










Introduction to Microsoft EXCEL

t

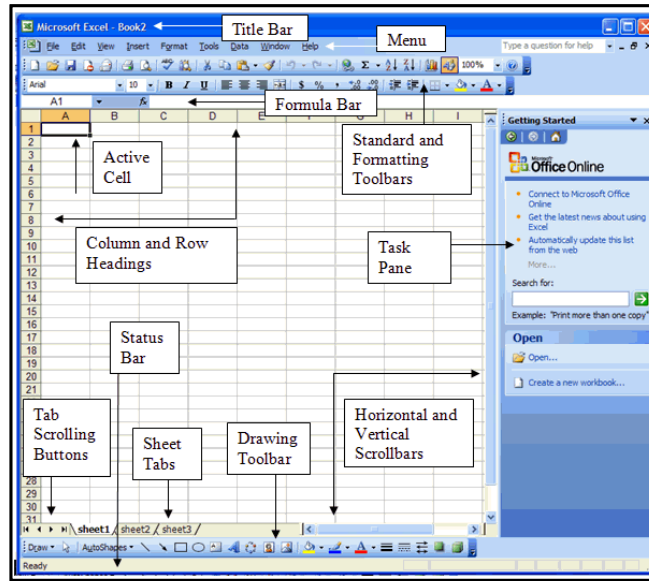
کسب مهارت‌های کاربردی در استفاده از نرم افزار *Microsoft Excel*

کامران گیتی
 کارشناس تحقیق
 مرکز تحقیقات سلولی و مولکولی غدد درون ریز
 تهران، ولنجک، جنب بیمارستان طالقانی، پژوهشکده علوم غدد
 تلفن: 22432500، داخلی (136)

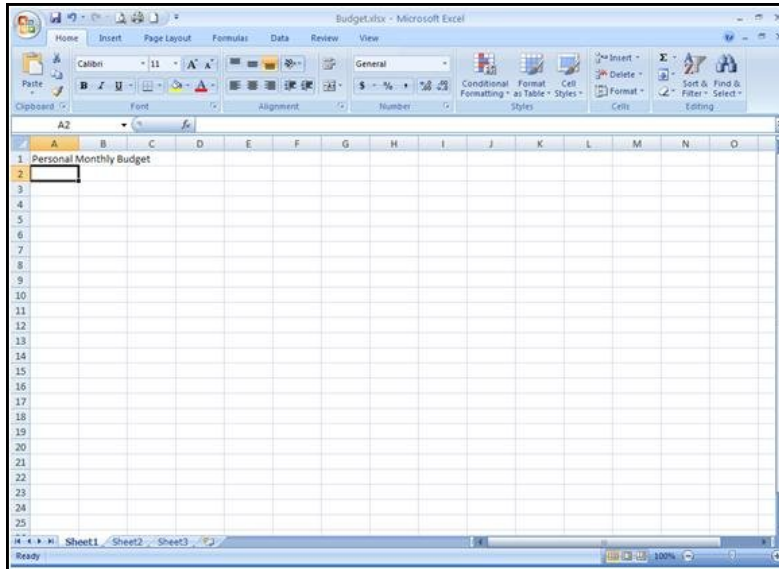
History of Excel

- Use for analysis, collected information and ...
- Excel integrated in Microsoft Office package.
- Microsoft Excel will have been release every three years.
- Excel files ends with *.xl* like *.xlsx (after 2007) or *.xls (before 2007).

Excel 2003

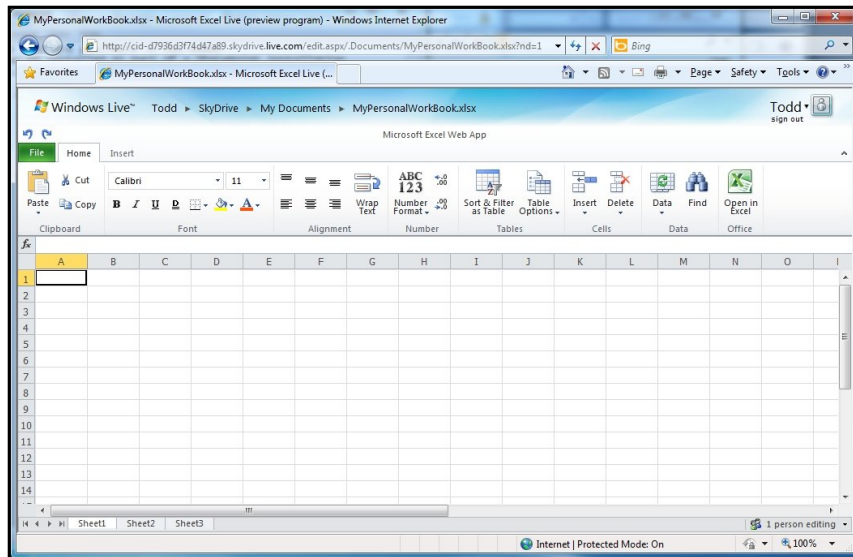


Excel 2007



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Excel 2010



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Excel 2013

Custom Bar

Menu Bar

Ribbon

Function Bar

Backstage

Scroll Bar

Status Bar

View Bar

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Review of Headers in Microsoft Excel

