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IBM[®] PC VERSION

Martin S. Matthews

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Excel 2.1 Made Easy IBM PC Version

Martin S. Matthews

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Excel 2.1 Made Easy: IBM PC Version

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ACKNOWLEDGMENTS

Part IV of this book is a complete command reference section explaining every menu option, every worksheet function, and every macro function in Excel. The yeoman effort to produce this section came from Stephanie Thomson. She not only did this in a short period of time, but while she was completing her Junior year in Computer Science at the University of Washington. Her work is a very material part of the book and is greatly appreciated.

Dan Fingerman performed the technical review of the book and definitely improved its accuracy and readability. His efforts are appreciated.

Osborne/McGraw-Hill, as always, assembled an excellent team to produce this book. Thanks to Jeff Pepper, Editor in Chief, and all the others on the team.

INTRODUCTION

Microsoft Excel, which runs in the Windows graphical environment, is an integrated business software package for producing worksheets, databases, and charts. Each of these products contribute to your ability to increase productivity and make better decisions in your business or profession. By doing this in a graphical environment, Excel adds real ease of use to a high degree of capability allowing you to easily do the tasks you need.

ABOUT THIS BOOK

Excel 2.1 Made Easy: IBM PC Version supplements Microsoft's own documentation, the *Microsoft Excel Reference Guide*, by continuing where that documentation leaves off. Whereas the Microsoft documentation presents you with short and simple explanations designed to help you find answers to immediate questions, *Excel 2.1 Made Easy: IBM PC Version* provides more substantial examples designed not only to get you started, but also to guide you in building your skills so that you can perform more advanced business tasks—all with clear, step-by-step instructions.

HOW THIS BOOK IS ORGANIZED

Excel 2.1 Made Easy: IBM PC Version was written the way most people learn Excel. The book starts by reviewing the basic concepts. It then uses a learn-by-doing method to demonstrate the major features of the product. Next, the book provides examples and clear explanation of many advanced features. Finally, it incorporates a complete reference section that documents every menu option, worksheet function, and macro function in Excel.

Part I, Introducing Windows and Excel

Part I introduces Windows and Excel and provides the basic concepts needed to use them. It includes four chapters. The first explains the features and functions of Windows and the mouse that are needed to use Excel. Included are all parts of the screen, windowing, menus, the mouse buttons and moves, and using the keyboard. The second chapter describes each of the three components of Excel, worksheets, databases, and charts, with particular attention to worksheets. It also quickly introduces cells, ranges, formulas, functions, commands, and macros. The third chapter looks at how Excel uses the Windows graphical environment and the mouse to build and maintain worksheets. Each of the menus is described as are the keystrokes and mouse moves necessary to utilize them. Chapter 4 focuses on how to create and modify a worksheet, including using the menus, mouse, and keyboard to enter and edit information, save the worksheet, and leave Excel.

Part I provides the foundation concepts upon which all else in this book is based. This section will be slower paced than the rest of the book due to the importance of building a firm foundation. If you are a new user of Excel, Part I is vital to your success. If you have some experience with Excel you need Part I to a lesser extent. At the very least, you should skim Part I to assure that you have an understanding of the terms and concepts.

Part II, The Fundamentals of Excel

Part II provides the fundamentals of Excel—creating and manipulating worksheets, producing charts, and using a database. It includes four chapters.

Chapters 5 and 6 are companions. Chapter 5 creates a worksheet. Included are planning, placing texts and headings, entering numbers and formulas, copying formulas, inserting and deleting rows, and saving the worksheet. Chapter 6 formats, changes, and prints the worksheet. Included are loading the worksheet, formatting numbers and headings, moving, deleting, erasing, and setting parameters for and printing the worksheet.

Chapter 7 looks at producing charts. It covers line charts, pie charts, and bar charts and includes selecting the type of chart, determining the worksheet ranges to plot, adding legends and titles, viewing, and printing.

