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More of What You're Looking For



Paul McFedries

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Teach Yourself
VISUALLY
C O M P L E T E

Excel® 2013

by Paul McFedries

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About the Author

Paul McFedries has been writing computer books since 1991. He is the author of more than 80 titles, including *Teach Yourself VISUALLY Windows 8*, *Windows 8 Visual Quick Tips*, *The Facebook Guide for People Over 50*, *iPhone 5 Portable Genius*, and *iPad 4th Generation and iPad mini Portable Genius*, all available from Wiley.

Paul's books have sold more than 4 million copies worldwide. He is also the proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the English language. Paul invites you to visit his personal website at www.mcfedries.com. You can also follow him on Twitter @paulmcf and @wordspy.

Author's Acknowledgments

It goes without saying that writers focus on text and I certainly enjoyed focusing on the text that you will read in this book. However, this book is more than just the usual collection of words and phrases designed to educate and stimulate the mind. A quick thumb through the pages will show you that it also includes copious screenshots, meticulous layouts, and sharp fonts. All of this is made possible by Wiley's immensely talented group of designers and layout artists.

They are all listed in the Credits section on the previous page, and I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that I got to work with directly, including project editor Amanda Gambill, copy editor Kim Heusel, and technical editor Namir Shammass. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to Wiley acquisitions editor Aaron Black for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross-reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names or options that you must click or text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

CHAPTER 13
Formatting Workbooks

Add a Workbook Footer

If you will be printing a workbook, you can enhance the printout by building a custom footer that includes information such as the current page number, the total number of pages, the worksheet name, and more.

The footer is printed on the printed page between the bottom of the page text and the bottom margin. Excel offers a number of predefined footer items that enable you to add data to the workbook footer quickly. If none of the predefined footer items suits your needs, Excel also offers tools that make it easy to build a custom footer.

Add a Workbook Footer

- 1 Click the **View** tab.
- 2 Click **Page Layout** (¶).
Excel switches to Page Layout view.
- 3 You can also click the **Page Layout** button (¶).
- 4 Click the **Click to add header text**.

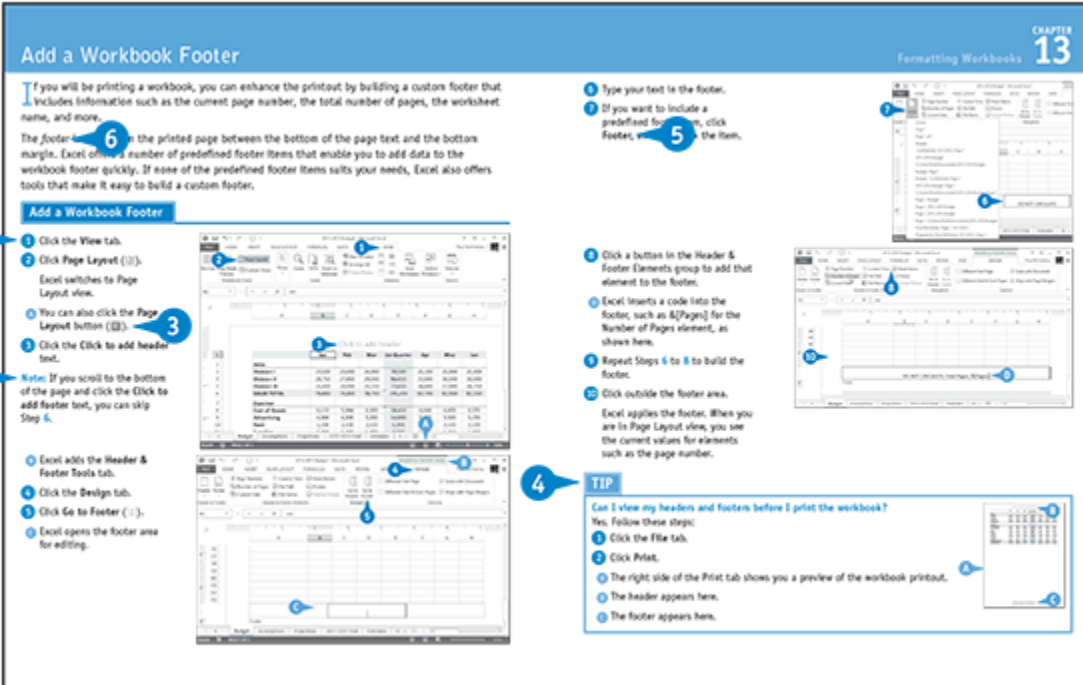
Note: If you scroll to the bottom of the page and click the **Click to add footer text**, you can skip Step 4.