Clipboard

Illustrations

Page Layout

Function Library

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Review of Headers in Microsoft Excel

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Contextual Tab in Microsoft Excel

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Open New Document

Excel Training By Kamran Guity - Excel

New

Search for online templates

Suggested searches: Budget Invoice Calendars Expense List Loan Schedule

Blank workbook

Welcome to Excel

PayPal invoicing

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11

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Enable Editing

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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Clipboard Font Alignment

SECURITY WARNING Automatic update of links has been disabled Enable Content

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12

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Entering Data

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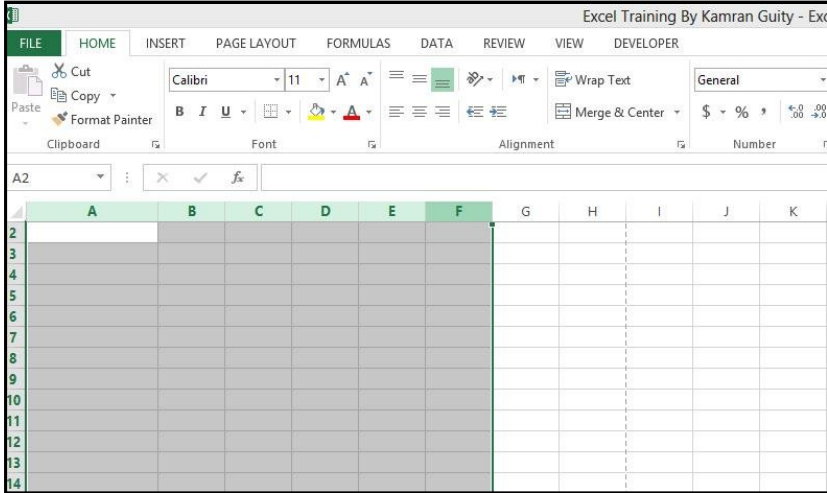
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Working with Cell

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Selecting Cell



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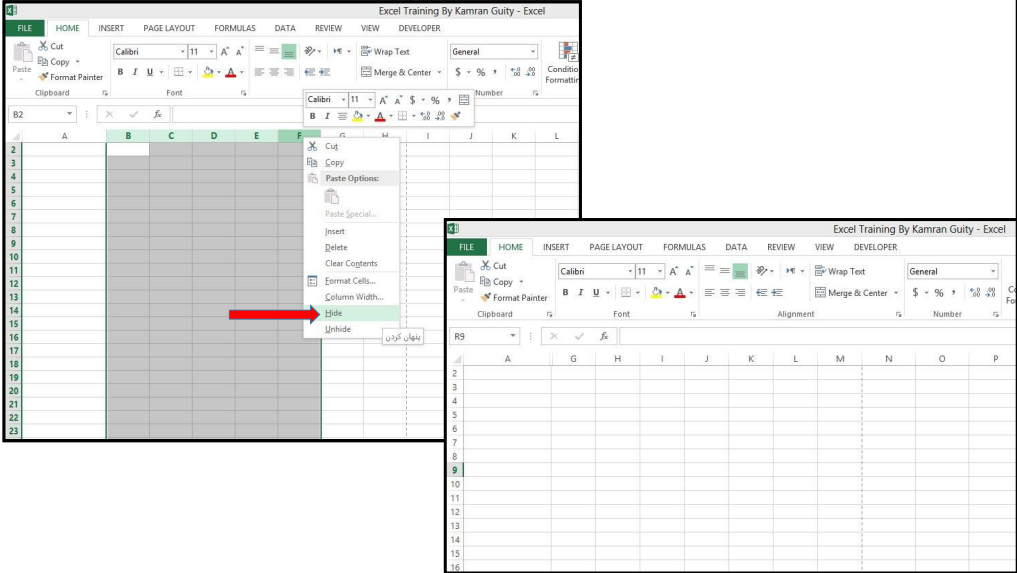
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Clipboard Font Alignment Number

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Hide Cell



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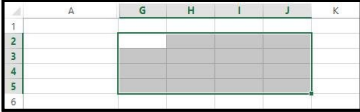
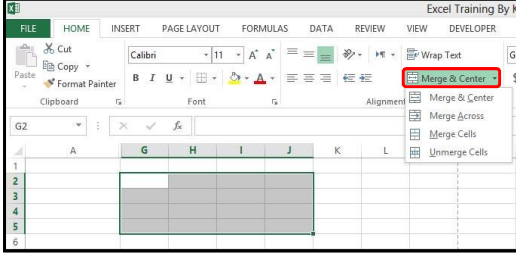
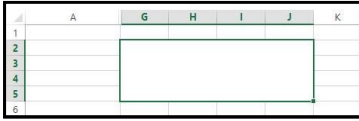
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Clipboard Font Alignment Number

