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Microsoft® Excel® 2013

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Paul McFedries

Teach Yourself VISUALLY™

Excel® 2013

Visual™

Paul McFedries

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About the Author

Paul McFedries is a full-time technical writer. He has been authoring computer books since 1991 and has more than 80 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Windows 8, Windows 8 Visual Quick Tips, The Facebook Guide for People Over 50, iPhone 5 Portable Genius,* and *iPad and iPad mini Portable Genius*. Paul is also the proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal website at www.mcfedries.com or 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 this book is also chock-full of treats for the eye, including copious screenshots, beautiful colors, and sharp fonts. Those sure make for a beautiful book, and that beauty comes from a lot of hard work 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 with whom I got to work directly, including project editor Lynn Northrup, copy editor Marylouise Wiack, and technical editor Namir Shammas. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to Wiley executive editor Jody Lefevere 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

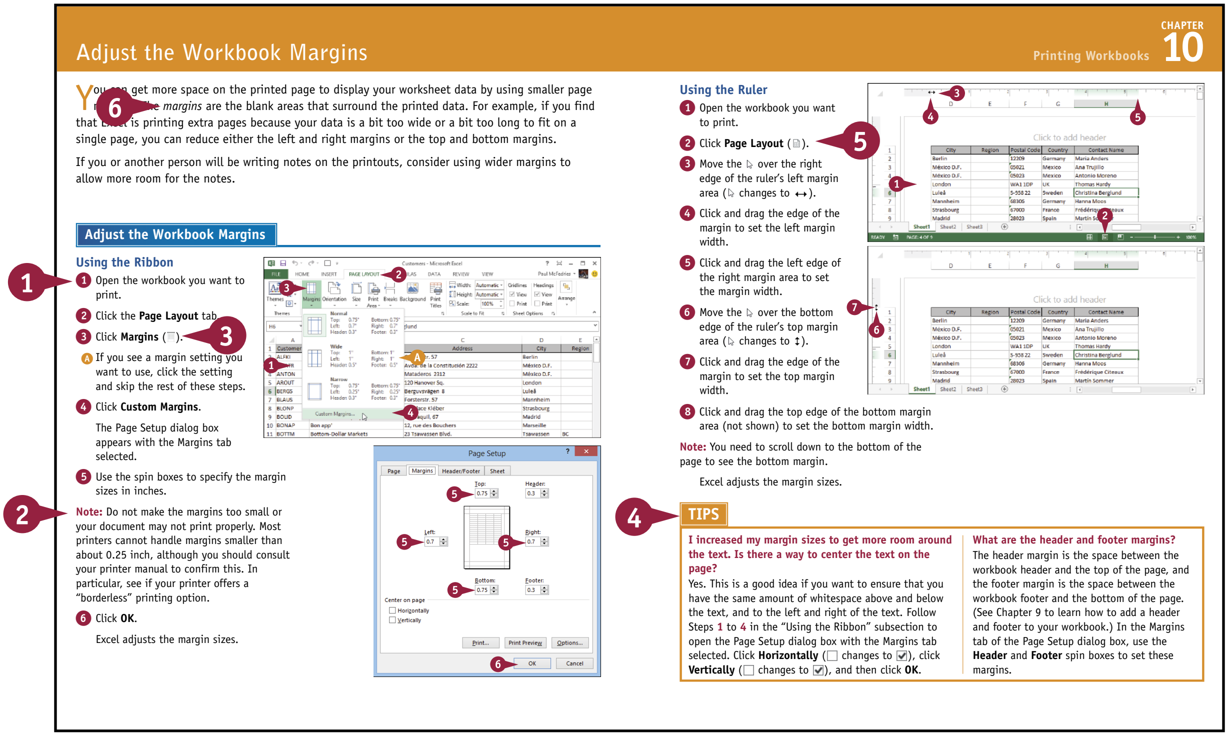
Tips offer additional information, including warnings and shortcuts.

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.



Adjust the Workbook Margins

CHAPTER 10
Printing Workbooks

You can get more space on the printed page to display your worksheet data by using smaller page margins. The *margins* are the blank areas that surround the printed data. For example, if you find that Excel is printing extra pages because your data is a bit too wide or a bit too long to fit on a single page, you can reduce either the left and right margins or the top and bottom margins.

If you or another person will be writing notes on the printouts, consider using wider margins to allow more room for the notes.

Adjust the Workbook Margins

Using the Ribbon

① Open the workbook you want to print.

② Click the **Page Layout** tab.

③ Click **Margins** ( ).

Ⓐ If you see a margin setting you want to use, click the setting and skip the rest of these steps.

④ Click **Custom Margins**.

The Page Setup dialog box appears with the Margins tab selected.

⑤ Use the spin boxes to specify the margin sizes in inches.

Note: Do not make the margins too small or your document may not print properly. Most printers cannot handle margins smaller than about 0.25 inch, although you should consult your printer manual to confirm this. In particular, see if your printer offers a "borderless" printing option.

⑥ Click **OK**.

Excel adjusts the margin sizes.

Page Setup: Top: 0.75; Header: 0.3; Left: 0.7; Right: 0.7; Bottom: 0.75; Footer: 0.3; Center on page: ☐ Horizontally ☐ Vertically

Using the Ruler

① Open the workbook you want to print.

② Click **Page Layout** ( ).

③ Move the ⇖ over the right edge of the ruler's left margin area (⇖ changes to ↔).

④ Click and drag the edge of the margin to set the left margin width.

⑤ Click and drag the left edge of the right margin area to set the margin width.

⑥ Move the ⇖ over the bottom edge of the ruler's top margin area (⇖ changes to ↕).

⑦ Click and drag the edge of the margin to set the top margin width.

⑧ Click and drag the top edge of the bottom margin area (not shown) to set the bottom margin width.

Note: You need to scroll down to the bottom of the page to see the bottom margin.

Excel adjusts the margin sizes.

TIPS

I increased my margin sizes to get more room around the text. Is there a way to center the text on the page?
Yes. This is a good idea if you want to ensure that you have the same amount of whitespace above and below the text, and to the left and right of the text. Follow Steps 1 to 4 in the "Using the Ribbon" subsection to open the Page Setup dialog box with the Margins tab selected. Click **Horizontally** (☐ changes to ☑), click **Vertically** (☐ changes to ☑), and then click **OK**.

What are the header and footer margins?
The header margin is the space between the workbook header and the top of the page, and the footer margin is the space between the workbook footer and the bottom of the page. (See Chapter 9 to learn how to add a header and footer to your workbook.) In the Margins tab of the Page Setup dialog box, use the **Header** and **Footer** spin boxes to set these margins.

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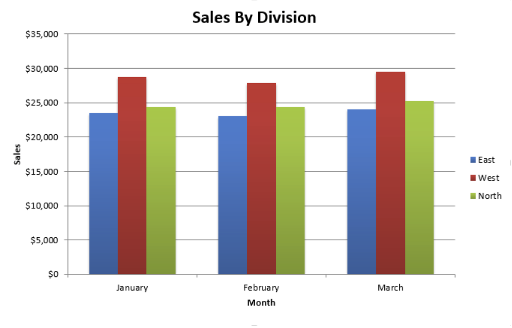

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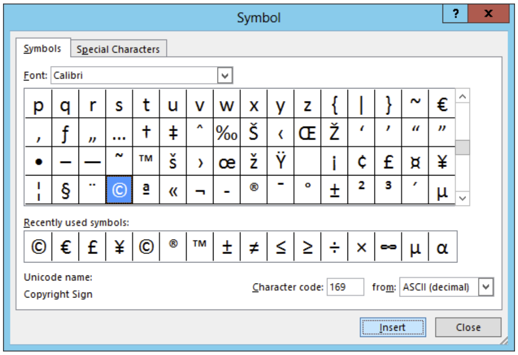
Symbol
?
x
Symbols
Special Characters
Recently used symbols:
Insert
Close

Font: Calibri

Unicode name:
Copyright Sign

Character code: 169 from: ASCII (decimal)

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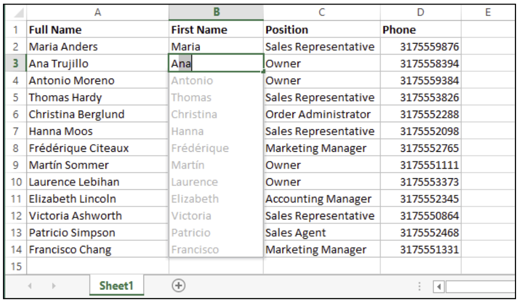

	A	B	C	D	E
1	**Full Name**	**First Name**	**Position**	**Phone**	
2	Maria Anders	Maria	Sales Representative	3175559876	
3	Ana Trujillo	Ana	Owner	3175558394	
4	Antonio Moreno	Antonio	Owner	3175559384	
5	Thomas Hardy	Thomas	Sales Representative	3175553826	
6	Christina Berglund	Christina	Order Administrator	3175552288	
7	Hanna Moos	Hanna	Sales Representative	3175552098	
8	Frédérique Citeaux	Frédérique	Marketing Manager	3175552765	
9	Martín Sommer	Martín	Owner	3175551111	
10	Laurence Lebihan	Laurence	Owner	3175553373	
11	Elizabeth Lincoln	Elizabeth	Accounting Manager	3175552345	
12	Victoria Ashworth	Victoria	Sales Representative	3175550864	
13	Patricio Simpson	Patricio	Sales Agent	3175552468	
14	Francisco Chang	Francisco	Marketing Manager	3175551331	
15					

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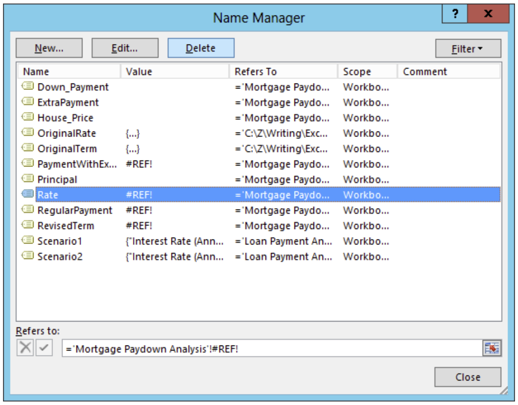

Name	Value	Refers To	Scope	Comment
Down_Payment		='Mortgage Paydo...	Workbo...	
ExtraPayment		='Mortgage Paydo...	Workbo...	
House_Price		='Mortgage Paydo...	Workbo...	
OriginalRate	{...}	='C:\Z\Writing\Exc...	Workbo...	
OriginalTerm	{...}	='C:\Z\Writing\Exc...	Workbo...	
PaymentWithEx...	#REF!	='Mortgage Paydo...	Workbo...	
Principal		='Mortgage Paydo...	Workbo...	
Rate	#REF!	='Mortgage Paydo...	Workbo...	
RegularPayment	#REF!	='Mortgage Paydo...	Workbo...	
RevisedTerm	#REF!	='Mortgage Paydo...	Workbo...	
Scenario1	{"Interest Rate (Ann...	='Loan Payment An...	Workbo...	
Scenario2	{"Interest Rate (Ann...	='Loan Payment An...	Workbo...	

Refers to: ='Mortgage Paydown Analysis'!#REF!

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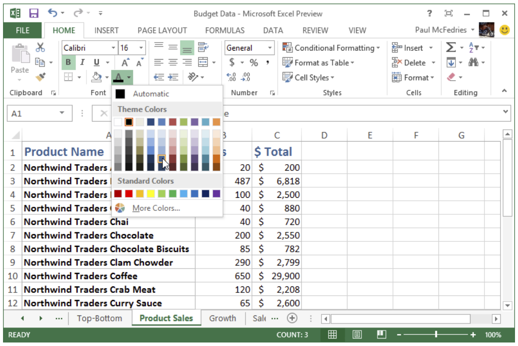

Budget Data - Microsoft Excel Preview
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul McFedries
Calibri
16
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Paste
Clipboard
Font
Number
Styles
Cells
Editing
Automatic
Theme Colors
Standard Colors
More Colors...
A1
Top-Bottom
Product Sales
Growth
Sale
READY
COUNT: 3
100%

	A	B	C	D	E	F	G
1	Product Name	s	$ Total				
2	Northwind Traders	20	$ 200				
3	Northwind Traders	487	$ 6,818				
4	Northwind Traders	100	$ 2,500				
5	Northwind Traders	40	$ 880				
6	Northwind Traders Chai	40	$ 720				
7	Northwind Traders Chocolate	200	$ 2,550				
8	Northwind Traders Chocolate Biscuits	85	$ 782				
9	Northwind Traders Clam Chowder	290	$ 2,799				
10	Northwind Traders Coffee	650	$ 29,900				
11	Northwind Traders Crab Meat	120	$ 2,208				
12	Northwind Traders Curry Sauce	65	$ 2,600				

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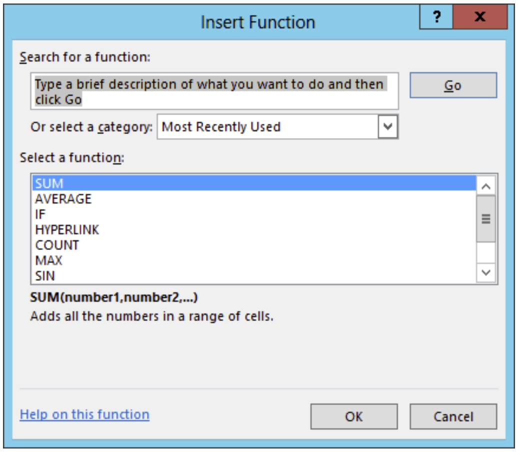

Insert Function
?
X
Go
OK
Cancel
Help on this function

Search for a function:

Type a brief description of what you want to do and then click Go

Or select a category: Most Recently Used

Select a function:

SUM
AVERAGE
IF
HYPERLINK
COUNT
MAX
SIN

SUM(number1,number2,...)

