

Q&As: Microsoft Excel 2013: Chapter 3

What if I do not want to copy the format of cell B3 during the auto fill operation?

In addition to creating a series of values, dragging the fill handle instructs Excel to copy the format of cell B3 to the range C3:G3. With some fill operations, you may not want to copy the formats of the source cell or range to the destination cell or range. If this is the case, tap or click the 'Auto Fill Options' button after the range fills and then select the option you desire on the Auto Fill Options menu (Figure 3–8).

Why is the word, Total, automatically formatted with a 45° rotation?

Excel tries to save you time by automatically recognizing the adjacent cell format in cell G3 and applying it to cell H3. Such behavior also occurs when typing the column heading in cell I3.

What happens when I tap or click the Increase Indent button?

The Increase Indent button (HOME tab | Alignment group) indents the contents of a cell to the right by two spaces each time you tap or click it. The Decrease Indent button decreases the indent by two spaces each time you tap or click it.

Why do I not need to select the entire destination area? You are not required to select the entire destination area (range A19:23) before tapping or clicking the Paste button (HOME tab | Clipboard group). Excel needs to know only the upper-left cell of the destination area. In the case of a single column range, such as A19:A23, the top cell of the destination area (cell A19) also is the upper-left cell of the destination area.

What if data already existed in the destination area?

When you complete a copy, the values and formats in the destination area are replaced with the values and formats of the source area. Any data contained in the destination area prior to the copy and paste is lost. If you accidentally delete valuable data, immediately tap or click the Undo button on the Quick Access Toolbar or press CTRL+Z.

What is the resulting format of the new row?

The cells in the new row inherit the formats of the cells in the row above them. You can change this behavior by tapping or clicking the Insert Options button that appears immediately below the inserted row. Following the insertion of a row, the Insert Options button allows you to select from the following options: (1) 'Format Same As Above', (2) 'Format Same As Below', and (3) Clear Formatting. The 'Format Same as Above' option is the default. The Insert Options button remains active until you begin the next Excel operation. Excel does not display the Insert Options button if the initial row does not contain any formatted data.

What would happen if cells in the shifted rows were included in formulas?

If the rows that shift down included cell references in formulas located in the worksheet, Excel automatically would adjust the cell references in the formulas to their new locations. Thus, in Step 2, if a formula in the worksheet referenced a cell in row 19 before the insert, then Excel would adjust the cell reference in the formula to row 20 after the insert.

What is meant by 'Formula result = Volatile' in the Function Arguments dialog box?

The NOW function is an example of a **volatile function**. The number that the function returns is not constant, but changes each time the worksheet is opened. As a result, any formula using the NOW function will have a volatile result.

Why does the date appear with the mm/dd/yyyy hh:mm format?

Excel automatically formats the result of the NOW function as a date, using the date and time format, mm/dd/yyyy hh:mm, where the first mm is the month, dd is the day of the month, yyyy is the year, hh is the hour of the day, and mm is the minutes past the hour.

Why do the dates in the Type box show March 14, 2012 instead of the current date?

The date March 14, 2012 is used as a sample date in the Format Cells dialog box.

How does Excel format a date?

In Figure 3–22, the date is displayed right-aligned in the cell because Excel treats a date as a number formatted to display as a date. If you assign the General format (Excel’s default format for numbers) to a date in a cell, the date is displayed as a number with two decimal places. For example, if the system time and date is 9:00 a.m. on October 14, 2014, and the cell containing the NOW function is assigned the General format, then Excel displays the following number in the cell:

41926.375

Number of days since Time of day is 9:00 a.m. December 31, 1899 (portion of day complete)
The whole number portion of the number (41926) represents the number of days since December 31, 1899. The decimal portion of the number (.375) represents 9:00 a.m. as the time of day, at which point 37.5% of the day is complete. To assign the General format to a cell, tap or click General in the Category list in the Format Cells dialog box (Figure 3–21).

Is an absolute reference required in this formula?

No, because a mixed cell reference could have been used. The formula in cell B5 will be copied across columns, rather than down rows. So, the formula entered in cell B5 in Step 1 could have been entered as =B4*(1-\$B19), rather than =B4*(1-\$B\$19). That is, the formula could have included the mixed cell reference \$B19, rather than the absolute cell reference \$B\$19. When you copy a formula across columns, the row does not change anyway. The key is to ensure that column B remains constant as you copy the formula across columns. To change the absolute cell reference to a mixed cell reference, continue to press the F4 key until you achieve the desired cell reference.

Why is the value 0 displayed in cell B9?

The value that Excel displays in cell B9 depends on the values assigned to cells B4, B20, and B21. For example, if the value for April revenue in cell B4 is increased above 60,000.00, then the IF function in cell B9 will cause Excel to display 5,000.00. If you change the sales revenue for bonus in cell B21 from 60,000.00 to another number and the value in cell B4 is greater than or equal to the value in cell B21, it also will change the results in cell B9.

Why should I view the formulas version of the worksheet?

Viewing the formulas version (Figure 3–31) of the worksheet allows you to check the formulas assigned to the range B5:B16. Recall that formulas were entered in lowercase. You can see that Excel converts all the formulas from lowercase to uppercase.

What happens to the formulas after performing the copy operation?

