

Legal information

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This book does not claim to be complete in the sense of listing and explaining all Microsoft Excel functions, but rather serves as a teaching collection for the most important and most frequently used functions from the author's point of view. It was created to provide the reader with quick success and professional results when using Microsoft Excel in a compact way and with little time and effort.

Preface (Important Information about the Book!)

How to use this book and what you can expect from it

Thank you very much for choosing this book!

Probably everyone knows that Microsoft Excel is a powerful spreadsheet program. But most people only know the basic functions and cannot use the hidden treasures in Excel. This misery is over now. In this book you will learn how to make full use of Excel's top functions. This book equips you with the most important tools in your daily struggle with the flood of data and information that we are exposed to in our private and professional lives today.

Bring order to your tables and shine with sophisticated Excel knowledge. Not only will you impress your superiors, but you will also have helpful tools at your fingertips in your private life. For the administration of personal property, real estate, planning birthday parties and much more.

To provide a clear introduction at all levels, the book is divided into "Basic" and "Expert" topics within the chapters. The "Basic" sections explain basic functions that provide everyday help. In the "Expert" chapters we go a little deeper into the subject and learn advanced functions for the corresponding topic. Each chapter contains theoretical instructions (illustrated & step by step) as well as many practical examples.

The font color of the chapter headings reflects the difficulty level "Basic" or "Expert". As a beginner you should read all chapters from the beginning, especially chapters with **green writing** ("Basic"). Chapters with **violet font colour** are interesting for beginners as well as for advanced users. And as an advanced Excel user you can skip **green chapters** and start immediately with the **blue chapters** ("Expert").

Of course this is only a classification according to the author's feeling. You have to find out for yourself what level you are at in Excel. So please take this classification only as a recommendation.

The "Ribbon", which will be mentioned frequently, can be found in Excel at the top, just below the green bar including well-known functions such as "Save", "Undo", etc.

This book is suitable for Microsoft Excel 2010, 2013, 2016 & 2019 as well as Microsoft Office 365. The information in this book was created using Excel from Microsoft Office 365, so some features of the Excel versions may differ from earlier versions (especially 2010 & 2013). This also applies to design elements. Don't let it throw you off track. In the end you will certainly learn many great functions!

Try to actively practice the examples and theoretical considerations in Excel, rather than just reading the book. This is very important to internalize the functions as you know for sure: Only practice makes perfect!

Let's get started!

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1 Excel Interface & Settings

At the beginning you will get a first overview of Excel's user interface and the basic functions & settings. In this section we will discuss very basic things, i.e. if you have already used Excel a few times, you can skip **chapter 1.1**. However, you should follow the recommended settings in **chapter 1.2**.

1.1 Excel Interface & Important Sections

We start with the **red framed** area in *Fig. 1*, where you can navigate through the ribbon. If some sections are not displayed in the ribbon, you have to activate them first, as explained in Chapter **1.2**. The section "Home" includes basic functions.

In the **orange framed** area you will find the cell "name box". By default, this is specified with an alphanumeric reference (A1,B2,...). However, you can also name the cell as you wish. To do this, select the **orange-framed** cell field and write the name, then confirm with "Enter". Note that you must now use the new name for each reference to this cell.

The area **framed in blue** is used to enter a function (but normal text or numbers can also be entered). For a selection and description of possible functions click on the small f_x symbol.

In the **green framed section** in the lower area you will find the possibility to add and manage further worksheets. In the **yellow area** you can scale the display (zoom) and choose between "normal display", "page layout" or "page break view". Just try out the different display options!

