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Excel 4
for
Windows

the
COMPLETE REFERENCE

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**Osborne
Asian
Student
Edition**

**MARTIN S. MATTHEWS
& STEPHANIE SEYMOUR**

MPREHENSIVE DESKTOP RESOURCE – IDEAL FOR EVERY USER OF EXCEL FOR WINDOWS VERSIONS 3.0, 3.5, & 4.0

Excel 4 for Windows:
The Complete Reference

Martin S. Matthews
Stephanie Seymour

Excel 4 for Windows: The Complete Reference

**To the next generation of Excel users:
Tara, Jaimeson, and Michael**

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Introduction

Excel for Windows has long had a popular following. With the release of Excel 4 this popularity has expanded, and Excel now easily outsells both major competing spreadsheet packages. Such dominance is well deserved, given Excel's ease of use and the features it provides.

About This Book

Excel 4 for Windows: The Complete Reference has two purposes: first, to allow you to put the full power of Excel to work in the easiest possible way; and second, to provide an in-depth reference so you can easily find what you need to know for expanding both your knowledge of Excel and your use of it.

This book uses a very simple structure, offering a comprehensive reference work that is also easy to use. It is meant to be a primary supplement to the Excel documentation. In the documentation we have found it very easy to get lost in the pine needles and not be able to find the trees, let alone the forest.

How This Book Is Organized

Excel 4 for Windows: The Complete Reference is divided into two major sections, in line with its twin purposes. The first section, The Excel Basics, provides a quick and easily read introduction to the product. The second section, The Excel Dictionary, provides a concise, easy to use reference to every concept, every menu command, and every

function and macro function. These two sections work together to give you the basics you need to get started with Excel, as well as an in-depth reference source to help you keep growing with the product. They are complemented by two appendixes that provide useful information about software installation and about the Excel character set, and by two handy Excel command supplements.

The Excel Basics

The first section of the book is made up of five chapters that introduce Excel and its three main components: worksheets, charts, and databases. These chapters are meant to be easily and quickly read so you can get started using the product.

The first chapter, *Overview of Excel 4 for Windows,* describes Windows and Excel, focusing on their on-screen characteristics and how they are used with both the mouse and the keyboard. The chapter then goes into the basic features of Excel, covering cells and ranges, formulas and functions, and toolbars and menus.

The second chapter, *Producing Worksheets,* discusses the basic skills that are fundamental to using Excel worksheets. Included in this chapter are entering and editing data; getting around, changing, formatting, and printing a worksheet; saving and loading a worksheet; and leaving Excel.

The third chapter, *Creating Charts,* gives you the tools necessary to use Excel's charting features. The chapter shows how to create charts from worksheet information, then describes the types of charts that can be created, and how to customize, format, and edit charts.

The fourth chapter, *Using a Database,* shows you how to place and use a database on a worksheet. The chapter covers building and maintaining a database, as well as organizing, manipulating, and analyzing information in a database.

The fifth chapter, *Working with Macros,* provides an introduction to the use of macro commands, an often overlooked but very powerful feature of Excel. This chapter describes what macros are; discusses how to record, edit, and run them; and examines the classes of macro functions. Finally, the chapter leads you through building and running both a command macro and a function macro.

The Excel Dictionary

The second section of the book, as you might guess from its name, is structured like a dictionary. It is meant to provide a very simple, convenient reference to all facets of Excel. The section's high usability has been carefully thought out and is based on these features:

- **Alphabetic structure**   This simple structure enables you to quickly locate what you are looking for without having to figure out which section to look in.

- **Categorized entries** There are four types of entries, each clearly marked: concepts, menu commands, functions, and macro functions.

- **Consistent layout** Each entry includes a complete description, as well as the following information: type (concept, menu command, function, or macro function), identification if an item is new to version 4 of Excel or not available in version 4, associated commands, associated functions, associated concepts, keyboard shortcuts, tools, and mouse tricks. This information is formatted into a consistent and easy-to-use layout. The title of each entry includes both the item name and any arguments it uses. Often there are one or more examples of how the item is used.

