Bemove All OK A Customer Cactus Comidas para llevar	B Country Argentina		ş	t Price 46.00	Quant
1 2	•	2	Bage break between groups Summary below data Bemove All OK A Customer Cactus Comidas para llevar Cactus Comidas para llevar	E Country Argentina Argentina		\$ \$ \$ \$	it Price 46.00 7.75	Quant
1 2	••••	2 3 4	Page break between groups Summery below data Bemove AI OK Customer Cactus Comidas para llevar Cactus Comidas para llevar Cactus Comidas para llevar Cactus Comidas para llevar	B Country Argentina Argentina Argentina		\$ \$ \$	46.00 7.75 15.00	F Quant
12	••••	2 3 4 5	Page break between groups: Summery below data Bemove All OK Customer Cactus Comidas para llevar	B Country Argentina Argentina Argentina Argentina		\$ \$ \$ \$	46.00 7.75 15.00 45.60	Quant
	••••	2 3 4 5 6	Bage break between groups Summery below data Bemove All OK A Customer Cactus Comidas para llevar	B Country Argentina Argentina Argentina Argentina		\$ \$ \$ \$	46.00 7.75 15.00 45.60	F Quant

Argentina

(6)	DQ

Do I need to prepare my worksheet to use subtotals?

Excel sets up automatic subtotals based on data groupings in a selected field. For example, if you ask for subtotals based on the Customer field, Excel runs down



10 Océano Atlántico Ltda.

11 Océano Atlántico Ltda.

12 Océano Atlántico Ltda.

13 Océano Atlántico Itda

14 Océano Atlántico Ltda.

15 Océano Atlántico Ltda.

17 Rancho grande

18 Rancho grande

19 Rancho grande

20 Rancho grande

71 Rancho grande

Ready 🛅

22 Rancho grande Total

16 Océano Atlántico Ltda. Total

★ M Invoices / Invoices by Country / Sheet3 / 1/2

the Customer column and creates a new subtotal each time the name changes. To get useful summaries, then, you need to sort the range on the field containing the data groupings you are interested in.

Can I only calculate totals?

\$ 30.00

\$ 34.80

\$ 21.00

\$ 81.00

\$

S 81.00

\$ 17.45

\$ 32.00

\$ 18.00

\$ 263.50

S 19.50

13.00

No. The word "subtotal" here is a bit misleading because you can summarize more than just totals. You can also count values, calculate the average of the values, determine the maximum or minimum value, and more. To



change the summary calculation, follow Steps 1 to 4, click the **Use function** , and then click the function you want to use for the summary.

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322.00 S 19.76 Cerrit

364.80 \$ 31.51 Cerrit

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0% \$ 150.00 \$ 2.84 Cerrit

0% \$ 280.00 \$ 31.51 Cerrit

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0% \$ 180.00 \$ 49.56 Ing. G

0% \$ 174.00 \$ 49.56 Ing. G

0% \$ 630.00 \$ 217.86 Ing. G

0% \$ 1,215.00 \$ 217.86 Ing. G

0% \$ 180.00 \$ 217.86 Ing. G

0% \$ 195.00 \$ 217.86 ing. G

0% \$ 405.00 \$ 90.85 Av. de

0% \$ 527.00 \$ 90.85 Av. de

0% \$ 104.70 \$ 63.77 Av. dc 0% \$ 192.00 \$ 63.77 Av. dc

0% \$ 390.00 \$ 63.77 Av. de

\$ 3,031.00

\$ 1.618.70

田田田 100% ---

\$ 1,271.80 0% \$ 30.00 \$ 1.27 Ing.G

Group Related Data

You can control a worksheet range display by grouping the data based on the worksheet formulas and data.

Grouping the data creates a worksheet outline, which you can use to "collapse" sections of the sheet to display only summary cells, or "expand" hidden sections to show the underlying detail.

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Group Related Data

Create the Outline

- Display the worksheet you want to outline.
- **2** Click the **Data** tab.
- **3** Click the **Group** .
- 4 Click Auto Outline.

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A	B	с	D	E	F	G	H	1	1	K	Ĺ
1	Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter	Jul	Aug	Sep
2 Sales											
3 Division I	23,500	23,000	24,000	70,500	25,100	25,000	25,400	75,500	26,000	24,000	24,000
4 Division II	28,750	27,800	29,500	86,050	31,000	30,500	30,000	91,500	31,000	29,500	29,500
5 Division III	24,400	24,000	25,250	73,650	26,600	27,000	26,750	80,350	27,000	25,250	25,250
6 SALES TOTAL	76,650	74,800	78,750	230,200	82,700	82,500	82,150	247,350	\$4,000	78,750	78,750
7 Expenses				-							
8 Cost of Goods	6,132	5,984	6,300	18,416	6,616	6,600	6,572	19,788	6,720	6,300	6,300
9 Advertising	4,600	4,200	5,200	14,000	5,000	5,500	5,250	15,750	5,500	5,200	5,200
10 Rent	2,100	2,100	2.100	6,300	2,100	2,100	2,100	6,300	2,100	2,100	2,100
11 Supplies	1,300	1,200	1,400	3,900	1,300	1,250	1,400	3,950	1,300	1,400	1,400
12 Salaries	16,000	16,000	16,500	48,500	16,500	16,500	17,000	50,000	17,000	17,000	17,000
13 Shipping	14,250	13,750	14,500	42,500	15,000	14,500	14,750	44,250	15,000	14,500	14,500
14 Utilities	500	600	600	1,700	550	600	650	1,800	650	600	600
15 EXPENSES TOTAL	44,882	43,834	46,600	135,316	47,066	47,050	47,722	141,838	48,270	47,100	47,100
16 GROSS PROFIT	31,768	30,966	32,150	94,884	35,634	35,450	34,428	105,512	35,730	31,650	31,650
17	10-00-00-00-00-00-00-00-00-00-00-00-00-0	-3230.004037	-Hessicson	A CONTRACTOR OF A	crossile-r-					10,000,000	6.04032.0
18 H + + H Budget A	ssumptions	Projections	2009-20	10 Email Estin	nates Gr	es Hargin	जाना 👘			-	
Ready 1	1010000	C. C. STREAM CO.		101100-0.000		case r radi Mili				1 ALL 7 3	

2010-2011 Budget - Microsoft Exce

- Excel outlines the worksheet data.
- Excel uses level bars to indicate the grouped ranges.
- Excel displays level symbols to indicate the various levels of the detail that are available in the outline.

1 2 3		A	0	E	D	T	1	G	H	E I	1	K	
11414	1		Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter	Jul	Aug	1
	2	Sales											
111	3	Division I	23,500	23,000	24,000	70,500	25,100	25,000	25,400	75,500	26,000	24,000	1.3
1.12	4	Division II	28,750	27,800	29,500	86,050	31,000	30,500	30,000	91,500	31,000	29,500	1
2.5	5	Division III	24,400	24,000	25,250	73,650	26,600	27,000	26,750	80,350	27,000	25,250	
	6	SALES TOTAL	76,650	74,800	78,750	230,200	82,700	82,500	82,150	247,350	84,000	78,750	125
•	7	Expenses											
[[+	-8	Cost of Goods	6,132	5,984	6,300	18,416	6,616	6,600	6,572	19,788	6,720	6,300	
14	9	Advertising	4,600	4,200	5,200	14,000	5,000	5,500	5,250	15,750	5,500	5,200	
34	10	Rent	2,100	2,100	2,100	6,300	2,100	2,100	2,100	6,300	2,100	2,100	
1.0	11	Supplies	1,300	1,200	1,400	3,900	1,300	1,250	1,400	3,950	1,300	1,400	
1.12	12	Salaries	16,000	16,000	16,500	48,500	16,500	16,500	17,000	50,000	17,000	17,000	12
28	13	Shipping	14,250	13,750	14,500	42,500	15,000	14,500	14,750	44,250	15,000	14,500	10
1.4	14	Utilities	500	600	600	1,700	\$50	600	650	1,800	650	600	
E	35	EXPENSES TOTAL	44,882	43,834	46,600	135,316	47,066	47,050	47,722	141,838	48,270	47,100	114
10.0.0	1 8	udget Assumptions	Projectio	ns / 2009-	2010 Final	Estimates /	Gross Margin	204					

Analyzing Excel Data

T



Use the Outline to Control the Range Display

- Click a Collapse symbol (-) to hide the range indicated by the level bar.
- You can also collapse multiple ranges that are on the same outline level by clicking the appropriate level symbol.
- Excel collapses the range.
- 2 Click the **Expand** symbol (+) to view the range again.
- You can also show multiple ranges that are on the same outline level by clicking the appropriate level symbol.

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2 3		A	8	C	D	E	(E)	G	H	10	3	K	
	1		Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter	Jul	Aug	
3	2	Sales											
1	8	Division I	23,500	23,000	24,000	70,500	25,100	25,000	25,400	75,500	26,000	24,000	2
3	-4	Division II	28,750	27,800	29,500	86,050	31,000	30,500	30,000	91,500	31,000	29,500	2
	5	Division III	24,400	24,000	25,250	73,650	26,600	27,000	26,750	80,350	27,000	25,250	2
-	6	SALES TOTAL	76,650	74,800	78,750	230,200	82,700	82,500	82,150	247,350	84,000	78,750	7
	7	Expenses											
	8	Cost of Goods	6,132	5,984	6,300	18,416	6,616	6,600	6,572	19,788	6,720	6,300	-
10	9	Advertising	4,600	4,200	5,200	14,000	5,000	5,500	5,250	15,750	5,500	5,200	183
34	10	Rent	2,100	2,100	2,100	6,300	2,100	2.100	2,100	6.300	2,100	2,100	
84	-11	Supplies	1,300	1,200	1,400	3,900	1,300	1,250	1,400	3,950	1,300	1,400	F
	12	Salaries	16,000	16,000	16,500	48,500	16,500	16,500	17,000	50,000	17,000	17,000	1
2.4	13	Shipping	14,250	13,750	14,500	42,500	15,000	14,500	14,750	44,250	15,000	14,500	1
	14	Utilities	500	600	600	1.700	550	600	650	1.800	650	600	
			-				400.000	42.050	43 335	444 030	10.070	47.100	
ady	-	EXPENSES TOTAL udget / Assumptions	44,82	43,834	46,600	135,316 / Estimates / (47,066 Gross Margin	47,050	47,722	141,838	48,270	47,100	
	1		7970				Gross Margin				100% 🖂 —	47,100 	
												47,100 	
	1		7970		2010 Final	Estimates /	Gross Margin				100% 🖂 —	47,100	
edy	1	udget / Assumptions	Z Pro	s / 2009-3	2010 Final	Estimates /	Gross Margin			·	100% @	•	
edy	1 2 3	Assumptions A Division III SALES TOTAL	Z Pro	s / 2009-3	eoto Final • G	+ Estimates / H 26,750	Gross Margin	AI•I		· · ·	100% ()	0	
edy	123	A Division III SALES TOTAL Expenses	2 Pro	F 26,600 82,700	G 27,000 82,500	Estmates / H H 26,750 82,150	Cross Margin	27,000 84,000	+ K 25,25 78,75	L 0 25,250 0 78,750	100% - - M 77,500 241,500	0 N 28,000 86,000	4
edy	123	Assumptions A Division III SALES TOTAL	2 Pro	s / 2009-1 F 26,600	G 27,000 82,500 6,600	+ Estimates / H 26,750	5ross Margin 	· · · · · · · · · · · · · · · · · · ·	+ K 25,25	L 0 25,250 0 78,750	100% (0 N 28,000	
edy	123	A Division III SALES TOTAL Expenses	7 Pro 2	F 26,600 82,700	G 27,000 82,500	Estmates / H H 26,750 82,150	Cross Margin	27,000 84,000	+ K 25,25 78,75	L 0 25,250 0 78,750 6,300	100% - - M 77,500 241,500	0 N 28,000 86,000	
edy	1 2 3 5 6 7 8	A Division III SALES TOTAL Expenses Cost of Goods Advertising	Pro 1.1	F 26,600 82,700 6,616	G 27,000 82,500 6,600	Estimates / H 26,750 82,150 6,572	1 80,350 247,350 19,788	27,000 84,000 6,720	+ K 25,25 78,75 6,300	L 0 25,250 0 78,750 6,300 5,200	100% — — — — — — — — — — — — — — — — — — —	N 28,000 85,000 6,880	
sdy	1 3 5 6 7 8 9	A Division III SALES TOTAL Expenses Cost of Goods Advertising Rent	2 Pro E 73,650 230,200 18,416 14,000	F 26,600 82,700 6,616 5.000	G 27,000 82,500 6,600 5,500	Estimates / H 26,750 82,150 6,572 5,250	1 80,350 247,350 19,788 15,750	27,000 84,000 6,720 5.500	 K 25,25 78,75 6,300 5,200 	1 0 25,250 0 78,750 0 6,300 5,200 1 2,100	100% — M 77,500 241,500 19,320 15,900	N 28,000 85,000 6,880 4,500	
edy	1 2 3 5 6 7 8 9 10	A Division II SALES TOTAL Expenses Cost of Goods Advertising Reat Supplies	E 73,650 230,200 18,416 14,000 6,300	F 26,600 82,700 6,616 5,000 2,100	G 27,000 82,500 5,500 2,100	Estmates / H 226,750 82,150 6,572 5,250 2,100 1,400	Fross Margin 1 80,350 247,350 19,788 15,750 6,300	27,000 84,000 6,720 5,500 2,100	K 25,25i 78,75i 6,300 5,200 2,100	L 0 25,250 0 78,750 6,300 5,200 6,2100 1,400	100% — — — — — — — — — — — — — — — — — — —	N 28,000 86,000 6,880 4,500 2,100	
edy	1 2 3 5 6 7 8 9 10 11	A Division III SALES TOTAL EXPERSES Cost of Goods Advertising Rent Supplies Salaries	E 73,650 230,200 18,416 14,000 6,300 3,900	F 26,600 82,700 6,616 5,000 2,100 1,300	G 27,000 82,500 5,500 2,100 1,250	Estimates / H 26,750 82,150 6,572 5,250 2,100 1,400 17,000	1 80,350 247,350 19,788 15,750 6,300 3,950	27,000 84,000 6,720 5,500 2,100 1,300	K 25,25i 78,75i 6,300 5,200 2,100 1,400	L 0 25,250 0 78,750 1 6,300 5,200 1,400 0 17,000	180% M 77,500 241,500 19,320 15,900 6,300 4,100	N 28,000 86,000 6,880 4,500 2,100 1,250	
edy	1 2 3 5 6 7 8 9 10 11 12	A Division III SALES TOTAL EXPONSES Cost of Goods Advertising Reat Supplies Sataries Shipping	E 73,650 230,200 18,416 14,000 3,900 48,500	s 2009-3 F 26,600 82,700 6,616 5,000 2,100 1,300 16,500	G G 27,000 82,500 6,600 5,500 2,100 1,250 16,500	Estimates / H 26,750 82,150 6,572 5,250 2,100 1,400 17,000	5ross Margh 1 80,350 247,350 19,788 15,750 6,300 3,950 50,000	27,000 84,000 6,720 5,500 1,300 17,000	+ K 25,25i 78,75i 6,300 5,200 2,100 1,400 17,000	L 0 25,250 0 78,750 1 6,300 5,200 1,400 0 17,000	100% — M 77,500 241,500 19,320 19,320 6,300 4,100 \$1,000	N 28,000 85,000 6,880 4,500 2,100 1,250 17,000	
23. •	1 2 3 3 5 5 6 7 7 8 9 100 111 122 13	A Division III SALES TOTAL EXPENSES Cost of Goods Advertising Rent Supplies Salaries Shipping Uuitities	E 73,650 230,200 18,416 14,000 6,300 3,900 48,500 42,500	F 26,600 82,700 6,616 5,000 2,100 1,300 16,500	G 27,000 82,500 5,500 2,100 1,250 16,500 14,500	Estimates / H H 26,750 82,150 6,572 5,250 2,100 1,400 17,000 9 14,750 650	57055 Margh 1 80,350 247,350 19,788 15,750 6,300 3,950 50,000 44,250	27,000 84,000 6,720 5,500 2,100 1,500 17,000	K 25,25 78,75 6,300 5,200 2,100 1,400 17,00 14,50	L 25,250 78,750 6,300 5,200 1,400 17,000 14,500 600	109% — — — — — — — — — — — — — — — — — — —	N 28,000 6,880 4,500 2,100 1,250 17,000 15,750	
ady	1 2 3 3 5 6 7 8 9 10 11 12 13 14	A Division III SALES TOTAL EXpenses Cost of Goods Advertising Rent Supplies Salaries Shipping Utilities EXPENSES TOTAL	[+] E 73,650 230,200 18,416 14,000 6,300 3,900 48,500 1,700	F 26,600 82,700 6,616 5,000 2,100 1,300 16,500 15,000 550	6,600 2,7,000 82,500 2,100 1,250 16,500 1,4,500 6,600	H 26,750 82,150 6,572 5,250 1,400 14,750 6,50 47,722	50055 Margh 1 80,350 247,350 19,788 15,750 6,300 3,950 50,000 44,250 1,800	27,000 84,000 6,720 5,500 2,100 1,300 17,000 15,000 650	+ - - - - - - - - - - - - -	25,250 278,750 6,300 5,200 1,400 1,400 0 17,000 0 14,500 600 0 47,100	100% - M 77,500 241,500 19,320 15,900 6,300 4,100 51,000 44,000 1,850	N 28,000 86,000 6,880 4,500 2,100 1,250 1,250 17,000 15,750 650	
23	1 2 3 5 6 7 8 9 10 11 12 13 14 15	A Division III SALES TOTAL EXPORSES Cost of Goods Advertising Rent Salaries	E 73,650 230,200 18,416 14,000 5,300 48,500 48,500 42,500 1,700 135,316	s 2009-3 F 26,600 82,700 6,616 5,000 2,100 1,300 16,500 15,500 550 47,066	G 27,000 82,500 5,500 2,100 1,250 16,500 1,250 16,500 14,500 47,050	H 26,750 82,150 6,572 5,250 1,400 14,750 6,50 47,722	247,350 19,788 19,788 15,750 6,300 3,950 50,000 44,250 1,800 141,838	27,000 84,000 1,300 17,000 15,000 16,720 1,300 17,000 16,000 650 48,270	K 25,25 78,75 6,300 5,200 2,100 1,400 17,00 14,500 600 47,10	25,250 278,750 6,300 5,200 1,400 1,400 0 17,000 0 14,500 600 0 47,100	100%	N 28,000 88,000 2,100 1,250 17,000 1,250 17,000 15,750 650 48,130	

TP

Do I have to prepare my worksheet before I can group the data?