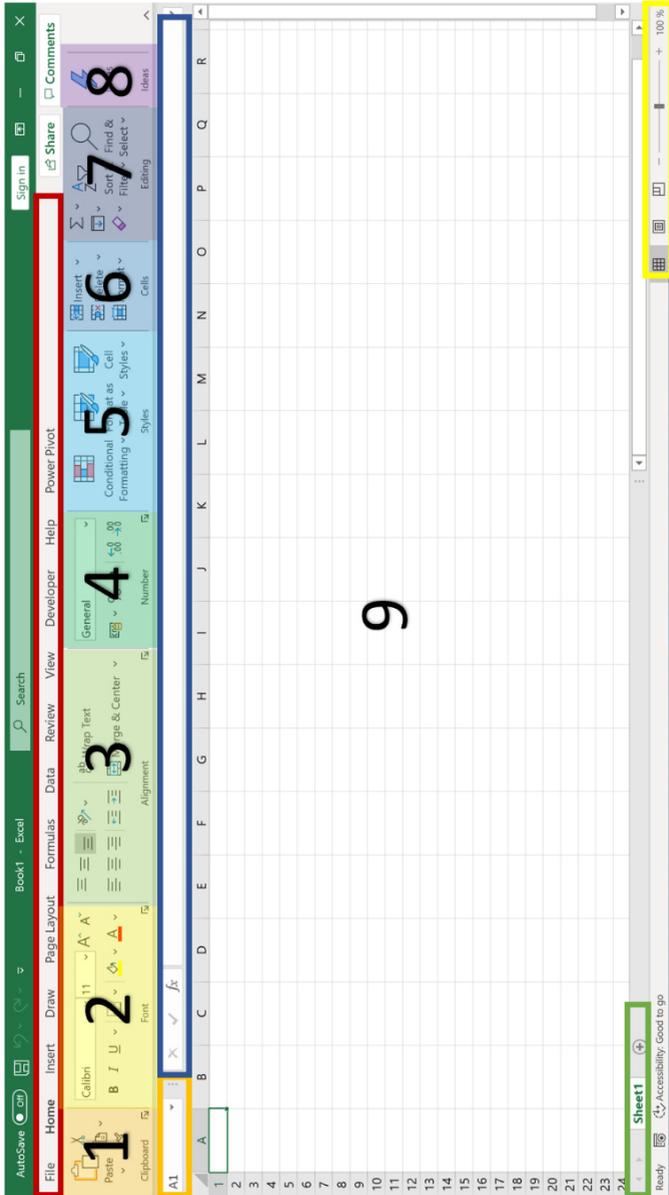


Figure 1: Excel Interface and worksheet

In **area 1** (see *Fig. 1*) you can copy, paste or cut content and use "Format painter". This function is very helpful if you want to transfer the formatting of a cell - for example: **text size**, **bold text**, *italic text* or even **text** or **cell color** - to one or more other cells in exactly the same way.

In **area 2**, make settings for the font of texts, i.e. elements such as: *italic*, **bold**, underlined, **font color** and **Size**, etc.

In **area 3** you will find settings for the alignment of the cell contents. You can center cell content or align it left or right. You can also change the direction of the text and "Merge cells", i.e. combine several cells into a compound and - for example - centre the cell contents (see *Figure 2*).

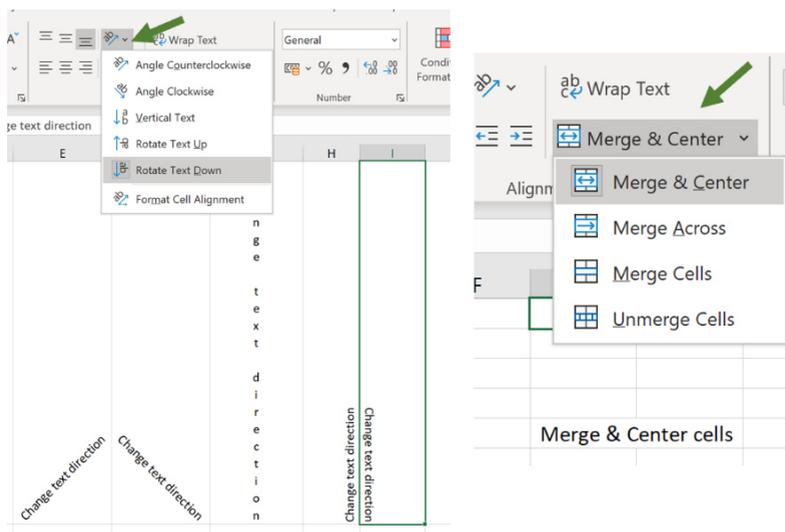


Figure 2: Change cell alignment (left) and merge cells (right)

"Number formats" can be defined in **area 4** (see *Fig. 3*). Whether currency, percent, time, fractions or exponential number. No problem for Excel. Further formats such as special formats can be found by clicking on "More number formats..." in the lower area.

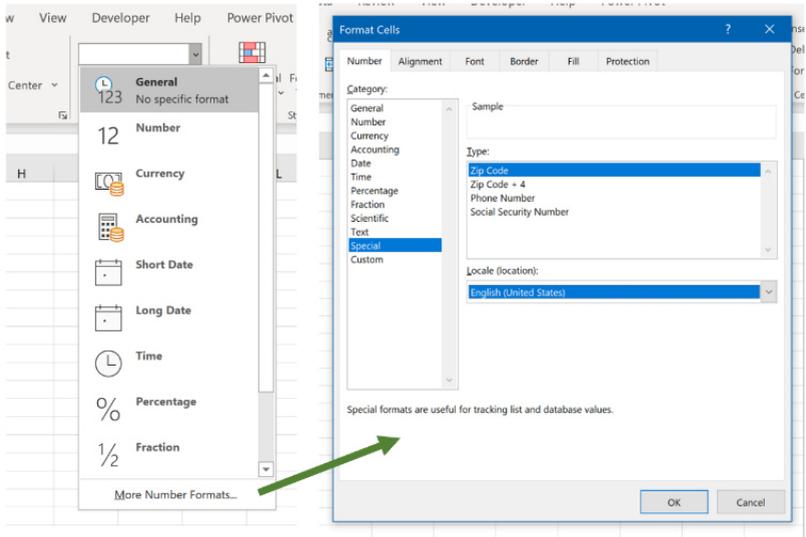


Figure 3: Determine number format (left). More number formats (right)

In **areas 5 and 6** you can easily change the formatting using templates as well as insert and modify cells/columns. We will come to the specific functions of these areas later in the book.

In **area 7** (Editing) you will find shortcuts for frequently used functions such as "Calculate Sum", "Calculate Average", "Find Max/Min", "Sort", "Filter", "Find & Replace" and others. These functions will also be explained in more detail throughout the book. A very helpful function to delete formatting is also to be found here (see Fig. 4).

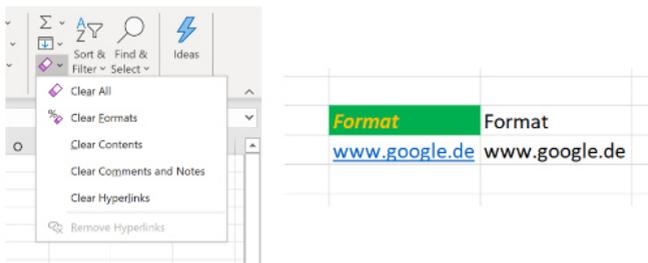


Figure 4: "Clear"-function (formatting, contents, comments, links)