Index

	confirm button, 66
A	crash, recovering from, 40
11.70	currency
arrange all, 68	prefixes, 67
AutoComplete	cursor shapes, explained, 73
formula entry using, 91	
AutoFill	D
custom fill series, creating, 98	
date series, examples of, 96	delete, recovering work accidentally deleted, 40
formulas, using to adjust, 94	dialog launcher, 47
smart tag options, using, 96	documents. See also files
text and numeric series, creating with, 92	organization of, 36
AutoFit rows and columns, 83	pinning, 36
AutoSave, 40, See also versions	downloading the sample files, 11, 30
draft versions, explanation of, 40	draft versions, explanation of, 40
time interval, changing, 40	drop-down list, 47
AutoSum, 70	
AVERAGE functions, creating with, 86	E
MAX functions, creating with, 86	Althorad Proplets (C
SUM a non contiguous range with, 84	editing cell contents, 66
AVERAGE function, 86	Excel workbook file format, 32, 34
	exponential. See series
В	F
hadrotago viere 10	
backstage view, 48	files. See also workbooks; documents
backup. See also AutoSave	default workbook file location, setting, 37
automatic backups, reverting to, 40	formats supported, 32, 34
RAID array, use of to improve resilience, 40	organization of, 36
time interval for automatic backups, changing,	recent workbooks list, increasing the number of
40	entries in, 36
	flash fill
C	autofill handle, using to apply, 104
cancel button, 66	automatic, use of, 102
cells	examples, 108
active cell, 80	extracting initials with, 102
deleting, 86	formula based solution, compared to, 105
entering text into, 66	header rows, importance of formatting for, 102
entering values into, 66	manual, use of, 104
selecting a range of, 73	multiple examples, use of, 106
selecting all in a worksheet, 83	numbers, working with, 106
check box, 46	splitting delimited text with, 102
close button, 28	switching on, 102
columns	telephone numbers, formatting with, 104
making several the same size, 83	use of seperators with, 102
resizing automatically, 82	using to solve common problems, 108
selecting, 76	formula bar
selecting non contiguous, 76	explanation of, 72
width of, manually changing, 83	graphic showing location of, 32
· · · · · · · · · · · · · · · · · · ·	0 ·

© 2017 The Smart Method® Ltd

formulas	M
Autocomplete, creating with, 90	
AutoFill, adjusting with, 94	marching ants, 70
AVERAGE function, creating using AutoSum,	marquee, 70 MAX function, creating using AutoSum, 86
86	maximize button, 28
F2 key to display range addressed by, 87 formula bar, viewing in, 72	menus
MAX function, creating using AutoSum, 86	rich, 47
mouse selection, creating with, 88	shortcut (contextual), 51
multiplication operator (*) using in, 89	standard, 46
SUM function, creating using AutoSum, 70	mini toolbar
syntax box, understanding, 91	shortcut (contextual) menu, 51
visual keyboard technique, creating with, 89	using when entering text, 50
fractions, entering into cells, 67	minimize button, 28
full screen view, 54	moving
functions	the Excel window, 28
AVERAGE, 86	multiplication operator (*), 89
help topics, accessing from formula	N
AutoComplete, 91	
MAX, 86	name box, 30
SUM, 70 , 84	negative numbers, entering into cells, 67
G	normal view, 52
-	number sign (#), 82
gallery, 46	0
goto special, 81	<u>-</u>
growth. See series	office theme, changing, 26
Н	organizing
	excel files, 36
help system. See also tell me help	sample files folder, 30
F1 key, accessing older help system with, 58	P
formula AutoComplete, accessing help topics	•
from, 91	page break preview, 52
ribbon, accessing help topics directly from, 58	page layout view, 52
K	PDF, workbook format, 35
IX.	pound sign (#), 82
key tips, 50	printing page break preview, 52
keyboard shortcuts	previewing on screen, 48
AutoSelect a range, 81	protected view, potential problems when
AutoSum, 70	downloading sample files, 30
bold, 51	
close, 29	Q
cycle through worksheets, 39 flash fill, 104	
italic, 51	quick access toolbar
ribbon, show/hide, 44	adding commands to, 48
save, 32	adding separators to, 48 deleting commands from, 48
select every cell in a worksheet, 82	quick analysis
underline, 51	totals, creating with, 71
workbook, create new, 68	quotations
	Aristotle, 46

134 http://ExcelCentral.com

Baltasar Gracián, 100	start value, 100
Confucius, 19	step value, 100
Euripides, 21	stop value, 100
Robert Collier, 28	smart tag
Winston Churchill, 18	explained, 72
White Charcian, 10	options, 96
R	split button, 46
	start Excel, 22
RAID array, 40	SUM function
ranges	creating manually using formula
AutoSelect, selecting automatically with, 80	AutoComplete, 90
copying data across, 74	creating using AutoSum, 70
entering data into, 74	switch windows, 68
non contiguous, selecting, 78	Switch whiteows, oo
select all button, to select a range containing	Т
every cell in a worksheet, 83	ı
selecting, 72	tabs. See worksheets
selecting visually for formulas with the mouse,	telephone numbers, formatting with flash fill, 104
88	tell me help
restore down button, 28	Alt+Q keyboard shortcut, using to access tell
ribbon	me help box, 56
benefits of wide screen with, 44	execute command, using to, 56
command groups on, 46	using, 56
contextual tabs, explanation of, 44	the smart method
controls on, 46	informal summary, 17
customizing, 44	learning by participation, 19
default, resetting to, 44	session objectives, 17
font panel controls, explanation of, 44	two facing pages rule, 18
overview, 44	themes. See also office theme
showing and hiding (minimizing), 44	title bar, 68
rows	trend. See also series
making several the same size, 83	linear and exponential, 100
manually setting height of, 83	trend line. See charts
resizing automatically, 82	
selecting, 76	V
selecting non contiguous, 76	1
	values
S	currency prefixes, using with, 67
	entering into cells, 66
sample files	fractions, entering into cells, 67
downloading, 11, 30	negative numbers, entering into cells, 67
organizing folder, 30	versions. See also AutoSave
potential protected view problem when	earlier versions, viewing, 42
downloading, 30	explanation of, 40
save, 32, 34	recovering an earlier version of a workbook, 42
AutoSave, using to recover work after crash, 40	W
selecting cells, 72	VV
series	windows
dialog, 100	arrange all, using to automatically size, 68
exponential, 100	closing, 28
growth, 100	moving, 28
linear, 100	resizing, 28
	~

© 2017 The Smart Method® Ltd

restoring down, 28
switching to view a different workbook, 68
workbooks. *See also* files
changing default number of worksheets in, 38
creating new, 68
opening, 30
recent workbooks list, increasing the number of
entries in, 36
saving, 32, 34
switching between open workbooks, 68
viewing two at the same time, 68
views, 52
worksheets
adding, 38
changing default number of, 38

chart worksheets, explanation of, 38 deleting, 38 maximum number of rows and columns in, 30 navigating, 30, 38 renaming, 38 tab colors, changing, 39



XPS, workbook format, 35



zoom control, 110

136 http://ExcelCentral.com