Yes. Not all worksheets can be grouped, so you need to make sure your worksheet is a candidate for outlining. First, the worksheet must contain formulas that reference cells or ranges directly adjacent to the formula cell. Worksheets with SUM() functions that subtotal cells above or to the left are particularly good candidates for outlining.

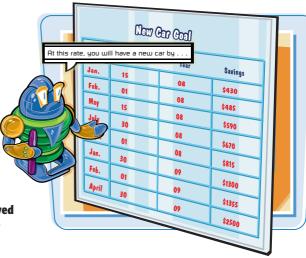
Second, there must be a consistent pattern to the direction of the formula references. For example, a worksheet with formulas that always reference cells above or to the left can be outlined. Excel won't outline a worksheet with, say, SUM() functions that reference ranges above and below a formula cell.



Analyze Data with Goal Seek

If you already know the formula result you want, but you must find an input value that produces that result, you can use Excel's Goal Seek tool to solve the problem. You tell Goal Seek the final value you need and which variable to change, and it finds a solution for you.

For example, you might know that you want to have \$50,000 saved to purchase new equipment five years from now, so you need to calculate how much to invest each year.



Analyze Data with Goal Seek

1 Set up your worksheet model.

Note: See the first Tip on the next page to learn more about setting up a worksheet for Goal Seek.

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	A	8	С	D	E	F	G	H	í S
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2		Equipment Fu	nd Calcul	ation					
3			244						
6		Interest Rate	5%						
3		Period	5						
6		Annual Deposit	\$0						
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44	H Gos	al Seek			114		10		1
Ready	2	a over <u>A</u>					100%	00	

- 2 Click the **Data** tab.
- 3 Click What-If Analysis ().
- 4 Click Goal Seek.

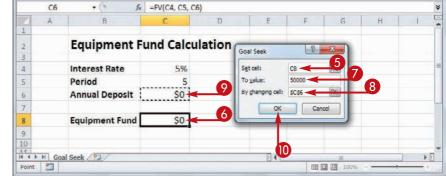
The Goal Seek dialog box appears.

Z.	17.	[* - ▼	Equ	uipment Fund	- Microsoft Excel			1000		×
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Get E		efresh All - Edit Links	Sort Filter	& Clear & Reapply & Advanced	Tex 3 Remove Columns Dupitcates	Data Validation * Consolidate		oup + 03 Igroup +] bitotal		
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1	A	В	С	D	E	Data <u>I</u> able		Н	I	
2		Equipment F	und Calc	ulation						
4		Interest Rate	5%							
5		Period	5							
6		Annual Deposit	\$0							
8		Equipment Fund	\$0							
9 10		-								
11	FH G	oal Seek 🖉				11			I F	T

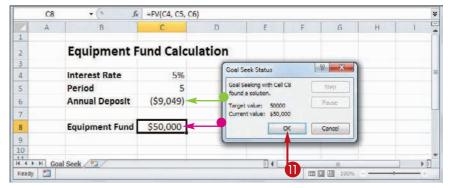
6 Click inside the **Set cell** box.

- 6 Click the cell that contains the formula you want Goal Seek to work with.
- Use the To value text box to type the value that you want Goal Seek to find.
- 8 Click inside the **By changing cell** box.
- 9 Click the cell that you want Goal Seek to modify.
- 🕕 Click **OK**.
- Goal Seek adjusts the changing cell value until it reaches a solution.
- The formula now shows the value you entered in Step 7.

```
(I) Click OK.
```



Analyzing Excel Data



TIPS

How do I set up my worksheet to use Goal Seek?

Setting up your worksheet model for Goal Seek means doing three things. First, set up one cell as the *changing cell*, which is the value that Goal Seek will manipulate to



reach the goal. Enter an initial value (such as 0) into the cell. Second, set up the other input values for the formula and give them proper initial values. Third, create a formula for Goal Seek to use to reach the goal.

What other types of problems can Goal Seek solve?

One common problem is called a *break-even analysis*, where you determine the number of units you have to sell of a product so that your total profits are 0. In this case, the changing

cell is the number of units sold, and the formula is the profit calculation. You can also use Goal Seek to determine which price (the changing cell) is required to return a particular profit margin (the formula).



chapte

Analyze Data with Scenarios

You can analyze the result of a formula by creating sets of values that plug multiple input values into the formula.

For example, one set of values might represent a best-case approach, while another might represent a worst-case approach. In Excel, each of these coherent sets of input values — known as *changing cells* — is called a *scenario*.



Analyze Data with Scenarios

Create a Scenario

1 Set up your worksheet model.

	A	B	C	D	E	F	G	H		1
1	Mort	gage Analy	sis							
2	Fixed Cells:									
3	House Price	\$100,000								
4	Interest Rate	4.00%								
5										
6	Changing Cells:									
7	Down Payment	\$15,000								
8	Term	25		. (
9	Paydown	(\$50)		· · · · ·						
10										
11	Results:	Regular Mortgage	With Paydown							
12	Monthly Payment	(\$448.66)	(\$498.66)							
13	Total Paid	(\$134,598.39)	(\$125,836.73)							
14	Total Savings	#N/A	\$8,761.67							
15	Revised Term	#N/A	21.0							
4	(+ H Mortgage Analysis	s/22/			040				-	×۵

- **2** Click the **Data** tab.
- 3 Click What-If Analysis ().
- **4** Click **Scenario Manager**.

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-	Connections	Sort 8			Data	Scenario Manag	er	ne			10
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1	Mortga	age Analys	is								1
2	Fixed Cells:										
3	House Price	\$100,000									
4	Interest Rate	4.00%									
5											
6	Changing Cells:										
7	Down Payment	\$15,000									10
8	Term	25									
9	Paydown	(\$50)									
10											

Analyzing Excel Data



The Scenario Manager dialog box appears.



genarios:	
	Add
	Delete
No Scenarios defined. Choose Add to add scenarios.	Edit
	Merge
	Summery
hanging cells:	
Comment:	

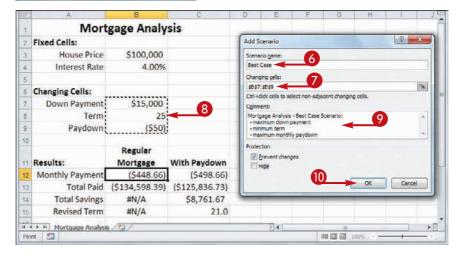
The Add Scenario dialog box appears.

6 Type a name for the scenario.

Click inside the Changing cells box.

- 8 Select the cells you want to change in the scenario.
- 9 Type a description for the scenario.

🔟 Click **OK**.



TIPS

Are there any restrictions on the changing cells?

When you are building a worksheet model for use with scenarios, make sure that each changing cell is a constant value. If you use a formula for a



changing cell, Excel replaces that formula with a constant value defined in the scenario, so you lose your formula.

Do I need to add a description to each scenario?

As you see on the next page, once you have one or more scenarios defined, they appear in the Scenario Manager, and for each scenario you see its changing cells and its description. The description is often very

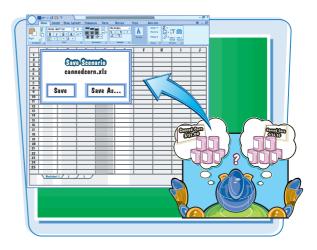


useful, particularly if you have several scenarios defined, so be sure to write a detailed description in Step 9 to help you differentiate your scenarios later on.



Analyze Data with Scenarios (continued)

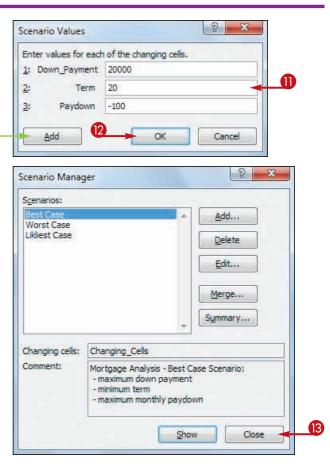
Excel stores your scenarios in the Scenario Manager, and you can use that tool to apply your scenarios to the worksheet, and to make changes to your scenarios.



Analyze Data with Scenarios (continued)

The Scenario Values dialog box appears.

- Use the text boxes to specify a value for each changing cell.
- To add more scenarios, click Add and then repeat Steps 6 to 11.
- (2) Click OK.
- Click Close.



Analyzing Excel Data



Display Scenarios

- Click the **Data** tab.
- 2 Click 📑.
- **3** Click Scenario Manager.

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-	A A	B B	C	D E		н	1	JE
1	Mort	gage Analy	sis					Ĩ
2	Fixed Cells:							
3	House Price	\$100,000						-
4	Interest Rate	4.00%						
5								
6	Changing Cells:							
7	Down Payment	\$15,000						
8	Term	25						
9	Paydown	(\$50)						
10								_
11	Results:	Regular Mortgage	With Paydow	n				
12	Monthly Payment	(\$448.66)	(\$498.66)				
13	Total Paid	(\$134,598.39)	(\$125,836.73)				
14	Total Savings	#N/A	\$8,761.6					
15	Revised Term	#N/A	21.0	Č				
10		102		0	4			×1
Re	ady 🛅					100%		•

fr =PMT(Interest_Rate / 12, Term * 12, House_Price-Down_Payment)

Scenario Manage

est Case

Changing cells: Changing_Cells

Scenarios

The Scenario Manager dialog box appears.

- **4** Click the scenario you want to display.
- 6 Click Show.
- Excel enters the scenario values into the changing cells and displays the formula result.
- 6 Repeat Steps 4 and 5 to display other scenarios.
- Click Close.

TIPS

How do I edit a scenario?

If you need to make changes to a scenario, you can edit the name, the changing cells, the description, and the scenario's input values. Click the **Data** tab, click **[**, and then click **Scenario**



B12

Fixed Cells:

Changing Cells:

Results:

12 Monthly Payment

H + H Mortgage Analysis Ready

10

13

14

15

House Price

Interest Rate

Down Payment

Term

Paydown

Total Savings

Revised Term

Mortgage Analysis

\$100,000

\$20,000

Regular

Mortgage

#N/A

#N/A

Total Paid (\$116,348.22)

(\$484.78)

(\$100)

20-

4.00%

Manager. In the Scenario Manager dialog box, click the scenario you want to modify, and then click **Edit**.

15.2

With Paydown

(\$106,986,75)

\$9,361,47

(\$584.78)

How do I remove a scenario? If you have a scenario that you no longer need, you should delete it to reduce clutter in the Scenario Manager. Click the **Data** tab, click 🚁, and then click **Scenario Manager**. Click the scenario you want to delete.

Note that Excel does not ask you to confirm the deletion, so double-check that you have selected the correct scenario. Click **Delete** and then click **Close**.



2 3

Add

Merge...

Symmary...

Mortgage Analysis - Best Case Scenario - maximum down payment

III 🔟 100% 🤆

minimum term maximum monthly paydo Qelete Edit...

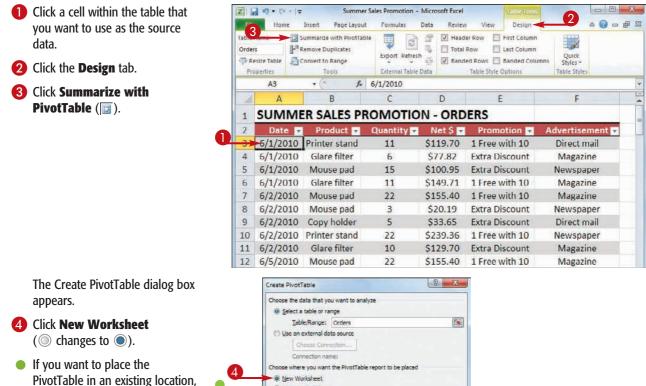


You can more easily analyze a large amount of data by creating a PivotTable from that data. A PivotTable is a powerful data analysis tool because it automatically groups large amounts of data into smaller, more manageable categories, and it displays summary calculations for each group.

You can also manipulate the layout of - or pivot - the PivotTable to see different views of your data. For best results, convert your range to a table before creating the PivotTable (see "Convert a Range to a Table").



Create a PivotTable



click Existing Worksheet

 $(\bigcirc$ changes to \bigcirc) and then use the Location range box to select the worksheet and cell where you want the PivotTable to appear.

6 Click OK.



- Excel creates a blank PivotTable.
- Excel displays the PivotTable Field List.
- Click and drag a field and drop it inside the Row Labels area.

- Excel adds the field's unique values to the PivotTable's row area.
- Click and drag a numeric field and drop it inside the Values area.
- Excel sums the numeric values based on the row values.
- 8 If desired, click and drag fields and drop them in the Column Labels area and the Report Filter area.

Each time you drop a field in an area, Excel updates the PivotTable to include the new data.



Are there faster ways to build a PivotTable?

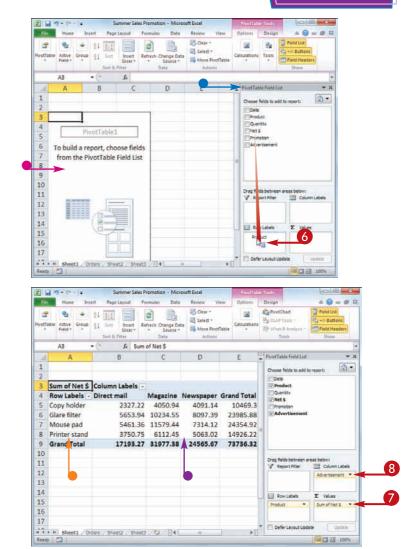
Yes. In the PivotTable Field List, if you click a check box for a text or date field (changes to), Excel adds the field to the Row



Labels area; if you click a check box for a numeric field (changes to), Excel adds the field to the Values area. You can also right-click a field and then click the area you want to use.

Analyzing Excel Data

chapter



Can I add multiple fields to each area?

Yes. You can add as many fields as you like to each area. You can also move a PivotTable's fields from one area of the PivotTable to another. This enables you to view your data from different perspectives, which

can greatly enhance the analysis of the data. Moving a field within a PivotTable is called *pivoting* the data. To move a field, use the PivotTable Field List to click and drag a field from one area and drop it on another.



Load Excel's Analysis ToolPak

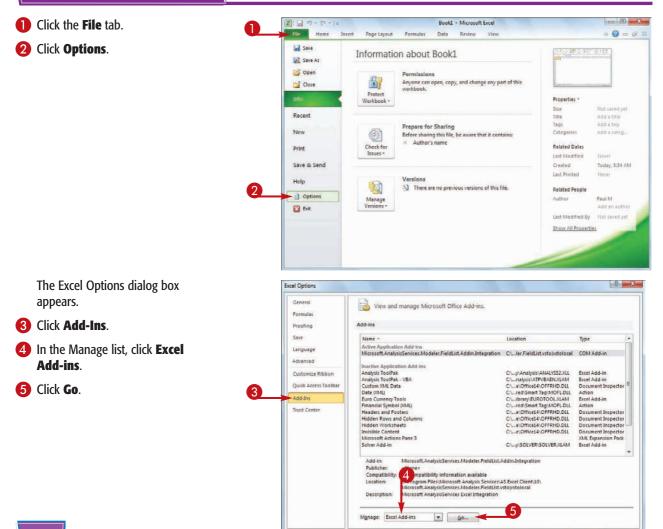
You can get access to a number of powerful statistical analysis tools by loading the Analysis ToolPak add-in. The Analysis ToolPak consists of 19 statistical tools that calculate statistical measures such as correlation, regression, and moving averages.

You can also use the analysis tools to generate descriptive statistics (such as median, mode, and standard deviation), random numbers, and histograms.



OK Cancel

Load Excel's Analysis ToolPak

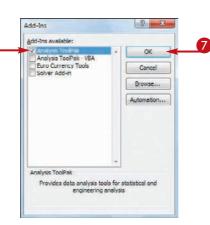


Analyzing Excel Data



The Add-Ins dialog box appears.

- 6 Click the **Analysis ToolPak** check 6 box (□ changes to ☑).
- 🕖 Click OK.



Excel loads the Analysis ToolPak add-in.

8 Click the **Data** tab.

Olick Data Analysis () to access the Analysis ToolPak tools.

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3													
4													
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How do I use the statistical tools?

The specific steps you follow vary from tool to tool, but you can follow these general steps to use any of the Analysis ToolPak's statistical tools:



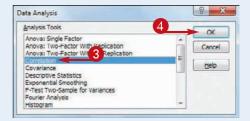
2 Click 🖳

The Data Analysis dialog box appears.

- **3** Click the tool you want to use.
- 4 Click OK.

Excel displays a dialog box for the tool.

- 5 Fill in the dialog box (the controls vary from tool to tool).
- 6 Click **OK**.



CHAPTER

Visualizing Data with Excel Charts

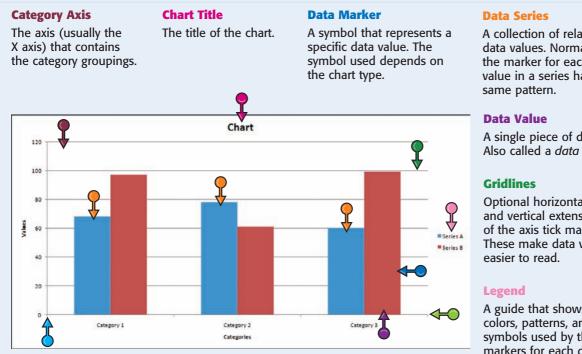


You can take a worksheet that is full of numbers and display them as a chart. Visualizing your data in this way makes the data easier to understand and easier to analyze. To help you see your data exactly the way you want, Excel offers a wide variety of chart types and a large number of chart options.

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Add Data Labels	.251
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Examining Chart Elements

A chart is a graphic representation of spreadsheet data. As the data in the spreadsheet changes, the chart also changes to reflect the new numbers. To get the most out of charts, you need to familiarize yourself with the basic chart elements.



