Contents

CHAPTER 6
Advanced Workbook Formatting 111

Formatting with Themes 112
  Customizing Themes 113
Cell Styles 115
Using the Format Cells Dialog Box 117
  Cell Borders and Fill 117
Creating Custom Number Formats 119
  International Formatting 120
Customizing the Page Setup 122
  Adding a Worksheet Background Image 122
Editing Document Properties 123

CHAPTER 7
Date Functions and Conditional Formatting 125

Date Serial Numbers 126
Applying Custom Date Formatting 126
Entering Time Information 128
Using Date Functions 129
Calculations Using Date and Time 131
Conditional Formatting Using Graphics and Custom Rules 132
  Conditional Formatting with Graphics 133
  The Conditional Formatting Rules Manager 133
  Conditional Formatting Using Formulas 133

CHAPTER 8
Financial Functions and What-If Analysis 137

Creating Financial Functions 138
  Financial Function Arguments 138
  PMT Function 139
  FV Function 141
  NPER Function 142
Using What-If Analysis Tools 143
  Data Tables 143
Scenario Manager 147
Goal Seek 150

CHAPTER 9
Text Functions, Conditional Functions, and Formula Auditing 153

Using Functions to Modify Text 154
  Changing Case 154
  Extracting Text 155
  Merge and Modify Text with Functions and Flash Fill 155
  Other Text Functions 156
Creating Conditional Functions Using IF Criteria 159
Nested Functions 162
  The IFS Function 162
  The SWITCH Function 163
Troubleshooting Formulas 166
  Trace Precedents and Dependents 166
  Checking for Errors 168
  Evaluate a Formula 168
  The Watch Window 169
3-D Cell References 172

CHAPTER 10
Lookup Functions and Outlines 175

Introducing Lookup Functions 176
  VLOOKUP and HLOOKUP 176
The Outline Feature 179
Subtotals 181
  The Subtotal Dialog Box 182
The Quick Analysis Tool 184

Index 187