Adds all the numbers in a range of cells.

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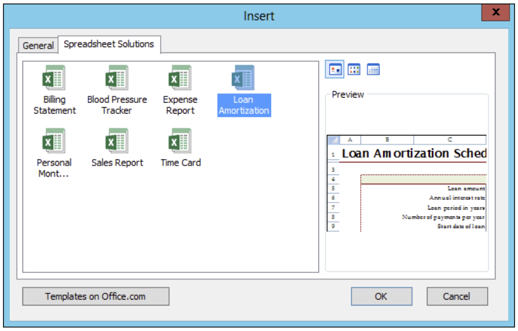
Insert
General
Spreadsheet Solutions
Billing Statement
Blood Pressure Tracker
Expense Report
Loan Amortization
Personal Mont…
Sales Report
Time Card
Preview
Loan Amortization Sched
Loan amount
Annual interest rate
Loan period in years
Number of payments per year
Start date of loan
Templates on Office.com
OK
Cancel

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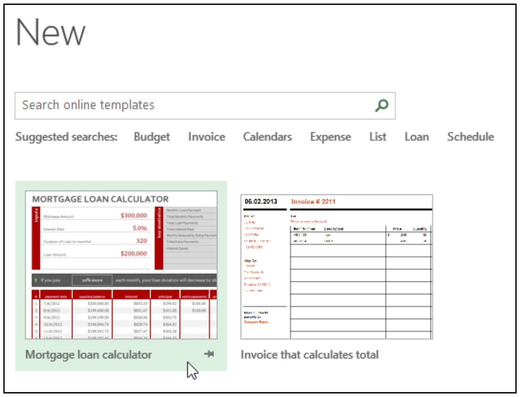

New

Search online templates

Suggested searches: Budget Invoice Calendars Expense List Loan Schedule

Mortgage loan calculator

Invoice that calculates total

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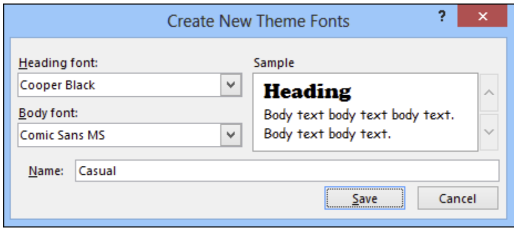

Create New Theme Fonts

Heading font: Cooper Black

Body font: Comic Sans MS

Sample

Heading

Body text body text body text.
Body text body text.

Name: Casual

Chapter 10 Printing Workbooks

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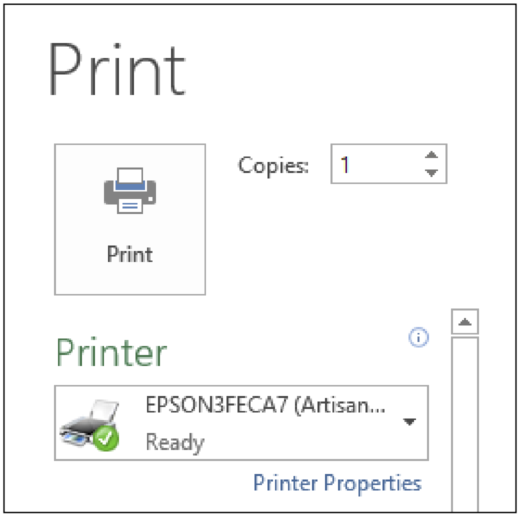

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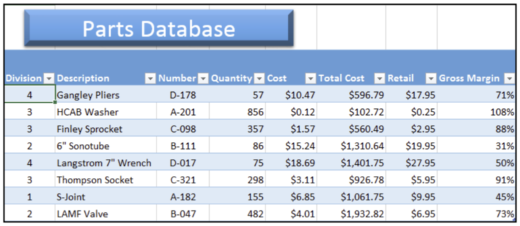

Parts Database

Division	Description	Number	Quantity	Cost	Total Cost	Retail	Gross Margin
4	Gangley Pliers	D-178	57	$10.47	$596.79	$17.95	71%
3	HCAB Washer	A-201	856	$0.12	$102.72	$0.25	108%
3	Finley Sprocket	C-098	357	$1.57	$560.49	$2.95	88%
2	6" Sonotube	B-111	86	$15.24	$1,310.64	$19.95	31%
4	Langstrom 7" Wrench	D-017	75	$18.69	$1,401.75	$27.95	50%
3	Thompson Socket	C-321	298	$3.11	$926.78	$5.95	91%
1	S-Joint	A-182	155	$6.85	$1,061.75	$9.95	45%
2	LAMF Valve	B-047	482	$4.01	$1,932.82	$6.95	73%

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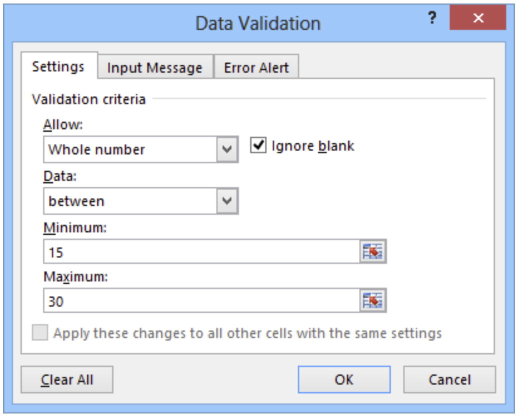
Data Validation
?
✕
Settings
Input Message
Error Alert
Validation criteria
Clear All
OK
Cancel

Allow: Whole number

☑ Ignore blank

Data: between

Minimum: 15

Maximum: 30

☐ Apply these changes to all other cells with the same settings

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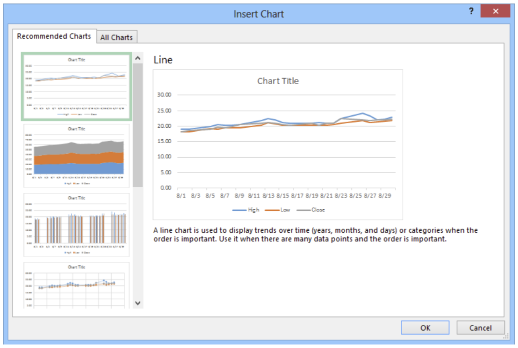
Insert Chart
?
✕
Recommended Charts
All Charts
Line
Chart Title
30.00
25.00
20.00
15.00
10.00
5.00
0.00
8/1 8/3 8/5 8/7 8/9 8/11 8/13 8/15 8/17 8/19 8/21 8/23 8/25 8/27 8/29
High
Low
Close
OK
Cancel

A line chart is used to display trends over time (years, months, and days) or categories when the order is important. Use it when there are many data points and the order is important.

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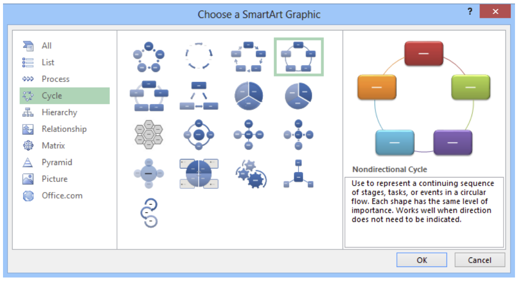
Choose a SmartArt Graphic
?
×
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
Office.com
OK
Cancel

Nondirectional Cycle

Use to represent a continuing sequence of stages, tasks, or events in a circular flow. Each shape has the same level of importance. Works well when direction does not need to be indicated.

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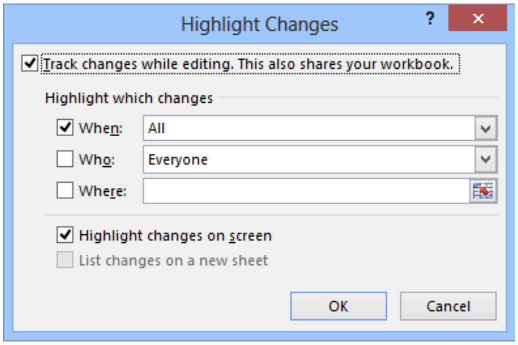
Highlight Changes
?
×
OK
Cancel

☑ Track changes while editing. This also shares your workbook.

Highlight which changes

☑ When: All

☐ Who: Everyone

☐ Where:

☑ Highlight changes on screen

☐ List changes on a new sheet

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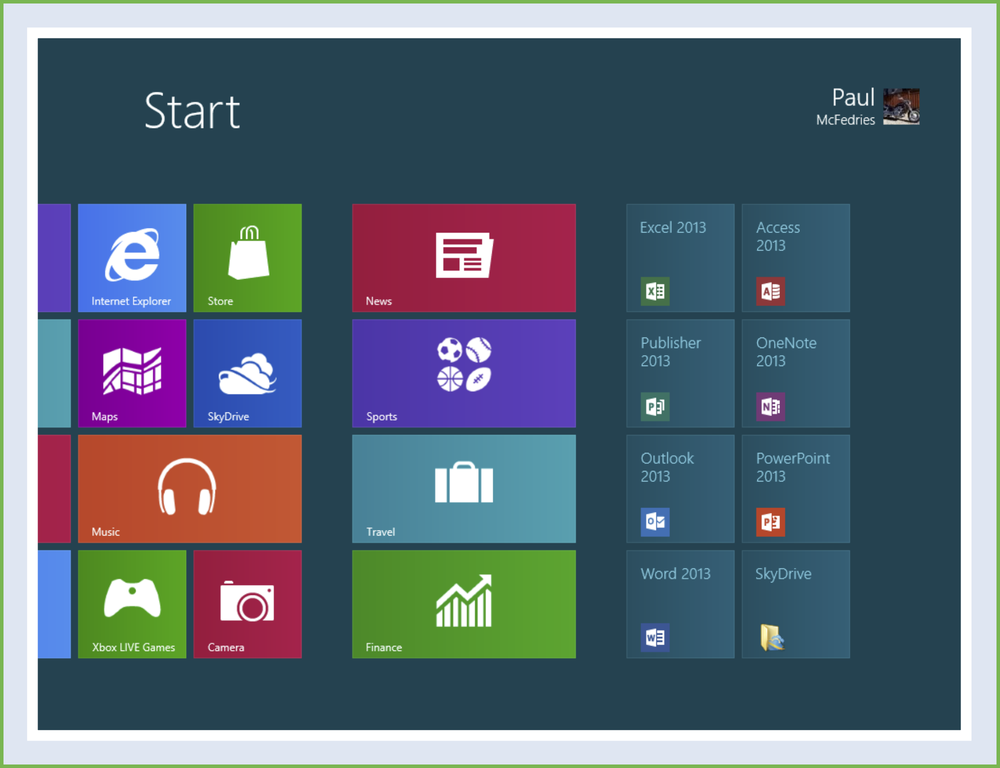
CHAPTER 1

Working with Excel

You use Microsoft Excel to create *spreadsheets*, which are documents that enable you to manipulate numbers and formulas to quickly create powerful mathematical, financial, and statistical models. 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.


Start
Paul McFedries
Internet Explorer
Store
News
Excel 2013
Access 2013
Maps
SkyDrive
Sports
Publisher 2013
OneNote 2013
Music
Travel
Outlook 2013
PowerPoint 2013
Xbox LIVE Games
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Getting to Know Excel

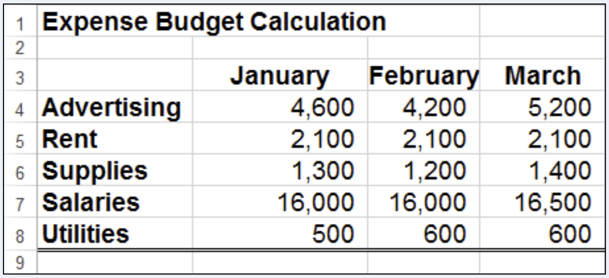
Working with Excel involves two basic tasks: building a spreadsheet and then manipulating the data on the spreadsheet. Building a spreadsheet involves adding data such as numbers and text, creating formulas that run calculations, and adding functions that perform specific tasks. Manipulating spreadsheet data involves calculating totals, adding data series, organizing data into tables, and visualizing data with charts.

This section just gives you an overview of these tasks. You learn about each task in greater detail as you work through the book.

Build a Spreadsheet

Add Data

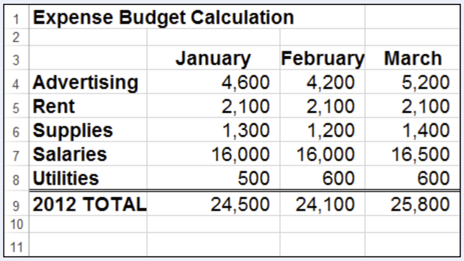
You can insert numbers, text, and other characters into any cell in the spreadsheet. Click the cell that you want to work with and then type your data in the formula bar. This is the large text box above the column letters. Your typing appears in the cell that you selected. When you are done, press Enter. To edit existing cell data, click the cell and then edit the text in the formula bar.