Plot Area

The area bounded by the category and value axes. It contains the data points and gridlines.

Value Axis

The axis (usually the Y axis) that contains the data values. A collection of related data values. Normally, the marker for each value in a series has the

A single piece of data. Also called a *data point*.

Optional horizontal and vertical extensions of the axis tick marks. These make data values

A guide that shows the colors, patterns, and symbols used by the markers for each data series.

Understanding Chart Types

Visualizing Data with Excel Charts

chapter 12

Excel offers 11 different types of charts, including column charts, bar charts, line charts, and pie charts. The chart type you use depends on the type of data and how you want to present that data visually.



Chart Type	Description
Area	A chart that shows the relative contributions over time that each data series makes to the whole picture.
Bar	A chart that compares distinct items or shows single items at distinct intervals. A bar chart is laid out with categories along the vertical axis and values along the horizontal axis.
Bubble	A chart that is similar to an XY chart, except that there are three data series, and in the third series the individual plot points are displayed as bubbles (the larger the value, the larger the bubble).
Column	A chart that, like a bar chart, compares distinct items or shows single items at distinct intervals. However, a column chart is laid out with categories along the horizontal axis and values along the vertical axis.
Doughnut	A chart that, like a pie chart, shows the proportion of the whole that is contributed by each value in a data series. The advantage of a doughnut chart is that you can plot multiple data series.
Line	A chart that shows how a data series changes over time. The category (X) axis usually represents a progression of even increments (such as days or months), and the series points are plotted on the value (Y) axis.
Pie	A chart that shows the proportion of the whole that is contributed by each value in a single data series. The whole is represented as a circle (the "pie"), and each value is displayed as a proportional "slice" of the circle.
Radar	A chart that makes comparisons within a data series and between data series relative to a center point. Each category is shown with a value axis extending from the center point.
Stock	A chart that is designed to plot stock market prices, such as a stock's daily high, low, and closing values.
Surface	A chart that analyzes two sets of data and determines the optimum combination of the two.
ХҮ	A chart that shows the relationship between numeric values in two different data series. It can also plot a series of data pairs in XY coordinates. (Also called a <i>scatter</i> chart.)



You can create a chart from your Excel worksheet data with just a few mouse clicks. Excel offers more than 70 default chart configurations, so there should always be a type that best visualizes your data.

Regardless of the chart type you choose originally, you can change to a different chart type at any time. See "Select a Different Chart Type."



Create a Chart

- Select the data that you want to visualize in a chart.
- If your data includes headings, be sure to include those headings in the selection.

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1	Sales	By Div	ision									I
2		January	February	March								1
3	East	\$23,500	\$23,000	\$24,000								1
4	West	\$28,750	\$27,900	\$29,500								
5	North	\$24,400	\$24,300	\$25,250								
б			•									
7												
8			0									
9												
10												
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12												
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Read	dy 📶				Average	3 22.22222	Count: 15 Su	m: 230600	田田 100	% (-)	· · · · · ·	2

2 Click the **Insert** tab.

3 Click a chart type.

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	A2	• (- fa										4
4	A	В	С	D	E	F	G	н	1 1	1	J	K	E
1	Sales	By Div	ision										ſ
2		January	February	March									
3	East	\$23,500	\$23,000	\$24,000									1
4	West	\$28,750	\$27,900	\$29,500									
5	North	\$24,400	\$24,300	\$25,250									1
6													
7													

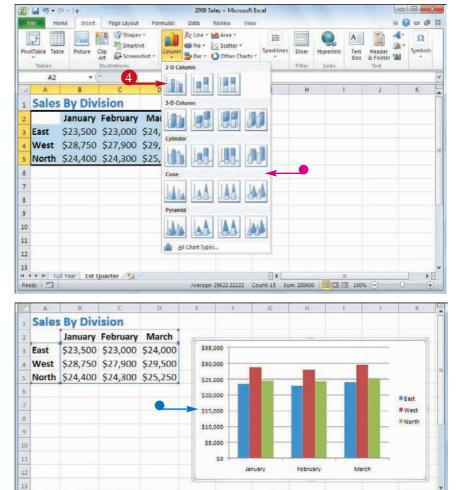
Visualizing Data with Excel Charts



- Excel displays a gallery of configurations for the chart type.
- 4 Click the chart configuration you want to use.

• Excel inserts the chart.

The tasks in the rest of this chapter show you how to configure, format, and move the chart.





Is there a way to create a chart on a separate sheet?

H 4 + H Full Year 1st Quarter

Ready 2

Yes. You can use a special workbook sheet called a *chart sheet*. If you have not yet created your chart, select the worksheet data, right-click any worksheet tab, and then click **Insert** to display the Insert dialog box. Click the **General** tab, click **Chart**, and then click **OK**. Excel creates a new chart sheet and inserts the chart.

If you have already created your chart, you can move it to a separate chart sheet. See the tip in "Move or Resize a Chart."



Average: 25622.22222 Count: 15 Sum: 230600 🔟 🖾 🖽 100%

Add Chart Titles

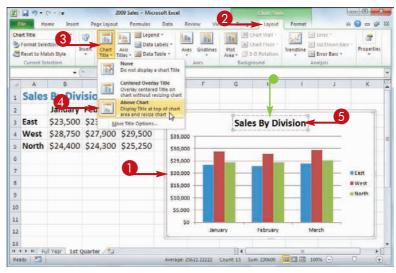
You can make your chart easier to understand by adding chart titles. You can add an overall chart title, which appears at the top of the chart, and you can add titles to the horizontal and vertical axes.

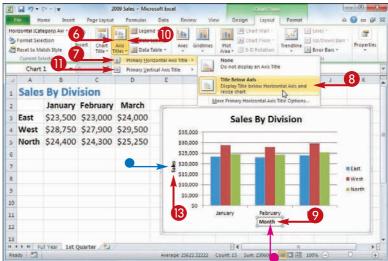


Add Chart Titles

- 1 Click the chart.
- 2 Click the Layout tab.
- **3** Click **Chart Title** (**(**).
- 4 Click Above Chart.
- Excel adds the title.
- 5 Type the title.

- 6 Click Axis Titles (🔄).
- Click Primary Horizontal Axis Title.
- **8** Click **Title Below Axis**.
- Excel adds the title.
- **9** Type the title.
- 🕕 Click 🔄.
- Click Primary Vertical Axis Title.
- (2) Click **Rotated Title** (not shown).
- Excel adds the title.
- 13 Type the title.





250

Add Data Labels

Visualizing Data with Excel Charts

You can make your chart easier to read by adding data labels. A *data label* is a small text box that appears in or near a data marker and displays the value of that data point.

Excel offers several position options for the data labels, and these options depend on the chart type. For example, with a column chart you can place the data labels within or above each column, and for a line chart you can place the labels to the left or right, or above or below, the data marker.

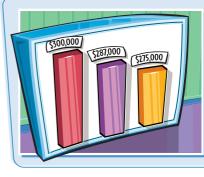


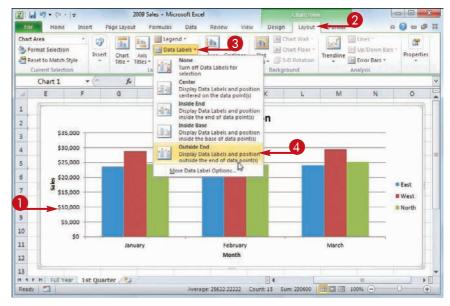
- Click the chart.
- 2 Click the Layout tab.
- 3 Click Data Labels (💷).
- 4 Click the position you want to use for the data labels.

Note: Remember that the position options you see depend on the chart type.

Excel adds the labels to the chart.

Sales By Division 2 \$35,000 3 \$29,500 \$28,750 \$27,900 \$30.000 4 \$25,250 \$24,400 \$24,300 \$24,000 \$23,50 \$28.000 5 \$25,000 6 \$20,000 Sales East \$15,000 West \$10,000 B North \$5,000 9 10 50 January February March Month 13 H 4 + H Full Year 1st Quarter . Ready 📶 E I I 100% (-







Position the Chart Legend

You can change the position of the chart *legend*, which identifies the colors associated with each data series in the chart. For example, you might find the legend easier to read if it appears to the left of the chart. Alternatively, if you want more horizontal room to display your chart, you can move the legend above or below the chart.



Position the Chart Legend

- Click the chart.
- 2 Click the Layout tab.
- 3 Click Legend ().
- 4 Click the position you want to use for the legend.

2009 Sales - Microsoft Excel X 2 Home Insert Page Layout Formulas Data Res Design Layou 3 Chart Area E Chart Wall Lines 3 h e Leg 145 1410 dia. ar. din 1 Selection hi Chart Floor Up/Down Bars None Insert Properties Chart Axis Title - Titles Plot Area - 3-D Rotation dby Turn off Legend Trendline a Reset to Match Style Error Bars -Current Select Show Legend at Right Background Analy Show Legend and align right Chart 1 fx. G Show Legend at Top M 0 E ĸ N Show Legend and top align 1 Show Legend at Left ision High. Show Legend and align 2 \$35,000 Show Legend at Botton 4 din . \$29,500 \$28,750 Show Legend and align \$30,000 bottom \$25,250 524,300 Overlay Legend at Right \$24,000 \$23,500 525 000 5 1 Show Legend at right of the chart without resizin 6 \$20,000 **Overlay Legend at Left** East Ha. Show Legend at left of the chart without resizing Sak 7 \$15,000 West 8 More Legend Options \$10,000 North 9 \$5,000 10 \$0 11 January February March Month 12 13 H 4 + H Full Year 1st Quarter 14 > 11 Ready 🛅 Average: 25622.22222 Count: 15 Sum: 230600 🖽 🖾 🛄 100%



Excel moves the legend.

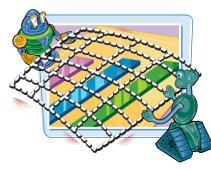
Display Chart Gridlines

Visualizing Data with Excel Charts



You can make your chart easier to read and easier to analyze by adding gridlines. Horizontal gridlines extend from the vertical (value) axis and are useful with area, bubble, and column charts. Vertical gridlines extend from the horizontal (category) axis and are useful with bar and line charts.

Major gridlines are gridlines associated with the *major units*: the values you see displayed on the vertical and horizontal axes; *minor gridlines* are gridlines associated with the *minor units*: values between each major unit.



Display Chart Gridlines

- 1 Click the chart.
- 2 Click the Layout tab.
- 3 Click Gridlines (🔤).
- Click Primary Horizontal Gridlines.
- 6 Click the horizontal gridline option you prefer.
- Excel displays the horizontal gridlines.



- 6 Click 🔳.
- Click Primary Vertical Gridlines.
- 8 Click the vertical gridline option you prefer.
- Excel displays the vertical gridlines.





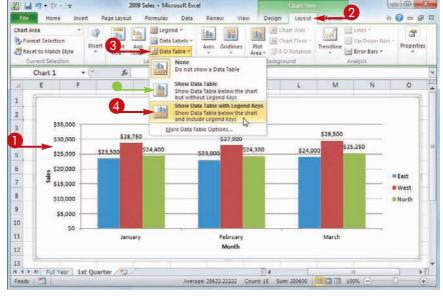
You can make it easier for yourself and others to interpret your chart by adding a data table. A *data table* is a tabular grid where each row is a data series from the chart, each column is a chart category, and each cell is a chart data point.

Excel gives you the option of displaying the data table with or without *legend keys*, which are markers that identify each series.



Display a Data Table

- **1** Click the chart.
- 2 Click the Layout tab.
- 3 Click Data Table (🗃).
- Click Show Data Table with Legend Keys.
- If you prefer not to display the legend keys, click Show Data Table.





 Excel adds the data table below the chart.

Change the Chart Layout and Style

Visualizing Data with Excel Charts

t by applying a ent chart style. The h as the titles, data table. Excel's Quick

You can quickly format your chart by applying a different chart layout and a different chart style. The chart layout includes elements such as the titles, data labels, legend, gridlines, and data table. Excel's Quick Layouts feature enables you to apply these elements in different combinations with just a few mouse clicks.

The chart style represents the colors used by the chart data markers and background.

7-7-



- Click the chart.
- 2 Click the **Design** tab.
- 3 Click Quick Layout (💽).
- Click the layout you want to use. Excel applies the layout.
- 6 Click the Chart Styles 💽.





• Excel applies the style to the chart.





2

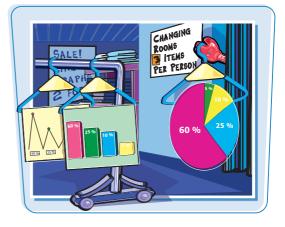
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Select a Different Chart Type

If you feel that the current chart type is not showing your data in the best way, you can change the chart type with just a few mouse clicks. For example, you might want to change a bar chart to a pie chart or a line chart to a stock chart.

X



Select a Different Chart Type

- 1 Click the chart.
- **2** Click the **Design** tab.
- 3 Click Change Chart Type (🝙).

Home Page Layout Formulas 0 0 - - -Insert Data Revie View ҧ dh illi 1 Save As Select Draft Change Switch Quick Move Chart Type Template Row/Column Data Layout * Type Data Chart Lavout Chart Style Incohio Mode Chart 1 +6 1× K M 0 R S W L 16 17 Mortgage Principal vs. Interest 18 \$16,000 19 \$14,000 22 \$12,000 23 \$10,000 24 25 26 27 28 29 30 31 32 33 33 34 \$8,000 Interest Principa \$6,000 \$4,000 \$2,000 \$0 35 36 27 H ← → M / 2-D Area / 2-D Bar / 2-D Column 2-D Stacked Column / 2-D Line 4 Ready 🛅 III II 100% (-) (+)

Chart Examples - Microsoft Excel

The Change Chart Type dialog box appears.

4 Click the chart type you want to use.





Visualizing Data with Excel Charts



Excel displays the chart type configurations.

- 6 Click the configuration you want to use.
- 🙆 Click **OK**.

Excel applies the new chart type.





Can I tell Excel to always use a particular chart type each time I create a new chart?

Yes, you can configure that chart type as the default type for new charts. Follow Steps 1 to 5 to open the Change Chart Type dialog box and select a chart type and configuration. Click the **Set as Default Chart** button, and then click **OK**.



Can I save the chart type and formatting so that I can reuse it later on a different chart?

Yes. You do this by saving your work as a chart template. Follow the steps in this section and in the previous few sections of this chapter to set the chart type, titles, labels, legend position,



gridlines, layout, and style. Click the **Design** tab, click **Save as Template** (), type a name for the template, and then click **Save**. To reuse the template, follow Steps 1 to 3, click **Templates**, click your template, and then click **OK**.

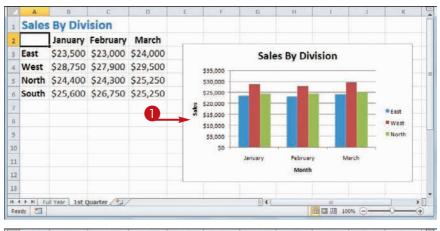
Change the Chart Source Data

You can keep your chart up to date and accurate by adjusting the chart when its source data changes. For example, if the source range adds a row or column, you can adjust the chart to include the new data.



Change the Chart Source Data

1 Click the chart to select it.



- Excel selects the chart's source data.
- 2 Move the mouse lower right corner of the range.

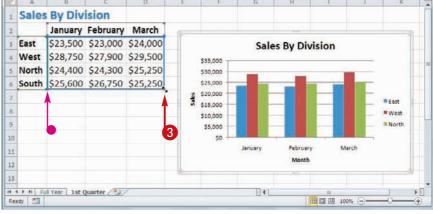
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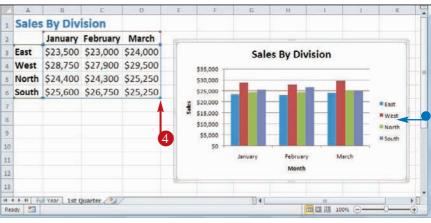
Visualizing Data with Excel Charts



- 3 Click and drag ↔ until the selection includes all the data you want to include in the chart.
- Excel displays a blue outline to show you the new selection.



- 4 Release the mouse button.
- Excel redraws the chart to include the new data.



Is there a way to swap the chart series with the chart categories without modifying the source data?

Yes. Excel has a feature that enables you to switch the row and column data, which swaps the series and



categories without affecting the source data. First click the chart to select it, and then click the **Design** tab. Click **Switch Row/Column** (). Excel swaps the series and categories. Click again to return to the original layout.

Is there a way to remove a series from a chart without deleting the data from the source range?

Yes. You can use Excel's Select Data Source dialog box to remove individual series. Click the chart to select it, and then click the

Design tab. Click **Select Data** () to open the Select Data Source. In the Legend Entries (Series) list, click the series you want to get rid of, and then click **Remove**. Click **OK**.



Move or Resize a Chart

You can move a chart to another part of the worksheet. This is useful if the chart is blocking the worksheet data or if you want the chart to appear in a particular part of the worksheet.

You can also resize a chart. For example, if you find that the chart is difficult to read, making the chart bigger often solves the problem. Similarly, if the chart takes up too much room on the worksheet, you can make it smaller.

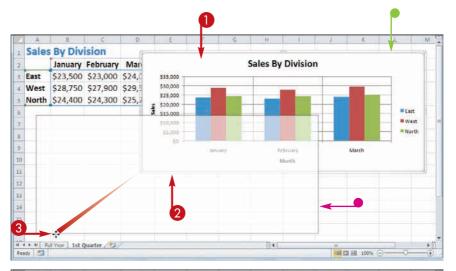
Move or Resize a Chart

Move a Chart

- Click the chart.
- Excel displays a border around the chart.
- **2** Move \triangleright over the chart border.
 - \Diamond changes to \Leftrightarrow .

Note: Do not position the mouse pointer over a corner or over the middle of any side of the border.

- 3 Click and drag the chart border to the location you want.
- Excel displays a gray outline of the new chart position.
- 4 Release the mouse button.
- Excel moves the chart.



