

Table of Contents

LESSON 1: WORKING WITH LARGE WORKSHEETS	2	LESSON 3: APPLYING ADVANCED FUNCTIONS AND USING AUDITING FEATURES	46
Sorting Worksheet Data	3	Using 3-D Cell References in Formulas	47
Sorting by a Single Column	3	Why Use a 3-D Reference?	47
Sorting Selected Rows	3	Creating a 3-D Reference	47
Storing Your Exercise Files	3	Introducing Lookup Functions	49
Sorting by Multiple Columns	5	Lookup Function Syntax	49
Using Flexible Worksheet Views	6	How the VLOOKUP Function Works	49
Freezing Rows or Columns	6	Sorting a Table Array	50
Splitting the Worksheet Window	8	Displaying Subtotals	53
Viewing Worksheets in Multiple Windows	11	Sorting the List	53
Creating Custom Worksheet Views	13	The Subtotal Dialog Box	53
Printing Multipage Worksheets	13	Creating Formulas Using Criteria IF Functions	55
Setting Print Format in Page Layout View	13	Function Syntax	55
Page Layout Ribbon	14	How the SUMIF Function Works	56
Sizing Options	14	How the COUNTIFS Function Works	56
Headers and Footers	18	Using Logical Functions in Formulas	57
Adding a Watermark Image	20	IF, AND, OR, and NOT Function Syntax	57
Applying a Worksheet Background	21	How Logical Functions Work Together	58
Setting Title Rows and Columns	22	IFERROR Function Syntax	58
Sheet Options	22	How the IFERROR Function Works	59
Working with Page Breaks	24	Tracing Formulas	61
Concepts Review	26	The Formula Auditing Tools	61
LESSON 2: MANAGING MULTIPLE-SHEET WORKBOOKS	28	Tracing Precedents	61
Using Multiple Worksheets	29	Tracing Dependents	62
Modifying the Default Number of Sheets	29	Auditing Formula Errors	63
Selecting Multiple Sheets	29	Auditing Single Cells	63
Linking Cells and Formulas	30	Error Checking in Multiple Cells	64
Why Link Cells?	30	Tracing Errors	64
Linking Formulas	30	Evaluating Formulas	65
Copying Worksheets	32	Concepts Review	66
The Move or Copy Dialog Box	32		
Copying Formats between Worksheets	35		
Paste Options	36		
Naming Cells and Ranges	39		
Naming Rules	39		
Creating Defined Names	39		
Using Defined Names	40		
Modifying and Deleting Defined Names	42		
Concepts Review	44		

LESSON 4: ADDING GRAPHICS TO WORKSHEETS **68**

Using Illustrations with Excel	69
Design Principles	69
The Illustrations Group on the Ribbon	69
Inserting Pictures and Clip Art	69
Inserting a Picture from a File	70
Inserting a Screenshot	70
Inserting Clip Art	71
Moving, Sizing, and Rotating Images	73
Scaling and Cropping Images	74
Correcting Images and Applying Special Effects	78
Getting into Shapes	83
Inserting Shapes	84
Illustrating with SmartArt	86
Using SmartArt	87
Adding Text to SmartArt	87
Formatting SmartArt	87
Concepts Review	89

LESSON 5: USING TEMPLATES AND PROTECTING WORKBOOKS **90**

Using Templates	91
Template Features	91
Creating a New Workbook from a Template	91
Template Storage Locations	92
Customizing Templates	93
Creating Your Own Templates	93
Modifying Custom Templates	95
Protecting Workbooks and Worksheets	96
Protecting the Workbook Structure	96
Protecting Worksheet Elements	97
Password Protection	97
Protecting Cells	98
Creating Digital Signatures	100
When to Use a Digital Signature	100
Creating a Digital Certificate	101
Creating a Digital Signature	102
Removing Digital Signatures	104
Concepts Review	104
<i>Index</i>	<i>106</i>

Notes