- 5 Excel adds the **Header & Footer Tools** tab.
- 6 Click the **Design** tab.
- 7 Click **Go to Footer** (¶).
- 8 Excel opens the footer area for editing.

- 9 Type your text in the footer.
- 10 If you want to include a predefined footer item, click **Footer**, and then click the item.

- 11 Click a button in the **Header & Footer Elements** group to add that element to the footer.
- 12 Excel inserts a code into the footer, such as **{&Page}** for the **Number of Pages** element, as shown here.
- 13 Repeat Steps 4 to 8 to build the footer.
- 14 Click outside the footer area.
Excel applies the footer. When you are in Page Layout view, you see the current values for elements such as the page number.

TIP
Can I view my headers and footers before I print the workbook?
Yes. Follow these steps:
1 Click the **File** tab.
2 Click **Print**.
3 The right side of the **Print** tab shows you a preview of the workbook printout.
4 The header appears here.
5 The footer appears here.



Teach Yourself Visually Complete, Excel[®] 2013

Table of Contents

[Chapter 1: Working with Excel](#)

[Get to Know Excel](#)

[Start Excel](#)

[Tour the Excel Window](#)

[Work with the Excel Ribbon](#)

[Work with the Excel Galleries](#)

[Customize the Quick Access Toolbar](#)

[Customize the Ribbon](#)

[Change the View](#)

[Configure Excel Options](#)

[Add Excel to the Windows Taskbar](#)

[Quit Excel](#)

[Chapter 2: Inputting and Editing Data](#)

[Learn the Layout of a Worksheet](#)

[Understanding the Types of Data You Can Use](#)

[Type Text in a Cell](#)

[Type a Number in a Cell](#)

[Type a Date or Time in a Cell](#)

[Insert a Symbol](#)

[Edit Cell Data](#)

[Delete Data from a Cell](#)

[Chapter 3: Working with Ranges](#)

[Select a Range](#)

[Fill a Range with the Same Data](#)

[Fill a Range with a Series of Values](#)

[Flash Fill a Range](#)

[Move or Copy a Range](#)

[Insert a Row or Column](#)

[Insert a Cell or Range](#)

[Delete Data from a Range](#)

[Delete a Range](#)

[Hide a Row or Column](#)

[Freeze a Row or Column](#)

[Merge Two or More Cells](#)

[Transpose a Row or Column](#)

[Chapter 4: Working with Range Names](#)

[Understanding the Benefits of Range Names](#)

[Define a Range Name](#)

[Use Worksheet Text to Define a Range Name](#)

[Navigate a Workbook Using Range Names](#)

[Change a Range Name](#)

[Delete a Range Name](#)

[Paste a List of Range Names](#)

[Chapter 5: Formatting Excel Ranges](#)

[Change the Font or Font Size](#)

[Apply Font Effects](#)

[Change the Font Color](#)

[Align Text Within a Cell](#)

[Center Text Across Multiple Columns](#)

[Rotate Text Within a Cell](#)

[Add a Background Color to a Range](#)

[Apply a Number Format](#)

[Change the Number of Decimal Places Displayed](#)

[Apply an AutoFormat to a Range](#)

[Apply a Conditional Format to a Range](#)

[Apply a Style to a Range](#)

[Change the Column Width](#)

[Change the Row Height](#)

[Wrap Text Within a Cell](#)

[Add Borders to a Range](#)

[Copy Formatting from One Cell to Another](#)

[Chapter 6: Maximizing Excel Customization](#)

[Create Custom Numeric Formats](#)

[Create Custom Date and Time Formats](#)

[Set the Default Width for All Columns](#)

[Create a Custom Fill List](#)

[Maximize Work Space by Turning Off Window Elements](#)

[Create a Custom Cell Style](#)

[Build a Custom Table Style](#)

[Create a Custom Color Scheme](#)

[Create a Custom Font Scheme](#)

[Save a Custom Workbook Theme](#)

[Customize the Excel Status Bar](#)

[Unpin the Ribbon](#)

[Chapter 7: Making Excel More Efficient](#)

[Export Ribbon Customizations to a File](#)

[Configure Excel to Use the Mouse Wheel for Zooming](#)

[Move in a Different Direction When You Press Enter](#)

[Automatically Insert a Decimal Point](#)

[Configure When Excel Warns You about Long Operations](#)

[Make a Workbook Faster by Saving It as Binary](#)

[Open a New Window for a Workbook](#)

[Allow Only Certain Values in a Cell](#)

[Apply Text or Formatting to Multiple Worksheets](#)

[Use Dialog Box Controls to Input Data](#)

[Check for Accessibility Problems](#)

[Chapter 8: Building Formulas and Functions](#)

[Understanding Excel Formulas](#)