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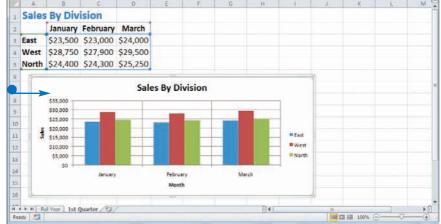
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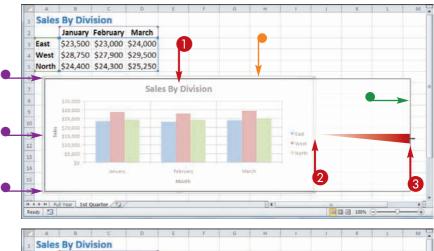


Visualizing Data with Excel Charts



Resize a Chart Click the chart. East • Excel displays a border around the chart. The border includes sizing handles on the corners and sides. 1 2 Move k over a sizing handle. 12 13 k changes to ⇐ (left or right); (top or bottom); or ⊮ (corner). 3 Click and drag the handle. Ready 1 • Excel displays a gray outline of the new chart size.

- 4 Release the mouse button.
- Excel resizes the chart.







Can I move a chart to a separate sheet?

Yes. In "Create a Chart" you learned how to create a new chart in a separate sheet. If your chart already exists in a worksheet, you can move it to a new sheet. Click the chart,



click the **Design** tab, and then click **Move Chart** to open the Move Chart dialog box. Select the **New sheet** option (() changes to ()). In the New sheet text box, type a name for the new sheet, and then click **OK**.

How do I delete a chart?

How you delete a chart depends on whether your chart exists as an object in a worksheet or in its own sheet. If the chart is in a worksheet, click the chart and then press Delete. If the chart exists on a separate sheet, right-click the sheet tab, click **Delete Sheet**, and then click **Delete**.



Add a Sparkline to a Cell

If you want a quick visualization of your data without having a chart take up a large amount of worksheet space, you can add a sparkline to a single cell. A *sparkline* is a small chart that visualizes a row or column of data and fits inside a single cell.

Excel offers three types of sparklines: Line (similar to a line chart), Column (similar to a column chart), and Win/Loss (for data that includes positive and negative values).



Add a Sparkline to a Cell

Select the row or column of data you want to visualize.

- **2** Click the **Insert** tab.
- 3 Click the type of sparkline you want to create.

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Visualizing Data with Excel Charts

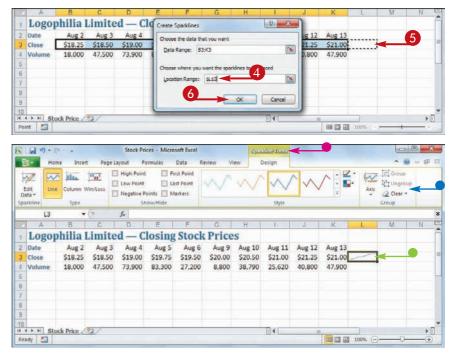


The Create Sparklines dialog box appears.

- Click inside the Location Range box.
- 6 Click the cell where you want the sparkline to appear.

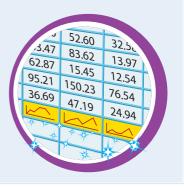
6 Click OK.

- Excel adds the sparkline to the cell.
- Excel displays the Sparkline Tools tab.
- Use the tools in the Design tab to format your sparkline.



Can I add a sparkline to multiple rows or columns at once?

Yes. To do this, first select the rows or columns of data that you want to visualize. Follow Steps **2** to **4** to open the Create Sparklines dialog box and place the cursor inside the Location Range box. Select a single cell for each row or column that you have selected. For example, if you have selected five rows, select five cells. Click **OK**. Excel adds a sparkline for each selected row or column.



CHAPTER

Formatting Excel Charts



You use Excel charts to visualize worksheet data, and you can make these visualizations more eye-catching and more effective by formatting chart elements. In this chapter, you learn how to customize chart elements by formatting backgrounds, outlines, and effects, and by applying styles.

Format Chart Elements	.266
Customize a Chart Element Background	.268
Set a Chart Element's Outline	.270
Add Effects to a Chart Element	.272
Apply a Style to a Chart Element	.274
Apply a WordArt Style to Chart Text	.276

Format Chart Elements

You can customize the look of your chart by formatting the various chart elements. These elements include the axes, titles, labels, legend, gridlines, data series, plot area (the area where the chart data appears), and the chart area (the overall background of the chart).

You can format chart elements using either the Format dialog box or the Ribbon. The rest of the sections in this chapter provide you with more detail on using the Ribbon commands.



Format Chart Elements

Format Chart Elements Using the Format Dialog Box

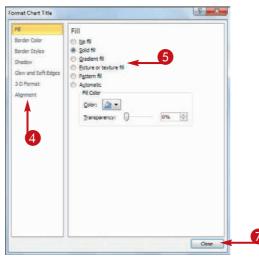
- Click the chart element you want to format.
- 2 Click the Format tab.
- You can also select a chart element by clicking the Chart Title - and then clicking the object.
- **3** Click Format Selection ().

The Format dialog box appears for the object you selected. Here, it is the Format Chart Title dialog box.

- 4 Click a tab.
- **6** Change the formatting options.
- 6 Repeat Steps 4 and 5 to set other formatting options.
- **7** Click **Close**.

Excel applies the formatting.





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Formatting Excel Charts

chapter **13**

Format Chart Elements Using the Ribbon

Click the chart element you want to format.



2 Click the Format tab.

3 Use the Ribbon controls to change the formatting options.

Note: Not all of the Ribbon controls will be available for each chart element.

Excel applies the formatting.



TIPS

Are there any formatting shortcuts I can use?

Yes. Excel offers several methods you can use to quickly open the Format dialog box. If you are using your mouse, position \searrow over the element you want to



format, and then double-click. From the keyboard, first click the chart element you want to format and then press **Ctrl** + **1**. You can also right-click the chart element and then click **Format** *Element* (where *Element* is the name of the element).

How do I know where to click to select a chart element?

The easiest way to be sure you are clicking the correct element is to position \triangleright over the object. If \triangleright is positioned correctly, a banner appears and the banner text



displays the name of the chart element. If the banner does not appear, or if the banner displays a chart element name other than the one you want to format, move $rac{1}{2}$ until the correct banner appears.

Customize a Chart Element Background

You can add visual interest to a chart element by customizing the element's background, or what Excel calls the *fill*.

Most fills consist of a single color, but you can also apply a color gradient, a texture, or even a picture.

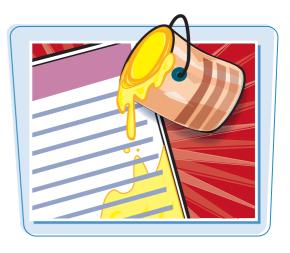
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Customize a Chart Element Background

Apply a Color Fill

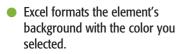
- Click the chart element you want to format.
- 2 Click the Format tab.
- Click the Shape Fill . 3
- 4 Click the color you want to apply.



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Charts - Microsoft Excel Data

Formulas





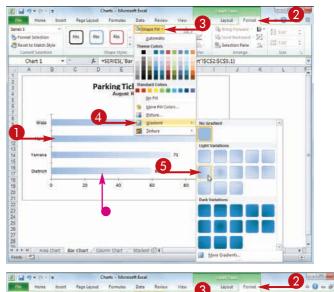
Formatting Excel Charts chapter 13 biet Population Formation State Stat

Apply a Gradient Fill

- Click the chart element you want to format.
- **2** Click the **Format** tab.
- 3 Click the Shape Fill 💽.
- **4** Click **Gradient**.
- 5 Click the gradient you want to apply.
- Excel formats the element's background with the gradient you selected.

Apply a Texture Fill

- Click the chart element you want to format.
- **2** Click the **Format** tab.
- 3 Click the Shape Fill 💽.
- **4** Click **Texture**.
- 5 Click the texture you want to apply.
- Excel formats the element's background with the texture you selected.







How do I use a picture as an element's background? Follow these steps:

- Follow Steps 1 to 3 to select the element and display the Shape Fill gallery.
- **2** Click **Picture**.
- **3** Click the folder that contains the image file.
- 4 Click the image file you want to use as the background.
- **6** Click **Insert**.



Set a Chart **Element's Outline**

You can make a chart element stand out by customizing the element's outline, which refers to the border that appears around the element, as well as to single-line elements, such as gridlines and axes.

You can customize the outline's color, its weight - that is, its thickness — and whether the line is solid or consists of a series of dots or dashes.

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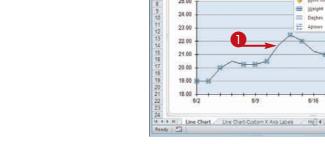
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Set a Chart Element's Outline

- 1 Click the chart element you want to format.
- **2** Click the **Format** tab.
- Click the **Shape Outline** . 3
- 4 Click the color you want to apply.



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Do Format Selection

Reset to Match Style

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6 Click Weight.

Click the line thickness you want to apply.



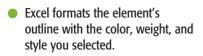
Formatting Excel Charts

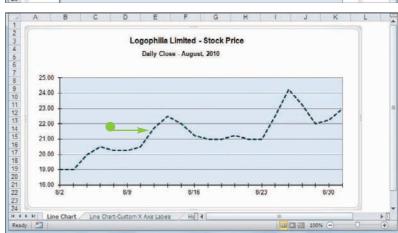


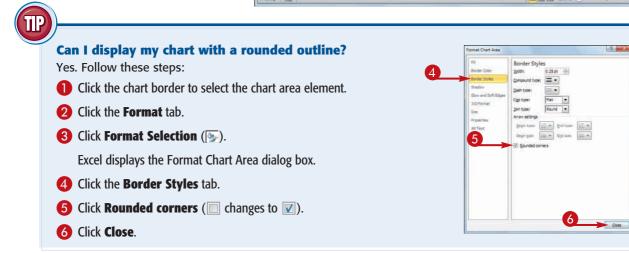
8 Click the Shape Outline ⊡.

- 9 Click Dashes.
- Click the line style you want to apply.









Add Effects to a Chart Element

You can make your chart elements more visually striking by customizing them with special effects.

For most chart elements, you can add one or more effects, including a shadow, glow, soft edges, or bevel.

Add Effects to a Chart Element

Add a Shadow Effect

- Click the chart element you want to format.
- **2** Click the **Format** tab.
- **3** Click the Shape Effects .
- **4** Click **Shadow**.
- 5 Click the shadow effect you want to apply.
- Excel formats the element with the shadow you selected.



Add a Glow Effect

- Click the chart element you want to format.
- **2** Click the **Format** tab.
- **3** Click the **Shape Effects** .
- 4 Click **Glow**.
- Click the glow effect you want to apply.
- Excel formats the element with the glow you selected.





Add a Soft Edges Effect

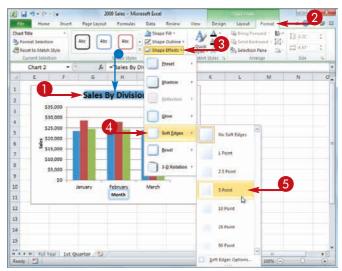
- Click the chart element you want to format.
- **2** Click the **Format** tab.
- Click the Shape Effects .
- **4** Click **Soft Edges**.
- 6 Click the soft edges effect you want to apply.
- Excel formats the element with the soft edges you selected.

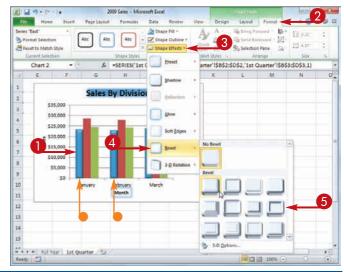
Add a Bevel Effect

- Click the chart element you want to format.
- Click the Format tab.
- 3 Click the Shape Effects 💽.
- 4 Click Bevel.
- 6 Click the bevel effect you want to apply.
- Excel formats the element with the bevel you selected.

Formatting Excel Charts

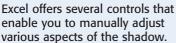






TIPS

The shadow I selected is not very noticeable. How can I get a better shadow effect?



Follow Steps 1 to 4 in "Add a Shadow Effect" and then click **Shadow Options**. Either use the Size spin box to increase the size of the shadow, or use the Distance spin box to increase the space between the chart element and the shadow. Click **Close** when you are done.

Is there an easier way to apply multiple special effects to a chart element?

Yes. Excel comes with several preset combinations of special effects, each of which includes two or more effects, such as a shadow

and a bevel. To apply preset effects, click the chart element you want to format, click the **Format** tab, click the **Shape Effects** $\overline{}$, click **Preset**, and then click the preset effect you want to use.



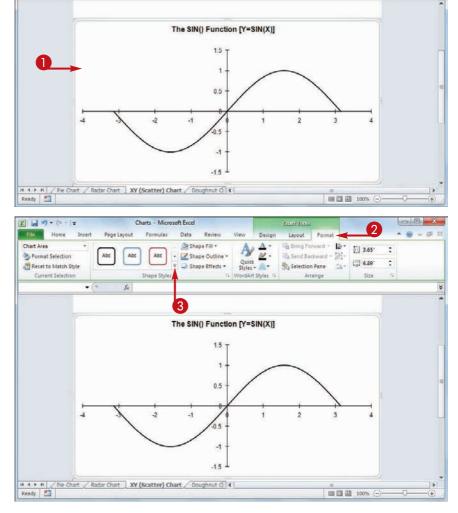
Apply a Style to a Chart Element

You can reduce the time it takes to format a chart element by applying a style to that element. Excel comes with more than 40 predefined element styles, each of which is a collection of chart-formatting features, including a background, outline, and special effects.



Apply a Style to a Chart Element

Click the chart element you want to format.



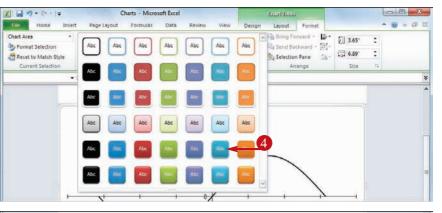
2 Click the Format tab.
3 Click the Shape Styles .

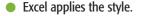
Formatting Excel Charts

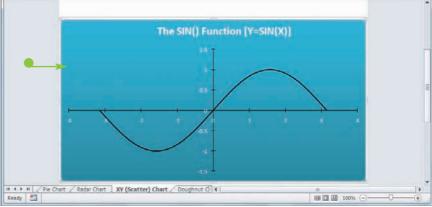
chapter **13**

Excel displays the Shape Styles gallery.

4 Click the style you want to apply.







TIP

How do I remove a style from a chart element?

Unfortunately, Excel does not offer a simple method for removing a style. Instead, you must remove the background, outline, and effects individually. To begin, click the chart element you want to work with, and then click the **Format** tab.

For the background, click the **Shape Fill** i and then click **No Fill**. For the outline, click the **Shape Outline** and then click **No Outline**. For the special effects, click the **Shape Effects** , click **Preset**, and then click **No Presets**.



Apply a WordArt Style to Chart Text

You can add visual interest to your chart text by formatting the text with a WordArt style. You can apply a WordArt style to the chart title, axis titles, axis text, legend text, and data labels.

Each WordArt style is a combination of text color, text outline, and one or more text effects.

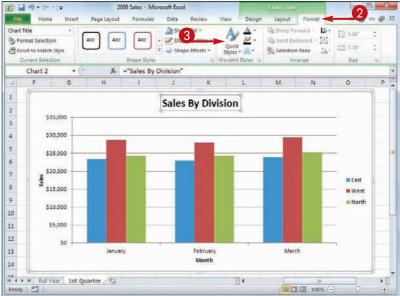


Apply a WordArt Style to Chart Text

 Click the chart element you want to format.



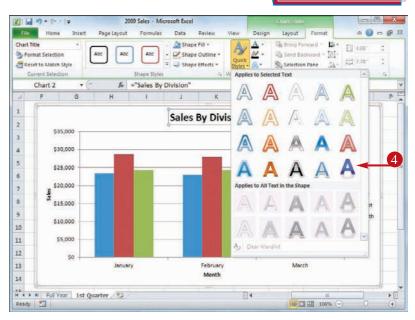
- **2** Click the **Format** tab.
- Click the WordArt Quick Styles .



Excel displays the WordArt Quick Styles gallery.

4 Click the WordArt style you want to use. **Formatting Excel Charts**

chapter





• Excel applies the WordArt style to the text.

Text Outline (
)

Text Effects (



Can I customize the WordArt formatting?

Yes. First follow Steps 1 to 4 to apply a WordArt style to the chart element. With the chart element still selected, you can use the following three lists in the Format tab's WordArt Styles section:

Text Fill () Click and then click a color. You can also apply a gradient, texture, or picture.

Click 🔄 and then click an outline color, weight, and style.

Click and then apply one or more effects using the Shadow, Reflection, and Glow galleries.



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CHAPTER

Adding and Editing Worksheet Graphics



You can enhance the visual appeal and effectiveness of your Excel worksheets by incorporating graphic objects such as shapes, clip art, pictures, or WordArt and SmartArt images. This chapter shows you how to insert, format, and edit graphics.

Draw a Shape	280
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Insert a Photo	284
Insert a WordArt Image	286
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Format a Picture	294
Add a Shadow or Glow to a Picture	296
Add a Reflection or 3-D Effect to a Picture	298
Add an Artistic Effect to a Photo	300
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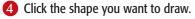


Excel's Shapes gallery comes with more than 150 predefined objects called *shapes* (or sometimes *AutoShapes*) that enable you to quickly and easily draw anything from simple geometric figures such as lines, rectangles, and ovals, to more elaborate items such as starbursts, flowchart symbols, and callout boxes.

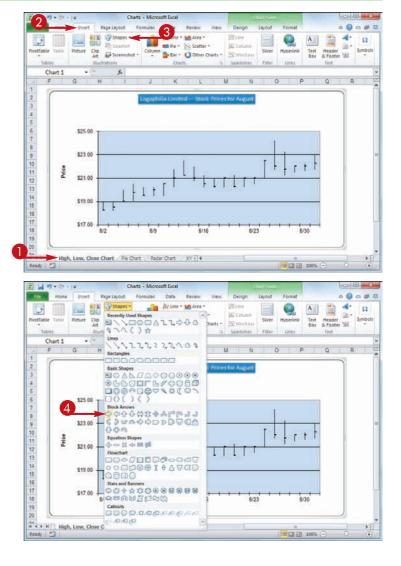


Draw a Shape

- Display the worksheet on which you want to draw the shape.
- 2 Click the Insert tab.
- 3 Click Shapes (🐼).



