**Microsoft Office 2010: Advanced BTWs – Excel Chapter 4**

**Good Worksheet Design (EX 229)**
Do not create worksheets as if you are going to use them only once. Carefully design worksheets as if they will be on display and evaluated by your fellow workers. Smart worksheet design starts with visualizing the results you need. A well-designed worksheet often is used for many years.

**Global Formatting (EX 231)**
To assign formats to all the cells in all the worksheets in a workbook, click the Select All button, right-click a sheet tab, and click Select All Sheets on the shortcut menu. Next, assign the formats. To deselect the sheets, hold down the SHIFT key and click the Sheet1 tab. You also can select a cell or a range of cells and then select all sheets to assign formats to that cell or a range of cells on all sheets in a workbook.

**The Ribbon and Screen Resolution (EX 232)**
Excel may change how the groups and buttons within the groups appear on the Ribbon, depending on the computer’s screen resolution. Thus, your Ribbon may look different from the ones in this book if you are using a screen resolution other than 1024 x 768.

**BTWs (EX 232)**
For a complete list of the BTWs found in the margins of this book, visit the Excel 2010 BTW Web page (scsite.com/ex2010/btw).

**Cell References in Formulas (EX 234)**
Are you tired of writing formulas that make no sense when you read them because of cell references? The Name Manager can help add clarity to your formulas by allowing you to assign names to cells. You then can use the names, such as Rate, rather than the cell reference, such as D2, in the formulas you create. To access the Name Manager, click the Name Manager button (Formulas tab | Defined Names).

**Q&As (EX 236)**
For a complete list of the Q&As found in many of the step-by-step sequences in this book, visit the Excel 2010 Q&A Web page (scsite.com/ex2010/qa)

**When to Format (EX 236)**
Excel lets you format (1) before you enter data; (2) when you enter data, through the use of format symbols; (3) incrementally after entering sections of data; and (4) after you enter all the data. Spreadsheet specialists usually format a worksheet in increments as they build the worksheet, but occasions do exist where it makes sense to format cells before you enter any data.

**Entering Percents (EX 237)**
When you format a cell to display percentages, Excel assumes that whatever you enter into that cell in the future will be a percentage. Thus, if you enter the number .5, Excel translates the value as 50%. A potential problem arises, however, when you start to enter numbers greater than or equal to one. For instance, if you enter the number 25, do you mean 25% or 2500%? If you want Excel to treat the number 25 as 25% instead of 2500% and Excel interprets the number 25 as 2500%, then click the Options in the Backstage View. When the Excel Options dialog box appears, click Advanced in the left pane, and make sure the ‘Enable automatic percent entry’ check box in the right pane is selected.
Entering Interest Rates (EX 237)
An alternative to requiring the user to enter an interest rate in percent form, such as 4.50%, is to allow
the user to enter the interest rate as a number without an appended percent sign (4.50) and then divide
the interest rate by 1200, rather than 12.

Selecting Cells (EX 240)
If you double-click the top of the heavy black border surrounding an active cell, Excel will make the
first nonblank cell in the column the active cell. If you double-click the left side of the heavy black
border surrounding the active cell, Excel will make the first nonblank cell in the row the active cell.
This procedure works in the same fashion for the right border and the bottom border of the active cell.

Range Finder (EX 243)
Remember to check all formulas carefully. You can double-click a cell with a formula and Excel will
use Range Finder to highlight the cells that provide data for the formula. While Range Finder is active,
you can drag the outlines from one cell to another to change the cells referenced in the formula,
provided the cells have not been named.

Testing a Worksheet (EX 244)
It is good practice to test the formulas in a worksheet repeatedly until you are confident they are
correct. Use data that tests the limits of the formulas. For example, you should enter negative numbers,
zero, and large positive numbers to test the formulas.

Expanding Data Tables (EX 245)
The data table created in this chapter is relatively small. You can continue the series of percents to the
bottom of the worksheet and insert additional formulas in columns to create as large a data table as you
want.