- **Comprehensive cross-referencing** The Excel Dictionary is designed to help you easily find an item even when you don't know exactly what a macro or function is called, or can't recall the full name of a menu option. For example, if you wanted to print, but didn't know that the Print option is on the File menu, you could easily find this out by reading the entry for Print (the concept), which cross-references File Print (the menu command).

- **Dictionary style page headings** At the top of every page is a heading, similar to those in language dictionaries, that indicates what topics can be found on that page.

- **Alphabetic thumb tabs** The Excel Dictionary includes alphabetic thumb tabs—again, like a language dictionary—to make it easy and fast for you to find the right spot in the book.

Appendixes

Appendix A provides detailed instructions for installing Excel, as well as valuable background information. It describes what equipment you need and explains how to start and use the Excel Setup program. In addition, it discusses how you prepare to store the data you will create with Excel, and how to start and leave the program. Appendix B provides a handy reference to the Excel character set.

Excel Command Supplements

Near the back of the book are several supplemental pages listing the many keyboard shortcuts available in Excel. These pages are followed by a toolbar command card that can be removed and used as an instant reference. The card combines pictures and descriptions of the many tools that appear on Excel's built-in toolbars.

Using Various Versions of Excel

Excel, for the most part, has maintained an upward compatibility among its different releases. In other words, the majority of the commands and functions available in older versions can be used in newer versions.

Most of the features new to version 4 of Excel have been identified in this book. Therefore, if you stay away from the sections that address these new features, you can easily use the book with versions 3.0 and 3.5.

Conventions Used in This Book

Excel 4 for Windows: The Complete Reference 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 are presented in small capital letters (RIGHT ARROW and ENTER, for example).

- When you are expected to enter a command, you are told to *press* the key(s). If you enter text or numbers, you are told to *type* them.

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The Excel Basics

Payroll 1990 through 1992			
Name	1990	1991	1992
1. Anderson, W.	96858	99347	102779
2. Delaney, J.	65224	68005	71333
3. Smith, M.	48802	51775	54900
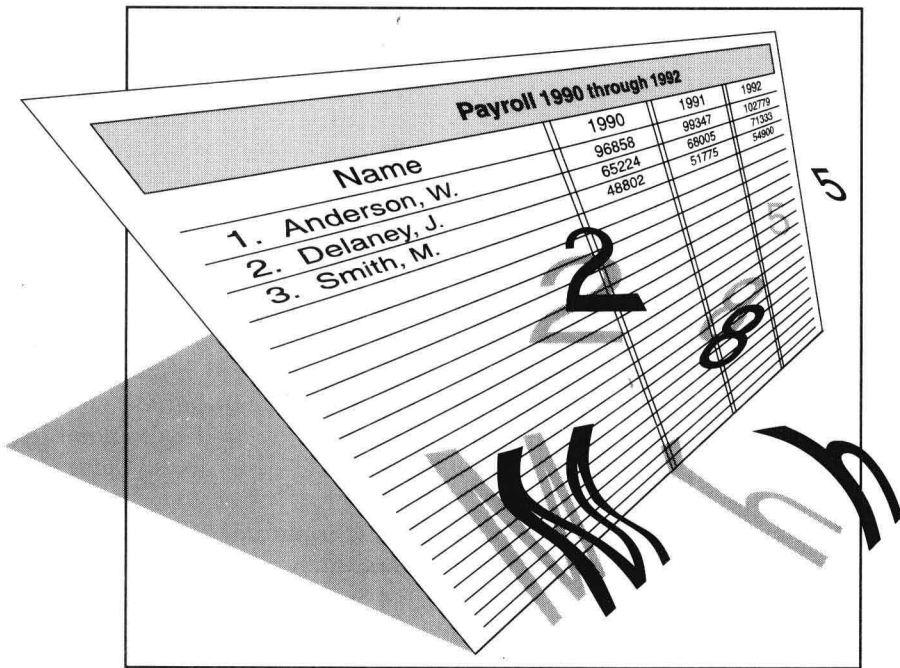
Chapter *1*

Overview of Excel 4 for Windows

Excel is a spreadsheet program—a program in which you can enter numbers in rows and columns and perform arithmetic on those numbers. However, Excel is also much more. Excel includes a full charting module that lets you display spreadsheet numbers in graphic form, and a database module that lets you specify a section of spreadsheet data to use as a database. In addition to these features, Excel includes a large number of mathematical and statistical functions; a complete language for automating Excel operations; and many commands and tools for manipulating, formatting, storing, and retrieving information.

