

Q&As: Microsoft Excel 2013: Chapter 2

In Step 5, why did the date that was entered change from 4/5/10 to 4/5/2010?

When Excel recognizes that you entered a date in mm/dd/yy format, it automatically formats the date as mm/dd/yyyy for you. Most professionals prefer to view dates in mm/dd/yyyy format as opposed to mm/dd/yy format because the latter can cause confusion regarding the intended year. For example, a date displayed as 3/3/50 could imply a date of 3/3/1950 or 3/3/2050. The use of a four-digit year eliminates this confusion.

What occurs on the worksheet as I enter the formula?

The **equal sign (=)** preceding c4*d4 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 mistakenly, 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 **asterisk (*)** following c4 is the arithmetic operator that directs Excel to perform the multiplication operation.

Why should I use Point mode to enter formulas?

Using Point mode to enter formulas often is faster and more accurate than using the keyboard to type the entire formula when the cell you want to select does not require you to scroll. In many instances, as in these steps, you may want to use both the keyboard and touch gestures or the pointer when entering a formula in a cell. You can use the keyboard to begin the formula, for example, and then use touch gestures or the pointer to select a range of cells.

How does Excel adjust the cell references in the formulas in the destination area?

Recall that when you copy a formula, Excel adjusts the cell references so that the new formulas contain references corresponding to the new location and perform calculations using the appropriate values. Thus, if you copy downward, Excel adjusts the row portion of cell references. If you copy across, then Excel adjusts the column portion of cell references. These cell references are called **relative cell references**.

Why did I have to tap or click the Enter box?

When creating a sum for a single column, you tap or click the Enter box. If you are calculating the sum for multiple ranges, you tap or click the Sum button.

Why was the SUM function not used for tax percentage in H13?

The tax percentage is based off of the totals, not the sum, of the tax percentage column; therefore, there was no need to use the SUM function.

What if the MAX function is not in the Select a function list?

Click the 'Or select a category' arrow to display the list of function categories, select All, and then scroll down and select the MAX function in the Select a function list.

How can I learn about other functions?

Excel has more than 400 additional functions that perform nearly every type of calculation you can imagine. These functions are categorized in the Insert Function dialog box shown in Figure 2–15. To view the categories, tap or click the 'Or select a category' arrow. To obtain a description of a selected function,

select its name in the Insert Function dialog box. Excel displays the description of the function below the Select a function list in the dialog box.

Why did numbers appear to the right of the Number 1 box in the Function Arguments dialog box?

As shown in Figure 2–16, Excel displays the value the MAX function will return to cell B14 in the Function Arguments dialog box. It also lists the first few numbers in the selected range, next to the Number1 box.

Why should I not just enter the highest value that I see in the range B4:B12 in cell B14?

In this example, rather than entering the MAX function, you visually could scan the range B4:B12, determine that the highest number of dependents is 4, and manually enter the number 4 as a constant in cell B14. Excel would display the number the same as in Figure 2–17. Because it contains a constant, however, Excel will continue to display 4 in cell B14, even if the values in the range change. If you use the MAX function, Excel will recalculate the highest value in the range each time a new value is entered into the worksheet.

Why should I use the Sum menu?

Using the Sum menu allows you to enter one of five often-used functions easily into a cell, without having to memorize its name or the required arguments.

Why does Excel select the incorrect range?

The range automatically selected by Excel is not always correct. Excel attempts to guess which cells you want to include in the function by looking for ranges that are adjacent to the selected cell and that contain numeric data.

What is happening as I type?

As you type the equal sign followed by the characters in the name of a function, Excel displays the Formula AutoComplete list. This list contains those functions that alphabetically match the letters you have typed. Because you typed =av, Excel displays all the functions that begin with the letters, av.

As I drag, why does the function in cell B16 change?

When you tap or click cell B4, Excel appends cell B4 to the left parenthesis in the formula bar and surrounds cell B4 with a marquee. When you begin dragging, Excel appends to the argument a colon (:) and the cell reference of the cell where the pointer is located.

Can I use the arrow keys to complete the entry instead?

No. When you use Point mode you cannot use the arrow keys to complete the entry. While in Point mode, the arrow keys change the selected cell reference in the range you are selecting.

What is the purpose of the parentheses in the function?

The AVERAGE function requires that the argument (in this case, the range B4:B12) be included within parentheses following the function name. Excel automatically appends the right parenthesis to complete the AVERAGE function when you tap or click the Enter box or press the ENTER key.

Why delete the formula in cell H16?

The average of the tax percentage in cell H16 is deleted because an average of percentages of this type is mathematically invalid.

How can I be sure that the function arguments are proper for the cells in range C14:I16?

Remember that Excel adjusts the cell references in the copied functions so that each function refers to the range of numbers above it in the same column. Review the numbers in rows 14 through 16 in Figure 2–25. You should see that the functions in each column return the appropriate values, based on the numbers in rows 4 through 12 of that column.

Why should I change the theme of a workbook?

A company or department may standardize with a specific theme so that all of their documents have a similar appearance. Similarly, an individual may want to have a theme that sets his or her work apart from the work of others. Other Office programs, such as Word and PowerPoint, include the same themes included with Excel, meaning that all of your Microsoft Office documents can share a common theme.

Why did the cells in the worksheet change?

