

Contents

Preface	v		
CHAPTER 6		CHAPTER 8	
Advanced Workbook Formatting	149	Financial Functions and What-If Analysis	193
Formatting with Themes	150	Creating Financial Functions	194
Customizing Themes	151	Financial Function Arguments	194
Cell Styles	153	PMT Function	195
Using the Format Cells Dialog Box	155	FV Function	197
Cell Borders and Fill	156	NPER Function	198
Creating Custom Number Formats	157	Using What-If Analysis Tools	199
International Formatting	158	Data Tables	199
Customizing the Page Setup	160	Scenario Manager	203
Adding a Worksheet Background Image	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	218
Extend Your Skills	170		
CHAPTER 7		CHAPTER 9	
Date Functions and Conditional Formatting	171	Text Functions, Conditional Functions, and Formula Auditing	219
Date Serial Numbers	172	Using Functions to Modify Text	220
Applying Custom Date Formatting	172	Changing Case	220
Entering Time Information	175	Extracting Text	221
Using Date Functions	176	Merge and Modify Text with Functions and Flash Fill	221
Calculations Using Date and Time	178	Other Text Functions	222
Conditional Formatting Using Graphics and Custom Rules	179	Creating Conditional Functions Using IF Criteria	225
Conditional Formatting with Graphics	180	Nested Functions	228
The Conditional Formatting Rules Manager	180	The IFS Function	228
Conditional Formatting Using Formulas	180	The SWITCH Function	229
Reinforce Your Skills	184	Troubleshooting Formulas	232
Apply Your Skills	187	Trace Precedents and Dependents	232
Project Grader	189	Checking for Errors	234
Extend Your Skills	191	Evaluate a Formula	234
		The Watch Window	235
		3-D Cell References	238
		Reinforce Your Skills	240
		Apply Your Skills	244
		Project Grader	247
		Extend Your Skills	250

CHAPTER 10

Lookup Functions and Outlines	251
Introducing Lookup Functions	252
VLOOKUP and HLOOKUP	252
The Outline Feature	255
Subtotals	257
The Subtotal Dialog Box	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