1	**Expense Budget Calculation**			
2				
3		**January**	**February**	**March**
4	**Advertising**	4,600	4,200	5,200
5	**Rent**	2,100	2,100	2,100
6	**Supplies**	1,300	1,200	1,400
7	**Salaries**	16,000	16,000	16,500
8	**Utilities**	500	600	600
9				

Add a Formula

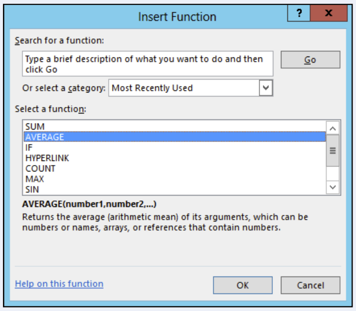
A *formula* is a collection of numbers, cell addresses, and mathematical operators that performs a calculation. In Excel, you enter a formula in a cell by typing an equal sign (**=**) and then the formula text. For example, the formula =B1-B2 subtracts the value in cell B2 from the value in cell B1.



1	**Expense Budget Calculation**			
2				
3		**January**	**February**	**March**
4	**Advertising**	4,600	4,200	5,200
5	**Rent**	2,100	2,100	2,100
6	**Supplies**	1,300	1,200	1,400
7	**Salaries**	16,000	16,000	16,500
8	**Utilities**	500	600	600
9	**2012 TOTAL**	24,500	24,100	25,800
10				
11				

Add a Function

A *function* is a predefined formula that performs a specific task. For example, the AVERAGE function calculates the average of a list of numbers, and the PMT function calculates a loan or mortgage payment. You can use functions on their own, preceded by =, or as part of a larger formula. Click **Insert Function** (*fx*) to see a list of the available functions.



Type a brief description of what you want to do and then click Go

Or select a category: Most Recently Used

Select a function:

- SUM
- AVERAGE
- IF
- HYPERLINK
- COUNT
- MAX
- SIN

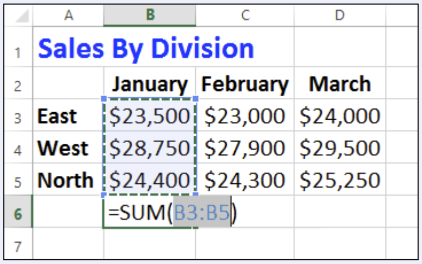
AVERAGE(number1,number2,...)

Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Manipulate Data

Calculate Totals Quickly

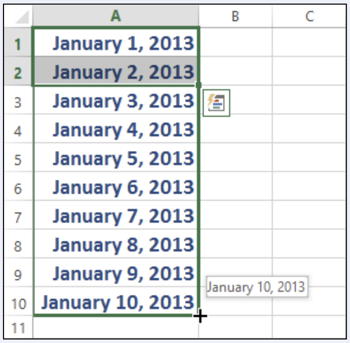
If you just need a quick sum of a list of numbers, click a cell below the numbers and then click the **Sum** button (Σ), which is available in the Home tab of the Excel Ribbon. You can also select the cells that you want to sum, and their total appears in the status bar.



	A	B	C	D
1	Sales By Division			
2		January	February	March
3	East	$23,500	$23,000	$24,000
4	West	$28,750	$27,900	$29,500
5	North	$24,400	$24,300	$25,250
6		=SUM(B3:B5)		
7				

Fill a Series

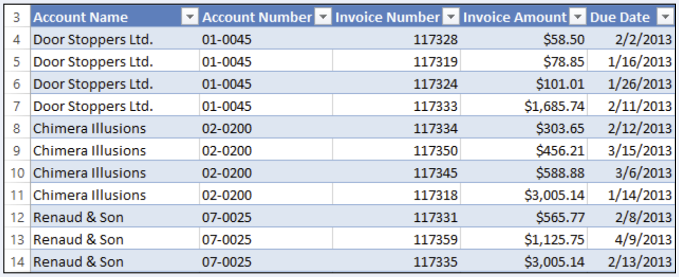
Excel enables you to save time by completing a series of values automatically. For example, if you need to enter the numbers 1 to 100 in consecutive cells, you can enter just the first few numbers, select the cells, and then click and drag the lower-right corner to fill in the rest of the numbers. With Excel you can also fill in dates, as well as the names for weekdays and months.



	A	B	C
1	January 1, 2013		
2	January 2, 2013		
3	January 3, 2013		
4	January 4, 2013		
5	January 5, 2013		
6	January 6, 2013		
7	January 7, 2013		
8	January 8, 2013		
9	January 9, 2013		
10	January 10, 2013		
11			

Manage Tables

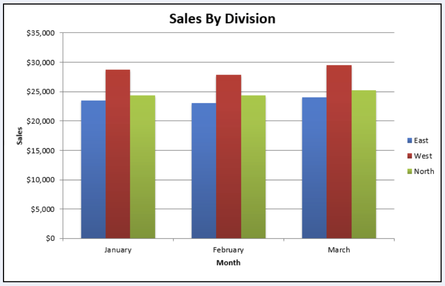
The row-and-column format of a spreadsheet makes Excel suitable for simple databases called *tables*. Each column becomes a field in the table, and each row is a record. You can sort the records, filter the records to show only certain values, and add subtotals.



3	Account Name	Account Number	Invoice Number	Invoice Amount	Due Date
4	Door Stoppers Ltd.	01-0045	117328	$58.50	2/2/2013
5	Door Stoppers Ltd.	01-0045	117319	$78.85	1/16/2013
6	Door Stoppers Ltd.	01-0045	117324	$101.01	1/26/2013
7	Door Stoppers Ltd.	01-0045	117333	$1,685.74	2/11/2013
8	Chimera Illusions	02-0200	117334	$303.65	2/12/2013
9	Chimera Illusions	02-0200	117350	$456.21	3/15/2013
10	Chimera Illusions	02-0200	117345	$588.88	3/6/2013
11	Chimera Illusions	02-0200	117318	$3,005.14	1/14/2013
12	Renaud & Son	07-0025	117331	$565.77	2/8/2013
13	Renaud & Son	07-0025	117359	$1,125.75	4/9/2013
14	Renaud & Son	07-0025	117335	$3,005.14	2/13/2013

Add a Chart

A *chart* is a graphic representation of spreadsheet data. As the data in the spreadsheet changes, the chart also changes to reflect the new numbers. Excel offers a wide variety of charts, including bar charts, line charts, and pie charts.



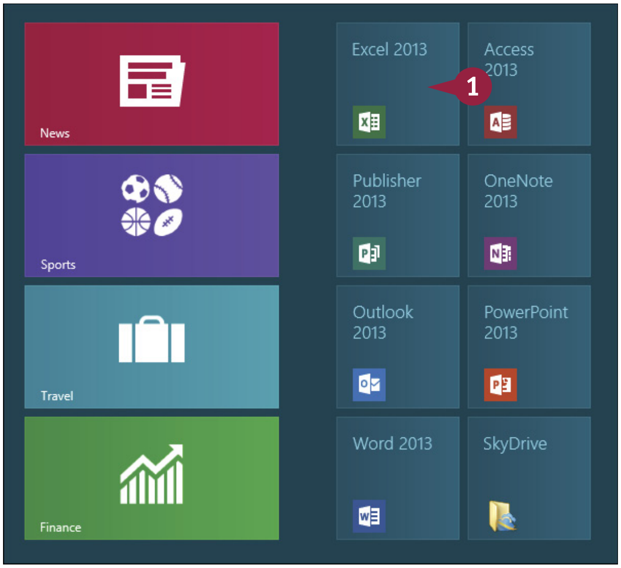
Start Excel

Before you can perform tasks such as adding data and building formulas, you must first start Excel. This brings the Excel window onto the Windows desktop, and you can then begin using the program. How you start Excel depends on which version of Windows you are using. In this section, you learn how to start Excel 2013 in Windows 8 and in Windows 7.

This task and the rest of the book assume that you have already installed Excel 2013 on your computer.

Start Excel

Start Excel in Windows 8

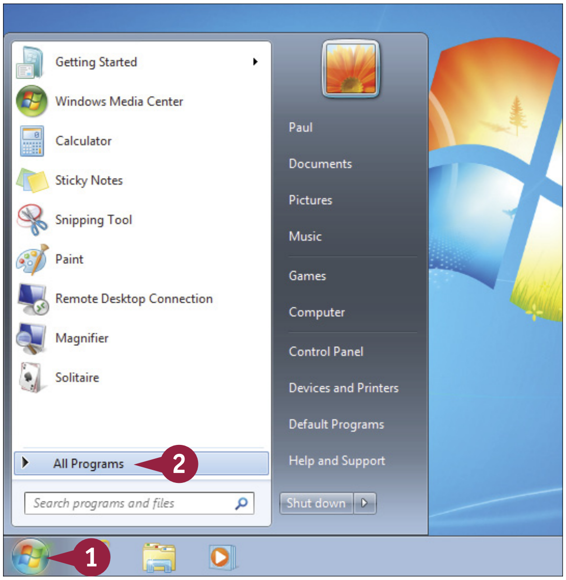

News
Sports
Travel
Finance
Excel 2013
1
Access 2013
Publisher 2013
OneNote 2013
Outlook 2013
PowerPoint 2013
Word 2013
SkyDrive

1. In the Windows 8 Start screen, click **Excel 2013**.

   The Microsoft Excel window appears on the desktop.

Note: Click **Blank workbook** to open a new Excel file.

Start Excel in Windows 7


Getting Started
Windows Media Center
Calculator
Sticky Notes
Snipping Tool
Paint
Remote Desktop Connection
Magnifier
Solitaire
All Programs
2
Search programs and files
Paul
Documents
Pictures
Music
Games
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Shut down
1

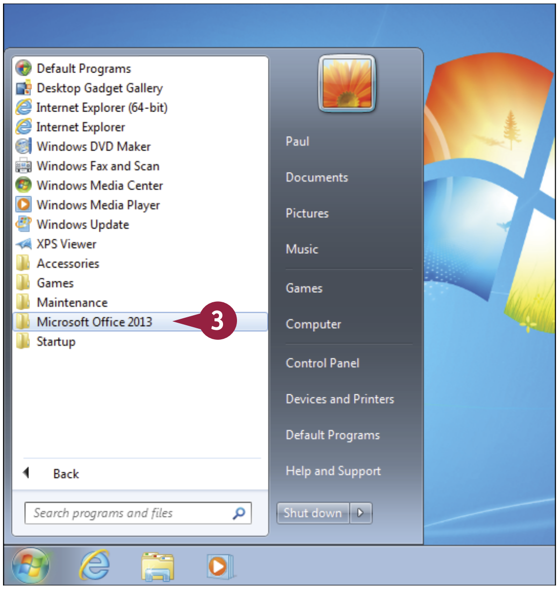
1. Click **Start**.

   The Start menu appears.

2. Click **All Programs**.

The All Programs menu appears.

3 Click **Microsoft Office 2013**.

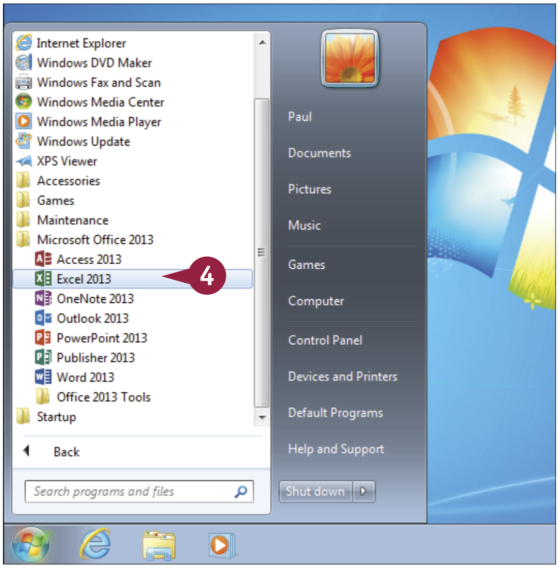

Default Programs
Desktop Gadget Gallery
Internet Explorer (64-bit)
Internet Explorer
Windows DVD Maker
Windows Fax and Scan
Windows Media Center
Windows Media Player
Windows Update
XPS Viewer
Accessories
Games
Maintenance
Microsoft Office 2013
Startup
3
Back
Search programs and files
Paul
Documents
Pictures
Music
Games
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Shut down

The Microsoft Office menu appears.

4 Click **Excel 2013**.

The Microsoft Excel window appears on the desktop.

Note: Click **Blank workbook** to open a new Excel file.