[Build a Formula](#)

[Understanding Excel Functions](#)

[Add a Function to a Formula](#)

[Add a Row or Column of Numbers](#)

[Build an AutoSum Formula](#)

[Add a Range Name to a Formula](#)

[Reference Another Worksheet Range in a Formula](#)

[Move or Copy a Formula](#)

[Switch to Absolute Cell References](#)

[Hide the Formula Bar or Ribbon](#)

[Chapter 9: Getting More Out of Formulas](#)

[Paste a Formula Result](#)

[Show Formulas Instead of Results](#)

[Use a Watch Window to Monitor a Cell Value](#)

[Create an Array Formula](#)

[Combine Two Ranges Arithmetically](#)

[Skip Data Tables When Calculating Workbooks](#)

[Turn On Iterative Calculations](#)

[Troubleshoot a Formula by Stepping Through Each Part](#)

[Display Text Instead of Error Values](#)

[Check for Formula Errors in a Worksheet](#)

[Audit a Formula to Locate Errors](#)

Chapter 10: Manipulating Worksheets

[Navigate a Worksheet](#)

[Rename a Worksheet](#)

[Create a New Worksheet](#)

[Move a Worksheet](#)

[Copy a Worksheet](#)

[Delete a Worksheet](#)

[Change the Gridline Color](#)

[Toggle Worksheet Gridlines On and Off](#)

[Toggle Worksheet Headings On and Off](#)

[Set the Worksheet Tab Color](#)

[Set the Worksheet Background](#)

[Zoom In on or Out of a Worksheet](#)

[Split a Worksheet into Two Panes](#)

[Hide or Unhide a Worksheet](#)

Chapter 11: Dealing with Workbooks

[Create a New Blank Workbook](#)

[Create a New Workbook from a Template](#)

[Save a Workbook](#)

[Open a Workbook](#)

[Specify Workbook Properties](#)

[Find Text in a Workbook](#)

[Replace Text in a Workbook](#)

[Check Spelling and Grammar](#)

[Close a Workbook](#)

[Chapter 12: Managing Workbooks](#)

[Increase the Number of Recent Documents](#)

[Open Workbooks Automatically at Start-up](#)

[Create a Workspace of Workbooks](#)

[Specify a New Default File Location](#)

[Set the Default Font and Font Size for New Workbooks](#)

[Set the Default Number of Worksheets for New Workbooks](#)

[Repair a Corrupted Workbook File](#)

[Convert a Workbook to a PDF File](#)

[Create a Workbook Template](#)

[Create a New Workbook from an Existing File](#)

[Compare Two Workbooks Side by Side](#)

[Check for Features Not Supported by Earlier Versions of Excel](#)

[Chapter 13: Formatting Workbooks](#)

[Modify Workbook Colors](#)

[Set Workbook Fonts](#)

[Choose Workbook Effects](#)

[Apply a Workbook Theme](#)

[Add a Workbook Header](#)

[Add a Workbook Footer](#)

[Chapter 14: Printing Workbooks](#)

[Adjust Workbook Margins](#)

[Change the Page Orientation](#)

[Insert a Page Break](#)

[Choose a Paper Size](#)

[Set the Print Area](#)

[Configure Titles to Print on Each Page](#)

[Preview a Printout](#)

[Print a Workbook](#)

[Chapter 15: Working with Tables](#)

[Understanding Tables](#)

[Get to Know Table Features](#)

[Convert a Range to a Table](#)

[Select Table Data](#)

[Insert a Table Row](#)

[Insert a Table Column](#)

[Delete a Table Row](#)

[Delete a Table Column](#)

[Add a Column Subtotal](#)

[Convert a Table to a Range](#)

[Apply a Table Style](#)

[Resize a Table](#)

[Rename a Table](#)

[Chapter 16: Analyzing Data](#)

[Sort a Range or Table](#)

[Filter a Range or Table](#)

[Calculate a Conditional Sum](#)

[Calculate a Conditional Count](#)

[Create a Data Table](#)

[Summarize Data with Subtotals](#)

[Group Related Data](#)

[Analyze Data with Goal Seek](#)

[Analyze Data with Scenarios](#)

[Remove Duplicate Values from a Range or Table](#)

[Highlight Cells That Meet Some Criteria](#)

[Highlight the Top or Bottom Values in a Range](#)

[Analyze Cell Values with Data Bars](#)

[Analyze Cell Values with Color Scales](#)

[Analyze Cell Values with Icon Sets](#)

[Create a Custom Conditional Formatting Rule](#)

[Consolidate Data from Multiple Worksheets](#)

[Load the Analysis ToolPak](#)

[Chapter 17: Analyzing Data with PivotTables](#)

