

Contents

Preface	v	Excel Chapter 8:	
Excel Chapter 6:		Financial Functions and What-If Analysis	
Advanced Workbook Formatting			
Formatting with Themes	150	Creating Financial Functions	194
<i>Customizing Themes</i>	151	<i>Financial Function Arguments</i>	194
Cell Styles	153	<i>PMT Function</i>	195
Using the Format Cells Dialog Box	155	<i>FV Function</i>	197
<i>Cell Borders and Fill</i>	156	<i>NPER Function</i>	198
Creating Custom Number Formats	157	Using What-If Analysis Tools	199
<i>International Formatting</i>	158	<i>Data Tables</i>	199
Customizing the Page Setup	160	Scenario Manager	203
<i>Adding a Worksheet Background Image</i>	160	Goal Seek	206
Editing Document Properties	161	Reinforce Your Skills	208
Reinforce Your Skills	163	Apply Your Skills	212
Apply Your Skills	166	Project Grader	215
Project Grader	168	Extend Your Skills	217
Extend Your Skills	170		
Excel Chapter 7:		Excel Chapter 9:	
Date Functions and Conditional Formatting		Text Functions, Conditional Functions, and	
		Formula Auditing	
Date Serial Numbers	172	Using Functions to Modify Text	220
Applying Custom Date Formatting	172	<i>Changing Case</i>	220
Entering Time Information	175	<i>Extracting Text</i>	221
Using Date Functions	176	<i>Merge and Modify Text with Functions and Flash Fill</i>	221
Calculations Using Date and Time	177	<i>Other Text Functions</i>	222
Conditional Formatting Using Graphics		Creating Conditional Functions Using IF Criteria	225
and Custom Rules	179	Nested Functions	228
<i>Conditional Formatting with Graphics</i>	179	<i>The IFS Function</i>	229
<i>The Conditional Formatting Rules Manager</i>	180	<i>The SWITCH Function</i>	229
<i>Conditional Formatting Using Formulas</i>	180	Troubleshooting Formulas	232
Reinforce Your Skills	184	<i>Trace Precedents and Dependents</i>	232
Apply Your Skills	187	<i>Checking for Errors</i>	234
Project Grader	189	<i>Evaluate a Formula</i>	235
Extend Your Skills	191	<i>The Watch Window</i>	235
		3-D Cell References	238
		Reinforce Your Skills	240
		Apply Your Skills	244
		Project Grader	247
		Extend Your Skills	250

Excel Chapter 10: Lookup Functions and Outlines

Introducing Lookup Functions	252
<i>VLOOKUP and HLOOKUP</i>	252
The Outline Feature	255
Subtotals	257
<i>The Subtotal Dialog Box</i>	258
The Quick Analysis Tool	260
Reinforce Your Skills	263
Apply Your Skills	267
Project Grader	269
Extend Your Skills	271
Glossary	273
Index	275