Chapter 8 builds and uses a database. The chapter includes sorting a database and selecting and analyzing information from a database. In analyzing information, you are shown how statistical functions and data tables are used.

Part II should be read by all levels of users. For new users it provides the experience with which they can create their own worksheets, charts, and databases. For intermediate and advanced users, Part II provides a refresher course that also provides considerable insight into Excel.

Part III, Advanced Uses of Excel

Part III contains three chapters that discuss the advanced features of Excel. The pace of presentation will quicken in Part III; the focus will almost entirely be on the advanced topics, with little or no time spent on the building of the worksheets used to demonstrate the topics. You may, if you wish, continue to follow along on your computer. The detailed steps for building the underlying worksheets, however, are left up to you.

Chapter 9 describes linking worksheets and using external files. Included are setting up links and transferring information among worksheets as well as combining worksheets, exporting and importing text files, and dividing or parsing a text file. Linking worksheets is one of the most powerful features of Excel.

Chapter 10 looks at worksheet functions and macro functions. The section on worksheet functions ties together the work already done on functions in previous chapters. It provides a general discussion on using them as well as discussion and examples of the types of functions not previously discussed. Most important here are date and time functions and text functions. The macro section looks at macro functions in general, discusses how they are built, used, and debugged, and provides a number of examples.

Chapter 11 provides the *pièce de résistance*—all of the features needed to automate a sophisticated worksheet. Included are automatic loading, custom menus, and updating of a database from a custom data entry dialog box, all operated by a set of macro commands. Chapter 11 shows you the full power of Excel.

It is not necessary for all readers to immediately read Part III. New users may want to wait until they have completed several spreadsheets of their own and know they want more of the capability of the product before reading Part III. Intermediate users probably will want to continue on immediately; it is the next logical step in their Excel education. This section is what advanced users have been waiting for! At some point, all readers are encouraged to go through Part III. The "booster rockets" of Excel are discussed in this part. Such things as linking worksheets, functions, and macros are not as hard to use as you might think, and they significantly increase the power of Excel.

Part IV, Command Reference

Part IV provides a complete command reference for Excel. It lists in alphabetical order, and provides a description for every menu option, worksheet function, and macro function. Part IV is not

meant to be read. Rather it is a quick and handy reference for looking up how a particular menu option or function works.

Appendix, Installing Windows and Excel

The Appendix provides both the background and detail steps to install Windows and Excel. It describes what equipment you need, how to determine what equipment you have, and how to start and use both the Windows and the Excel Setup programs. In addition, it discusses how you prepare to store the data you will create with Excel and how to leave Windows and Excel.

CONVENTIONS USED IN THIS BOOK

Excel 2.1 Made Easy: IBM PC Version uses several conventions designed to make the book easier for you to use. These are as follows:

- **Bold** type is used for text you are instructed to type from the keyboard.
- Keys on the keyboard that are commands are presented in key shaped boxes; for example, **RIGHT ARROW** and **ENTER**.
- When you are expected to enter a command, you will be told to *press* the key(s). If you are to enter text or numbers, you will be told to *type* them.

ADDITIONAL HELP FROM OSBORNE/McGRAW-HILL

Osborne/McGraw-Hill provides top-quality books for computer users at every level of computing experience. To help you build

your skills, we suggest that you look for the books in the following Osborne/McGraw-Hill series that best address your needs.

The "Teach Yourself" series is perfect for beginners who have never used a computer before or who want to gain confidence in using program basics. These books provide a simple, slow-paced introduction to the fundamental usage of popular software packages and programming languages. The "Mastery Skill Check" format ensures that concepts are learned thoroughly before progressing to new material. Plenty of exercises and examples are used throughout the text, and answers are at the back of the book.

The "Made Easy" series is also for beginners or users who may need a refresher on the new features of an upgraded product. These in-depth introductions guide users step-by-step from the program basics to intermediate-level usage. Plenty of hands-on exercises and examples are used in every chapter.