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Merging Cell

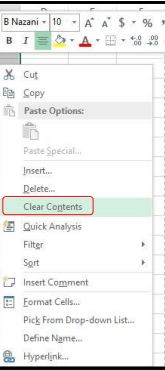
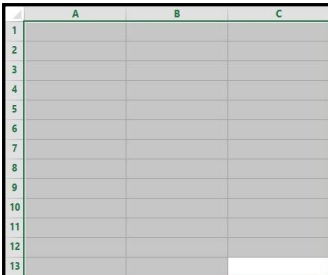




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Clearing a cell

	A	B	C
1	مشغول ها	گرم در روز FFQ	value
2	شماره پذیرش		varchar(10)
3	تاریخ		date
4	نام		nvarchar(50)
5	خانوانگی		
6	بازر		
7	نمره شناسنامه		
8	تاریخ تولد		
9	تاریخ تولد واقعی		
10	سن به سال		
11	سن به ماه		
12	جنسیت		
13	وضعیت تأهل		
14	آدرس منزل		
15	آدرس محل کار		
16	تلفن منزل		
17	تلفن پیشگام ترابک		
18	تلفن محل کار		

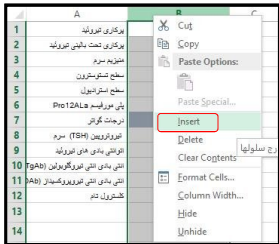



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Inserting a row/column

	A	B
1	پرکاری تیروئید	bit
2	پرکاری تحت باهیمی تیروئید	bit
3	همنزیم سرم	float
4	سطح تستوسترون	float
5	سطح استرادیول	float
6	پای مورفیسیم Pro12ALa	tinyint
7	درجات گواتر	
8	تیروئیدین (TSH) سرم	float
9	اتوانتی بادی های تیروئید	float
10	انتی بادی انتی تیروگلوبولین (TgAb)	float
11	انتی بادی انتی تیروپروکسیداز (Ab)	float
12	کنترل تام	float




	A	B	C
1	پرکاری تیروئید		bit
2	پرکاری تحت باهیمی تیروئید		bit
3	همنزیم سرم		float
4	سطح تستوسترون		float
5	سطح استرادیول		float
6	پای مورفیسیم Pro12ALa		tinyint
7	درجات گواتر		
8	تیروئیدین (TSH) سرم		float
9	اتوانتی بادی های تیروئید		float
10	انتی بادی انتی تیروگلوبولین (TgAb)		float
11	انتی بادی انتی تیروپروکسیداز (Ab)		float
12	کنترل تام		float

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Deleting a row/column

	A	B	C
1	پرکاری تیروئید		
2	پرکاری تحت باهیمی تیروئید		
3	همنزیم سرم		
4	سطح تستوسترون		
5	سطح استرادیول		
6	پای مورفیسیم Pro12ALa		
7	درجات گواتر		
8	تیروئیدین (TSH) سرم		
9	اتوانتی بادی های تیروئید		
10	انتی بادی انتی تیروگلوبولین (TgAb)		
11	انتی بادی انتی تیروپروکسیداز (Ab)		
12	کنترل تام		



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Changing text orientation, font color Cell borders

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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER

Cut Copy Paste Format Painter Clipboard Font Alignment Number

Calibri 10 A⁺ A⁻ Wrap Text Merge & Center

B I U [Color] [Background Color] [Text Color] [Text Color]

B12 float

	A	B	C	D	E	F	G	H	I	J
1	پرکاری تیروئید	bit								
2	پرکاری تحت بالینی تیروئید	bit								
3	هینزیم سرم	float								
4	سطح تستوسترون	float								
5	سطح استرادیول	float								
6	پتی مورفینم Pro12Ala	tinyint								
7	درجات گواتر									
8	تیروتروپین (TSH) سرم	float								
9	اتواتی بادی های تیروئید	float								
10	انتی بادی انتی تیروگلوبولین (TgAb)	float								
11	انتی بادی انتی تیروپرکسیداز (Ab)	float								
12	کنترول نام	float								

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Customizing cell formats

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KG1 Excel Research Institute for Endocrine Sciences

Ordering, Filling Cell & Draging

	A	B
1	1	3
2	2	9
3	3	15
4	4	21
5	5	27
6	6	33
7	7	39
8	8	45
9	9	51
10	10	57
11	11	63
12	12	69
13	13	75
14	14	81
15	15	87

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Freezing Header

The screenshot shows the Excel ribbon with the 'VIEW' tab selected. The 'Freeze Panes' group is highlighted, showing three options: 'Freeze Panes', 'Freeze Top Row', and 'Freeze First Column'. The 'Freeze Panes' option is circled in red. Below the ribbon, a worksheet is visible with columns A through E. Column A contains 'code', B contains 'Pedigree_name', C contains 'Individual_Name', D contains 'Father_ID', and E contains 'Mother_'. The data rows start from row 2.