[Understanding PivotTables](#)

[Explore PivotTable Features](#)

[Build a PivotTable from an Excel Range or Table](#)

[Create a PivotTable from External Data](#)

[Refresh PivotTable Data](#)

[Add Multiple Fields to the Row or Column Area](#)

[Add Multiple Fields to the Data Area](#)

[Move a Field to a Different Area](#)

[Group PivotTable Values](#)

[Apply a PivotTable Filter](#)

[Filter a PivotTable with a Slicer](#)

[Apply a PivotTable Style](#)

[Change the PivotTable Summary Calculation](#)

[Customize the PivotTable Fields Pane](#)

[Create a PivotChart from a PivotTable](#)

[Chapter 18: Visualizing Data with Charts](#)

[Examine Chart Elements](#)

[Understanding Chart Types](#)

[Create a Chart](#)

[Create a Recommended Chart](#)

[Add Chart Titles](#)

[Add Data Labels](#)

[Position the Chart Legend](#)

[Display Chart Gridlines](#)

[Display a Data Table](#)

[Change the Chart Layout and Style](#)

[Select a Different Chart Type](#)

[Change the Chart Source Data](#)

[Move or Resize a Chart](#)

[Add a Sparkline to a Cell](#)

[Chapter 19: Working with Worksheet Graphics](#)

[Draw a Shape](#)

[Insert Clip Art](#)

[Insert a Photo](#)

[Insert WordArt](#)

[Insert SmartArt](#)

[Move or Resize a Graphic](#)

[Crop a Picture](#)

[Format a Picture](#)

[Chapter 20: Importing Data into Excel](#)

[Understanding External Data](#)

[Import Data from a Data Source](#)

[Import Data from an Access Table](#)

[Import Data from a Word Table](#)

[Import Data from a Text File](#)

[Import Data from a Web Page](#)

[Import Data from an XML File](#)

[Refresh Imported Data](#)

[Separate Cell Text into Columns](#)

[Chapter 21: Querying Data Sources](#)

[Understanding Microsoft Query](#)

[Define a Data Source](#)

[Start Microsoft Query](#)

[Tour the Microsoft Query Window](#)

[Add a Table to a Query](#)

[Add Fields to a Query](#)

[Filter the Records with Query Criteria](#)

[Sort Query Records](#)

[Return the Query Results](#)

[Chapter 22: Collaborating with Others](#)

[Add a Comment to a Cell](#)

[Protect a Worksheet's Data](#)

[Protect a Workbook's Structure](#)

[Share a Workbook with Other Users](#)

[Track Workbook Changes](#)

[Accept or Reject Workbook Changes](#)

[Save a Workbook to Your SkyDrive](#)

[Send a Workbook as an E-Mail Attachment](#)

[Save Excel Data as a Web Page](#)

[Make a Workbook Compatible with Earlier Versions of Excel](#)

[Mark Up a Worksheet with a Digital Pen](#)

[Collaborate on a Workbook Online](#)

[Chapter 23: Protecting Excel Data](#)

[Open a Read-Only Version of a Workbook](#)

[Mark a Workbook as Final to Avoid Accidental Editing](#)

[Protect Workbooks by Shortening the AutoRecover Interval](#)

[Specify Cells that Users Can Edit](#)

[Hide a Formula](#)

[Protect a Range with a Password](#)

[Protect Worksheet Data](#)

[Protect the Structure of a Workbook](#)

[Restore a Previous Version of a Workbook](#)

[Chapter 24: Maximizing Security](#)

[Open a Workbook in Protected View](#)

[Block Dangerous Excel File Types](#)

[Set the Macro Security Level](#)

[Digitally Sign Your Excel Macros](#)

[Create a Trusted Location for Opening Files](#)

[Inspect a Workbook for Private Data](#)

[Assign a Password to a Workbook](#)

[Turn On Excel Parental Control](#)

[Disable External Data Connections and Links](#)

[Apply a Digital Signature to a Workbook](#)

[Chapter 25: Learning VBA Basics](#)

[Record a Macro](#)

[Open the VBA Editor](#)

[Explore the Excel Object Model](#)

[Add a Macro to a Module](#)

[Run a Macro](#)

[Assign a Shortcut Key to a Macro](#)

[Assign a Macro to the Quick Access Toolbar](#)

[Assign a Macro to the Ribbon](#)

Chapter 1

Working with Excel

You use Microsoft Excel to create ***spreadsheets***, which are documents that enable you to manipulate numbers and formulas to create powerful mathematical, financial, and statistical models quickly. In this chapter, you learn about Excel, take a tour of the program's features, and learn how to customize some aspects of the program.



[Get to Know Excel](#)

[Start Excel](#)