
TABLE OF CONTENTS

Introduction	1
PART 1: GETTING STARTED WITH EXCEL 2019	7
Chapter 1: The Excel 2019 User Experience	9
Excel's Ribbon User Interface	10
Launching and Quitting Excel	33
Help Is on the Way	35
Chapter 1: Test Your Knowledge	39
Chapter 1: Solutions and Suggested Responses	41
Chapter 2: Creating a Spreadsheet from Scratch	43
So What Ya Gonna Put in That New Workbook of Yours?	43
Doing the Data-Entry Thing	46
It Takes All Types	49
Fixing Those Data Entry Flub-Ups	63
Taking the Drudgery Out of Data Entry	66
How to Make Your Formulas Function Even Better	79
Making Sure That the Data Is Safe and Sound	87
Saving the Workbook as a PDF File	91
Document Recovery to the Rescue	92
Chapter 2: Test Your Knowledge	95
Chapter 2: Solutions and Suggested Responses	99
PART 2: EDITING WITHOUT TEARS	103
Chapter 3: Making It All Look Pretty	105
Choosing a Select Group of Cells	105
Using the Format as Table Gallery	113
Cell Formatting from the Home Tab	119
Formatting Cells Close to the Source with the Mini-bar	121
Using the Format Cells Dialog Box	122
Calibrating Columns	131
Futzing with the Fonts	134
Altering the Alignment	135
Doing It in Styles	143
Fooling Around with the Format Painter	145
Conditional Formatting	146
Chapter 3: Test Your Knowledge	151
Chapter 3: Solutions and Suggested Responses	153
Chapter 4: Going Through Changes	155
Opening Your Workbooks for Editing	156
Much Ado about Undo	162

Doing the Old Drag-and-Drop Thing	163
Copying Formulas with AutoFill	167
Cut and Paste, Digital Style	172
Let's Be Clear About Deleting Stuff	179
Staying in Step with Insert	180
Stamping Out Your Spelling Errors	181
Eliminating Errors with Text to Speech	183
Chapter 4: Test Your Knowledge	187
Chapter 4: Solutions and Suggested Responses	189
Chapter 5: Printing the Masterpiece	191
Previewing Pages in Page Layout View	192
Using the Backstage Print Screen	193
Printing the Current Worksheet	196
My Page Was Set Up!	197
From Header to Footer	205
Solving Page Break Problems	211
Letting Your Formulas All Hang Out	214
Chapter 5: Test Your Knowledge	217
Chapter 5: Solutions and Suggested Responses	219
PART 3: GETTING ORGANIZED AND STAYING THAT WAY	221
Chapter 6: Maintaining the Worksheet	223
Zooming In and Out	224
Splitting the Worksheet into Window Panes	227
Fixed Headings with Freeze Panes	228
Electronic Sticky Notes	231
The Range Name Game	235
Seek and Ye Shall Find ...	240
Replacing Cell Entries	243
Doing Your Research with Smart Lookup	245
Controlling Recalculation	246
Putting on the Protection	247
Chapter 6: Test Your Knowledge	251
Chapter 6: Solutions and Suggested Responses	253
Chapter 7: Maintaining Multiple Worksheets	255
Juggling Multiple Worksheets	256
Don't Short-Sheet Me!	259
Opening Windows on Your Worksheets	264
Comparing Worksheets Side by Side	268
Shifting Sheets to Other Workbooks	269
Summing Stuff on Different Worksheets	273
Chapter 7: Test Your Knowledge	277
Chapter 7: Solutions and Suggested Responses	279

PART 4: DIGGING DATA ANALYSIS	281
Chapter 8: Doing What-If Analysis	283
Playing What-If with Data Tables	283
Playing What-If with Goal Seeking	289
Making the Case with Scenario Manager	291
Chapter 8: Test Your Knowledge	297
Chapter 8: Solutions and Suggested Responses	299
Chapter 9: Playing with Pivot Tables	301
Data Analysis with Pivot Tables	301
Formatting Pivot Tables	308
Sorting and Filtering Pivot Table Data	310
Modifying Pivot Tables	314
Creating Pivot Charts	317
Chapter 9: Test Your Knowledge	321
Chapter 9: Solutions and Suggested Responses	323
PART 5: LIFE BEYOND THE SPREADSHEET	325
Chapter 10: Charming Charts and Gorgeous Graphics	327
Making Professional-Looking Charts	327
Adding Great-Looking Graphics	341
Controlling How Graphic Objects Overlap	361
Printing Just the Charts	364
Chapter 10: Test Your Knowledge	365
Chapter 10: Solutions and Suggested Responses	367
Chapter 11: Getting on the Data List	369
Creating Data Lists	369
Sorting Data Lists	377
Filtering Data Lists	381
Importing External Data	387
Chapter 11: Test Your Knowledge	393
Chapter 11: Solutions and Suggested Responses	395
Chapter 12: Linking, Automating, and Sharing Spreadsheets	397
Using Office Add-ins	397
Using Excel Add-Ins	399
Adding Hyperlinks to a Worksheet	401
Automating Commands with Macros	404
Sharing Your Worksheets	411
Editing Worksheets in Excel Online	416
Chapter 12: Test Your Knowledge	421
Chapter 12: Solutions and Suggested Responses	423

PART 6: THE PART OF TENS	425
Chapter 13: Top Ten Beginner Basics	427
Chapter 13: Test Your Knowledge	429
Chapter 13: Solutions and Suggested Responses	431
Chapter 14: The Ten Commandments of Excel 2019	433
Chapter 14: Test Your Knowledge	435
Chapter 14: Solutions and Suggested Responses	437
Chapter 15: Top Ten Ways to Manage Your Data	439
Chapter 15: Test Your Knowledge	445
Chapter 15: Solutions and Suggested Responses	447
Chapter 16: Top Ten Ways to Analyze Your Data	449
Chapter 16: Test Your Knowledge	453
Chapter 16: Solutions and Suggested Responses	455
Glossary	457
Index	459
Final Exam Copy	473