Internet Explorer
Windows DVD Maker
Windows Fax and Scan
Windows Media Center
Windows Media Player
Windows Update
XPS Viewer
Accessories
Games
Maintenance
Microsoft Office 2013
Access 2013
Excel 2013
4
OneNote 2013
Outlook 2013
PowerPoint 2013
Publisher 2013
Word 2013
Office 2013 Tools
Startup
Back
Search programs and files
Paul
Documents
Pictures
Music
Games
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Shut down

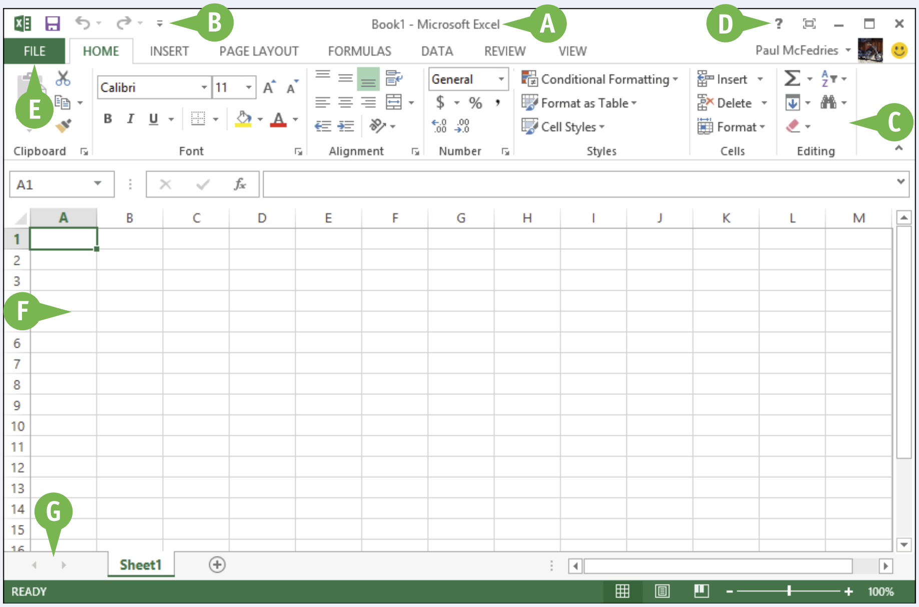
TIP

Are there faster methods I can use to start Excel?

Yes. After you have used Excel a few times in Windows 7, it should appear on the main Start menu in the list of your most-used programs. If so, you can click that icon to start the program. You can also add the Excel icon to the Start menu by following Steps 1 to 3 in the “Start Excel in Windows 7” subsection, right-clicking the **Excel 2013** icon, and then clicking **Pin to Start Menu**. If you are using Windows 8, you can right-click the **Excel 2013** tile and then click **Pin to Taskbar** to add the Excel icon to the desktop taskbar.

Tour the Excel Window

To get up to speed quickly with Excel, it helps to understand the various elements of the Excel window. These include standard window elements such as the title bar, window controls, and status bar; Office-specific elements such as the Ribbon, Quick Access Toolbar, and File tab; and Excel-specific elements such as the worksheet.


B
Book1 - Microsoft Excel
A
D
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul McFedries
E
C
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
A1
F
G
Sheet1
READY
100%

A Title Bar

The title bar displays the name of the current workbook.

B Quick Access Toolbar

This area gives you one-click access to commands that you use often. To learn how to customize this toolbar, see "Customize the Quick Access Toolbar," later in this chapter.

C Ribbon

This area gives you access to all the Excel commands, options, and features. To learn how to use this element, see the following section, "Work with the Excel Ribbon."

D Workbook Window Controls

You use these controls to minimize, maximize, restore, and close the current workbook window.

E File Tab

Click this tab to access file-related commands, such as Save and Open.

F Worksheet

This area displays the current worksheet, and it is where you will do most of your Excel work.

G Status Bar

This area displays messages about the current status of Excel, the results of certain operations, and other information.

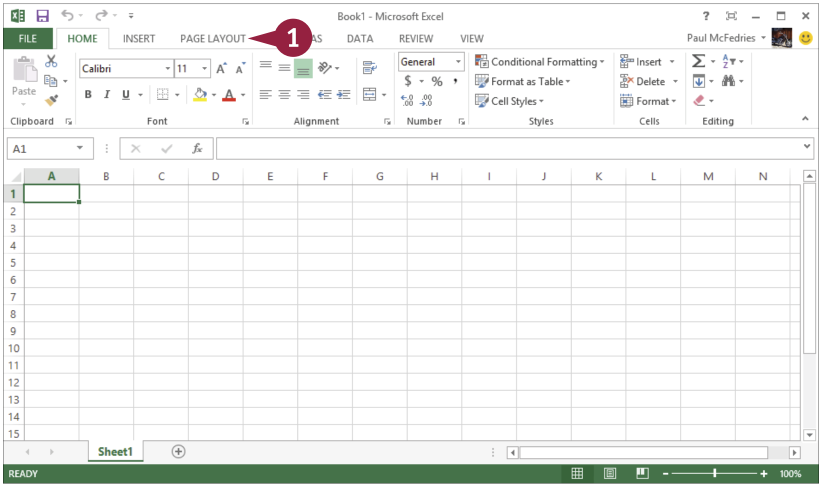
CHAPTER 1

Work with the Excel Ribbon

You use the Ribbon element to access all the features, commands, and options in Excel. The Ribbon is organized into various tabs, such as File, Home, and Insert, and each tab contains a collection of controls that are related in some way. For example, the File tab contains controls related to working with files, such as opening, saving, and printing them. Similarly, the Insert tab contains controls related to inserting objects into a worksheet. Each tab usually includes buttons, lists, and check boxes.

There is no menu bar in Excel, so you do not use pull-down menus to access commands.

Work with the Excel Ribbon


Book1 - Microsoft Excel
FILE
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INSERT
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DATA
REVIEW
VIEW
Paul McFedries
Paste
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
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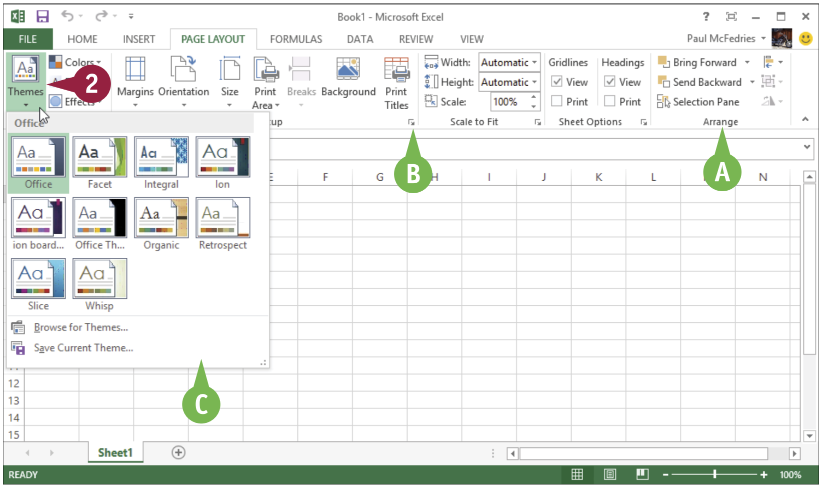
Cells
Editing
A1
Sheet1
READY
100%


Book1 - Microsoft Excel
FILE
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INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul McFedries
Themes
Colors
Effects
2
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Width: Automatic
Height: Automatic
Scale: 100%
Scale to Fit
Gridlines
Headings
View
Print
Sheet Options
Bring Forward
Send Backward
Selection Pane
Arrange
Office
Facet
Integral
Ion
Ion Boardroom
Office Theme
Organic
Retrospect
Slice
Whisp
Browse for Themes...
Save Current Theme...
A
B
C
Sheet1
READY
100%

1. Click the tab that contains the Excel feature you want to work with.

   Excel displays the controls in the tab.

- **A** Each tab is organized into groups of related controls, and the group names appear here.
- **B** In many groups you can click the dialog box launcher button (↘) to display a dialog box that contains group settings.

2. Click the control for the feature.

- **C** If the control displays a list of options, click the option you want.

   Excel runs the command or sets the option.

Work with the Excel Galleries

In the Excel Ribbon, a *gallery* is a collection of preset options that you can apply to the selected object in the worksheet. To get the most out of galleries, you need to know how they work.

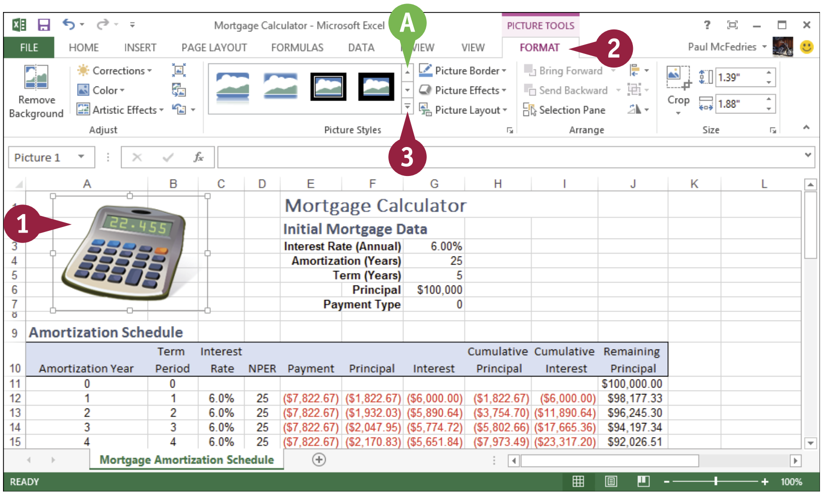
Although some galleries are available all the time, in most cases you must select an object — such as a range of cells or a clip art image — before you work with a gallery.

Work with the Excel Galleries

Work with a Gallery List

1. If necessary, click the object to which you want to apply an option from the gallery.
2. Click the tab that contains the gallery you want to use.
3. Click the gallery's **More** arrow (▿).

Ⓐ You can also scroll through the gallery by clicking the **Down** (▾) and **Up** (▴) arrows.


Mortgage Calculator - Microsoft Excel
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FORMULAS
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FORMAT
Paul McFedries
Remove Background
Corrections
Color
Artistic Effects
Adjust
Picture Styles
Picture Border
Picture Effects
Picture Layout
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
1.39"
1.88"
Size
Picture 1
A
1
2
3
Mortgage Amortization Schedule
READY
100%

Mortgage Calculator

Initial Mortgage Data

Interest Rate (Annual)	6.00%
Amortization (Years)	25
Term (Years)	5
Principal	$100,000
Payment Type	0

Amortization Schedule

Amortization Year	Term Period	Interest Rate	NPER	Payment	Principal	Interest	Cumulative Principal	Cumulative Interest	Remaining Principal
0	0								$100,000.00
1	1	6.0%	25	($7,822.67)	($1,822.67)	($6,000.00)	($1,822.67)	($6,000.00)	$98,177.33
2	2	6.0%	25	($7,822.67)	($1,932.03)	($5,890.64)	($3,754.70)	($11,890.64)	$96,245.30
3	3	6.0%	25	($7,822.67)	($2,047.95)	($5,774.72)	($5,802.66)	($17,665.36)	$94,197.34
4	4	6.0%	25	($7,822.67)	($2,170.83)	($5,651.84)	($7,973.49)	($23,317.20)	$92,026.51

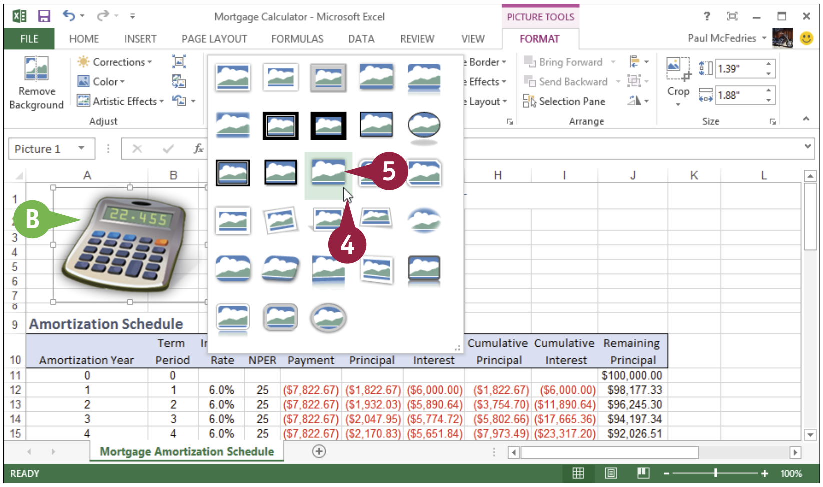
Excel displays a list of the gallery's contents.

4. Move the mouse pointer (↖) over a gallery option.

Ⓑ Excel displays a preview of the effect.

5. Click the gallery option you want to use.

Excel applies the gallery option to the selected object.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Effects
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Send Backward
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Arrange
Crop
1.39"
1.88"
Size
Picture 1
B
4
5
Mortgage Amortization Schedule
READY
100%

Amortization Schedule

Amortization Year	Term Period	Interest Rate	NPER	Payment	Principal	Interest	Cumulative Principal	Cumulative Interest	Remaining Principal
0	0								$100,000.00
1	1	6.0%	25	($7,822.67)	($1,822.67)	($6,000.00)	($1,822.67)	($6,000.00)	$98,177.33
2	2	6.0%	25	($7,822.67)	($1,932.03)	($5,890.64)	($3,754.70)	($11,890.64)	$96,245.30
3	3	6.0%	25	($7,822.67)	($2,047.95)	($5,774.72)	($5,802.66)	($17,665.36)	$94,197.34
4	4	6.0%	25	($7,822.67)	($2,170.83)	($5,651.84)	($7,973.49)	($23,317.20)	$92,026.51

Work with a Drop-Down Gallery

1. If necessary, click the object to which you want to apply an option from the gallery.
2. Click the tab that contains the gallery you want to use.
3. Click the gallery's drop-down arrow (▾).