	A	B	C	D	E
1	code	Pedigree_name	Individual_Name	Father_ID	Mother_
2	113	30615	113	19060	19066
3	115	30615	115	113	116
4	116	30615	116	102243	19543
5	117	30615	117	113	116
6	296	11084	296		
7	297	11084	297	296	298
8	298	11084	298		
9	299	11084	299		
10	300	11084	300	296	298
11	301	11084	301	296	298
12	302	11084	302	296	298
13	374	31174	374		

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KG1 **Draging**

Kamran Guity, 11/10/2013

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Persian Typing

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Sheet Right to Left (For Persian Fonts)

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	A	B	C	D	E	F
1		HBAtc	HBAtc			
2		انسولین سرم	انسولین سرم			
3		انسولین	HOMO IR			
4		تفاوت به انسولین	Multi vit mineral and omega 3 supplement			
5		اسپرول و امگا 3	Biceps skinfold			
6		Biceps skinfold	Triceps skinfold			
7		Triceps skinfold	suprailiac			
8		suprailiac	Body fat %			
9		Body fat %	انسولین			
10		انسولین	TNF-α			
11		TNF-α	IL-6			
12		IL-6	hsCRP			
13		hsCRP	OX-LDL			
14		OX-LDL	MDA			
15		MDA	HOMA-IR			
16		HOMA-IR	Hyper thyroidism sign			
17		نمایش دهنده بر کارگی تیروئید				

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Saving Worksheet

The screenshot shows the Excel ribbon with the 'Save As' option selected in the 'Save' group. The 'Save As' dialog box is open, displaying the 'Computer' location. The 'File name' field is empty, and the 'Save as type' is set to 'Excel Workbook'. The 'Save' button is highlighted in the ribbon.

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Compatible Format/Files

The screenshot shows the 'Save As' dialog box with the 'Save as type' dropdown menu open. The dropdown lists various file formats, including Excel Workbook, Excel Macro-Enabled Workbook, Excel Binary Workbook, XML Data, Single File Web Page, Web Page, Excel Template, Excel Macro-Enabled Template, Excel 97-2003 Template, Text (Tab delimited), Unicode Text, XML Spreadsheet 2003, Microsoft Excel 5.0/95 Workbook, CSV (Comma delimited), Formatted Text (Space delimited), Text (Macintosh), Text (MS-DOS), CSV (Macintosh), CSV (MS-DOS), DIF (Data Interchange Format), SVLK (Symbolic Link), Excel Add-In, Excel 97-2003 Add-In, PDF, XPS Document, Strict Open XML Spreadsheet, and OpenDocument Spreadsheet. The 'Save as type' is currently set to 'Excel Workbook'.

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Compatible Format/Files

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Printing

Print

Print Preview

30

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Print Titles

ردیف	تعریف متغیر	علامت متغیر
1	HbA1c	HbA1c
2	انسولین سر	Insulin
3	تغیارت به انسولین	HOMO IR
4	مصرف حداقلی های موثر و پتانسیل	Multi vit mineral and omega 3 supplement
5	انحراف برنگار 3	Biceps skinfold
6		Ticeps skinfold
7		Suprailiac skinfold
8		Body fat %
9	فشارخون پستانداری انسانی	Insulin
10		TNF-α
11		IL-6
12		hsCRP
13		OX-LDL
14		MDA
15		HOMA-IR
16	علائم پتانسیل بر فاکتور تورم	Hyper thyroidism sign

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Print Titles

Introduction to Excel by Kamran Guity 32

Excel Research Institute for Endocrine Sciences

Print Titles

ردیف	تعریف متغیر	علامت متغیر
1	HbA1c	HbA1c
2	انسولین سرم	Insulin
3	مقاومت به انسولین	HOMO IR
4	مصرف مکمل های انرژی ریتامین	Multi vit mineral and omega 3 supplement
5	بستران و اسکا 3	Biceps skinfold
6	Biceps skinfold	Biceps skinfold
7	Triceps skinfold	Triceps skinfold
8	suprailiac skinfold	suprailiac
9	BF%	Body fat %
10	نظمت پانسدایی انسولین	Insulin
11	TNF-α	TNF-α
12	IL-6	IL-6
13	heRp	heRp
14	OX-LDL	OX-LDL
15	MDA	MDA
16	HOMA-IR	HOMA-IR
17	تغییر سطح کلسیم در خون	Hyper thyroidism sign

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Print Titles

Page Setup

Print titles

Rows to repeat at top:

Columns to repeat at left:

