

Table of Contents

Quick Reference Tables

vi

Preface

vii

EXCEL 2013 LESSON 12: USING LOOKUP FUNCTIONS, PIVOTTABLES, AND MACROS

Introducing Lookup Functions	EX12.3
LOOKUP Function Syntax	EX12.3
How the VLOOKUP Function Works	EX12.4
Sorting a Table Array	EX12.4
Creating PivotTables	EX12.7
Arranging the Source Data	EX12.7
PivotTable Example 1	EX12.7
PivotTable Example 2	EX12.8
How PivotTables Work	EX12.8
Formatting a PivotTable	EX12.12
Changing PivotTable Fields	EX12.14
Filtering a PivotTable with AutoFilter	EX12.17
Filtering PivotTables with Slicers	EX12.17
Editing PivotTable Calculations	EX12.20
Refreshing PivotTable Data	EX12.21
Creating PivotCharts	EX12.23
Filtering PivotCharts	EX12.24
Formatting and Printing PivotCharts	EX12.24
Changing Macro Security	EX12.25
Security Levels	EX12.25
Recording Macros	EX12.27
Naming a Macro	EX12.27
Recording Macro Steps	EX12.27
Storing Macros	EX12.27
Saving a Workbook Containing Macros	EX12.27
Running Macros	EX12.29
Assigning Macros	EX12.30
Assigning Macros to Shortcut Keys	EX12.30
Assigning Macros to Custom Buttons	EX12.32
Concepts Review	EX12.33
Reinforce Your Skills	EX12.34
Apply Your Skills	EX12.42
Extend Your Skills	EX12.46
Transfer Your Skills	EX12.47

EXCEL 2013 LESSON 13: USING ADVANCED FORMATTING AND ANALYSIS TOOLS

Working with Grouped Worksheets	EX13.3
Grouping Worksheets	EX13.3
Ungrouping Worksheets	EX13.3
Consolidating Worksheet Data	EX13.6
Consolidation Functions	EX13.6
Types of Consolidation	EX13.7
Creating Links to Source Data	EX13.7
Working with Data Validation	EX13.10
Restricting Data Entry Using Criteria	EX13.10
Copying a Data Validation Rule	EX13.11
Creating Drop-Down Lists for Data Entry	EX13.14
Circling Invalid Data	EX13.17
Removing Duplicate Records	EX13.19
Filtering for Unique Records	EX13.19
Removing Duplicates	EX13.19
Tracing Formulas	EX13.22
The Formula Auditing Tools	EX13.22
Tracing Precedents	EX13.22
Tracing Dependents	EX13.24
Auditing Formula Errors	EX13.25
Auditing Single Cells	EX13.26
Error Checking in Multiple Cells	EX13.26
Tracing Errors	EX13.27
Evaluating Formulas	EX13.29
Using Data Tables	EX13.30
One-Variable Data Tables	EX13.30
Two-Variable Data Tables	EX13.31
Concepts Review	EX13.34
Reinforce Your Skills	EX13.35
Apply Your Skills	EX13.42
Extend Your Skills	EX13.46
Transfer Your Skills	EX13.47

EXCEL 2013 LESSON 14: COLLABORATING IN EXCEL

Creating Folders in Excel	EX14.3
Working with Project Folders	EX14.3
Creating Folders	EX14.3
Renaming Folders	EX14.3
Organizing Workbooks in Folders	EX14.4
Inserting and Viewing Comments	EX14.6
When to Use a Comment	EX14.6
Viewing Comments	EX14.6
Navigating Through Comments	EX14.6
Setting the Username	EX14.8
Inserting and Deleting Comments	EX14.8
Adding to and Formatting Comments	EX14.8
Positioning and Sizing a Comment	EX14.9
Printing Comments	EX14.11
Creating Hyperlinks	EX14.13
Types of Hyperlinks	EX14.13
Insert Hyperlink Dialog Box	EX14.14
Editing and Removing Hyperlinks	EX14.14
Protecting Workbooks and Worksheets	EX14.18
Protecting the Workbook Structure	EX14.18
Protecting Worksheet Elements	EX14.20
Password Protection	EX14.20
Protecting Cells	EX14.22
Creating Digital Signatures	EX14.24
When to Use a Digital Signature	EX14.24
Creating a Digital Certificate	EX14.25
Creating a Digital Signature	EX14.26
Removing Digital Signatures	EX14.29
Concepts Review	EX14.30
Reinforce Your Skills	EX14.31
Apply Your Skills	EX14.36
Extend Your Skills	EX14.39
Transfer Your Skills	EX14.40

EXCEL 2013 LESSON 15: SHARING WORKBOOKS

Preparing Workbooks for Distribution	EX15.3
Inspecting Workbooks for Personal Information and Hidden Data	EX15.3
Marking a Workbook as Final	EX15.4
Granting Permission to View or Edit a Workbook	EX15.4
Sharing Workbooks Without a Network	EX15.6
Tracking Changes to Workbooks	EX15.6
Reviewing Tracked Changes	EX15.9
The Change History	EX15.9
Merging Multiple Workbooks	EX15.12
What Happens When Workbooks Are Merged	EX15.12
Merged Cells versus Merged Workbooks	EX15.12
Protecting Elements in a Shared Workbook	EX15.13
Sharing Workbooks on a Network	EX15.14
Simultaneous Access to Shared Workbooks	EX15.14
Disabled Features in Shared Workbooks	EX15.14
Switching Off Sharing	EX15.14
Emailing a Workbook	EX15.18
Attaching a Workbook	EX15.18
Inserting a Worksheet in an Email Message	EX15.19
Importing Data via a Web Query	EX15.20
Collaborating with SkyDrive and Office Web Apps	EX15.23
Creating a Microsoft Account	EX15.23
Storing Files on SkyDrive	EX15.24
Saving a File to SkyDrive in Excel	EX15.24
Editing Files with Office Web Apps	EX15.25
Sharing Files with SkyDrive	EX15.26
Moving Files	EX15.27
Setting the Folder Permission Level	EX15.28
Concepts Review	EX15.28
Reinforce Your Skills	EX15.29
Apply Your Skills	EX15.37
Extend Your Skills	EX15.42
Transfer Your Skills	EX15.43

EXCEL 2013 LESSON 16: INTEGRATING EXCEL WITH OTHER PROGRAMS

Maintaining Compatibility with Previous Versions of Excel	EX16.3
About File Formats	EX16.3
Checking for Excel Version Compatibility	EX16.6
Using the Compatibility Pack Converters	EX16.8
Converting Workbooks to Other File Formats	EX16.9
Text File Formats	EX16.9
Limitations of File Formats	EX16.10
PDF and XPS File Formats	EX16.12
Using Excel Tables with Word Mail Merge	EX16.14
Sharing Excel Data with Access	EX16.18
Inserting Excel Charts in PowerPoint	EX16.20
Linking Compared to Embedding	EX16.20
Importing External Data	EX16.22
Using Copy and Paste	EX16.22
Importing Data with Drag and Drop	EX16.22
Importing a Text File	EX16.25
Converting Text to Columns	EX16.27
Saving Workbook Elements as a Web Page	EX16.29
Saving as a Web Page	EX16.30
Saving as a Single File Web Page	EX16.30
Publishing the Web Page	EX16.30
Concepts Review	EX16.32
Reinforce Your Skills	EX16.33
Apply Your Skills	EX16.39
Extend Your Skills	EX16.42
Transfer Your Skills	EX16.43
<i>Index</i>	INDEX.1