Data Tables (EX 245)
Data tables have one purpose: to organize the answers to what-if questions. You can create two kinds
of data tables. The first type involves changing one input value to see the resulting effect on one or
more formulas. The second type involves changing two input values to see the resulting effect on one
formula.

Formulas in Data Tables (EX 248)
Any experienced Excel user will tell you that to enter the formulas at the top of the data table, you
should enter the cell reference or name of the cell preceded by an equal sign (Figure 4-24). This
ensures that if you change the original formula in the worksheet, Excel automatically will change the
Corresponding formula in the data table. If you use a cell reference, Excel also copies the format to the
cell. If you use a name, Excel does not copy the format to the cell.
Undoing Formats (EX 251)
If you started to assign formats to a range and then realize you made a mistake and want to start over, select the range, click the Cell Styles button (Home tab | Styles group), and click Normal in the Cell Styles gallery.

Conditional Formatting (EX 252)
You can add as many conditional formats to a range as you like. After adding the first condition, click the Conditional Formatting button (Home tab | Styles group) and then click New Rule to add more conditions. If more than one condition is true for a cell, then Excel applies the formats of each condition, beginning with the first.

Amortization Schedules (EX 254)
Hundreds of Web sites offer amortization schedules. To find these Web sites, use a search engine, such as Google, and search using the keywords, amortization schedule.

Column Borders (EX 255)
In this chapter, columns A and F are used as column borders to divide sections of the worksheet from one another, as well as from the row headings. A column border is an unused column with a significantly reduced width. You also can use row borders to separate sections of a worksheet.

The Magical Fill Handle (EX 262)
If a worksheet contains a column with entries adjacent to the range you plan to drag the fill handle down through, then you can double-click the fill handle instead of dragging. For example, in Step 3 above, you could have double-clicked the fill handle instead of dragging the fill handle down through column 20 to copy the formula in cell H4 to the range H5:H20, because of the numbers in column G. This feature also applies to copying a range using the fill handle.

Round-Off Errors (EX 263)
If you manually add the numbers in column K (range K3:K20) and compare it to the sum in cell K21, you will notice that the total interest paid is $0.02 off. This round-off error is due to the fact that some of the numbers involved in the computations have additional decimal places that do not appear in the cells. You can use the ROUND function on the formula entered into cell K3 to ensure the total is exactly correct. For information on the ROUND function, click the Insert Function button in the formula bar, click Math & Trig in the ‘Or select a category’ list, scroll down in the ‘Select a function’ list, and then click ROUND.

Conserving Ink and Toner (EX 266)
If you want to conserve ink or toner, you can instruct Excel to print draft quality documents by clicking File on the Ribbon to open the Backstage view, clicking Options in the Backstage view to display the Excel Options dialog box, clicking Advanced in the left pane (Excel Options dialog box), scrolling to the Print area in the right pane, make sure that the ’High quality mode for graphics’ button is unchecked and then clicking the OK button. Then, use the Backstage view to print the document as usual.
Naming Ranges (EX 268)
A name can be assigned to two or more nonadjacent ranges. After selecting the first range, hold down the CTRL key and drag through the additional ranges of cells to select them before entering the name in the Name box.

Hiding Worksheets (EX 272)
When sharing workbooks with others, you may not want them to see some of your worksheets. Hiding worksheets obscures the sheets from casual inspection; however, it is not only for hiding worksheets from others’ eyes. Sometimes, you have several worksheets that include data that you rarely require or that you use only as a reference. To clean up the list of sheet tabs, you can hide worksheets that you usually do not need.

Using Protected Worksheets (EX 275)
You can move from one unprotected cell to another unprotected cell in a worksheet by using the TAB and SHIFT+TAB keys. This is especially useful when the cells are not adjacent to one another.

Certification (EX 280)
The Microsoft Office Specialist (MOS) program provides an opportunity for you to obtain a valuable industry credential — proof that you have the Excel 2010 skills required by employers. For more information, visit the Excel 2010 Certification Web page (scsite.com/ex2010/cert).

Quick Reference (EX 280)
For a table that lists how to complete the tasks covered in this book using the mouse, Ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the Excel 2010 Quick Reference Web page (scsite.com/ex2010/qr).