Print

Gridlines

Black and white

Draft quality

Row and column headings

Page order

Down, then over


Over, then down

Print... Print Preview Options... OK Cancel

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Print Titles



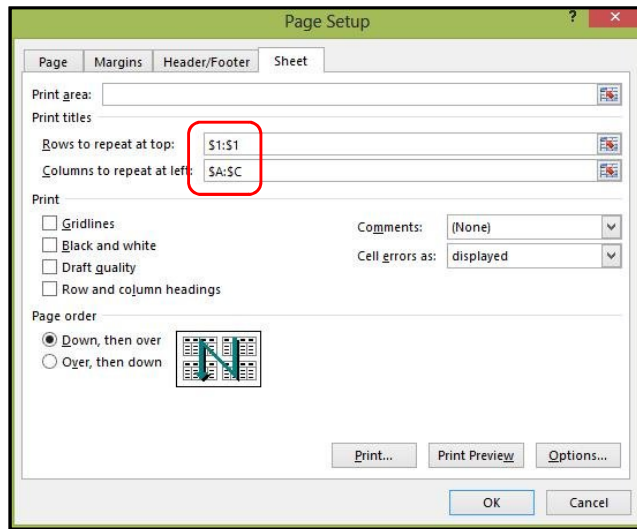
M	L	K	J	I	H	G	F	E	D	C	B	A
										علامت متغیر	تعریف متغیر	ردیف
										HbA1c	HbA1c	1
										Insulin	انسولین سوز	2
										HOMO IR	مقاومت به انسولین	3
										Multi vit: mineral and omega 3 supplement	مصرف مکمل های معدنی ویتامین میرال و اِگا 3	4
										Biceps skinfold	Biceps skinfold	5
										Triceps skinfold	Triceps skinfold	6
										Suprailiac skinfold	suprailiac	7
										Body fat %	BF%	8
										Insulin	غلظت پلاسمایی انسولین	9
										TNF-α	TNF-α	10
										IL-6	IL-6	11
										hsRp	hsRp	12
										OX-LDL	OX-LDL	13
										MDA	MDA	14
										HOMA-IR	HOMA-IR	15
										Hyper thyroidism sign	علائم بالایی پرکاری تیروئید	16
												17
												18

Page Setup - Columns to repeat at left: \$A:\$C

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Print Titles



Page Setup

Page Margins Header/Footer Sheet

Print area:

Print titles

Rows to repeat at top: \$1:\$1

Columns to repeat at left: \$A:\$C

Print

Gridlines

Black and white

Draft quality

Row and column headings

Comments: (None)

Cell errors as: displayed

Page order

Down, then over

Over, then down

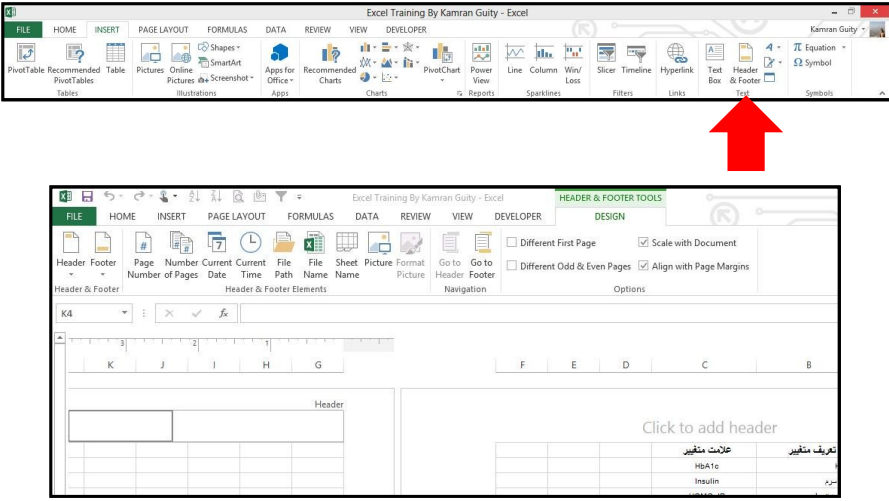
Print... Print Preview Options...

OK Cancel

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Customizing headers/footers



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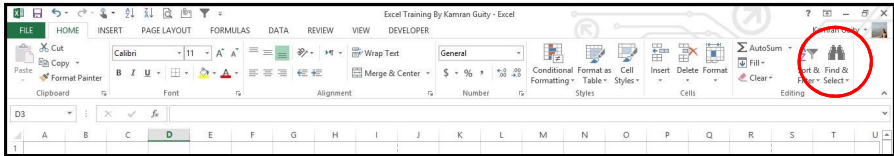
Working with data

- Find and Replace
- Formatting numbers
- Sort By format
- Paste format options
- Filtering Data
- Simple Formula in Excel


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Excel Research Institute for Endocrine Sciences

Find and Replace



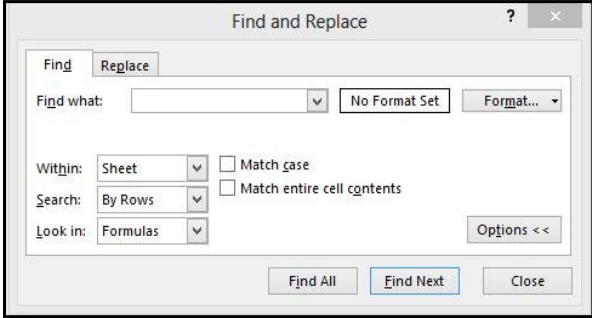
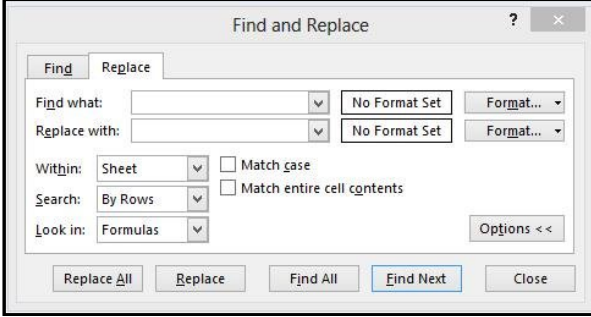
OR



