

1. Record Nr.	UNINA9910813110503321
Autore	Walkenbach John
Titolo	101 excel 2013 tips, tricks & timesavers // by John Walkenbach
Pubbl/distr/stampa	Hoboken, N.J., : Wiley, c2013
ISBN	1-118-64232-5 1-118-65106-5
Edizione	[1st edition]
Descrizione fisica	1 online resource (314 p.)
Collana	Mr. Spreadsheet's bookshelf
Disciplina	005.54
Soggetti	Electronic spreadsheets
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	About the Author; Table of Contents; INTRODUCTION; What You Should Know; What You Should Have; Conventions in This Book; Formula listings; Key names; The Ribbon; Functions, procedures, and named ranges; Mouse conventions; What the icons mean; How This Book Is Organized; How to Use This Book; About the Power Utility Pak Offer; Part I: Workbooks and Files; Tips and Where to Find Them; Tip 1: Changing the Look of Excel; Cosmetic changes; Hiding the Ribbon; Using options on the View tab; Hiding other elements; Hiding the status bar; Tip 2: Customizing the Quick Access Toolbar About the Quick Access toolbar Adding new commands to the Quick Access toolbar; Performing other Quick Access toolbar actions; Tip 3: Customizing the Ribbon; How to customize the Ribbon; Tip 4: Understanding Protected View; What causes Protected View?; Printing and copying; Forcing a file to open in Normal view; Tip 5: Understanding AutoRecover; Recovering versions of the current workbook; Recovering unsaved work; Tip 6: Using a Workbook in a Browser; Tip 7: Saving to a Read-Only Format; Send a printed copy; Send an electronic copy in the form of a PDF file; Send an MHTML file Tip 8: Generating a List of Filenames Tip 9: Generating a List of Sheet Names; Tip 10: Using Document Themes; Applying a theme; Customizing a theme; Tip 11: Understanding Excel Compatibility Issues; The Excel 2013 file formats; The Office Compatibility Pack; Checking compatibility; Tip 12: Where to Change Printer Settings; Part II: Formatting; Tips and Where to Find Them; Tip 13: Working with

Merged Cells; Other merge actions; Potential problems with merged cells; Locating all merged cells; Unmerging all merged cells; Alternatives to merged cells; Tip 14: Indenting Cell Contents  
Tip 15: Using Named Styles Using the Style gallery; Modifying an existing style; Creating new styles; Merging styles from other workbooks; Tip 16: Creating Custom Number Formats; Parts of a number format string; Custom number format codes; Tip 17: Using Custom Number Formats to Scale Values; Tip 18: Creating a Bulleted List; Using a bullet character; Using SmartArt; Tip 19: Shading Alternate Rows Using Conditional Formatting; Displaying alternate row shading; Creating checkerboard shading; Shading groups of rows; Tip 20: Formatting Individual Characters in a Cell  
Tip 21: Using the Format Painter Painting basics; Format Painter variations; Tip 22: Inserting a Watermark; Tip 23: Showing Text and a Value in a Cell; Using concatenation; Using the TEXT function; Using a custom number format; Tip 24: Avoiding Font Substitution for Small Point Sizes; Tip 25: Updating Old Fonts; Part III: Formulas; Tips and Where to Find Them; Tip 26: Resizing the Formula Bar; Tip 27: Monitoring Formula Cells from Any Location; About the Watch Window; Customizing the Watch Window; Navigating with the Watch Window; Tip 28: Learning Some AutoSum Tricks  
Tip 29: Knowing When to Use Absolute and Mixed References

---

## Sommario/riassunto

Get the most out of Excel 2013 with this exceptional advice from Mr. Spreadsheet himself! Excel 2013 is excellent, but there's lots to learn to truly excel at Excel! In this latest addition to his popular Mr. Spreadsheet's Bookshelf series, John Walkenbach, aka "Mr. Spreadsheet," shares new and exciting ways to accomplish and master all of your spreadsheet tasks. From taming the Ribbon bar to testing and tables, creating custom functions, and overcoming "impossible" charts, mixing nesting limits, and more, 101 Excel 2013 Tips, Tricks, & Timesavers will save you time and

---