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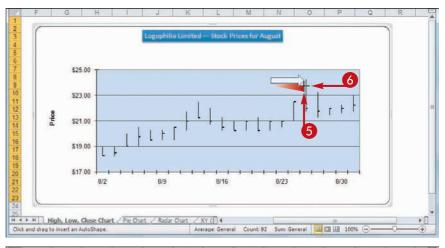


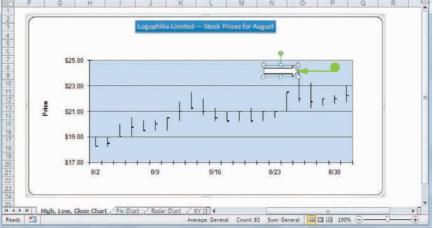


- 6 Click and drag the mouse + to draw the shape.
- 6 When the shape is the size you want, release the mouse button.

 The program draws the shape and adds edit handles around the shape's edges.

Note: If you need to move or size the shape, see "Move or Resize a Graphic" later in this chapter.





TIPS

Is there an easy way to draw a perfect circle or square?

Yes, Excel offers an easy technique for drawing circles and squares. Hold down the Shift key as you click and drag the shape to constrain the

shape into a perfect circle or square. When you finish drawing the shape, release Shift.

Can I add text to a shape?

Yes. You can add text to the interior of any 2-D shape (that is, any shape that is not a line). After you draw the shape, right-click the shape, click **Edit Text**, and then type your text inside the shape. You can use the Home tab's Font controls to

format the text. When you finish, click outside of the shape.



Insert a Clip Art Image

You can improve the look of an Excel worksheet by adding a clip art image to the sheet.

Clip art refers to small images or artwork that you can insert into your documents. Excel 2010 ships with more than 300 clip art images that you can use without charge.



Insert a Clip Art Image

- Display the worksheet on which you want to insert the clip art image.
- **2** Click the **Insert** tab.
- 3 Click Clip Art (
]].

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3	Division I	294,000	323,400	279,300							
4	Division II	358,550	394,405	340,623							
5	Division III	310,000	341,000	294,500							
б	Expenses										
7	Cost of Goods	77,004	84,704	73,154							
8	Advertising	60,550	66,605	57,523							
9	Rent	25,200	27,720	23,940							
10	Supplies	15,950	17,545	15,153							
11	Salaries	201,500	221,650	191,425							
12	Shipping	176,250	193,875	167,438							
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- Excel displays the Clip Art pane.
- Use the Search for text box to type a word that describes the type of clip art image you want to insert.

6 Click **Go**.

	A	В	C	D	E	F	C	Clip Art	• >
1	3	Team 1	Team 2	Team 3			4	Search for:	
2	Sales	1					4	budget	Go
3	Division I	294,000	323,400	279,300				Search in:	43
4	Division II	358,550	394,405	340,623				All collections	*
5	Division III	310,000	341,000	294,500				Results should be:	-
6	Expenses							All media file types	5
7	Cost of Goods	77,004	84,704	73,154					0
8	Advertising	60,550	66,605	57,523					á
9	Rent	25,200	27,720	23,940					
0.1	Supplies	15,950	17,545	15,153				-	
11	Salaries	201,500	221,650	191,425					
12	Shipping	176,250	193,875	167,438					
13	Utilities	7,200	7,920	6,840					
14									
15									
6									
17									+
18 19								G Organize dips	
								👘 🐚 Ob art on Office Only	ne
20		- Internet						Tips for finding dips	
	▶ H 2009-201 dy 🛅	0 Final Estima	ites Gross Ma	rgin 🤗 🗔 🕯	1	102			-(+)

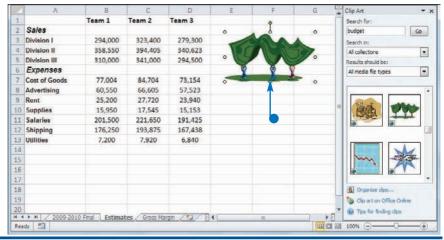


- Excel displays a list of clip art images that match your search term.
- 6 Click and drag the clip art image from the Object Palette (▷ changes to ▷) and drop it inside the document at the spot where you want the image to appear.

• Excel inserts the clip art.

Note: If you need to move or size the clip art, see "Move or Resize a Graphic" later in this chapter.

	A	B	C	D	E	F	G	Clip Art 👻
1		Team 1	Team 2	Team 8				Search for:
2	Sales	21				1		budget Go
3	Division I	294,000	323,400	279,300				Search in:
4	Division II	358,550	394,405	340,623				All collections
5	Division III	310,000	341,000	294,500	6	D.		Results should be:
5	Expenses			1004/0100/01		2		All media file types 💌
7	Cost of Goods	77,004	84,704	73,154				
3	Advertising	60,550	66,605	57,523	00000000000	100000000000000000000000000000000000000		
9	Rent	25,200	27,720	23,940				
0	Supplies	15,950	17,545	15,153				
1	Salaries	201,500	221,650	191,425				
2	Shipping	176,250	193,875	167,438				
3	Utilities	7,200	7,920	6,840				
4								
5								m at
6								
7								
8								Crganize dips
9								Clip art on Office Online
0								Tips for finding dips
		0 Final Estima	ites Gross Ma	irgin (ta)	f	10.	- F	0
ea	dy 🛅							III 100% 🖂 — 🖓 🕀





Is there an easier way to locate the clip art image that I want?

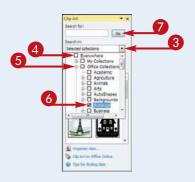
Yes. You can filter the clip art list to show only those images from a particular category, such as Animals or People. Follow these steps:

- 1 Click the **Insert** tab.
- 2 Click 🔝.
- 3 Click the Search in 💽.
- 4 Click the **Everywhere** check box (\mathbf{V} changes to $\mathbf{\Box}$).
- **(5)** Click the **Office Collections (+**).



7 Click Go.

The Clip Art pane displays only the clip art images from the category you chose.



Insert a Photo

You can enhance the visual appeal and strengthen the message of an Excel worksheet by adding a photo to the file.

Excel can work with the most popular picture formats, including BMP, JPEG, TIFF, PNG, and GIF.



Insert a Photo

- Open the worksheet where you want to insert the photo.
- Click the cell where you want the upper left corner of the photo to appear.

	A	В	C	D	E	F
	Category Name	Product Name	Quantity Per Unit			
	Beverages	Chai	10 boxes x 20 bags		2	
3.0	Beverages	Chang	24 - 12 oz bottles			
	Beverages	Chartreuse verte	750 cc per bottle			



Z			Products By Category	- Microsoft	Excel				00	a x
ŧ	3 Insert	Page Layout Formulas	Data Review	v View					00	- @ E
Pive	otTable Table Picture	Clip Column Bar	Area Area Conter Other Charts Arts	Sparklines	Slicer Fitter	Ryperlink	A Text Box	Header A Footer 201 Text	Ω Symbols	
	D2 🕶	(fe								
2	A	В		С		C)	E	F	-
1	Category Name	Product Name	Quant	ity Per Ur	nit					
2	Beverages	Chai	10 box	es x 20 bag	5					2
3	Beverages	Chang	24 - 12	oz bottles		-				
4	Beverages	Chartreuse verte	750 cc j	per bottle		-				
	+ H Sheet1 Shee	t2 / Sheet3 / P2			∎∢⊑	16		100% 🕤	0	•

28

The Insert Picture dialog box appears.

- Open the folder that contains the photo you want to insert.
- 6 Click the photo.
- Click Insert.

• Excel inserts the photo into the worksheet.

Note: If you need to move or size the photo, see "Move or Resize a Graphic" later in this chapter.

2	A	B	C	D	E F
and a state	Category Name	Product Name	Quantity Per Unit		0
	Beverages	Chai	10 boxes x 20 bags		0
i i i i i i i i i i i i i i i i i i i	Beverages	Chang	24 - 12 oz bottles		
	Beverages	Chartreuse verte	750 cc per bottle		



My photo has a distracting background. Can I remove it?

Yes. Excel 2010 comes with a new Background Removal feature that can eliminate the background in most photos. Click the photo, click the **Format** tab, and then click



Background Removal (). If part of the foreground is in the removal color, click **Mark Areas to Keep** and then click and drag a line through the part you want to retain. When you are finished, click **Keep Changes**.

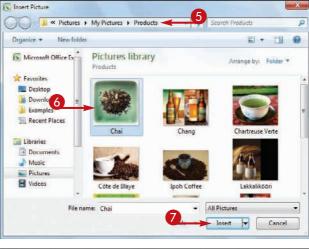
Is there a way to reduce the size of a workbook that has lots of photos?

Yes, you can use the Compress Pictures feature to convert the photos to a smaller resolution and so reduce the size of the workbook. Click any image in

the workbook, click the **Format** tab, and then click **Compress Pictures** (☑). Click **Apply only to this picture** (☑ changes to □), click a **Target output** (○ changes to ○), and then click **OK**.







Insert a WordArt Image

You can add some pizzazz to your Excel workbooks by inserting a WordArt image. A WordArt image is a graphic object that contains text stylized with shadows, outlines, reflections, and other predefined effects.

WordArt images enable you to apply sophisticated and fun effects to text with just a few mouse clicks.

Shapes	WordArt	Clip Art
PASTE S	53125 10 299 535 20 696	468 710 197

Insert a WordArt Image

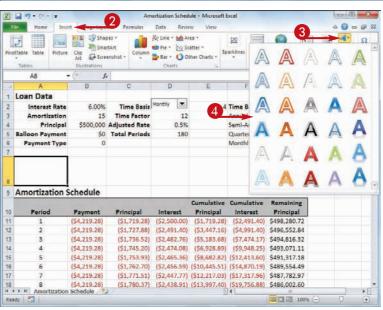
• Open the worksheet in which you want to insert the WordArt image.

	A	B	C	D	E	E SES D	G	H		
Ť	Loan Data									
2	Interest Rate	6.00%	Time Basis	Monthly	4	Time Basis Va	alues			
3	Amortization	15	Time Factor	12		Annual				
1	Principal	\$500,000	Adjusted Rate	0.5%		Semi-Annual				
5	Balloon Payment	\$0	Total Periods	180		Quarterly				
Ĝ	Payment Type	0				Monthly				
9	Period	Payment	Principal	Interest	Cumulative Principal	Cumulative	Remaining Principal			
10	1	(\$4,219.28)	(\$1,719.28)	(\$2,500.00)	(\$1,719.28)	(\$2,491.40)	\$498,280.72			
ίŤ.	2	(\$4,219.28)	(\$1,727.88)	(\$2,491.40)	(\$3,447.16)	(\$4,991.40)	\$496,552.84			
12	3	(\$4,219.28)	(\$1,736.52)	(\$2,482.76)	(\$5,183.68)	(\$7,474.17)	\$494,816.32			
13	4	(\$4,219.28)	(\$1,745.20)	(\$2,474.08)	(\$6,928.89)	(\$9,948.25)	\$493,071.11			
14	5	(\$4,219.28)	(\$1,753.93)	(\$2,465.36)	(\$8,682.82)	(\$12,413.60)	\$491,317.18			
15	6	(\$4,219.28)	(\$1,762.70)	(\$2,456.59)	(\$10,445.51)	(\$14,870.19)	\$489,554.49			
16	7	(\$4,219.28)	(\$1,771.51)	(\$2,447.77)	(\$12,217.03)	(\$17,317.96)	\$487,782.97			
17	8	(\$4,219.28)	(\$1,780.37)	(\$2,438.91)	(\$13,997.40)	(\$19,756.88)	\$486,002.60			
18	9	(\$4,219.28)	(\$1,789.27)	(\$2,430.01)	(\$15,786.67)	(\$22,186.89)	\$484,213.33			
	Present and an arriver	Schedule 2				141			-	-6
Rea	idy 🛅						田田 100%	· @	-0-	

- 2 Click the **Insert** tab.
- 3 Click WordArt (.

The WordArt gallery appears.

4 Click the WordArt style you want to use.



1 Loan Data



- The WordArt image appears in the worksheet.
- **5** Type the text that you want to appear in the WordArt image.

2	Interest Rate	6.00%	Time Basis	Monthly	4	Time Basis V	alues		
3	Amortization	15	Time Factor	12	2	Annual			
4	Principal	\$500,000	Adjusted Rate	0.59	6	SemI-Annual			
5	Balloon Payment	\$0	Total Periods	180)	Quarterly			
6	Payment Type	0				Monthly			
7	P							9	
					0				
	Am	ort	Izat	ion	SC	nec	1UIE	-	t
0					Cumulative	Cumulative	Remaining	1	
9	Period	Payment	Principal	Interest	Principal	Interest	Principal	0	
10	1	(\$4,219.28)	(\$1,719.28)	(\$2,500.00)	(\$1,719.28)	(\$2,491.40)	\$498,280.72		
11	2	(\$4,219.28)	(\$1,727.88)	(\$2,491.40)	(\$3,447.16)	(\$4,991.40)	\$496,552.84		
12	3	(\$4,219.28)	(\$1,736.52)	(\$2,482.76)	(\$5,183.68)	(\$7.474.17)	\$494,816.32		
13	4	(\$4,219.28)	(\$1,745.20)	(\$2,474.08)	(\$6,928.89)	(\$9,948.25)	\$493,071.11		
14	5	(\$4,219.28)	(\$1,753.93)	(\$2,465.36	(\$8,682.82)	(\$12,413.60)	\$491,317.18		
15	6	(\$4,219.28)	(\$1,762.70)	(\$2,456.59)	(\$10,445.51)	(\$14,870.19)	\$489,554.49		
16	7	(\$4,219.28)	(\$1,771.51)	(\$2,447.77	(\$12,217.03)	(\$17,317.96)	\$487,782.97		
17	8	(\$4,219.28)	(\$1,780.37)	(\$2,438.91	(\$13,997.40)	(\$19,756.88)	\$486,002.60		
18	9	(\$4,219.28)	(\$1,789.27)	(\$2,430.01)	(\$15,786.67)	(\$22,186.89)	\$484,213.33		
H.	FIITPI CLARIF	Schedule	2/		12 Constitution of the				
Rei	ady 🗂						100%	• O	-

6 Click outside the image to set it.

Note: You will likely have to move the WordArt image into position; see "Move or Resize a Graphic" later in this chapter.

	A	B	C	D	E	F	G	н	1	9
1	Loan Data									1
2	Interest Rate	6.00%	Time Basis	Monthly	4	Time Basis Va	lues			
3	Amortization	15	Time Factor	12		Annual				
4	Principal	\$500,000	Adjusted Rate	0.5%		SemI-Annual				
5	Balloon Payment	\$0	Total Periods	180		Quarterly				
6	Payment Type	0				Monthly				
7										
8	Amo	Payment		ION	Cumulative	Cumulative	Remaining Principal	3		•
10	1	(\$4,219.28)	(\$1,719.28)	(\$2,500.00)		(\$2,491.40)	\$498,280.72	-	-	6
11	2	(\$4,219.28)	(\$1,727.88)	(\$2,491.40)	and the second state of the second	(\$4,991.40)	\$496,552.84		-	
12	3	(\$4,219.28)	(\$1,736.52)	(\$2,482.76)	and the second se	(\$7,474.17)	\$494.816.32			
	4	(\$4,219.28)	(\$1,745.20)	(\$2,474.08)	A STATISTICS A STATE AND	(\$9,948.25)	\$493,071.11			
13					Contraction of the	1040 440 501	A			
	5	(\$4,219.28)	(\$1,753.93)	(\$2,465.36)	(\$8,682.82)	(512,413.60)	\$491,317.18			
14	5	(\$4,219.28) (\$4,219.28)	(\$1,753.93) (\$1,762.70)	A Contraction of the	(\$8,682.82) (\$10,445.51)	and the second se	\$491,317.18 \$489,554.49			
14 15	-	and the second standard	and the second sec	(\$2,456.59)	and the second second second second	(\$14,870.19)				
13 14 15 16 17	6	(\$4,219.28)	(\$1,762.70)	(\$2,456.59) (\$2,447.77)	(\$10,445.51)	(\$14,870.19) (\$17,317.96)	\$489,554.49			

TIPS

Can I change the default WordArt formatting?

Yes. Click the WordArt image to select it, and then use the Home tab's Font controls to adjust the WordArt text font. Click the **Format** tab. In the WordArt Styles group, use the Text Fill ((), Text Outline (),



and Text Effects (A) galleries to format the WordArt image. You can also use the Quick Styles gallery to select a different WordArt style.

Can I make my WordArt text run vertically?

Yes. Click the WordArt image to select it. Click the **Format** tab, and then click the dialog box launcher ()) in the WordArt Styles group. In the Format Text Effects dialog box, click the **Text Box** tab.

Click the **Text direction •** and then click **Stacked**. Click **Close**. Excel displays the WordArt text vertically.

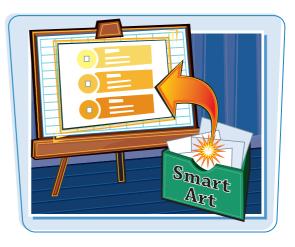


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Insert a SmartArt Graphic

You can add a SmartArt graphic to a workbook to help present information in a compact, visual format. A SmartArt graphic is a collection of *nodes* — shapes with some text inside — that enables you to convey information visually.

For example, you can use a SmartArt graphic to present a company organization chart, the progression of steps in a workflow, the parts that make up a whole, and much more.



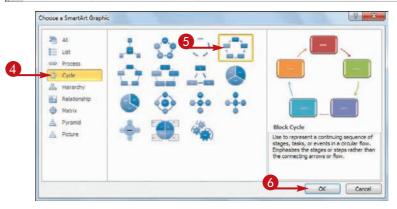
Insert a SmartArt Graphic

- Open the worksheet in which you want to insert the SmartArt image.
- **2** Click the **Insert** tab.
- 3 Click SmartArt (酒).