The cells in the worksheet originally were formatted with the default font for the default Office theme. The default font for the Basis theme is different from that of the default font for the Office theme and, therefore, changed on the worksheet when you changed the theme. If you had modified the font for any of the cells, those cells would not be formatted with the default font for the Basis theme.

What is the effect of tapping or clicking the ‘Decrease Font Size’ button?

When you tap or click the ‘Decrease Font Size’ button, Excel assigns the next lowest font size in the Font Size gallery to the selected range. The ‘Increase Font Size’ button works in a similar manner, but causes Excel to assign the next highest font size in the Font Size gallery to the selected range.

Can I format an entire column at once?

Yes. Rather than selecting the range B4:B16 in Step 3, you could have tapped or clicked the column B heading immediately above cell B1, and then tapped or clicked the Center button (HOME tab | Alignment group). In this case, all cells in column B down to the last cell in the worksheet would have been formatted to use center alignment. This same procedure could have been used to format the dates in column J.

What is the effect of applying the accounting number format?

The ‘Accounting Number Format’ button assigns a fixed dollar sign to the numbers in the ranges. In each cell in these ranges, Excel displays the dollar sign to the far left with spaces between it and the first digit in the cell.

How do I select the proper format?

You can choose from 12 categories of formats. Once you select a category, you can select the number of decimal places, whether or not a dollar sign should be displayed, and how negative numbers should appear. Selecting the appropriate negative numbers format is important, because doing so adds a space to the right of the number in order to align the numbers in the worksheet on the decimal points. Some of the available negative number formats do not align the numbers in the worksheet on the decimal points.

What is the difference between using the accounting number style and currency style?

When using the 'Accounting Number Format' button, recall that a floating dollar sign always appears immediately to the left of the first digit, and the fixed dollar sign always appears on the left side of the cell.

What is the result of tapping or clicking the Percent Style button?

The Percent Style button instructs Excel to display a value as a percentage, determined by multiplying the cell entry by 100, rounding the result to the nearest percent, and adding a percent sign. For example, when cell H4 is formatted using the Percent Style buttons, Excel displays the actual value 0.246383 as 25%.

What do the changes in the Edit the Rule Description area indicate?

The Edit the Rule Description area allows you to view and edit the rules for the conditional format. In this case, reading the area indicates that Excel should conditionally format only those cells with cell values greater than 70.

What if I want to make a large change to the column width?

If you want to increase or decrease column width significantly, you can press and hold or right-click a column heading and then use the Column Width command on the shortcut menu to change the column's width. To use this command, however, you must select one or more entire columns.

What happens if I change the column width to zero (0)?

If you decrease the column width to 0, the column is hidden. **Hiding cells** is a technique you can use to hide data that might not be relevant to a particular report or sensitive data that you do not want others to see. To instruct Excel to display a hidden column, position the mouse pointer to the right of the column heading boundary where the hidden column is located and then drag to the right.

Can I hide a row?

Yes. As with column widths, when you decrease the row height to 0, the row is hidden. To instruct Excel to display a hidden row, position the pointer just below the row heading boundary where the row is hidden and then drag downward. To set a row height to best fit, double-tap or double-click the bottom boundary of the row heading.

What happens when the spell checker finds a misspelled word?

When the spell checker identifies that a cell contains a word not in its standard or custom dictionary, it selects that cell as the active cell and displays the Spelling dialog box. The Spelling dialog box lists the word not found in the dictionary and a list of suggested corrections (Figure 2-58).

What other actions can I take in the Spelling dialog box?

If one of the words in the Suggestions list is correct, tap or click it and then tap or click the Change button. If none of the suggestions is correct, type the correct word in the Not in Dictionary text box and then tap or click the Change button. To change the word throughout the worksheet, tap or click the Change All button instead of the Change button. To skip correcting the word, tap or click the Ignore Once button. To have Excel ignore the word for the remainder of the worksheet, tap or click the Ignore All button.

What are some key features of Page Layout view?

Page Layout view shows the worksheet divided into pages. A gray background separates each page. The white areas surrounding each page indicate the print margins. The top of each page includes a Header area, and the bottom of each page includes a Footer area. Page Layout view also includes a ruler at the top of the page that assists you in placing objects on the page, such as charts and pictures.

What else can I place in a header?

You can add text, page number information, date and time information, the file path of the workbook, the file name of the workbook, the sheet name of the workbook, and pictures to a header.

Do I need to change the orientation every time I want to print the worksheet?

No. Once you change the orientation and save the workbook, Excel will save the orientation setting for that workbook until you change it. When you open a new workbook, Excel sets the orientation to portrait.

Why does the header not appear centered over the worksheet?

The header is centered between the left and right margins of the page. The worksheet contents do not extend across the page from margin to margin, which makes the header appear off center.

What are my options for telling Excel what to print?

Excel includes three options to allow you to determine what should be printed (Figure 2–65). As shown in the previous steps, the Print Selection option instructs Excel to print the selected range. The ‘Print Active Sheets’ option instructs Excel to print the active worksheet (the worksheet currently on the screen) or the selected worksheets. Finally, the ‘Print Entire Workbook’ option instructs Excel to print all of the worksheets in the workbook.

What is the purpose of the Adjust to box in the Page Setup dialog box?

The Adjust to box allows you to specify the percentage of reduction or enlargement in the printout of a worksheet. The default percentage is 100%. When you tap or click the Fit to option, this percentage automatically changes to the percentage required to fit the printout on one page.

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.