

Q&As: Microsoft Excel 2013: Chapter 1

Why did the appearance of the formula bar change?

Excel displays the title in the formula bar and in cell A1. When you begin typing a cell entry, Excel displays two additional boxes in the formula bar: the **Cancel box** and the **Enter box**. Tapping or clicking the **Enter box** completes an entry. Tapping or clicking the **Cancel box** cancels an entry.

Why does the entered text appear in three cells?

When the text is longer than the width of a cell, Excel displays the overflow characters in adjacent cells to the right as long as those adjacent cells contain no data. If the adjacent cells contain data, Excel hides the overflow characters. Excel displays the overflow characters in the formula bar whenever that cell is the active cell.

What happens when I tap or click the Enter box?

When you complete an entry by tapping or clicking the Enter box, the insertion point disappears and the cell in which the text is entered remains the active cell.

What is the vertical line in cell A1?

The text in cell A1 is followed by the insertion point. The **insertion point** is a blinking vertical line that indicates where the next typed character will appear.

Why is the RIGHT ARROW key used to complete the entry in the cell?

If the next entry you want to enter is in an adjacent cell, use the arrow keys to complete the entry in a cell. When you press an arrow key to complete an entry, the adjacent cell in the direction of the arrow (up, down, left, or right) becomes the active cell. If the next entry is in a nonadjacent cell, complete the current entry by tapping or clicking the next cell in which you plan to enter data. You also can tap or click the Enter box or press the ENTER key and then tap or click the appropriate cell for the next entry.

Why is the text left-aligned in the cells?

When you enter text, Excel automatically left-aligns the text in the cell. Excel treats any combination of numbers, spaces, and nonnumeric characters as text. For example, Excel recognizes the following entries as text: 401AX21, 921-231, 619 321, 883XTY
You can change the text alignment in a cell by realigning it. Other alignment techniques are discussed later in this chapter.

Do I need to enter dollar signs, commas, or trailing zeros for the amounts?

You are not required to type dollar signs, commas, or trailing zeros. When you enter a dollar value that has cents, however, you must add the decimal point and the numbers representing the cents. Later in this chapter, the numbers will be formatted to use dollar signs, commas, and trailing zeros to improve the appearance and readability of the numbers.

Why are the numbers right-aligned?

When you enter numeric data in a cell, Excel recognizes the values as numbers and right-aligns the values in order to properly vertically align decimal and integer values. For

example, values entered below those entered in this step automatically will be right-aligned so that the decimals of the values properly align.

Why did tapping or clicking cell B5 complete the entry in cell M4?

Selecting another cell completes the entry in the previously selected cell in the same way as pressing the ENTER key, pressing an arrow key, or tapping or clicking the Enter box in the formula bar. In the next set of steps, the entry of the number in cell B5 will be completed by selecting another cell.

What if my screen displays a Sum menu?

If you are using a touch screen, you may not have a separate Sum button and Sum arrow. In this case, select the desired option on the Sum menu.

How does Excel know which cells to sum?

When you enter the SUM function using the Sum button on the ribbon, Excel automatically selects what it considers to be your choice of the range to sum. When proposing the range to sum, Excel first looks for a range of cells with numbers above the active cell and then to the left. If Excel proposes the wrong range, you can correct it by dragging through the correct range before pressing the ENTER key. You also can enter the correct range by typing the beginning cell reference, a colon (:), and the ending cell reference.

What is the purpose of the Sum arrow?

If you tap or click the Sum arrow on the right side of the Sum button (HOME tab | Editing group) (shown in Figure 1 – 17), Excel displays a list of often-used functions from which you can choose. The list includes functions that allow you to determine the average, the number of items in the selected range, the maximum value, or the minimum value of a range of numbers.

Why is my fill handle not a black square?

If you are using a touch screen, the fill handle appears as a black and white rectangle with a blue down arrow in it.

What is the purpose of the ‘Auto Fill Options’ button?

When you copy one range to another, Excel displays an ‘Auto Fill Options’ button (Figure 1–21). The ‘Auto Fill Options’ button allows you to choose whether you want to copy the values from the source area to the destination area with formatting, do so without formatting, or copy only the format. To view the available fill options, tap or click the ‘Auto Fill Options’ button. The ‘Auto Fill Options’ button disappears when you begin another activity in Excel, such as typing data in another cell or applying formatting to a cell or range of cells.

How does Excel create unique totals for each row?

If each cell in a selected range is next to a row of numbers, Excel assigns the SUM function to each cell when you tap or click the Sum button.

What occurs on the worksheet as I enter the formula?

The **equal sign (=)** preceding b6–b17 in the formula alerts Excel that you are entering a formula or function and not text. Because the most common error when entering a formula is to reference the wrong cell in a formula, Excel colors the borders of the cells referenced in the formula. The coloring helps in the reviewing process to ensure the cell references

are correct. The **minus sign** (–) following b6 in the formula is the arithmetic operator that directs Excel to perform the subtraction operation.

Can I use live preview on a touch screen?

Live preview is not available on a touch screen.