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Find and Replace

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Sort By format

The 'Sort' dialog box is configured as follows:

- Sort On: Values
- Order: A to Z
- My data has headers:

code	Pedigree_name	Individual_Name	Father_ID	Mother_ID	Gender
113	30615	113	15060	19066	1
115	30615	115	113	11b	2
116	30615	116	102243	19543	2
117	30615	117	113	116	2
296	11084				
297	11084				
298	11084				
299	11084				
300	11084				
301	11084				
302	11084				
374	31174				
375	31174				
376	31174				
377	31174				
378	31174				
1121	20031				
1124	20031	1124	15615	1121	2
1125	20031	1125	101173	1129	1

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Paste Format Options

The 'Paste Special' dialog box is configured as follows:

- Paste: Paste Values

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Paste Format Options

Paste Special

Paste

All
 Formulas
 Values
 Formats
 Comments
 Validation

All using Source theme
 All except borders
 Column widths
 Formulas and number formats
 Values and number formats
 All merging conditional formats

Operation

None
 Add
 Subtract

Multiply
 Divide

Skip blanks
 Transpose

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Filtering Data

The screenshot shows the Excel ribbon with the 'Filter' button in the 'Sort & Filter' group highlighted with a red box. Below the ribbon, a table with columns 'code', 'Pedigree_name', 'Individual_Name', 'Father_ID', 'Mother_ID', and 'Gender' is visible.

Pedigree_name Individual_Name Father_ID

30615 Sort Smallest to Largest

30615 Sort Largest to Smallest

30615 Sort by Color

30615 Clear Filter From "Pedigree_name"

11084 Filter by Color

11084 Number Filters

11084 Search

11084 (Select All)

11084 10346

11084 10718

11084 11084

31174 20031

31174 20451

31174 30363

31174 30466

31174 30615

31174 31174

20031

20031

Pedigree_name Individual_Name Father_ID

30615 Sort Smallest to Largest

30615 Sort Largest to Smallest

30615 Sort by Color

30615 Clear Filter From "Pedigree_name"

11084 Filter by Color

11084 Number Filters

11084 Search

11084 (Select All)

11084 10346

11084 10718

11084 11084

31174 20031

31174 20451

31174 30363

31174 30466

31174 30615

31174 31174

20031

20031

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Filtering Data



	A	B	C	D	E	F
1	code	Pedigree_nam	Individual_Nam	Father_ID	Mother_ID	Gender
6	296	11084	296			1
7	297	11084	297	296	298	1
8	298	11084	298			2
9	299	11084	299			2
10	300	11084	300	296	298	1
11	301	11084	301	296	298	1
12	302	11084	302	296	298	2
18	1121	20031	1121	101173	1129	2
19	1124	20031	1124	15615	1121	2
20	1125	20031	1125	101173	1129	1
21	1129	20031	1129			2
22	1156	20031	1156	101173	1129	1
30	1579	20031	1579	15615	1121	2
36	1822	20031	1822	15615	1121	2

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Simple Formula in Excel

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Simple Formula in Excel

ردیف	تعریف متغیر	علامت متغیر
1	HbA1c	HbA1c
2	انسولین سرم	Insulin
3	مقاومت به انسولین	HOMO IR
4	مصرف مکمل های مولتی ویتامین	Multi vit mineral and
5	امپارال و امگا 3	omega 3 supplement
6	Biceps skinfold	Biceps skinfold
7	Triceps skinfold	Triceps skinfold
8	suprailiac	Suprailiac skinfold
9	BF%	Body fat %

Insert Function dialog box showing 'SUM' selected. Description: Adds all the numbers in a range of cells.

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ردیف	تعریف متغیر	علامت متغیر
1	HbA1c	HbA1c
2	انسولین سرم	Insulin
3	مقاومت به انسولین	HOMO IR
4	مصرف مکمل های مولتی ویتامین	Multi vit mineral and
5	امپارال و امگا 3	omega 3 supplement
6	Biceps skinfold	Biceps skinfold
7	Triceps skinfold	Triceps skinfold
8	suprailiac	Suprailiac skinfold
9	BF%	Body fat %
10	ظفقت پخندایی انسولین	Insulin
11	TNF-α	TNF-α
12	IL-6	IL-6
13	hcRp	hcRp
14	OX-LDL	OX-LDL
15	MDA	MDA
16	HOMA1R	HOMA1R
17	علاجی باطنی پرکاری تیروئید	Hyper thyroidism sign

Insert Function dialog box showing 'COUNT' selected. Description: Counts the number of cells in a range that contain numbers.

Function Arguments dialog box for COUNT. Value1: A2:A17. Formula result = 16.