X	1 17 · (* ·	 =	6		Company	Meeting - I	Microsoft	Excel				d	a x
Fi	le Home	Insert	(Page La)	For	mulas Data	Review	View					۵ 🕜	3 4 0
Pivol	Table Table	Picture Cli Ar	ip	Art	Column * Bar *	Scatter		Sparklines	Slicer	Ryperlink Links	A Text Box	Header & Footer	Ω Symbols
	A1	• (*	f _x	Rever	nue and Profit								
1	A	В	С	D	E	F	G		н	1	J	K	6
1 2 3 5 6 7 8 9 10 11	Reven	ue and	Profit										
10													-

The Choose a SmartArt Graphic dialog box appears.

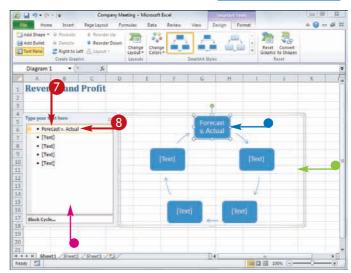
- 4 Click a SmartArt category.
- **5** Click the SmartArt style you want to use.
- 6 Click OK.

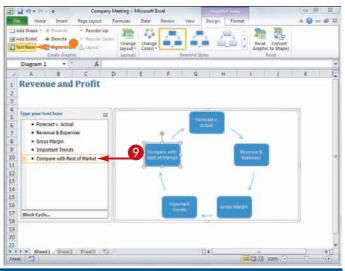


chapter 14

- The SmartArt graphic appears in the document.
- You use the Text pane to type the text for each node and to add and delete nodes.
- **7** Click a node in the Text pane.
- 8 Type the text that you want to appear in the node.
- The text appears automatically in the associated shape.
- Repeat Steps 7 and 8 to fill in the other nodes in the SmartArt graphic.
- You can click **Text Pane** () to hide the Text pane.

Note: You will likely have to move the SmartArt graphic into position; see "Move or Resize a Graphic" later in this chapter.







How do I add a node to my SmartArt graphic?

To add a node to the SmartArt graphic, first decide where you want that node to appear in the current image. That is, decide which existing node you want the new node to come before or



after. Click the existing node, click the **Design** tab, click the **Add Shape** , and then click **Add Shape After**. (If you want the new node to appear before the existing node, click **Add Shape Before**.)

Can I use shapes other than the ones supplied in the default SmartArt graphics?

Yes. Click the node you want to change. Click the **Format** tab, and then click the **Change Shape** to display the Shapes gallery. Click the shape you want to use. Excel updates the SmartArt graphic node with the new shape.



Move or Resize a Graphic

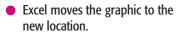
To ensure that a graphic is ideally placed within an Excel worksheet, you can move the graphic to a new location, or you can resize the graphic in its current location. You can move or resize any graphic, including shapes, clip art, pictures, WordArt images, and SmartArt graphics.

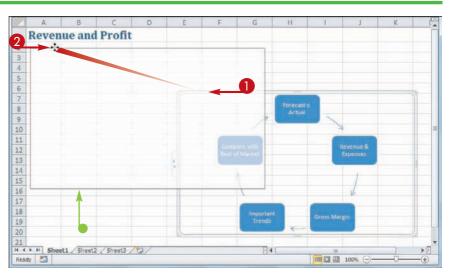


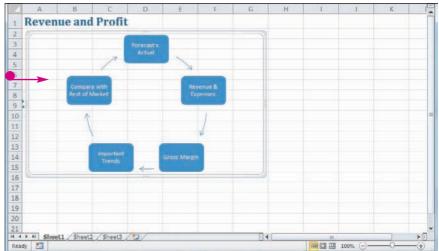
Move or Resize a Graphic

Move a Graphic

- Click and drag the graphic you want to move.
 - The mouse \triangleright changes to \Leftrightarrow .
- 2 Drop the graphic in the location you prefer.
- As you drag the graphic, Excel displays the graphic's outline to show you the current position.









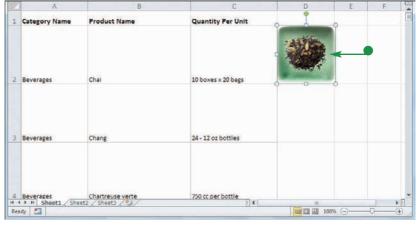
Resize a Graphic

- Click the graphic you want to resize.
- Sizing handles appear around the graphic's edges.
- 2 Click and drag a sizing handle.

The mouse \triangleright changes to \Leftrightarrow .

- Drag a side handle to adjust that side.
- Drag a corner handle to adjust the two sides adjacent to the corner.
- Release the mouse button when the handle is in the position you want.
- Excel resizes the graphic.
- 4 Repeat Steps 2 and 3 to resize other sides of the graphic, as necessary.

2	A	В	C	D	E	F	*
1	Category Name	Product Name	Quantity Per Unit			0	=
2	Beverages	Chai	10 boxes x 20 bags	3			
3	Beverages	Chang	24 - 12 oz bottiles				
4	Beverages	Chartreuse verte	750 cc per bottle	•			
	N Sheet1 She	etz / Sheet3 / Ca		10			
.cea	idy 🛅			100	05 (-)		



TIPS

Can I rotate a graphic?

Yes. Most graphic objects come with a green rotate handle. Follow these steps:

Move the mouse ▷ over the rotate handle (▷ changes to ♥).



- 2 Click and drag the rotate handle clockwise or counterclockwise to rotate the graphic.
- **3** Release the mouse button when the graphic is in the position you want.

Is it possible to resize a graphic in all directions at once to keep the proportions the same?

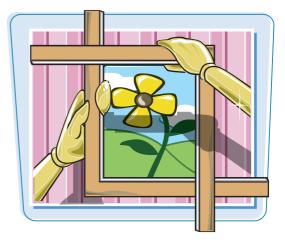
Yes. You normally resize one side at a time by dragging a side handle, or two sides at a time by dragging a corner handle. To resize all four sides

at once, hold down the Ctrl key and then click and drag any corner handle.



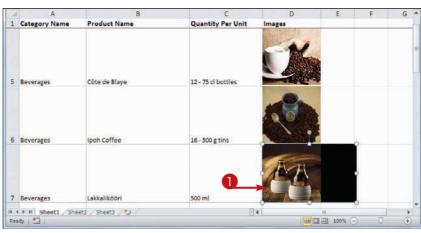


If a picture contains extraneous material near the outside edges of the image, you can crop the picture to remove that material. This not only reduces the size of the picture in the worksheet, but it also serves to focus more attention on the remaining part of the image.



Crop a Picture

1 Click the picture you want to crop.



- **2** Click the **Format** tab.
- **3** Click the **Crop** button (.
- Crop handles appear around the picture.

	Home Insert	Products By Category - Page Layout Formulas		- Format			A 🕜 a		-
	emove kground Adjust	â 🚄 🚄	Picture Styles	Effects - 🗳 Send Back	- 19- 121 24-	Crop) 1.31 다 2.1 Size	0 0	
	Picture 5 - (e fe							1
A	A	В	С	D	E		F	G	-
1	Category Name	Product Name	Quantity Per Unit	Images					
5	Beverages	Côte de Blaye	12 - 75 cl bottles						
6	Beverages	Ipoh Coffee	16 - 500 g tins						
7	Beverages	Lakkalikööri	500 ml	CA.					
7	Beverages					щ,			



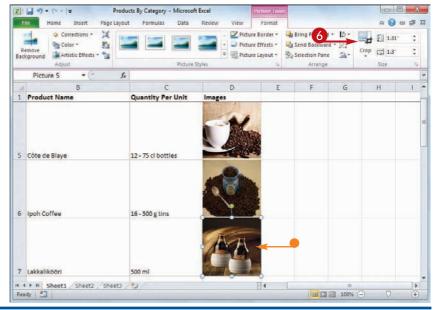
- 4 Click and drag a crop handle. The mouse ♀ changes to +.
- Click and drag a side handle to crop that side.
- Click and drag a corner handle to crop the two sides adjacent to the corner.
- 6 Release the mouse button when the handle is in the position you want.

6 Click 🖳

Excel turns off the Crop feature.

• Excel crops the picture.

	A	В	С	D	E	F	G
1	Category Name	Product Name	Quantity Per Unit	Images			
5	Beverages	Côte de Blaye	12 - 75 ci bottles				
6	Beverages	Ipoh Coffee	16 - 500 g 🌎				
7	Beverages	Lakkalikööri	500 ml	44		-	4
		et2 / Sheet3 / 😏 /	0				
Rei	idy 🛅				5 100% Θ		•





If I have a picture with the main element in the middle, is it possible to crop in all directions at once to keep just that middle element?

Yes. You normally crop one side at a time by clicking and dragging a side crop handle, or two sides at a time by clicking

and dragging a corner crop handle. To crop all four sides at once, hold down the **Ctrl** key and then click and drag any corner crop handle.

Can I crop a picture to a particular aspect ratio or shape?

Yes. Excel offers a couple of cropping options. If you know the aspect ratio (the ratio of the width to the height) you want,

click the **Crop** $[\]$, click **Aspect Ratio**, and then click the ratio, such as 3:5 or 4:6. If you prefer to crop to a shape, such as an oval or arrow, click the **Crop** $[\]$, click **Crop to Shape**, and then click the shape.



Format a Picture

You can enhance your clip art and pictures by formatting the images. For example, Excel offers a number of picture styles, which are predefined formats that apply shadows, reflections, and borders. Excel also offers several 3-D picture effects, which are preset special effects such as bevels and 3-D rotations.

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4 Division II

5 Division III

6 Expenses

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Team 1

2010-2011 Budget - Microsoft Excel

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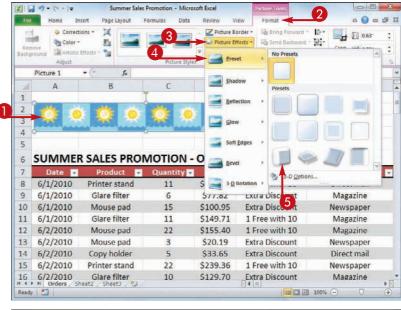
Crop 2.52

Format a Picture

Apply a Picture Style

- Click the picture you want to format.
- **2** Click the **Format** tab.
- 3 Click the Picture Styles 💽.
- 84,704 7 Cost of Goods 77,004 73,154 60,550 66,605 57.523 8 Advertising 9 Rent 25,200 27,720 23,940 10 Supplies 15,950 17,545 15,153 201.500 221.650 191.425 11 Salaries 12 Shipping 176.250 193.875 167.438 13 Utilities 7,200 7.920 6,840 14 15 N H Budget Assumptions Projections 2009-2010 Final Estimates Gr Ready | 田口田 100% 2010-2011 Budget - Microsoft Exce 2 Page Data Insert Formulas M Corrections . rder -12 Bring Forward 1 1.39 Δ # - internal states Color -R. fects - 🖳 Send Backward - 🔁 Crop 2.52 : Selection Pane Artistic Effects 1 Layout -A. Arrange Adjust Picture 1 A B G 1 m 1 2 Sales 3 Division I 294.00 4 Division II 358.55 5 Division III 310,00 6 Expenses 7 Cost of Goods 77,00 8 Advertising 60,55 9 Rent 25,200 10 Supplies 15,95 11 Salaries 201,500 ZZ1.650 191.475 12 Shipping 176.250 193,875 167,438 13 Utilities 7.200 7.920 6.840 14
- Excel displays the Picture Styles gallery.
- 4 Click the picture style you want to use.
- Excel applies the Quick Style to the picture.









Apply a Picture Effect

2 Click the Format tab.

button (

named Shape Effects.

4 Click Preset.

picture.

Click the Picture Effects

Note: If the image is a shape, the

6 Click the effect you want to apply.

Excel applies the effect to the

format.

Click the picture you want to

I applied a Quick Style to a picture, but now I want to change the picture to something else. Do I have to start over?



No. You can simply replace the existing picture with the other

picture, and Excel preserves the Quick Style so you do not have to repeat your work. Click the existing picture, click the **Format** tab, and then click the **Change Picture** button (**S**). Click the new picture you want to use, and then click **Insert**.

If I do not like the formatting that I have applied to a picture, can I return the picture to its original look?

Yes. If you have not performed any other tasks since applying the formatting, click **Undo** () until

Excel has removed the formatting. Alternatively, click , click **Preset**, and then click **No Preset**. To reverse all the changes you have made to a picture since you inserted the image, click the picture, click **Format**, and then click **Reset Picture**.



Add a Shadow or Glow to a Picture

You can give your clip art, photos, shapes, and other pictures more prominence by enhancing them with either a shadow effect or a glow effect. Excel offers a number of predefined shadow and glow effects that you can apply with just a few mouse clicks.



Add a Shadow or Glow to a Picture

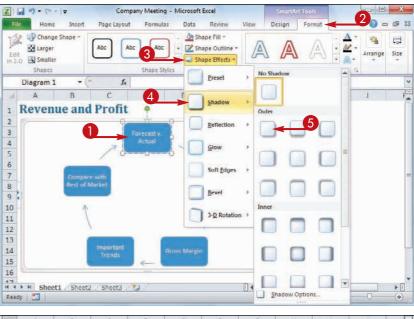
Add a Shadow to a Picture

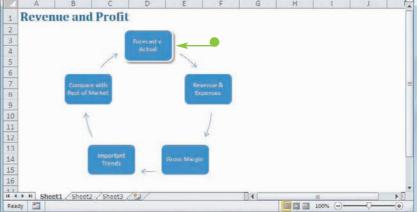
- Click the picture you want to format.
- **2** Click the **Format** tab.
- Click the **Shape Effects** button ().

Note: For non-shape images, the <u>button</u> is named **Picture Effects**.

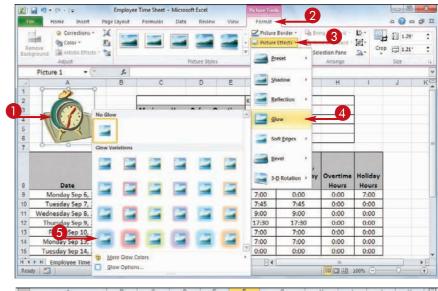
- 4 Click Shadow.
- 5 Click the shadow effect you want to use.

Excel applies the shadow to the picture.









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6	11				Holiday	Pay Rate:	2					
7				1								
		Work	Lunch	Lunch	Work	Total Hours	Non- Weekend, Non-Holiday	Overtime	Holiday			
8	Date	Time	Time	End Time	Time	Worked	Hours	Hours	Hours			
9	Monday Sep 6, 2010	9:00 AM	12:00 PM	1:00 PM	6:00 PM	8:00	0:00	0:00	8:00			
10	Tuesday Sep 7, 2010	8:00 AM	12:30 PM	1:45 PM	6:00 PM	8:45	8:45	0:00	0:00			
11	Wednesday Sep 8, 2010	11:00 PM	3:00 AM	4:00 AM	9:00 AM	9:00	9:00	0:00	0:00			
12	Thursday Sep 9, 2010	10:30 PM	2:00 AM	3:00 AM	5:00 PM	17:30	17:30	0:00	0:00			
13	Friday Sep 10, 2010	7:00 PM	11:30 PM	12:30 AM	4:00 AM	8:00	8:00	0:00	0:00			
14	Monday Sep 13, 2010	12:00 PM	3:00 PM	3:30 PM	6:00 PM	5:30	5:30	0:00	0:00			
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	second and the second se							Te training	N		1 1	
Read)	2								凹 100% (Ŧ



Add a Glow to a Picture

2 Click the Format tab.

button (

named Shape Effects.

Click Glow.

to use.

picture.

3 Click the Picture Effects

Note: If the image is a shape, the

6 Click the glow effect you want

• Excel applies the glow to the

format.

Click the picture you want to

Can I manually adjust the shadow to get the exact effect I want?

Yes. Excel offers several controls that enable you to manually adjust various aspects of the shadow. Click the picture, click the **Format**



tab, and then click the sin the Picture Styles group. In the Format Picture dialog box, click the **Shadow** tab. Use the Angle slider to adjust the angle of the shadow; use the Size slider to set the shadow size; and use the Blur and Transparency sliders to set the look of the shadow.

How do I remove a shadow or glow from a picture?

If you no longer require a shadow or glow effect, you can remove it. If the effect was the last thing you did, click **Undo** ()) to reverse it. Otherwise, to remove a shadow, follow Steps 1 to 4 in "Add a Shadow to a

Picture," and then click the **No Shadow** button. To remove a glow, follow Steps **1** to **4** in "Add a Glow to a Picture," and then click the **No Glow** button.



Add a Reflection or 3-D Effect to a Picture

You can make your clip art, photos, shapes, and other pictures stand out by enhancing them with either a reflection effect or a 3-D effect. Excel offers a number of predefined reflection and 3-D bevel and rotation effects that you can apply with just a few mouse clicks.



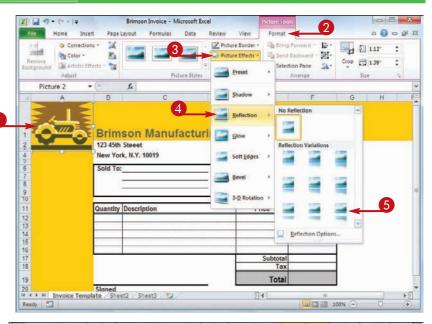
Add a Reflection or 3-D Effect to a Picture

Add a Reflection to a Picture

- Click the picture you want to format.
- **2** Click the **Format** tab.
- Click the **Picture Effects** button ().

Note: If the image is a shape, the witten is named **Shape Effects**.

- 4 Click Reflection.
- **5** Click the reflection effect you want to use.
- Excel applies the reflection to the picture.



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TIPS

Can I manually adjust the 3-D settings to get the exact effect I want?

Add a 3-D Effect to a Picture

Click the picture you want to

2 Click the Format tab.

button (

named Shape Effects.

4 Click Bevel.

to use.

the picture.

Click 3-D Rotation.

want to use.

🙆 Click 🞑.

3 Click the Picture Effects

Note: If the image is a shape, the

6 Click the bevel effect you want

Excel applies the bevel effect to

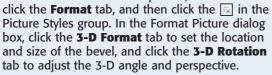
8 Click the 3-D rotation effect you

Excel applies the 3-D rotation

effect to the picture.

format.

Yes. Excel offers several controls that enable you to manually adjust various aspects of a bevel and 3-D rotation. Click the picture,



How do I remove a reflection or 3-D effect from a picture?