   Excel displays a list of the gallery's contents.
4. If the gallery contains one or more subgalleries, click the subgallery you want to use.

   Excel displays the subgallery's contents.

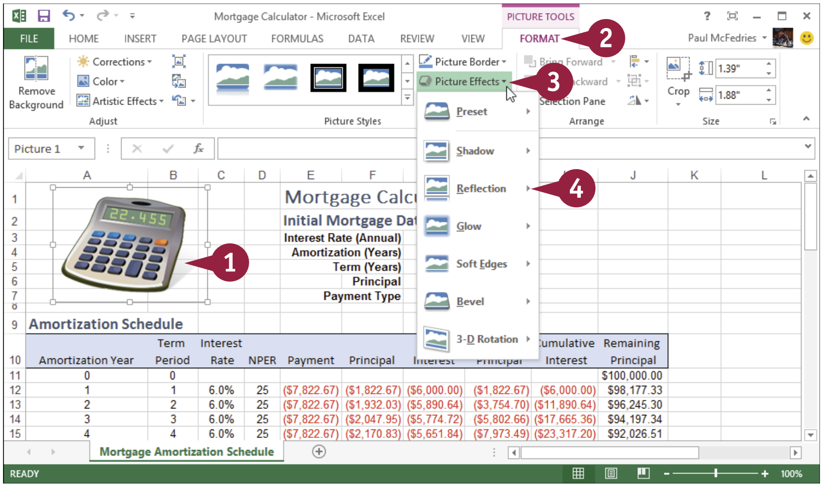
C If a gallery has commands that you can run, those commands appear at the bottom of the gallery menu.

5. Move the mouse ↖ over a gallery option.

D Excel displays a preview of the effect.

6. Click the gallery option you want to use.

   Excel applies the gallery option to the selected object.


Mortgage Calculator - Microsoft Excel
PICTURE TOOLS
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DATA
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Remove Background
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Artistic Effects
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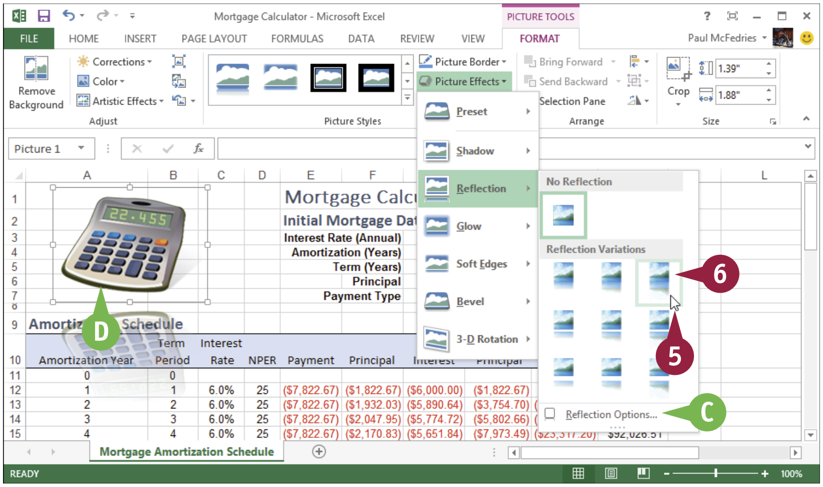
Picture Border
Picture Effects
Bring Forward
Send Backward
Selection Pane
Arrange
Crop
1.39"
1.88"
Size
Picture 1
Preset
Shadow
Reflection
Glow
Soft Edges
Bevel
3-D Rotation
Mortgage Calc
Initial Mortgage Dat
Interest Rate (Annual)
Amortization (Years)
Term (Years)
Principal
Payment Type
Amortization Schedule
Mortgage Amortization Schedule
READY
100%
1
2
3
4

Amortization Year	Term Period	Interest Rate	NPER	Payment	Principal	Interest	Principal	Cumulative Interest	Remaining Principal
0	0								$100,000.00
1	1	6.0%	25	($7,822.67)	($1,822.67)	($6,000.00)	($1,822.67)	($6,000.00)	$98,177.33
2	2	6.0%	25	($7,822.67)	($1,932.03)	($5,890.64)	($3,754.70)	($11,890.64)	$96,245.30
3	3	6.0%	25	($7,822.67)	($2,047.95)	($5,774.72)	($5,802.66)	($17,665.36)	$94,197.34
4	4	6.0%	25	($7,822.67)	($2,170.83)	($5,651.84)	($7,973.49)	($23,317.20)	$92,026.51


Mortgage Calculator - Microsoft Excel
PICTURE TOOLS
FORMAT
Picture Effects
Preset
Shadow
Reflection
Glow
Soft Edges
Bevel
3-D Rotation
No Reflection
Reflection Variations
Reflection Options...
Mortgage Amortization Schedule
READY
D
6
5
C

TIP

If I find the gallery preview feature distracting, can I turn it off?

Yes. The Live Preview feature is often handy because it shows you exactly what will happen when you click a gallery option. However, as you move the mouse ↖ through the gallery, the previews can be distracting. To turn off Live Preview, click the **File** tab, click **Options**, click the **General** tab, click **Enable Live Preview** (☑ changes to ☐), and then click **OK**.

Customize the Quick Access Toolbar

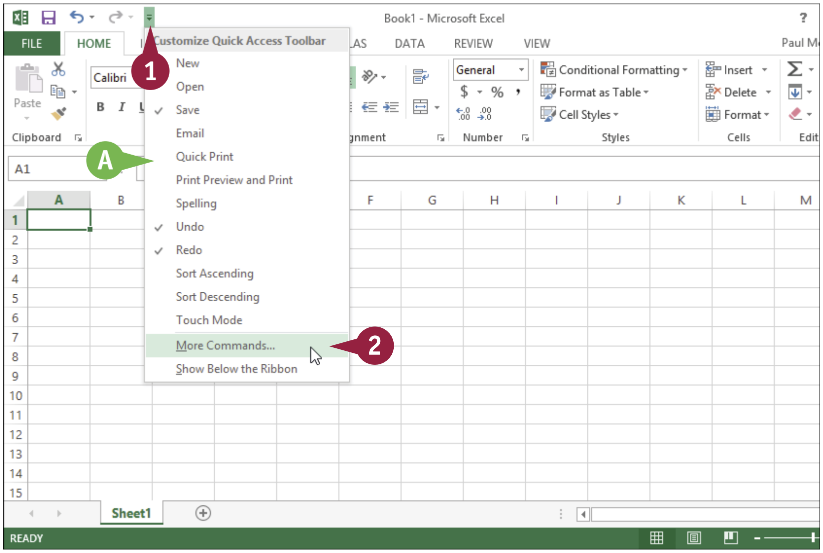
You can make Excel easier to use by customizing the Quick Access Toolbar to include the Excel commands you use most often. You run Quick Access Toolbar commands with a single click, so adding your favorite commands saves time because you no longer have to search for and click a command in the Ribbon. By default, the Quick Access Toolbar contains three buttons: Save, Undo, and Redo. However, with just a couple of clicks, you can also add common commands such as New and Open to the Quick Access Toolbar, as well as hundreds of other Excel commands.

Customize the Quick Access Toolbar

① Click the **Customize Quick Access Toolbar** button (▾).

Ⓐ If you see the command you want, click it and skip the rest of the steps in this section.

② Click **More Commands.**

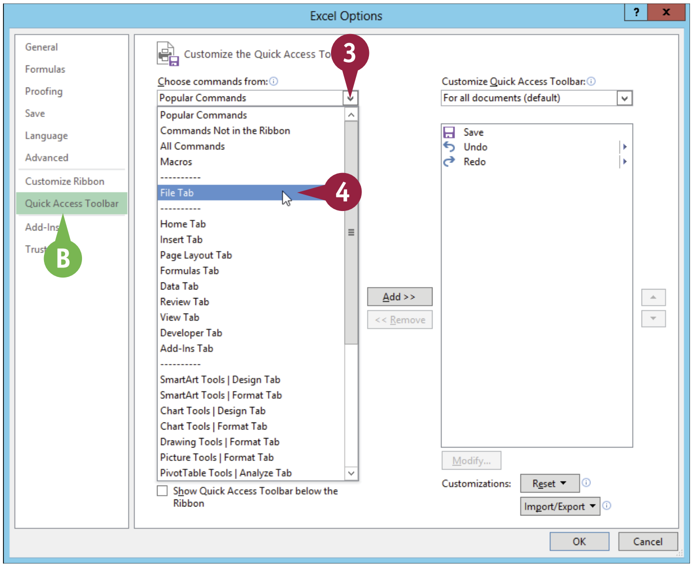

Book1 - Microsoft Excel
FILE
HOME
DATA
REVIEW
VIEW
Customize Quick Access Toolbar
New
Open
Save
Email
Quick Print
Print Preview and Print
Spelling
Undo
Redo
Sort Ascending
Sort Descending
Touch Mode
More Commands...
Show Below the Ribbon
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
General
Clipboard
Number
Styles
Cells
A1
Sheet1
READY
1
A
2

The Excel Options dialog box appears.

Ⓑ Excel automatically displays the Quick Access Toolbar tab.

③ Click the **Choose commands from** ▾.

④ Click the command category you want to use.


Excel Options
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust
Customize the Quick Access Toolbar
Choose commands from:
Popular Commands
Popular Commands
Commands Not in the Ribbon
All Commands
Macros
File Tab
Home Tab
Insert Tab
Page Layout Tab
Formulas Tab
Data Tab
Review Tab
View Tab
Developer Tab
Add-Ins Tab
SmartArt Tools | Design Tab
SmartArt Tools | Format Tab
Chart Tools | Design Tab
Chart Tools | Format Tab
Drawing Tools | Format Tab
Picture Tools | Format Tab
PivotTable Tools | Analyze Tab
Show Quick Access Toolbar below the Ribbon
Add >>
<< Remove
Customize Quick Access Toolbar:
For all documents (default)
Save
Undo
Redo
Modify...
Customizations:
Reset
Import/Export
OK
Cancel
3
4
B

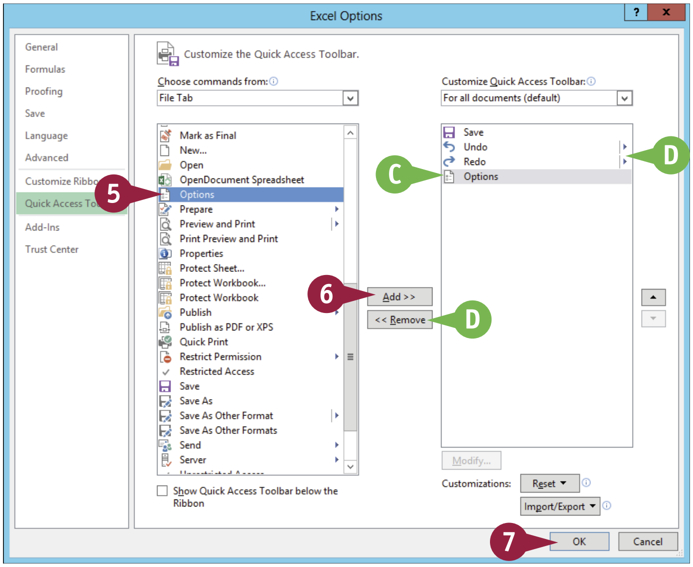
5 Click the command you want to add.

6 Click **Add**.

C Excel adds the command.

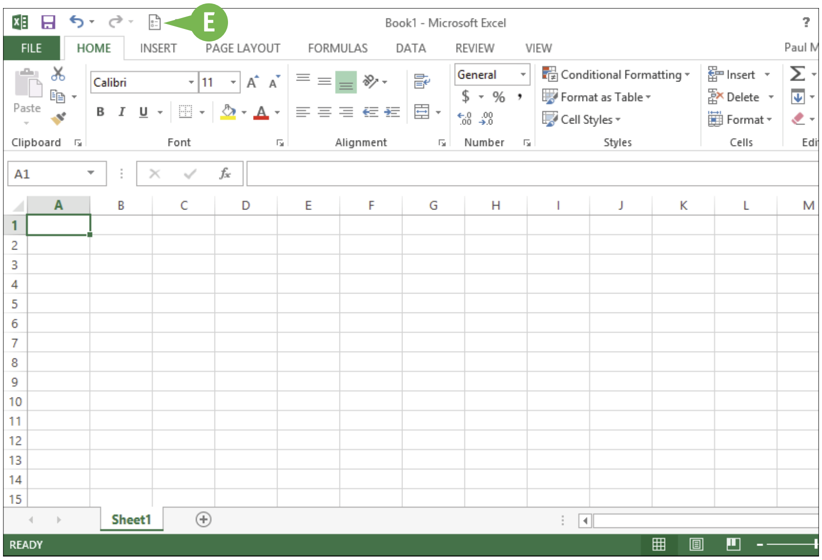
D To remove a command, click it and then click **Remove**.