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ردیف	تعریف متغیر	علائت متغیر
1	HBATc	HBATc
2	انسولین برود	Insulin
3	مقاومت به انسولین	HOMO IR
4	مصرف مکمل های مینرال ویتامین	Multi vit mineral and omega 3 supplement
5	بiceps skinfold	Biceps skinfold
6	Triceps skinfold	Triceps skinfold
7	suprailiac	Suprailiac skinfold
8	BF%	Body fat %
9	غلظت پانکراسی انسولین	Insulin
10	TNF-α	TNF-α
11	IL-6	IL-6
12	hsCRP	hsCRP
13	OX-LDL	OX-LDL
14	MDA	MDA
15	HOMA1R	HOMA1R
16	علامت بالشی بر گزری تیروئید	Hyper thyroidism sign

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Convert to Text

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Info

Excel Training By Kamran Guity
H: > Excel Workshop

Protect Workbook
Control what types of changes people can make to this workbook.

Inspect Workbook
Before publishing this file, be aware that it contains:

- Document properties, printer path, author's name, related dates and absolute path
- Hidden rows and hidden columns
- Content that people with disabilities find difficult to read

Versions
Today, 2:47 PM (autosave)

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Convert to Text

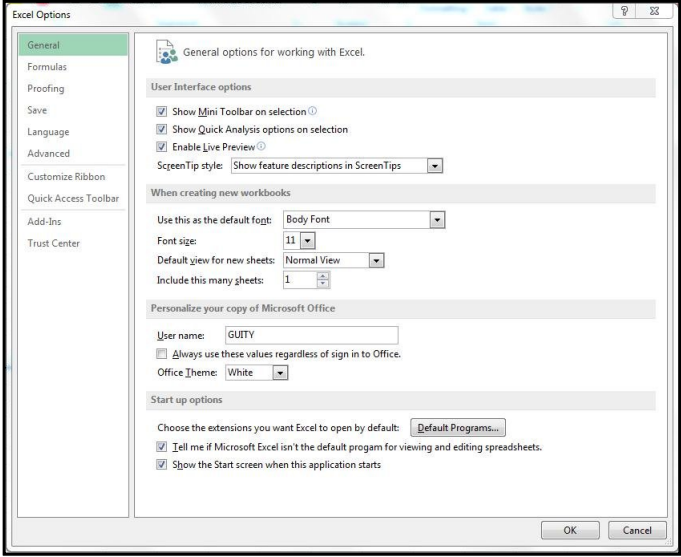
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Option of Excel



Excel Options

General options for working with Excel.

User Interface options

- Show Mini Toolbar on selection
- Show Quick Analysis options on selection
- Enable Live Preview
- ScreenTip style: Show feature descriptions in ScreenTips

When creating new workbooks

- Use this as the default font: Body Font
- Font size: 11
- Default view for new sheets: Normal View
- Include this many sheets: 1

Personalize your copy of Microsoft Office

- User name: GUTY
- Always use these values regardless of sign in to Office.
- Office Theme: White

Start up options

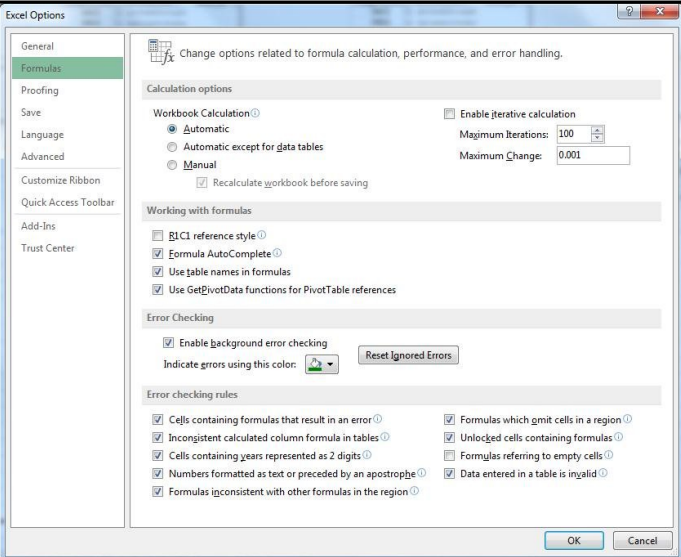
- Choose the extensions you want Excel to open by default: Default Programs...
- Tell me if Microsoft Excel isn't the default program for viewing and editing spreadsheets.
- Show the Start screen when this application starts

OK Cancel

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Option of Excel



Excel Options

Change options related to formula calculation, performance, and error handling.

Calculation options

- Workbook Calculation
 - Automatic
 - Automatic except for data tables
 - Manual
- Enable iterative calculation
 - Maximum Iterations: 100
 - Maximum Change: 0.001
- Recalculate workbook before saving

Working with formulas

- B1:C1 reference style
- Formula AutoComplete
- Use table names in formulas
- Use GetPivotData functions for PivotTable references

Error Checking

- Enable background error checking
- Indicate errors using this color: [Color Picker]
- Reset Ignored Errors