If the effect was the last thing you did, click **Undo** ()). Otherwise, to remove a reflection, follow Steps 1 to 4 in "Add a Reflection to a



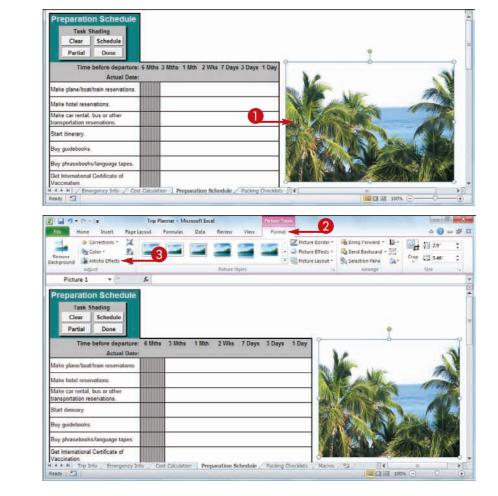
Picture," and then click the **No Reflection** button. To remove a bevel, follow Steps **1** to **4** in "Add a 3-D Effect to a Picture," and then click the **No Bevel** button. To remove a 3-D rotation, follow Steps **6** and **7** in "Add a 3-D Effect to a Picture," and then click the **No Rotation** button.

Add an Artistic Effect to a Photo

You can add a bit of flair to a worksheet by applying an effect that makes a photo look like it was created using an artistic technique. Excel comes with more than 20 artistic effects, including Pencil Sketch, Chalk Sketch, Paint Brush, Watercolor Sponge, and Glass.

Add an Artistic Effect to a Photo

Click the photo you want to format.



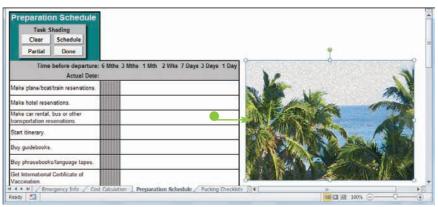
2 Click the **Format** tab.

3 Click the Artistic Effects button ().



4 Click the effect you want to use.

- X Trip Planner - Microsoft Excel Page Layout a 🕜 🖬 🛱 🖬 Corrections -14 🗹 Picture Border - 斗 Bring Forward - 😭 2.9 E. - 🥥 Pisture Effects - 🗳 Send Backward - 🔃 Remove Crop 3.46 👻 🏬 Picture Layout - 🛛 🖓 Selection Pane 🛛 斗 14 Atrange Pictu 7 Days 3 Days 1 Day Make clan Make hotel by Artistic Effects Opti Make car rental, bus or other ansportation reservations.
- Excel applies the artistic effect to the photo.





Can I manually adjust the artistic effect to get the exact look I want?

Yes. For most of the artistic effects, Excel offers a couple of controls that enable you to manually adjust the effect. Click the picture, click the **Format** tab, click **I** to open



the Artistic Styles gallery, and then click **Artistic Effects Options**. Excel opens the Format Picture dialog box with the Artistic Effects tab displayed. Use the controls to customize the effect, and then click **Close**.

How do I remove an artistic effect from a photo?

If the artistic effect was the last thing you did in Excel, click **Undo** ()). Otherwise, follow Steps **1** to **3** to display the Artistic Effects gallery, and then click the **None** icon in the upper left corner of the gallery.



Recolor an Image

You can modify the colors in an image to get the effect you want. For example, you can change a picture to black and white or you can apply a sepia effect to make the photo look older. You can also apply one of the document's theme colors to help get the image to match the document. This is known as *recoloring* the image.



Recolor an Image

1 Select the image you want to recolor.

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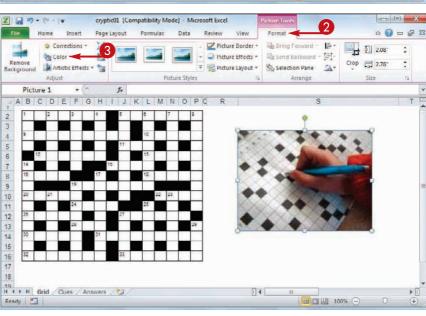
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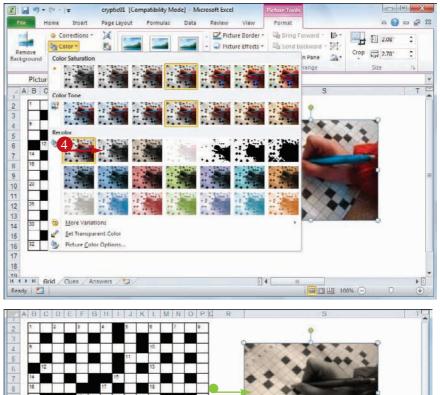
- **2** Click the **Format** tab.
- 3 Click the **Color** button (March).



Excel displays the Color gallery.

Click the color effect you want to apply.

Excel recolors the image.





Can I manually adjust the recolor effect?

Yes. For each color effect, Excel enables you to adjust the saturation (the amount of color) and the tone (the intensity of the color). Click the picture, click the



19 If I I II Grid Clues Answers (%)

Format tab, click **b** to open the Color gallery, and then click **Picture Color Options**. Excel opens the Format Picture dialog box with the Picture Color tab displayed. Use the Saturation and Temperature sliders to customize the effect, and then click **Close**.

Ready 🔛

How do I remove a recolor effect from a picture?

If the recolor effect was the last thing you did in Excel, click **Undo** (). Otherwise, follow Steps 1 to 3 to display the Color gallery, and then click the **No Recolor** icon in the upper left corner of the gallery's Recolor section.

14



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CHAPTER

Collaborating with Other People



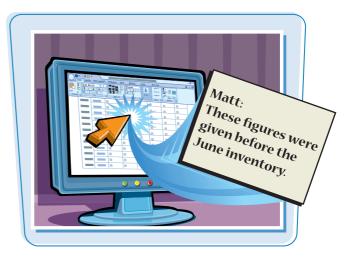
If you want to collaborate with other people on a workbook, Excel gives you several ways to do this, including adding comments, sharing a workbook, and even working on a spreadsheet online.

Add a Comment to a Cell)6
Protect a Worksheet's Data)8
Protect a Workbook's Structure and Windows	10
Share a Workbook with Other Users	12
Track Workbook Changes	14
Accept or Reject Workbook Changes	16
Send a Workbook as an E-Mail Attachment	8
Save Excel Data as a Web Page	20
Make a Workbook Compatible with Earlier Versions of Excel	22
Collaborate on a Workbook Online	24

Add a Comment to a Cell

If you have received a workbook from another person, you can provide feedback to that person by adding a comment to a cell in the workbook. A comment is often the best way to give feedback because it does not change anything on the worksheet itself.

Comments are attached to a particular cell, and Excel displays each comment in a balloon.



Add a Comment to a Cell

Add a Comment

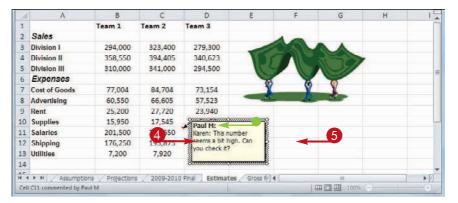
- 1 Click the cell you want to comment on.
- 2 Click the **Review** tab.
- **3** Click **New Comment** (**)**.

Note: You can also right-click the cell and then click **Insert Comment**.

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3	Division I	294,000	323,400	279,300	-		AA		
4	Division II	358,550	394,405	340,623					
5	Division III	310,000	341,000	294,500	U.	9	19		
6	Expenses					6			
7	Cost of Goods	77,004	84,704	73,154	1.00	Y	Y Y		
8	Advertising	60,550	66,605	57,523	-	<u>.</u>	Sh. He		
9	Rent	25,200	27,720	23,940					
10	Supplies	,950	17,545	15,153					-
11	Salaries	201,500	251,650	191,425					
12	Shipping	176,250	193,875	167,438					
13	Utilities	7,200	7,920	6,840					
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Excel displays a comment balloon.

- Excel precedes the comment with your Excel user name.
- 4 Type your comment.
- 5 Click outside the comment balloon.



Collaborating with Other People



Excel adds a comment indicator
 (<) to the top right corner of the cell.

	Α	В	С	D	E	F	G	н	15
2	Sales					40			1
3	Division I	294,000	323,400	279,300		000			
4	Division II	358,550	394,405	340,623					
5	Division III	310,000	341,000	294,500	154				
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7	Cost of Goods	77,004	84,704	73,154	Y	Y	Y		=
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10	Supplies	15,950	17,545	15,153					
11	Salaries	201,500	251,650	191,425					
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View a Comment

- 1) Move the mouse 🗘 over the cell.
- Excel displays the comment in a balloon.
- In the Review tab, you can also click Next (a) and Previous (a) to run through the comments.
- In the Review tab, you can also click Show All Comments () to display every comment at once.

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4	Division II	358,550	394,405	340,623			-		
5	Division III	310,000	341,000	294,500	104		N 9/		-
6	Expenses				6	6	10		1
7	Cost of Goods	77,004	84,704	73,154	X	Y	Y		
8	Advertising	60,550	66,605	57,523		J.			
9	Rent	25,200	27,720	23,940					
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12	Shipping	176,250	193,875	seems a bit hi	gh. Can 🔫				
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TPS-

Can I edit or remove a comment?

Yes. To edit an existing comment, click the cell that contains the comment, click the **Review** tab, click **Edit Comment** () to open the comment in a balloon, and then edit the balloon text. To



remove a comment, click the cell that contains the comment, click the **Review** tab, and then click **Delete** (\ge).

How do I change my Excel user name?

When collaborating, your user name is important because it tells other people who added the comments. If your current user name consists of only your first name or your initials, you



can change it. Click **File** and then click **Options** to open the Excel Options dialog box. Click the **General** tab and then use the User name text box to edit the name. Click **OK**. Note, however, that this does not change your user name in any existing comments.

Protect a Worksheet's Data

If you will be distributing a workbook to other people, you can enable Excel's options for safeguarding worksheet data by activating the sheet's protection feature. You can also configure the worksheet to require a password to unprotect it.

There are two main methods you can use to safeguard worksheet data: You can unlock only those cells that users are allowed to edit, and you can configure a range to require a password before it can be edited.



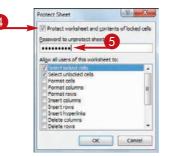
Protect a Worksheet's Data

- Display the worksheet you want to protect.
- **2** Click the **Review** tab.
- **3** Click **Protect Sheet** (<u>)</u>.

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1	Loan Data			land land							0
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3	Amortization	15	Time Factor	12		Annual					
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13	4	(\$4,219.28)	(\$1,745.20)	(\$2,474.08)	(\$6,928.89)	(\$9,948.25)	\$493,071.11				
14	5	(\$4,219.28)	(\$1.753.93)	(\$2,465.36)	(\$8,682.82)	(\$12,413.60)	\$491,317.18				
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16	7	(\$4,219.28)	(\$1,771.51)	(\$2,447.77)	(\$12,217.03)	(\$17,317.96)	\$487,782.97				
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Excel displays the Protect Sheet dialog box.

- ▲ Make sure the Protect worksheet and contents of locked cells check box is activated ().
- **5** Use the Password to unprotect sheet password box to type a password, if required.



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Collaborating with Other People

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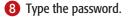


9 8

Click the check box beside each action that you want to allow unauthorized users to perform (□ changes to ☑).

7 Click OK.

f you specified a password, Excel	
asks you to confirm the password.	



9 Click OK.

If you want to make changes to a worksheet, click the **Review** tab, click **Unprotect Sheet** (), type the unprotect password, and then click **OK**.

llow all users of this worksheet to:	
Select locked cells	1
Format cells Format columns Format rows Insert columns	11.5°
Insert rows Insert hyperlinks Delete columns Delete rows	
ОК	Cancel

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding workbook and sheet names in a safe place. (Remember that passwords are case-sensitive.)

OK

When I protect a worksheet, no one can edit any of the cells. Is there a way to allow users to edit some of the cells?



Yes. This is useful if you have a data entry area or other range that you want other people to

be able to edit, but you do not want them to alter any other part of the worksheet. First, unprotect the sheet if it is currently protected. Select the range you want to unlock, click **Home**, click **Format**, and then click **Lock Cell** to turn off that option for the selected range.

When I protect a worksheet, can I configure a range to require a password before a user can edit the range?

Yes. First, unprotect the sheet if it is currently protected. Select the range you want to protect,

click the **Review** tab, and then click **Allow Users to Edit Ranges**. In the Allow Users to Edit Ranges dialog box, click **New** to open the New Range dialog box. Type a title for the range, use the Range password box to type a password, and then click **OK**. When Excel prompts you to reenter the password, type the password and then click **OK**.

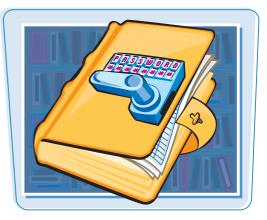


Cancel

Protect a Workbook's Structure and Windows

You can prevent unwanted changes to a workbook by activating protection for the workbook's windows and structure. You can also configure the workbook to require a password to unprotect it.

See the Tips on the following page to learn what Excel does when you protect a workbook's structure and windows.



Protect a Workbook's Structure and Windows

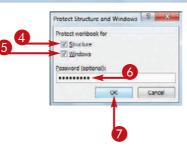
- Display the workbook you want to protect.
- **2** Click the **Review** tab.
- **3** Click **Protect Workbook** (<u>)</u>.

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1	A	В	С	D	E	F	G	н	1	1
1		Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter	Jul
2	Sales									
3	Division I	23,500	23,000	24,000	70,500	25,100	25,000	25,400	75,500	26,000
4	Division II	28,750	27,800	29,500	86,050	31,000	30,500	30,000	91,500	31,000
5	Division III	24,400	24,000	25,250	73,650	26,600	27,000	26,750	80,350	27,000
	SALES TOTAL	76,650	74,800	78,750	230,200	82,700	82,500	82,150	247,350	84,000
7	Expenses									
8	Cost of Goods	6,132	5,984	6,300	18,416	6,616	6,600	6,572	19,788	6,720
9	Advertising	4,600	4,200	5,200	14,000	5,000	5,500	5,250	15,750	5,500
10	Rent	2,100	2,100	2,100	6,300	2,100	2,100	2,100	6,300	2,100
11	Supplies	1,300	1,200	1,400	3,900	1,300	1,250	1,400	3,950	1,300
12	Salarles	16,000	16,000	16,500	48,500	16,500	16,500	17,000	50,000	17,000
13	Shipping	14,250	13,750	14,500	42,500	15,000	14,500	14,750	44,250	15,000
14	Utilities	500	600	600	1,700	550	600	650	1,800	650
15	EXPENSES TOTAL	44,882	43,834	46,600	135,316	47,066	47,050	47,722	141,838	48,270
16	GROSS PROFIT	31,768	30,966	32,150	94,884	35,634	35,450	34,428	105,512	35,730
17										

Excel displays the Protect Structure and Windows dialog box.

- 4 Click the **Structure** check box to protect the workbook's structure (□ changes to ☑).
- Solick the Windows check box to protect the workbook's windows (☐ changes to ☑).
- **6** Type a password in the Password text box, if required.







If you specified a password, Excel asks you to confirm it.

- 8 Type the password.
- 🥑 Click **OK**.
- If you protected the windows, Excel hides the window controls.
- If you protected the windows, Excel disables many window-related commands on the View tab.
- If you protected the structure, Excel disables most sheet-related commands on the sheet shortcut menu.

Confirm Password

Beenter password to proceed.

Caution: If you lose or forget the password, it cannot be
recovered. It is divisable to keep a last of passwords and
Iffer conversionaling worklook and after times in a safe
place.

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2	Sales													
3	Division I		23,500	23	,000,	24,000	70	.500	25,100	25,000	25,400	75,500	26,000	
4	Division II		28,750	27	,800	29,500	86	,050	31,000	30,500	30,000	91,500	31,000	
5	Division III		24,400	24	,000	25,250	73	,650	26,600	27,000	26,750	80,350	27,000	
6	SALES TOTAL		76,650	74	,800	78,750	230	0,200	82,700	82,500	82,150	247,350	84,000	
7	Expenses		frisert						10					1
8	Cost of Goods	IZ	Delete		\$4	6,300	18	,416	6,616	6,600	6,572	19,788	6,720	
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2	Salaries	-	Protect Shee		00	16,500	48	,500	16,500	16,500	17,000	50,000	17,000	
3	Shipping	100	Tab Color	CR	50	14,500	42	,500	15,000	14,500	14,750	44,250	15,000	
4	Utilities				þ	600	1,	700	550	600	650	1,800	650	
15	EXPENSES TO	d.	Hide		34	46,600	13	6,316	47,066	47,050	47,722	141,838	48,270	
.6	GROSS PROFI		Unhide		66	32,150	94	,884	35,634	35,450	34,428	105,512	35,730	
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What happens when I protect a workbook's structure?

Excel disables most worksheet-related commands, including Insert Sheet, Delete Sheet, Rename Sheet, Move or Copy Sheet, Tab Color, Hide Sheet, and

Unhide Sheet. Excel also prevents the Scenario

Manager from creating a summary report.



What happens when I protect a workbook's windows?

Excel hides the window's Close, Maximize, and Minimize buttons. If the workbook is not maximized, Excel also disables the window borders, which

means the window cannot be moved, sized, or closed. Excel also disables the View tab's New Window, Split, Freeze Panes, and View Side By Side commands when the window is active.



Share a Workbook with Other Users

You can allow multiple users to modify a workbook simultaneously by sharing the workbook. Once you have shared a workbook, other users can open the workbook via a network connection and edit the file at the same time.

When you share a workbook, Excel automatically begins tracking the changes made to the file. For more information on this feature, see "Track Workbook Changes" later in this chapter.

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Share a Workbook with Other Users

- Display the workbook you want to share.
- **2** Click the **Review** tab.
- 3 Click Share Workbook ().

