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Titolo	Learn Excel from Mr Excel [[electronic resource]] : 277 Excel mysteries solved // Bill Jelen
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Nota di contenuto	BOOK COVER; HALF TITLE; FULL TITLE; COPYRIGHT PAGE; TABLE OF CONTENTS; ABOUT THE AUTHOR; ACKNOWLEDGMENTS; DEDICATION; FOREWORD; PART-I: THE EXCEL ENVIRONMENT; SHOW FULL MENUS ALL THE TIME; SHOW FULL TOOLBARS ALL THE TIME; ADD A CLOSE BUTTON TO THE STANDARD TOOLBAR; CLOSE ALL OPEN WORKBOOKS; DOUBLE THE VALUE OF THE RECENTLY USED FILE LIST; REMEMBER WORKBOOKS TO OPEN USING A WORKSPACE; AUTOMATICALLY MOVE THE CELL POINTER IN A DIRECTION AFTER ENTERING A NUMBER; HOW TO SEE HEADINGS AS YOU SCROLL AROUND A REPORT; HOW TO SEE HEADINGS AND ROW LABELS AS YOU SCROLL AROUND A REPORT HOW TO PRINT TITLES AT THE TOP OF EACH PAGEPRINT A LETTER AT THE TOP OF PAGE 1 AND REPEAT HEADINGS AT THE TOP OF EACH SUBSEQUENT PAGE; HOW TO PRINT PAGE NUMBERS AT THE BOTTOM OF EACH PAGE; HOW TO MAKE A WIDE REPORT FIT TO ONE PAGE WIDE BY MANY PAGES TALL; ARRANGE WINDOWS TO SEE TWO OR MORE OPEN WORKBOOKS; WHY IS THERE A ":2" AFTER MY WORKBOOK NAME IN THE TITLE BAR?; HAVE EXCEL ALWAYS OPEN CERTAIN WORKBOOK(S); SET UP EXCEL ICONS TO OPEN A SPECIFIC FILE ON STARTUP; USE A MACRO TO FURTHER CUSTOMIZE STARTUP; CONTROL SETTINGS FOR EVERY NEW WORKBOOK AND WORKSHEET; OPEN A COPY OF A WORKBOOK OPEN A SAVED FILE WHOSE NAME YOU CANNOT RECALLSUPPRESS THE UPDATE LINKS MESSAGE; SEND EXCEL FILE AS AN ATTACHMENT; SAVE EXCEL DATA AS A TEXT FILE; USE A LASER PRINTER TO HAVE EXCEL CALCULATE FASTER; USE EXCEL AS A WORD PROCESSOR; SPELLCHECK A

REGION; USE HYPERLINKS TO CREATE AN OPENING MENU FOR YOUR WORKBOOK; GET QUICK ACCESS TO PASTE SPECIAL; USE SHIFT KEY TO REVERSE POPULAR TOOLBAR ICONS; CREATE A MENU OR A TOOLBAR OF YOUR FAVORITE ICONS; RESTORE YOUR MENUS AFTER CUSTOMIZING; QUICKLY COPY A FORMULA TO ALL ROWS OF DATA; QUICKLY TURN A RANGE ON ITS SIDE
STOP EXCEL FROM AUTOCORRECTING CERTAIN WORDS
USE AUTOCORRECT TO ENABLE A SHORTCUT; WHY WON'T THE TRACK CHANGES FEATURE WORK IN EXCEL?; COPY CELLS FROM ONE WORKSHEET TO MANY WORKSHEETS; HAVE EXCEL TALK TO YOU; ENTER SPECIAL SYMBOLS; FIND TEXT ENTRIES; COPY A FORMULA THAT CONTAINS RELATIVE REFERENCES; COPY A FORMULA WHILE KEEPING ONE REFERENCE FIXED; CREATE A MULTIPLICATION TABLE; CALCULATE A SALES COMMISSION; SIMPLIFY ENTRY OF DOLLAR SIGNS IN FORMULAS; LEARN R1C1 REFERENCING TO UNDERSTAND FORMULA COPYING; CREATE EASIER-TO-UNDERSTAND FORMULAS WITH NAMED RANGE; USE NAMED CONSTANTS TO STORE NUMBERS
BUILD A FORMULA USING LABELS INSTEAD OF CELL ADDRESSES
USE NATURAL LANGUAGE FORMULAS TO REFER TO THE CURRENT ROW; ASSIGN A FORMULA TO A NAME; TOTAL WITHOUT USING A FORMULA; COUNT, AVERAGE, ETC. WITHOUT USING A FORMULA; ADD TWO COLUMNS WITHOUT USING FORMULAS; HOW TO CALCULATE SALES OVER QUOTA; HOW TO JOIN TWO TEXT COLUMNS; HOW TO SORT ON ONE SEGMENT OF AN ACCOUNT ID; HOW TO ISOLATE THE CENTER PORTION OF AN ACCOUNT ID; HOW TO ISOLATE EVERYTHING BEFORE A DASH IN A COLUMN BY USING FUNCTIONS; HOW TO USE FUNCTIONS TO ISOLATE EVERYTHING AFTER A DASH IN A COLUMN
HOW TO USE FUNCTIONS TO ISOLATE EVERYTHING AFTER THE SECOND DASH IN A COLUMN

Sommario/riassunto

Containing 277 business case studies that illustrate nearly every aspect of Excel, this book presents real-life business problems and works them through to their solutions. In addition to exemplary solutions, each case analysis considers alternate approaches and gotchas, and includes a summary of the necessary commands and functions. Excel files that can be downloaded and worked through step-by-step are included for each case.