The "Using" series presents fast-paced guides that quickly cover beginning concepts and move on to intermediate-level techniques, and even some advanced topics. These books are written for users who already are familiar with computers and software and who want to get up to speed quickly with a certain product.

The "Advanced" series assumes that the reader is already an experienced user who has reached at least an intermediate skill level and is ready to learn more sophisticated techniques and refinements.

The "Complete Reference" series of handy desktop references list every command, feature, and function of popular software and programming languages, along with brief, detailed descriptions of how they are used. Books are fully indexed and often include tear-out command cards. This series is ideal for all users—beginners and pros.

The "Pocket Reference" is a pocket-sized, shorter version of the "Complete Reference" series and provides only the essential commands, features, and functions of software and programming languages for users who need a quick reminder of the most important commands. This series also is written for all users and every level of computing ability.

The "Secrets, Solutions, Shortcuts" series is written for beginning users who are already somewhat familiar with the software and for experienced users at intermediate and advanced levels. This series gives clever tips and points out shortcuts for using the software to greater advantage. Traps to avoid are also mentioned.

Osborne/McGraw-Hill also publishes many fine books that are not included in the series described above. If you have questions about which Osborne book is right for you, ask the salesperson at your local book or computer store.

OTHER OSBORNE/MCGRAW-HILL BOOKS OF INTEREST TO YOU

We hope that *Excel 2.1 Made Easy: IBM PC Version* will assist you in mastering this fine product, and will also peak your interest in learning more about other ways to better use your computer.

If you're interested in expanding your skills so you can be even more "computer efficient", be sure to take advantage of Osborne/McGraw-Hill's large selection of top-quality computer books that cover all varieties of popular hardware, software, programming languages, and operating systems. While we cannot list every title here that may relate to Excel and to your special computing needs, here are just a few books that complement *Excel 2.1 Made Easy: IBM PC Version*.

Handle Microsoft's newest version of Windows effectively and creatively with the skills you learn from *Windows 3 Made Easy* by Tom Sheldon. If you're just beginning to use Windows, Tom Sheldon takes you through all the fundamentals step-by-step, including how to install it and get a fast start. If you're already using Windows, you'll learn all the newest features of the recently released version 3 and how to apply these capabilities through customizing Windows, transferring information between Windows, and Windows accessories like Write and Paintbrush. *Win-*

dows 3 Made Easy is loaded with short examples, hands-on projects, screen illustrations, and plenty of tips for everyday use.

ABOUT THE AUTHOR

Martin Matthews is a partner in Matthews Technology, a company providing consulting and programming to large and small firms. He assists companies and individuals in selecting and installing computer systems and advises in the design and development of software. Martin combines expertise in computing with solid business experience. He has been president, vice president, as well as systems designer and software developer for a variety of companies. Martin has more than 30 years of computer experience. Martin Matthews and his wife Carole Boggs Matthews have authored thirteen other computer books including *AppleWorks Made Easy*, *Using PageMaker for the PC*, *AppleWorks: The Pocket Reference*, *WordStar Professional: The Complete Reference*, *Using WordStar Professional*, *Using 1-2-3 Release 3*, *Microsoft Works for the PC Made Easy*, *PageMaker 4 for the Macintosh Made Easy*, and *Q & A Made Easy*.

DISK ORDER FORM

The worksheets, databases, and charts produced in this book are available on disk. The disk is not required to use the book, but by using the disk you can save the time and effort of typing the input and also eliminate the possibility of introducing errors.

The files are available on 360 KB 5 1/4" diskettes for the IBM PC or AT or 720 KB 3 1/2" diskettes for the IBM PS/2 and 100% compatible computers.

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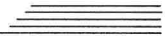
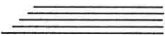
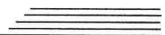
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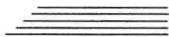
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