7 Click **OK**.


Excel Options
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbo
Quick Access To
Add-Ins
Trust Center
Customize the Quick Access Toolbar.
Choose commands from:
File Tab
Mark as Final
New...
Open
OpenDocument Spreadsheet
Options
Prepare
Preview and Print
Print Preview and Print
Properties
Protect Sheet...
Protect Workbook...
Protect Workbook
Publish
Publish as PDF or XPS
Quick Print
Restrict Permission
Restricted Access
Save
Save As
Save As Other Format
Save As Other Formats
Send
Server
Customize Quick Access Toolbar:
For all documents (default)
Save
Undo
Redo
Options
Add >>
<< Remove
Modify...
Customizations:
Reset
Import/Export
Show Quick Access Toolbar below the Ribbon
OK
Cancel
5
6
C
D
D
7

E Excel adds a button for the command to the Quick Access Toolbar.

Note: Another way to remove a command is to right-click the command and then click **Remove** from Quick Access Toolbar.


E
Book1 - Microsoft Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul M
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Edi
A1
A B C D E F G H I J K L M
Sheet1
READY

TIPS

Can I get more room on the Quick Access Toolbar to show more buttons?

Yes, you can increase the space available to the Quick Access Toolbar by moving it below the Ribbon. This gives the toolbar the full width of the Excel window, so you can add many more buttons. Click the **Customize Quick Access Toolbar** button (▾) and then click **Show Below the Ribbon**.

Is there a faster way to add buttons to the Quick Access Toolbar?

Yes. If the command you want to add appears on the Ribbon, you can add a button for the command directly from the Ribbon. Click the Ribbon tab that contains the command, right-click the command, and then click **Add to Quick Access Toolbar**. Excel inserts a button for the command on the Quick Access Toolbar.

Customize the Ribbon

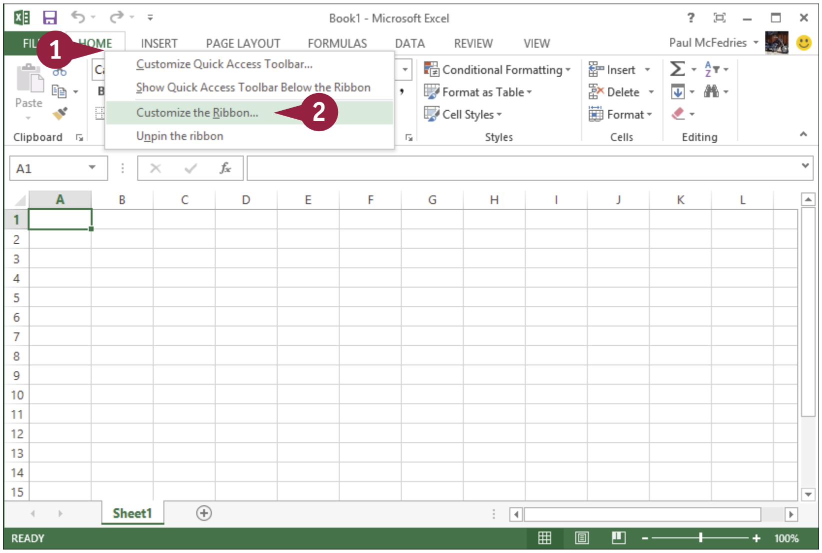
You can improve your Excel productivity by customizing the Ribbon with extra commands that you use frequently. The Ribbon is a handy tool because it enables you to run Excel commands with just a few clicks of the mouse. However, the Ribbon does not include every Excel command. If there is a command that you use frequently, you should add it to the Ribbon for easy access.

To add a new command to the Ribbon, you must first create a new tab or a new group within an existing tab, and then add the command to the new tab or group.

Customize the Ribbon

Display the Customize Ribbon Tab

1. Right-click any part of the Ribbon.
2. Click **Customize the Ribbon**.


Book1 - Microsoft Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul McFedries
Customize Quick Access Toolbar...
Show Quick Access Toolbar Below the Ribbon
Customize the Ribbon...
Unpin the ribbon
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Paste
Clipboard
Styles
Cells
Editing
A1
Sheet1
READY
100%
1
2

Add a New Tab or Group

The Excel Options dialog box appears.

- **A** Excel automatically displays the Customize Ribbon tab.

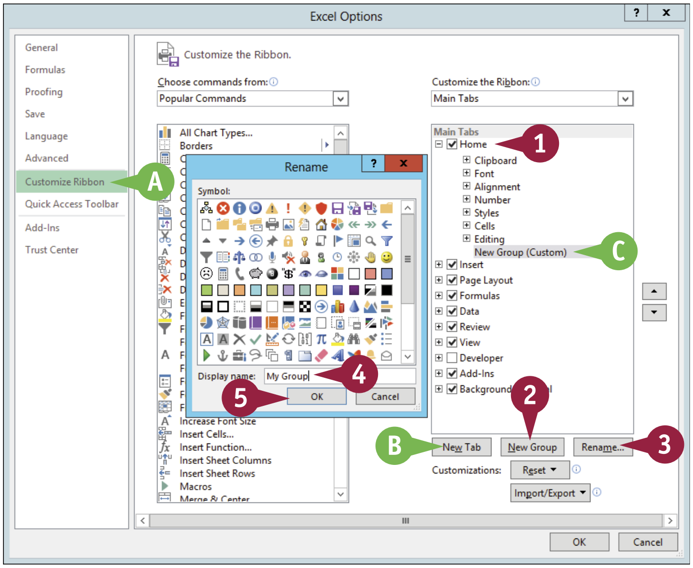
1. Click the tab you want to customize.

- **B** You can also click **New Tab** to create a custom tab.

2. Click **New Group**.

- **C** Excel adds the group.

3. Click **Rename**.
4. Type a name for the group.
5. Click **OK**.


Excel Options
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Customize the Ribbon.
Choose commands from:
Popular Commands
Customize the Ribbon:
Main Tabs
All Chart Types...
Borders
Increase Font Size
Insert Cells...
Insert Function...
Insert Sheet Columns
Insert Sheet Rows
Macros
Merge & Center
Rename
Symbol:
Display name: My Group
OK
Cancel
Main Tabs
Home
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
New Group (Custom)
Insert
Page Layout
Formulas
Data
Review
View
Developer
Add-Ins
Background Removal
New Tab
New Group
Rename...
Customizations:
Reset
Import/Export
OK
Cancel
A
B
C
1
2
3
4
5

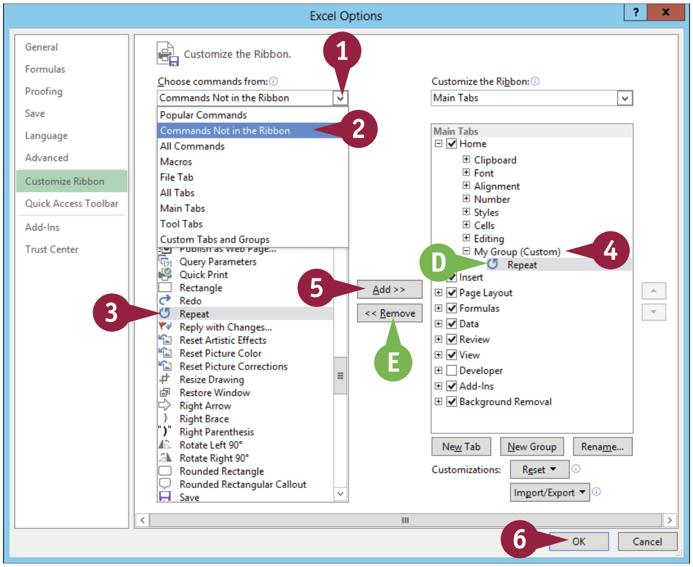
Add a Command

1. Click the **Choose commands from** ▾.
2. Click the command category you want to use.
3. Click the command you want to add.
4. Click the custom group or tab you want to use.
5. Click **Add**.

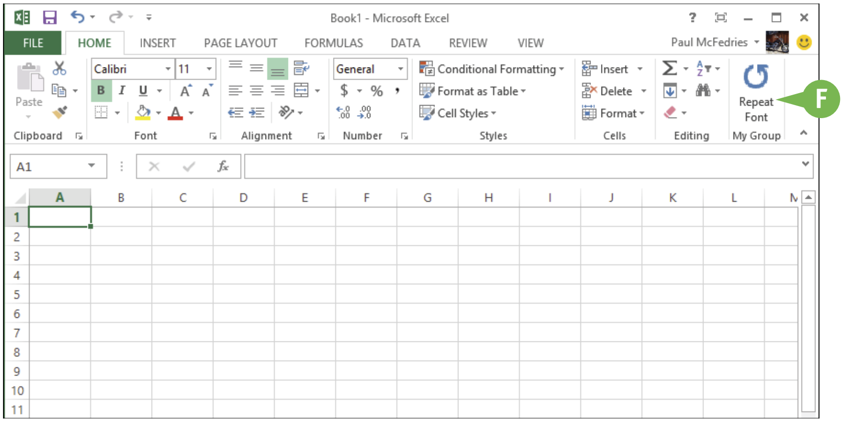
D Excel adds the command.

E To remove a custom command, click it and then click **Remove**.

6. Click **OK**.


Excel Options
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Customize the Ribbon.
Choose commands from:
Commands Not in the Ribbon
Popular Commands
Commands Not in the Ribbon
All Commands
Macros
File Tab
All Tabs
Main Tabs
Tool Tabs
Custom Tabs and Groups
Query Parameters
Quick Print
Rectangle
Redo
Repeat
Reply with Changes...
Reset Artistic Effects
Reset Picture Color
Reset Picture Corrections
Resize Drawing
Restore Window
Right Arrow
Right Brace
Right Parenthesis
Rotate Left 90°
Rotate Right 90°
Rounded Rectangle
Rounded Rectangular Callout
Save
Add >>
<< Remove
Customize the Ribbon:
Main Tabs
Main Tabs
Home
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
My Group (Custom)
Repeat
Insert
Page Layout
Formulas
Data
Review
View
Developer
Add-Ins
Background Removal
New Tab
New Group
Rename...
Customizations:
Reset ▾
Import/Export ▾
OK
Cancel
1
2
3
4
5
6
D
E

F Excel adds the new group and command to the Ribbon.


Book1 - Microsoft Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul McFedries
Paste
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Repeat Font
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
My Group
A1
A
B
C
D
E
F
G
H
I
J
K
L
F

TIPS

Can I customize the tabs that appear only when I select an Excel object?

Yes. Excel calls these *tool tabs*, and you can add custom groups and commands to any tool tab. Right-click any part of the Ribbon and then click Customize the Ribbon to display the Excel Options dialog box with the Customize Ribbon tab displayed. Click the **Customize the Ribbon** ▾ and then click **Tool Tabs**. Click the tab you want and then follow the steps in this section to customize it.

How do I restore the Ribbon to its default configuration?

Right-click any part of the Ribbon and then click **Customize the Ribbon** to display the Excel Options dialog box with the Customize Ribbon tab displayed. To restore a tab, click the tab, click **Reset**, and then click **Restore only selected Ribbon tab**. To remove all customizations, click **Reset** and then click **Restore all customizations**.

Change the View

You can adjust Excel to suit what you are currently working on by changing the view to match your current task. The view determines how Excel displays your workbook.

Excel offers three different views: Normal, which is useful for building and editing worksheets; Page Layout, which displays worksheets as printed pages; and Page Break Preview, which displays the page breaks as blue lines, as described in the first Tip in this section.