Why do several items in the Font group on the ribbon change?

The changes to the Font box and Font Size box indicate the font changes applied to the active cell, cell A1, as a result of applying the Title cell style.

What if a cell already includes a bold style?

If the active cell already is bold, then Excel displays the Bold button with a transparent green background.

How do I remove the bold style from a cell?

Tapping or clicking the Bold button (HOME tab | Font group) a second time removes the bold style.

Can I assign a font size that is not in the Font Size gallery?

Yes. An alternative to tapping or clicking a font size in the Font Size gallery is to tap or click the Font Size box (HOME tab | Font group), type the font size, and then press the ENTER key. This procedure allows you to assign a font size not available in the Font Size gallery to a selected cell entry.

Which colors does Excel make available in the Font Color gallery?

You can choose from more than 60 different font colors in the Font Color gallery. Your Font Color gallery may have more or fewer colors, depending on color settings of your operating system. The Theme Colors area contains colors that are included in the current workbook's theme.

Why does the Font Color button change after I select the new font color?

When you choose a color on the Font Color gallery, Excel changes the Font Color button (HOME tab | Font group) to the chosen color. Thus, to change the font color of the cell entry in another cell to the same color, you need only to select the cell and then tap or click the Font Color button (HOME tab | Font group).

What if a cell in the range B1:N1 contains data?

For the 'Merge & Center' button (HOME tab | Alignment group) to work properly, all the cells except the leftmost cell in the selected range must be empty.

What if my screen displays a Merge & Center menu?

If you are using a touch screen, you may not have a separate 'Merge & Center' button and 'Merge & Center' arrow. In this case, select the desired option on the Merge & Center menu.

What happened to cells B1 through N1?

After the merge, cells B1 through N1 no longer exist. The new cell A1 now extends across columns A through N.

Are cells B1 through N1 and B2 through N2 lost forever?

No. The opposite of merging cells is **splitting** a merged cell. After you have merged multiple cells to create one merged cell, you can unmerge, or split, the merged cell to display the original cells on the worksheet. You split a merged cell by selecting it and tapping or clicking the 'Merge & Center' button. For example, if you tap or click the 'Merge & Center' button a second time in Step 2, it will split the merged cell A1 into cells A1, B1, C1, D1, E1, F1, G1, H1, I1, J1, K1, L1, M1, and N1.

What if my screen displays an Accounting Number Format menu?

If you are using a touch screen, you may not have a separate 'Accounting Number Format' button and 'Accounting Number Format' arrow. In this case, select the desired option on the Accounting Number Format menu.

What effect does the accounting number format have on the selected cells?

The accounting number format causes the cells to be displayed with two decimal places so that decimal places in cells below the selected cells align vertically. Cell widths are adjusted automatically to accommodate the new formatting.

What effect does the comma style format have on the selected cells?

The comma style format causes the cells to be displayed with two decimal places and commas as thousands separators.

What if none of the items in column A extends through the entire width of the column?

If all of the items in column A were shorter in length than the width of the column when you double-tap or double-click the right side of the column A heading, then Excel still would adjust the column width to the largest item in the column. That is, Excel would reduce the width of the column to the largest item.

Why is cell A7 still selected?

The current cell will remain selected until you press the ENTER key.

Why does the ribbon display extra tabs?

Excel displays additional tabs that provide options for use when you are working with certain objects, such as charts.

What is the maximum length for a sheet tab name?

Worksheet tab names can be up to 31 characters (including spaces) in length. Longer worksheet names, however, mean that fewer sheet tabs will show. If you have multiple sheets, you will be able to scroll through sheet tabs.

Why are some of the document properties in my Document Information Panel already filled in?

The person who installed Office 2013 on your computer or network may have set or customized the properties.

What if the property I want to change is not displayed in the Document Information Panel?

Tap or click the Document Properties button in the Document Information Panel and then tap or click Advanced Properties on the menu to display the Properties dialog box. If

necessary, tap or click the Summary tab (Properties dialog box) to display the Summary sheet, fill in the appropriate text boxes, and then tap or click the OK button.

How can I print multiple copies of my worksheet?

Increase the number in the Copies box in the Print gallery.

What if I decide not to print the worksheet at this time?

Tap or click the Back button in the upper-left corner of the Backstage view to return to the workbook window.

Do I have to wait until my worksheet is complete to print it?

No, you can follow these steps to print a document at any time while you are creating it.

What is displayed on the Customize Status Bar shortcut menu?

This shortcut menu includes several commands that allow you to control the items displayed on the Customize Status Bar shortcut menu. The AutoCalculate area includes six commands as well as the result of the associated calculation on the right side of the menu.

Why does a Can't remove Windows accounts dialog box appear?

If you signed in to Windows using your Microsoft account, then you also must sign out from Windows, rather than signing out from within Excel. When you are finished using Windows, be sure to sign out at that time.

Should I sign out of Windows after signing out of my Microsoft account?

When you are finished using the computer, you should sign out of your account for maximum security.

Could I press and hold or repeatedly click the Close button to close all open documents and exit Excel?

Yes.