Error checking rules

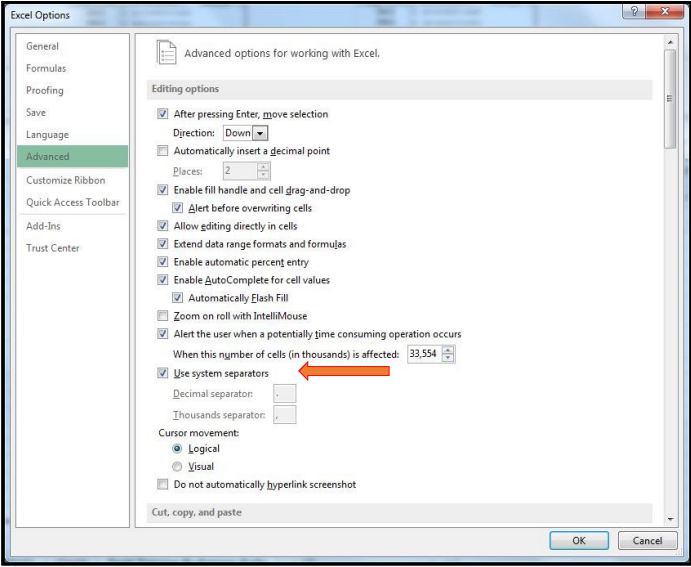
- Cells containing formulas that result in an error
- Inconsistent calculated column formula in tables
- Cells containing years represented as 2 digits
- Numbers formatted as text or preceded by an apostrophe
- Formulas inconsistent with other formulas in the region
- Formulas which omit cells in a region
- Unlocked cells containing formulas
- Formulas referring to empty cells
- Data entered in a table is invalid

OK Cancel

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Option of Excel



Excel Options

Advanced options for working with Excel.

Editing options

- After pressing Enter, move selection
 - Direction: Down
- Automatically insert a decimal point
 - Places: 2
- Enable fill handle and cell drag-and-drop
- Alert before overwriting cells
- Allow editing directly in cells
- Extend data range formats and formulas
- Enable automatic percent entry
- Enable AutoComplete for cell values
- Automatically Flash Fill
- Zoom on roll with IntelliMouse
- Alert the user when a potentially time-consuming operation occurs
 - When this number of cells (in thousands) is affected: 33,554
- Use system separators
 - Decimal separator: .
 - Thousands separator: ,

Cursor movement:

- Logical
- Visual

Do not automatically hyperlink screenshot

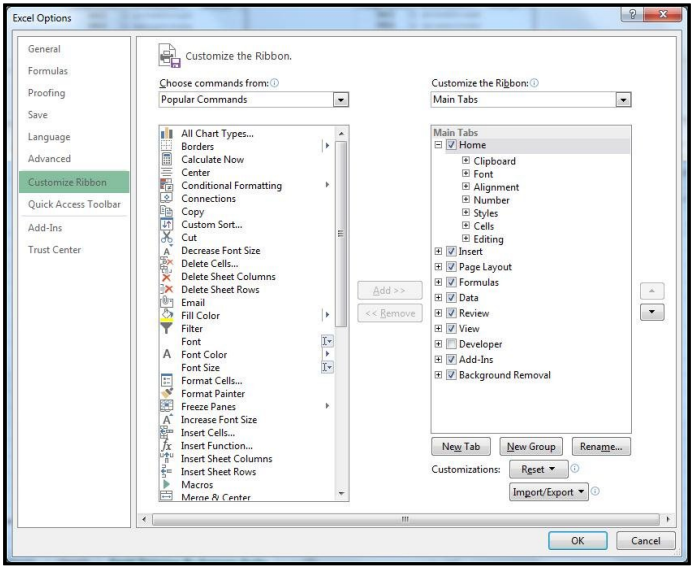
Cut, copy, and paste

OK Cancel

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Option of Excel



Excel Options

Customize the Ribbon.

Choose commands from: Popular Commands

Customize the Ribbon: Main Tabs

Main Tabs:

- Home
- Clipboard
- Font
- Alignment
- Number
- Styles
- Cells
- Editing
- Insert
- Page Layout
- Formulas
- Data
- Review
- View
- Developer
- Add-Ins
- Background Removal

Customizations: Reset Import/Export

New Tab New Group Rename...

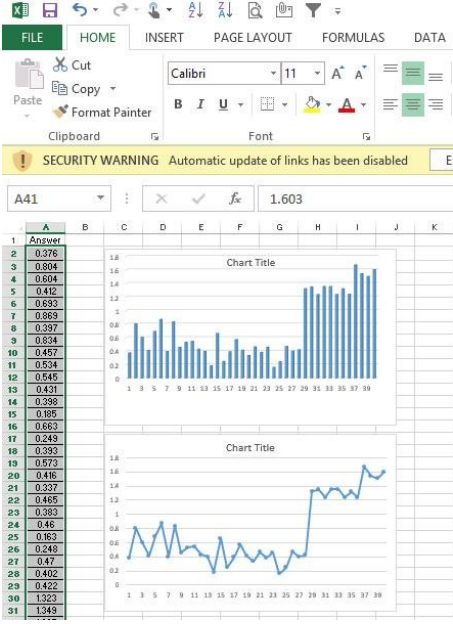
OK Cancel

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Charts

- Mark your data which want to use,
- Choose format of chart from INSERT ribbon.
- Edit size and color of charts





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New Windows

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Making Group

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Developer ribbon

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Pivot Table

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Making Pulldown list

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Protected Sheet