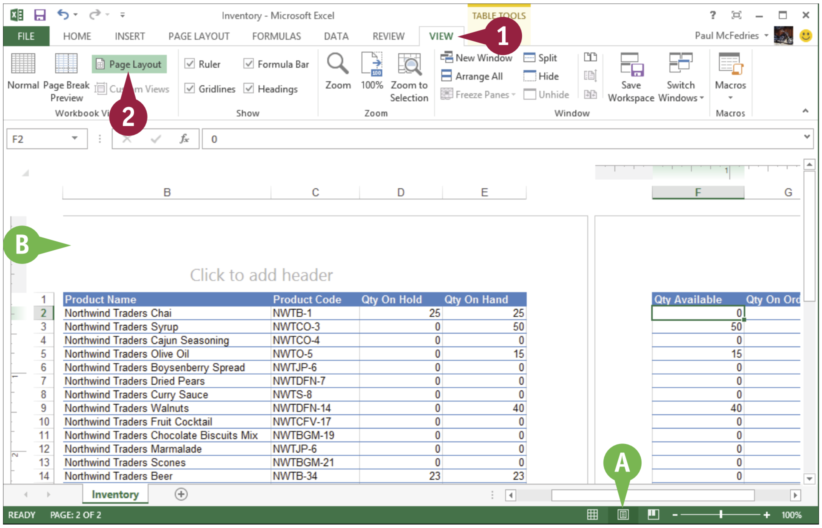
Change the View

Switch to Page Layout View

1. Click the **View** tab.
2. Click **Page Layout.**

A. You can also click the **Page Layout** button (▤).

B. Excel switches to Page Layout view.

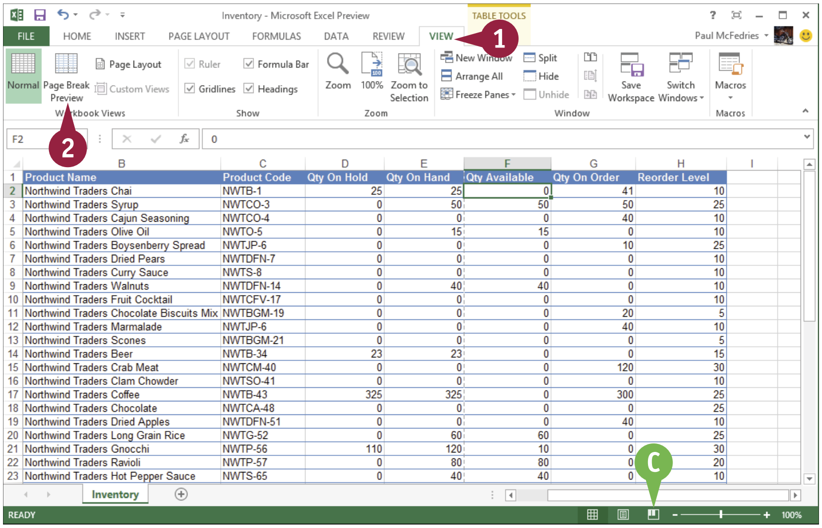

Inventory - Microsoft Excel
TABLE TOOLS
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul McFedries
Normal
Page Break Preview
Page Layout
Custom Views
Workbook Views
Ruler
Formula Bar
Gridlines
Headings
Show
Zoom
100%
Zoom to Selection
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
Window
Save Workspace
Switch Windows
Macros
1
2
A
B
F2
0
Click to add header
Inventory
READY
PAGE: 2 OF 2
100%

	Product Name	Product Code	Qty On Hold	Qty On Hand	Qty Available	Qty On Ord
2	Northwind Traders Chai	NWTB-1	25	25	0	
3	Northwind Traders Syrup	NWTCO-3	0	50	50	
4	Northwind Traders Cajun Seasoning	NWTCO-4	0	0	0	
5	Northwind Traders Olive Oil	NWTO-5	0	15	15	
6	Northwind Traders Boysenberry Spread	NWTJP-6	0	0	0	
7	Northwind Traders Dried Pears	NWTDFN-7	0	0	0	
8	Northwind Traders Curry Sauce	NWTS-8	0	0	0	
9	Northwind Traders Walnuts	NWTDFN-14	0	40	40	
10	Northwind Traders Fruit Cocktail	NWTCFV-17	0	0	0	
11	Northwind Traders Chocolate Biscuits Mix	NWTBGM-19	0	0	0	
12	Northwind Traders Marmalade	NWTJP-6	0	0	0	
13	Northwind Traders Scones	NWTBGM-21	0	0	0	
14	Northwind Traders Beer	NWTB-34	23	23	0	

Switch to Page Break Preview

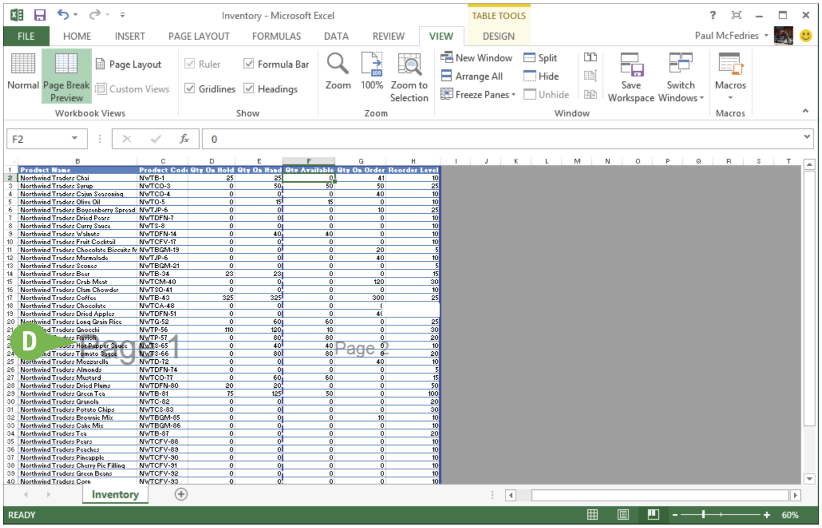
1. Click the **View** tab.
2. Click **Page Break Preview.**

C. You can also click the **Page Break Preview** button (▥).


Inventory - Microsoft Excel Preview
TABLE TOOLS
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul McFedries
Normal
Page Break Preview
Page Layout
Custom Views
Workbook Views
Ruler
Formula Bar
Gridlines
Headings
Show
Zoom
100%
Zoom to Selection
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
Window
Save Workspace
Switch Windows
Macros
1
2
C
F2
0
Inventory
READY
100%

	Product Name	Product Code	Qty On Hold	Qty On Hand	Qty Available	Qty On Order	Reorder Level
2	Northwind Traders Chai	NWTB-1	25	25	0	41	10
3	Northwind Traders Syrup	NWTCO-3	0	50	50	50	25
4	Northwind Traders Cajun Seasoning	NWTCO-4	0	0	0	40	10
5	Northwind Traders Olive Oil	NWTO-5	0	15	15	0	10
6	Northwind Traders Boysenberry Spread	NWTJP-6	0	0	0	10	25
7	Northwind Traders Dried Pears	NWTDFN-7	0	0	0	0	10
8	Northwind Traders Curry Sauce	NWTS-8	0	0	0	0	10
9	Northwind Traders Walnuts	NWTDFN-14	0	40	40	0	10
10	Northwind Traders Fruit Cocktail	NWTCFV-17	0	0	0	0	10
11	Northwind Traders Chocolate Biscuits Mix	NWTBGM-19	0	0	0	20	5
12	Northwind Traders Marmalade	NWTJP-6	0	0	0	40	10
13	Northwind Traders Scones	NWTBGM-21	0	0	0	0	5
14	Northwind Traders Beer	NWTB-34	23	23	0	0	15
15	Northwind Traders Crab Meat	NWTCM-40	0	0	0	120	30
16	Northwind Traders Clam Chowder	NWTSO-41	0	0	0	0	10
17	Northwind Traders Coffee	NWTB-43	325	325	0	300	25
18	Northwind Traders Chocolate	NWTCA-48	0	0	0	0	25
19	Northwind Traders Dried Apples	NWTDFN-51	0	0	0	40	10
20	Northwind Traders Long Grain Rice	NWTG-52	0	60	60	0	25
21	Northwind Traders Gnocchi	NWTP-56	110	120	10	0	30
22	Northwind Traders Ravioli	NWTP-57	0	80	80	0	20
23	Northwind Traders Hot Pepper Sauce	NWTS-65	0	40	40	0	10

D Excel switches to Page Break Preview.

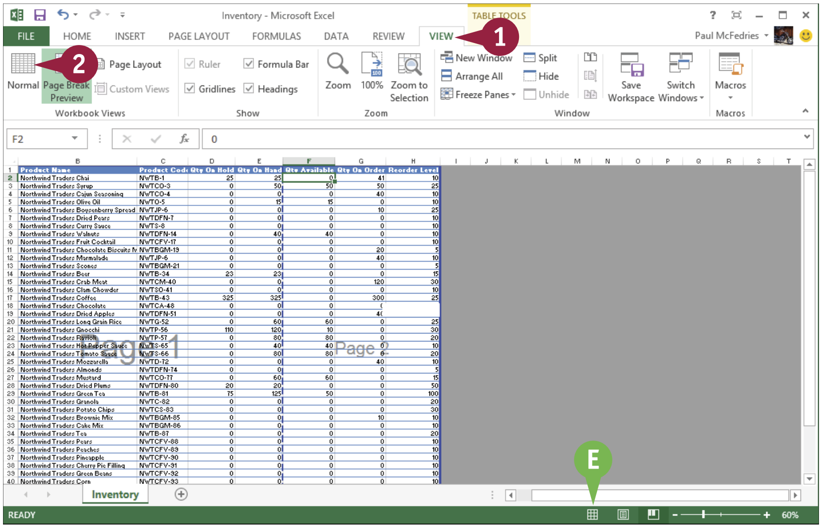

Inventory - Microsoft Excel
TABLE TOOLS
DESIGN
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul McFedries
Normal
Page Break Preview
Page Layout
Custom Views
Workbook Views
Ruler
Formula Bar
Gridlines
Headings
Show
Zoom
100%
Zoom to Selection
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
Save Workspace
Switch Windows
Window
Macros
F2
0
Page 1
Page 2
Inventory
READY
60%
D

Switch to Normal View

1. Click the **View** tab.
2. Click **Normal**.

E You can also click the **Normal** button (▦).

Excel switches to Normal view.


Inventory - Microsoft Excel
TABLE TOOLS
DESIGN
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul McFedries
Normal
Page Break Preview
Page Layout
Custom Views
Workbook Views
Ruler
Formula Bar
Gridlines
Headings
Show
Zoom
100%
Zoom to Selection
New Window
Arrange All
Freeze Panes
Split
Hide
Unhide
Save Workspace
Switch Windows
Window
Macros
F2
0
Page 1
Page 2
Inventory
READY
60%
1
2
E

TIPS

What does Page Break Preview do?

In Excel, a *page break* is a position within a worksheet where a new page begins when you print the worksheet. When you switch to Page Break Preview, Excel displays the page breaks as blue lines. If a page break occurs in a bad position — for example, the page break includes the headings from a range, but not the cells below the headings — you can use your mouse ↖ to click and drag the page breaks to new positions.

Can I change the view to make my workbook take up the entire screen?

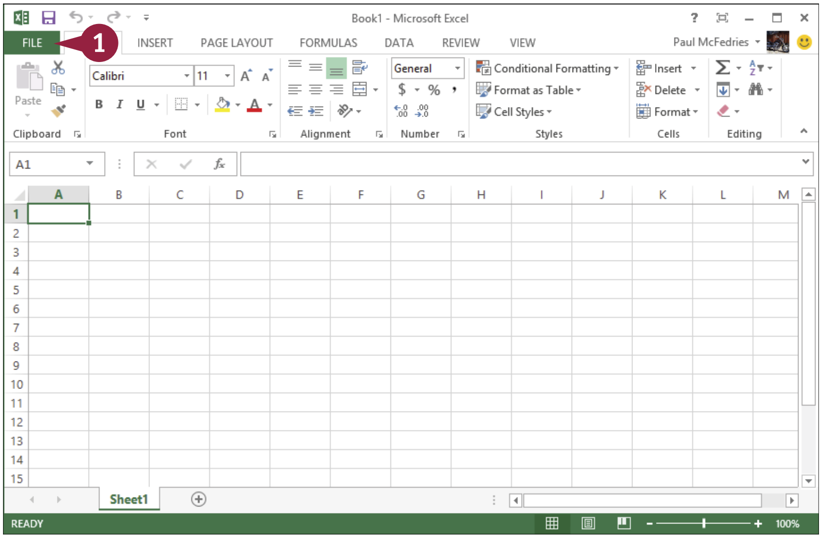
Yes, you can switch the workbook to Full Screen mode by clicking the **Full Screen Mode** icon (⛶) in the upper-right corner of the window. Full Screen mode removes many of the Excel window features, including the Ribbon, Quick Access Toolbar, formula bar, and status bar. To exit Full Screen mode, click the horizontal strip at the top of the screen and then click ⛶.

Configure Excel Options

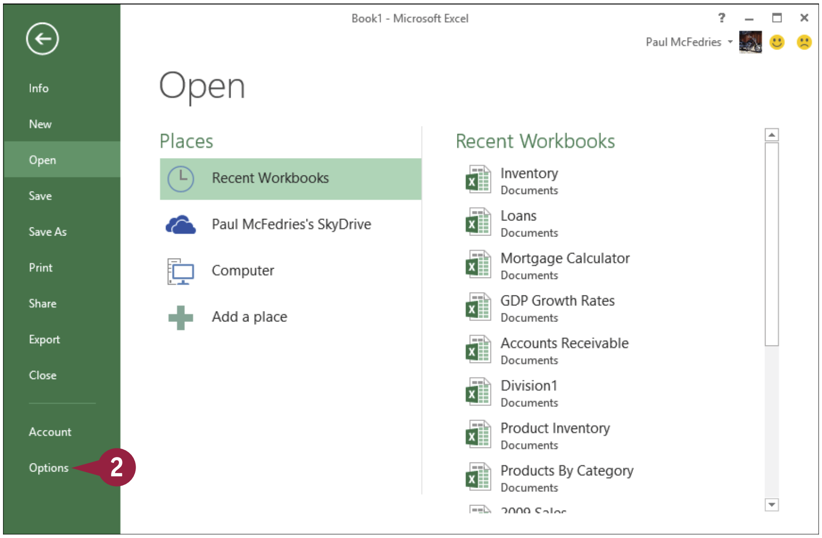
You can customize Excel to suit the way you work by configuring the Excel options. These options are dialog box controls such as check boxes, option buttons, and lists that enable you to configure many aspects of Excel. To use these options, you must know how to display the Excel Options dialog box. The Excel Options dialog box is divided into several tabs, such as General, Formulas, Save, and Customize Ribbon. Each tab contains a collection of related options.