Because the formulas in the range B5:B16 use absolute cell references, the formulas still refer to the current values in the What-If Assumptions table when the formulas are copied to the range C5:G16.

What happened to the Create Sparklines dialog box?

When a dialog box includes a ‘Collapse Dialog Box’ button (Figure 3–36), selecting cells or a range collapses the dialog box so that only the current text box is displayed. Once the selection is made, the dialog box expands back to its original size. You also can tap or click the ‘Collapse Dialog Box’ button to make your selection and then tap or click the ‘Expand Dialog Box’ button (Figure 3–37) to expand the dialog box.

Why do sparkline charts not appear in cells I7, I8, and I15?

Excel does not draw sparkline charts if the range for the sparkline chart contains no data. In this case, the ranges B7:G7, B8:G8, and B15:G15 do not contain data, so Excel draws no sparkline chart. If you add data to cells in those ranges, then Excel automatically would draw line sparkline charts for the rows to which you added data because the sparkline charts were defined for cells I7, I8, and I15 by the drag operation.

Why was the particular style chosen for the negative numbers?

In accounting, negative numbers often are shown with parentheses surrounding the value rather than with a negative sign preceding the value. Thus, the format (1,234.10) in the Negative numbers list was tapped or clicked. The data being used in this chapter contains no negative numbers. You must select a format for negative numbers, however, and you must be consistent if you are choosing different formats in a column; otherwise, the decimal points may not line up.

Why is the Format Cells dialog box used to create the format for the ranges in this step?

The requirements for this worksheet call for a floating dollar sign. To assign a currency style with a floating dollar sign, use the Format Cells dialog box rather than the 'Accounting Number Format' button (HOME tab | Number group), which assigns a fixed dollar sign.

Why is the Format Cells dialog box used to create the style for the ranges in Steps 2 and 3?

The Format Cells dialog box is used to assign the comma style, because the Comma Style button (HOME tab | Number group) assigns a format that displays a dash (–) when a cell has a value of 0. The specifications for this worksheet call for displaying a value of 0 as 0.00 (see cell B9 in Figure 3–45) rather than as a dash. To create a comma style using the Format Cells dialog box, you can assign a currency style with no dollar sign.

Why does the currency style need to be reapplied to the range B16:H16?

Sometimes, the use of the format painter results in unintended outcomes. In this case, the changing of the background fill color and font color for the range B16:H16 resulted in the loss of the currency style because the format being copied did not include the currency style. Reapplying the currency style to the range results in the proper number style, fill color, and font color.

What happens when I tap or click the Italic and Underline buttons?

Recall that when you assign the italic font style to a cell, Excel slants the characters slightly to the right, as shown in cell A18 in Figure 3–50. The **underline** format underlines only the characters in the cell, rather than the entire cell, as is the case when you assign a cell a bottom border.

Why do April and May have only four columns charted?

Both April and May have a value of \$0 for Bonus. Values of zero are not charted in a column chart, so these two months have one fewer column than the other months.

What happens as I remove the check marks from Bonus and Commission?

When you remove the check marks from Bonus and Commission and apply these actions, Excel filters the deselected series out, redrawing the chart without these series.

What is shown in the four panes?

The four panes in Figure 3–74 show the following: (1) range A1:D7 in the upper-left pane; (2) range E1:J7 in the upper-right pane; (3) range A17:D25 in the lower-left pane; and (4) range E17:J25 in the lower-right pane. The vertical split bar is the vertical bar running up and down the middle of the window. The horizontal split bar is the horizontal bar running across the middle of the window. If you use the scroll bars below the window and to the right of the window to scroll the window, you will see that the panes split by the horizontal split bar scroll together vertically. The panes split by the vertical split bar scroll together horizontally. To resize the panes, drag either split bar to the desired location in the window.

Why should I ensure that row 3 is the first row displayed?

Before freezing the titles, it is important that Excel display the first row that you want frozen as the first row displayed. For example, if cell B4 was selected while displaying row 1, then Excel would freeze the worksheet title and subtitle and show only a few rows of data in the Six-Month Financial Project area of the worksheet. To ensure that you can view as much data as possible, always scroll to a row that maximizes the view of your important data before freezing panes.

What happens after I tap or click the Freeze Panes command?

Excel displays a thin, dark gray line on the right side of column A, indicating the split between the frozen row titles in column A and the rest of the worksheet. It also displays a thin, dark gray line below row 3, indicating the split between the frozen column titles in row 3 and the rest of the worksheet. Scrolling down or to the right in the worksheet will not scroll the content of row 3 or column A off the screen (Figure 3–76).

Why does pressing CTRL+HOME select cell B4?

When the titles are frozen and you press CTRL+HOME, Excel selects the upper-left cell of the unfrozen section of the worksheet. For example, in Step 1 of the previous steps, Excel selected cell B4. When the titles are unfrozen, pressing CTRL+HOME selects cell A1.

What happens when I tap or click the OK button?

Excel immediately changes cell H16 from \$96,725.00 to the desired value of \$100,000.00. More importantly, Excel changes the Kiosk Rental assumption in cell B23 from 10.00% to 9.17% (Figure 3–80). Excel also displays the Goal Seek Status dialog box. If you tap or click the OK button, Excel keeps the new values in the worksheet. If you tap or click the Cancel button, Excel redisplay the original values.

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.