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	B23		ot Pepper Sauce					
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1	Product ID	Product Name	Product Code	Qty On Hold	Qty On Hand	Qty Available	Qty On Order	Reorder Level
2	1	Northwind Traders Chai	NWTB-1	25	25	0	41	10
3	3	Northwind Traders Syrup	NWTCO-3	0	50	50	50	25
4	4	Northwind Traders Cajun Seasoning	NWTCO-4	0	0	0	40	10
	5	Northwind Traders Olive Oil	NWTO-5	0	15	15	0	1
-	- 6	Northwind Traders Boysenberry Spread	NWTJP-6	0	0	0	10	2
T	7	Northwind Traders Dried Pears	NWTDFN-7	0	0	0	0	1
3	8	Northwind Traders Curry Sauce	NWTS-8	0	0	0	0	1
3	14	Northwind Traders Walnuts	NWTDFN-14	0	40	40	0	1
0	17	Northwind Traders Fruit Cocktail	NWTCFV-17	0	0	0	0	1
1	19	Northwind Traders Chocolate Biscuits Mix	NWTBGM-19	0	0	0	20	
12	20	Northwind Traders Marmalade	NWTJP-6	0	0	0	40	10
13	21	Northwind Traders Scones	NWTBGM-21	0	0	0	0	
4	34	Northwind Traders Beer	NWTB-34	23	23	0	0	1
5	40	Northwind Traders Crab Meat	NWTCM-40	0	0	0	120	30
16	41	Northwind Traders Clam Chowder	NWTSO-41	0	0	0	0	10

Inventory - Microsoft Ex

The Share Workbook dialog box appears.

4 Click the **Editing** tab.

Click the Allow changes by more than one user at the same time check box (changes to).

6 Click **OK**.

	Advanced	e than one user at	the same line	This
also	allows workbook	merging.	me same une.	1110
Who has	this workbook of	pen now:		
Paul M	(Exclusive) - 11/1	8/2009 2:39 PM		
				1.0
			Remove L	Her I





Excel tells you that it will now save the workbook.

7 Click OK.

Excel saves the workbook and activates sharing.

• Excel displays [Shared] in the title bar.

You and users on your network can now edit the workbook at the same time. Microsoft Excel

Z	La 17 · C4	- -				Inventor	[Shared] - N	licrosoft	Excel			6		*
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3	3	Northwind	d Traders	Syrup			NWTCO-3	3	0	50	50	50	2	5
4	4	Northwind	d Traders	Cajun S	easoning		NWTCO-4	Į.	0	0	0	40	1	0
5	5	Northwind	d Traders	Olive C)II		NWTO-5		0	15	15	0	1	0
6	6	Northwind	d Traders	Boysen	berry Sprea	d	NWTJP-6		0	0	0	10	2	5
7	7	Northwind	d Traders	Dried P	ears		NWTDFN-	.7	0	0	0	0	1	0
8	8	Northwind	d Traders	Curry S	auce		NWTS-8		0	0	0	0	1	0

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How do I know if other people currently have the workbook open?

The Editing tab of the Share Workbook dialog box maintains a list of the users who have the workbook open. To see this list, follow these steps:



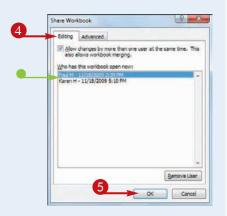


3 Click 💭.

The Share Workbook dialog box appears.

- **4** Click the **Editing** tab.
- The Who has this workbook open now list displays the users who are currently editing the file.



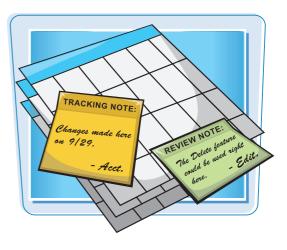


Track Workbook Changes

If you want other people to make changes to a workbook, you can keep track of those changes so you can either accept or reject them (see "Accept or Reject Workbook Changes"). Excel's Track Changes feature enables you to do this.

When you turn on Track Changes, Excel monitors the activity of each reviewer and stores that reviewer's cell edits, row and column additions and deletions, range moves, worksheet insertions, and worksheet renames.

GILLIN .



Track Workbook Changes

- Display the workbook you want to track.
- **2** Click the **Review** tab.
- 3 Click Track Changes ()).
- **4** Click **Highlight Changes**.

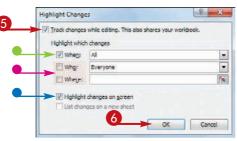
The Highlight Changes dialog box appears.

- Olick the Track changes while editing check box (□ changes to ♥).
- Leave the When check box activated () and leave All selected in the list.
- To learn more about the Who and Where options, see the Tips on the next page.
- Leave the Highlight changes on screen check box activated () to view the workbook changes.

6 Click OK.

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13	Friday Sep 10, 201	0			-	0:00	0:00	0:00	0:00	
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Norma Time Sheet - Microsoft E



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chapter 15

Excel tells you it will now save the workbook.

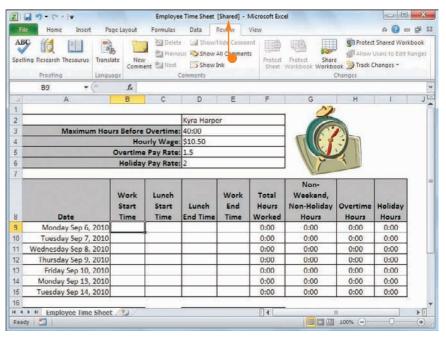
🕖 Click OK.

Excel activates the Track Changes feature.

 Excel shares the workbook and indicates this by displaying [Shared] beside the workbook name.

Note: See "Share a Workbook with Other Users" to learn more about workbook sharing.

Microsoft Excel



TIPS

Is there a way to avoid having my own changes highlighted?

Yes, you can configure the workbook to show every user's changes but your own. Follow Steps 1 to 4 to open the Highlight Changes dialog box. Click



the **Who** check box (changes to), click the **Who**, and then click **Everyone but Me**. Click **OK** to put the new setting into effect.

Can I track changes in just part of the worksheet?

Yes, you can modify this task so that Excel only tracks changes in a specific range. Follow Steps 1 to 4 to open the Highlight Changes dialog box. Click the **Where** check box (changes to **()**), click



inside the **Where** range box, and then select the range you want to track. Click **OK** to put the new setting into effect.

Accept or Reject Workbook Changes

After you turn on Excel's Track Changes features (see "Track Workbook Changes"), you can then accept or reject the changes that other users make to the workbook.



Accept or Reject Workbook Changes

- Display the workbook you are tracking.
- **2** Click the **Review** tab.
- **3** Click **Track Changes** (**)**.
- **4** Click **Accept/Reject Changes**.

If your workbook has unsaved changes, Excel tells you it will now save the workbook.

5 Click OK.

The Select Changes to Accept or Reject dialog box appears.

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Employee Time Sheet [Shared] - Microsoft Excel

Delete Show/Hide Comment Bu Protect Sheet

View

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Accept or Reject Changes
Change 1 of 21 made to this document:

Accept

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1:45 PM

4:00 AM

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Changed cell 89 from '<blank>' to '9:00 AM'

Reject

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Protect Workbook 👹 Allow Users to Edit Ranges

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Share Workbook 👘 Track Changes -

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14

- Leave the When check box activated () and leave Not yet reviewed selected in the list.
- If you only want to review changes made by a particular user, click the Who check box (
 changes to), click the Who , and then click the user's name.

6 Click OK.

The Accept or Reject Changes dialog box appears.

- Excel displays the details of the current change.
- **7** Click an action for the change.
- Click Accept to leave the change in the workbook.
- Click **Reject** to remove the change from the workbook.

Excel displays the next change.

- 8 Repeat Step **7** to review all the changes.
- You can also click Accept All or Reject All to accept or reject all changes at once.



What happens if I and another user make changes that affect the same cell?

In this situation, when you save the workbook, Excel displays the Resolve Conflicts dialog box, which



shows the change you made as well as the change the other user made. If your change is the correct one, click **Accept Mine**; otherwise, click **Accept Other**. If there are multiple conflicts, you can save time by clicking either **Accept All Mine** or **Accept All Others**.

When I complete my review, should I turn off the tracking feature?

Unless you know that other people still require access to the workbook, you should turn off the tracking feature when your review is complete. To do this, click the **Review** tab, click

→, and then click Highlight Changes to open the Highlight Changes dialog box. Click the Track changes while editing check box (changes to), and the click OK.



Send a Workbook as an E-Mail Attachment

If you want to send an Excel workbook to another person, you can attach the workbook to an e-mail message and send it to that person's e-mail address. The other person can then open the workbook in Excel after receiving your message.



Send a Workbook as an E-Mail Attachment

2

- Open the workbook you want to send.
- **2** Click the **File** tab.

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10	4	(\$20,592.55)	(\$10,233.87)	(\$10,358.68)	(\$37,589.12)	(\$44,781.09)	\$162,410.88			
11	5	(\$20,592.55)	(\$10,847.90)	(\$9,744.65)	(\$48,437.02)	(\$54,525.75)	\$151,562.98			
12	6	(\$20,592.55)	(\$11,498.77)	(\$9,093.78)	(\$59,935.79)	(\$63,619.52)	\$140,064.21			
13	7	(\$20,592.55)	(\$12,188.70)	(\$8,403.85)	(\$72,124.49)	(\$72,023.38)	\$127,875.51			
14	8	(\$20,592.55)	(\$12,920.02)	(\$7,672.53)	(\$85,044.52)	(\$79,695.91)	\$114,955.48			
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3 Click Save & Send.

4 Click **Send Using E-mail**.

Excel displays the Send Using E-mail commands.

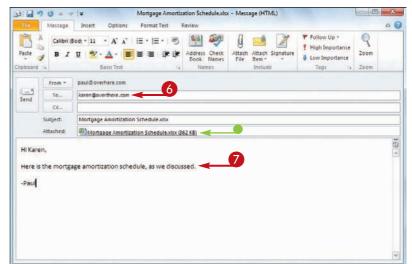
(5) Click Send as Attachment.





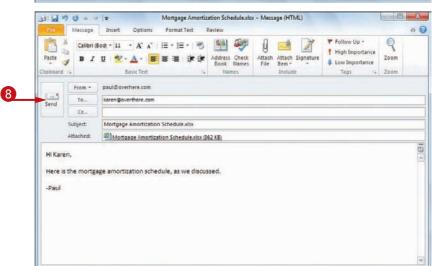
Outlook creates a new e-mail message.

- Outlook attaches the workbook to the message.
- 6 Type the address of the recipient.
- **7** Type your message text.



8 Click Send.

Outlook sends the message.





Are there any restrictions related to sending file attachments?



There is no practical limit to the number of workbooks you can attach to a message. However, you should

be careful with the total size of the files you send. If you or the recipient has a slow Internet connection, sending or receiving the message can take an extremely long time. Also, many Internet service providers (ISPs) place a limit on the size of a message's attachments, which is usually between 2 and 5MB.

What can I do if the recipient does not have Excel?

If the other person does not use Excel, you can send the workbook in a different format.

One possibility would be to save the workbook as a Web Page (see "Save Excel Data as a Web Page"). Alternatively, if your recipient can view PDF (Portable Document Format) files, follow Steps 1 to 4 to display the Send Using E-mail options, and then click **Send as PDF**.



Save Excel Data as a Web Page /

If you have an Excel range, worksheet, or workbook that you want to share on the Web, you can save that data as a Web page that you can then upload to your Web site.

When you save a document as a Web page, you can also specify the title text that appears in the browser's title bar and the keywords that search engines use to index the page.

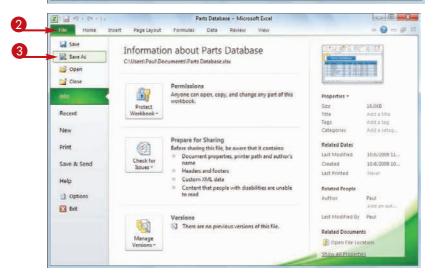


Save Excel Data as a Web Page

- Open the workbook that contains the data you want to save as a Web page.
- To save a worksheet as a Web page, click the worksheet tab.
- To save a range as a Web page, select the range.

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2	4	Description Gangley Pilers	Number D-178 A-201 C-098	Quantity 57 856 357	\$ 10.47 \$ 0.12 \$ 1.57	\$ 596.79	\$ 17.95 \$ 0.25 \$ 2.95	71.4% 108.3% 87.9%	
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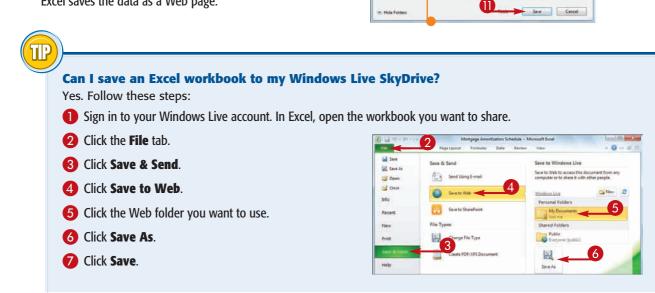
The Save As dialog box appears.

- 4 Click the Save as type \square and then click Web Page.
- **5** Select the folder where you want to store the Web page file.
- 6 Click Change Title.

The Enter Text dialog box appears.

- 7 Type the page title in the Page title text box.
- 8 Click OK.
- **9** Click **Tags** and then type one or more keywords, separated by semicolons.
- 10 Choose which part of the file you want to save as a Web page (changes to):
- Click Entire Workbook to save the whole workbook.
- Click Selection to save either the current worksheet or the selected cells.
- Click Save.

Excel saves the data as a Web page.



Make a Workbook Compatible with Earlier Versions of Excel

You can save an Excel workbook in a special format that makes it compatible with earlier versions of Excel. This enables you to share your workbook with other Excel users.

If you have another computer that uses a version of Excel prior to Excel 2007, or if the people you work with use earlier Excel versions, those programs cannot read documents in the standard format used by Excel 2010 and Excel 2007.



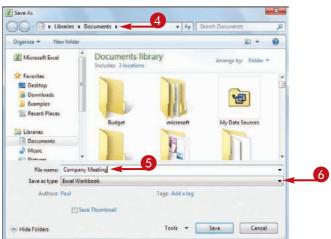
Make a Workbook Compatible with Earlier Versions of Excel

- Open the workbook you want to make compatible.
- **2** Click **File**.
- 3 Click Save As.



The Save As dialog box appears.

- Select the folder in which to store the new workbook.
- Click in the File name text box and type the name that you want to use for the new workbook.
- **6** Click the **Save as type** .







Click the Excel 97-2003 Workbook file format.

8 Click Save.

Excel saves the file using the Excel 97-2003 Workbook format.

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Can people using Excel 2007 open my Office documents?

Yes. The file format used by both Excel 2010 and Excel 2007 is the same. If you only work with people who use either or both of these Excel versions,



then you should stick with the default file format — which is called Excel Workbook because it offers many benefits in terms of Excel features.

Which versions of Excel are compatible with the Excel 97-2003 Workbook file format?

For Windows, the Excel 97-2003 Workbook file format is compatible with Excel 97, Excel 2000, Excel XP, and Excel 2003. For the Mac, the

Excel 97-2003 Workbook file format is compatible with Excel 98, Excel 2001, and Office 2004. In the unlikely event that you need to share a document with someone using either Excel 5.0 or Excel 95, use the Microsoft Excel 5.0/95 Workbook file format instead.



Collaborate on a Workbook Online

If you have a Windows Live account, you can use the SkyDrive feature to store an Excel workbook in an online folder, and then allow other users to collaborate on that workbook using the Excel Web App.

To allow another person to collaborate with you on your online workbook, that person must have a Windows Live ID.



Collaborate on a Workbook Online

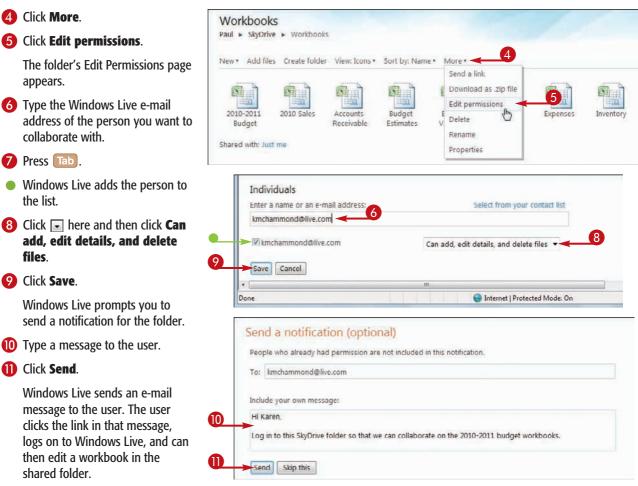
- Log on to your Windows Live account.
- **2** Click **SkyDrive**.



Your Windows Live SkyDrive appears.

3 Click the folder that contains the workbooks you want to share.







How do I know when other people are also using a workbook online?

When you open a workbook using the Excel Web App, examine the lower right corner of the Excel screen. If you see **1 person editing**, it means you are the only user who is working on the file. However, if you see **2 people editing**, then it means another person is collaborating on the workbook with you. To see who it is, click the **2 people editing** message (\bigcirc), as shown here.



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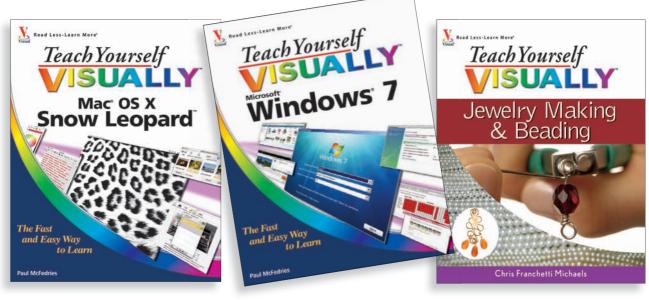
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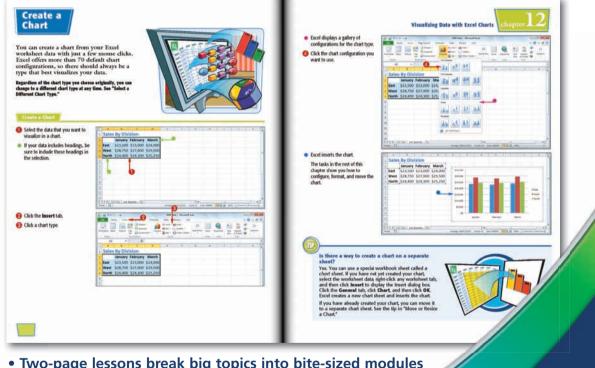
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