Configure Excel Options

1. Click the **File** tab.


Book1 - Microsoft Excel
FILE
1
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul McFedries
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Editing
A1
Sheet1
READY
100%

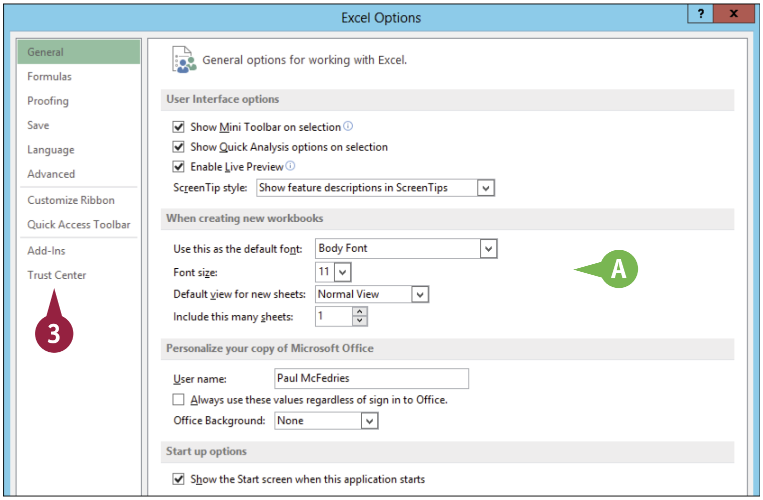
2. Click **Options**.


Book1 - Microsoft Excel
Paul McFedries
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
2
Open
Places
Recent Workbooks
Paul McFedries's SkyDrive
Computer
Add a place
Recent Workbooks
Inventory
Documents
Loans
Documents
Mortgage Calculator
Documents
GDP Growth Rates
Documents
Accounts Receivable
Documents
Division1
Documents
Product Inventory
Documents
Products By Category
Documents
2009 Sales

The Excel Options dialog box appears.

3 Click a tab on the left side of the dialog box to choose the configuration category you want to work with.

A The controls that appear on the right side of the dialog box change according to the tab you select.


Excel Options
?
x
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
A
3

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: Paul McFedries

☐ Always use these values regardless of sign in to Office.

Office Background: None

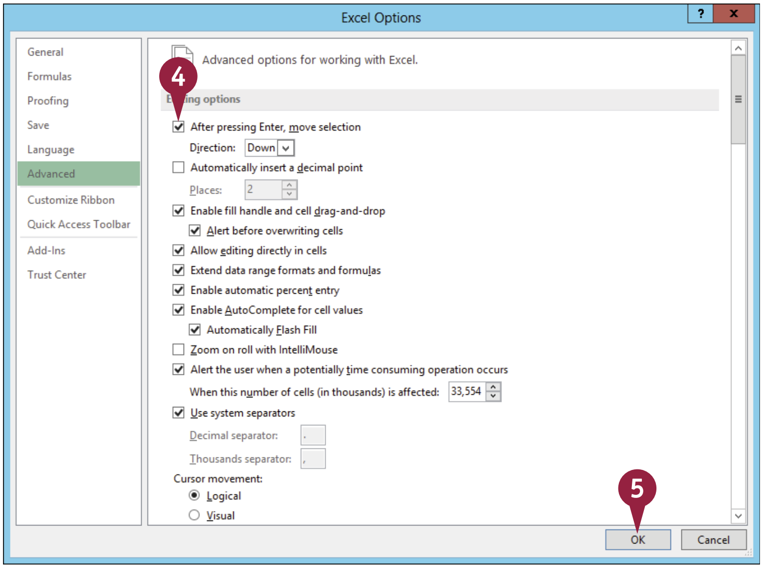
Start up options

☑ Show the Start screen when this application starts

4 Use the controls on the right side of the dialog box to configure the options you want to change.

5 Click **OK**.

Excel puts the new options into effect.


Excel Options
?
x
General
Formulas
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
4
5
OK
Cancel

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

TIPS

Are there faster methods I can use to open the Excel Options dialog box?

Yes. Some features of the Excel interface offer shortcut methods that get you to the Excel Options dialog box faster. For example, right-click the Ribbon and then click **Customize Ribbon** to open the Excel Options dialog box with the Customize Ribbon tab displayed. From the keyboard, you can open the Excel Options dialog box by pressing Alt+F and then pressing T.

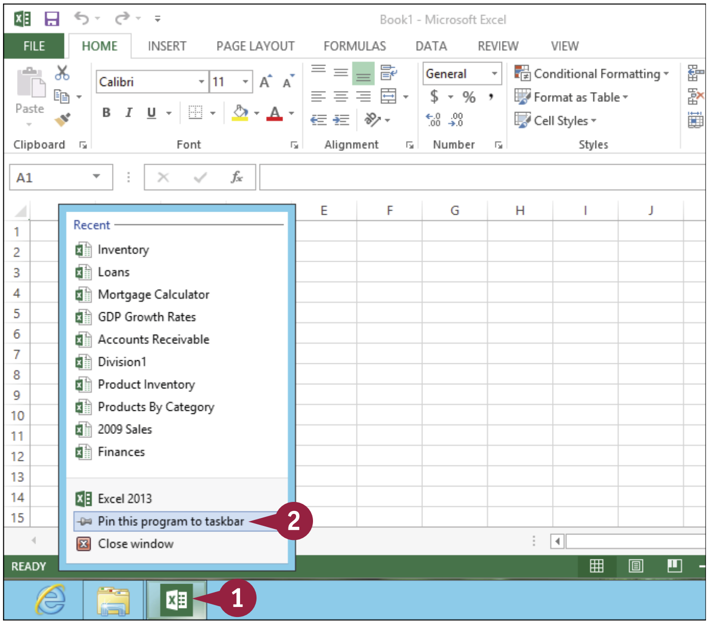
How do I know what each option does?

Excel offers pop-up descriptions of some — but, unfortunately, not all — of the options. If you see a small *i* with a circle around it to the right of the option name, it means pop-up help is available for that option. Hover the mouse over the option and Excel displays a pop-up description of the option after a second or two.

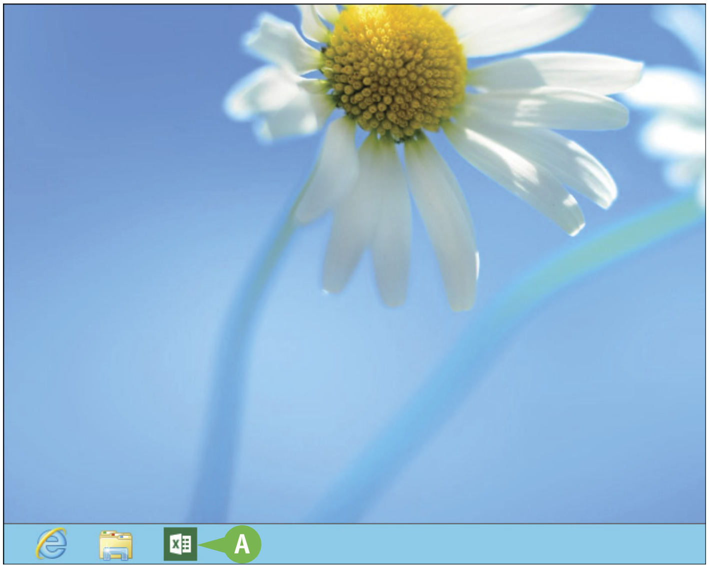
Add Excel to the Windows Taskbar

If you use Excel regularly, you can start the program with just a single mouse click by adding an icon for Excel to the Windows taskbar. When you install Excel, the setup program pins a tile for Excel to the Windows 8 Start screen. However, that is helpful only if you use the Start screen regularly. If you use the desktop more often, you might prefer to have Excel just a single click away. You can achieve this by pinning Excel to the taskbar. The following instructions assume that you are running Excel in Windows 8, but you can also pin Excel to the taskbar if you are using Windows 7.

Add Excel to the Windows Taskbar


Book1 - Microsoft Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paste
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
Clipboard
Font
Alignment
Number
Styles
A1
READY
Recent
Inventory
Loans
Mortgage Calculator
GDP Growth Rates
Accounts Receivable
Division1
Product Inventory
Products By Category
2009 Sales
Finances
Excel 2013
Pin this program to taskbar
Close window
2
1

1. With Excel running, right-click the Excel icon in the taskbar.
2. Click **Pin this program to taskbar**.



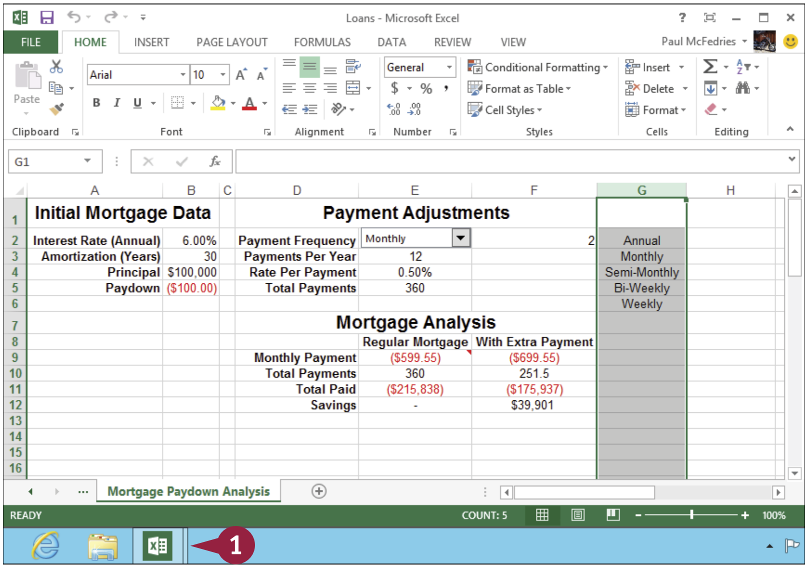
A. After you quit Excel, the icon remains on the taskbar, and you can now launch Excel by clicking the icon.

Quit Excel

When you have finished your work with Excel, you should shut down the program. This reduces clutter on the desktop and in the taskbar, and it also conserves memory and other system resources. When you quit Excel, the program checks your open workbooks to see if any of them have unsaved changes. If Excel detects a workbook that has unsaved changes, it prompts you to save the file. This is a very important step because it prevents you from losing work, so be sure to save your changes when Excel prompts you.

Quit Excel

1. Right-click the Excel icon in the taskbar.

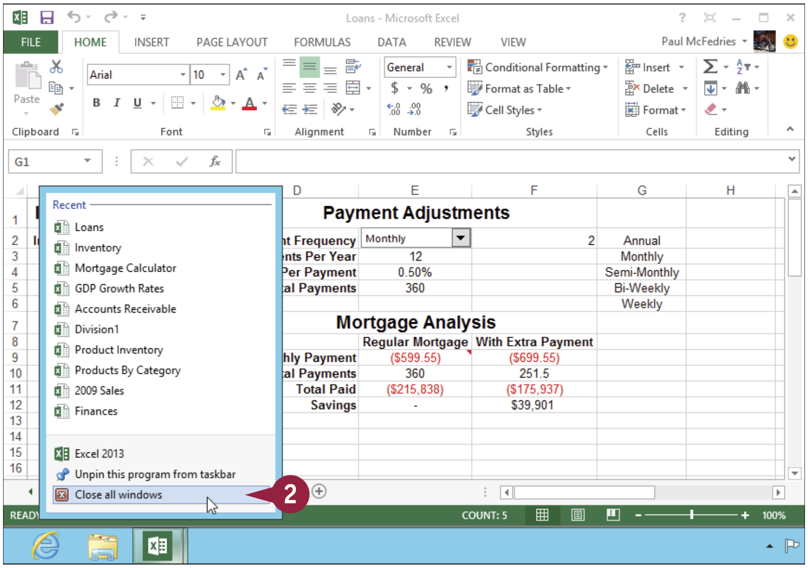

Loans - Microsoft Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paul McFedries
G1
Mortgage Paydown Analysis
READY
COUNT: 5
100%
1

	A	B	C	D	E	F	G
1	Initial Mortgage Data			Payment Adjustments			
2	Interest Rate (Annual)	6.00%		Payment Frequency	Monthly	2	Annual
3	Amortization (Years)	30		Payments Per Year	12		Monthly
4	Principal	$100,000		Rate Per Payment	0.50%		Semi-Monthly
5	Paydown	($100.00)		Total Payments	360		Bi-Weekly
6							Weekly
7				Mortgage Analysis			
8					Regular Mortgage	With Extra Payment	
9				Monthly Payment	($599.55)	($699.55)	
10				Total Payments	360	251.5	
11				Total Paid	($215,838)	($175,937)	
12				Savings	-	$39,901	

2. Click **Close all windows**.

Note: If you have only one Excel workbook open, click **Close window** instead.

Note: If you have any open documents with unsaved changes, Excel prompts you to save those changes.


Loans - Microsoft Excel
Recent
Loans
Inventory
Mortgage Calculator
GDP Growth Rates
Accounts Receivable
Division1
Product Inventory
Products By Category
2009 Sales
Finances
Excel 2013
Unpin this program from taskbar
Close all windows
2