Although Excel can do so much, it is very straightforward and easy to use. Keep this in mind as you learn Excel: the intuitive approach will often be the one that works.

This chapter will introduce Excel 4 and the Windows environment under which Excel operates. It assumes that you have Windows and Excel on your computer and have them operating. If you need help installing or starting Excel, see Appendix A. If there is a particular command, function, or concept on which you want more information, see the Excel Dictionary later in this book.

The Windows Environment

On IBM and compatible personal computers, Excel runs under Microsoft Windows. *Windows* is an extension to the MS-DOS operating system that provides a graphical,

or visual, interface between you and your computer. Since Excel for Windows uses this visual interface, the first step in learning about Excel is to learn about Windows.

The Windows Screen

The most obvious part of the Windows visual interface is what you see on the screen. Figure 1-1 shows an Excel screen. Many parts of this screen are features common to all Windows applications.

The Excel screen is composed of two windows, one inside the other. A *window* is an area of the screen with a border around it. The outer window is an *application window*, in this case the Excel application window. The inner window is a *document window*, in Figure 1-1, it contains a spreadsheet, or *worksheet*. (If you cannot see a distinction between the application window and the document window, your document window has been maximized. To get your screen to look like Figure 1-1, move the mouse pointer to the small box with two arrows in the *second row* from the top on the far right side and press the left mouse button.) The application and document windows contain the following features common to all windows:

- Across the top of each window is the title bar, which contains the window name. For application windows, the name is generally the name of the application; for document windows, it is the name of the document.
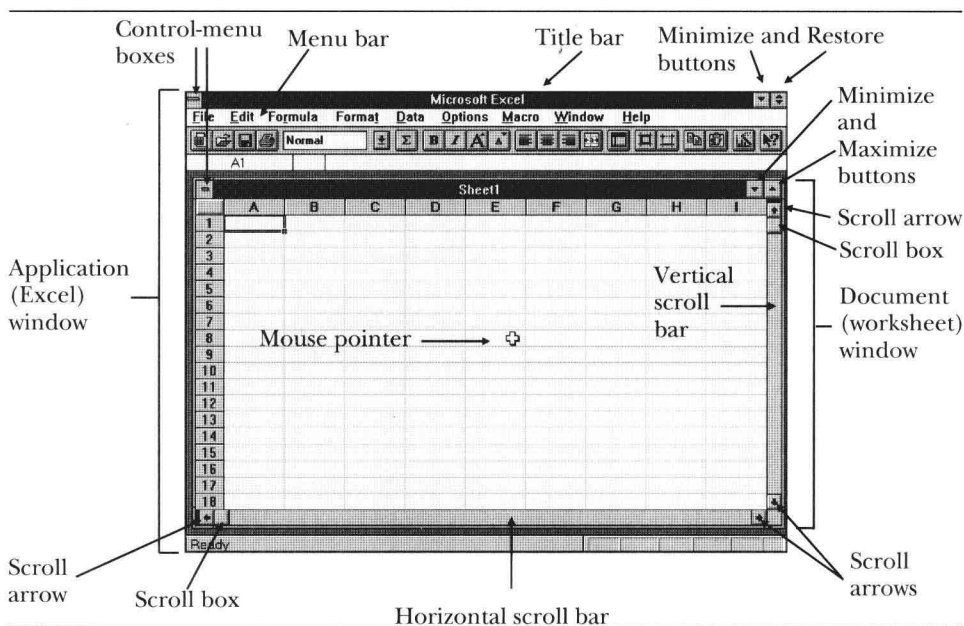

Figure 1-1. *The common Windows elements on the Excel screen*