

<i>Removing Print Headings</i> .....	172
<i>Fitting a Spreadsheet on the Minimum Number of Pages</i> .....	174
<b>SECTION 6 : USING FUNCTION CONSTRUCTION</b> .....	<b>181</b>
SECTION SKILLS AND THEIR IMPORTANCE.....	182
CREATING AND USING CELL NAMES.....	183
<i>Naming Cells</i> .....	183
<i>Automatically Naming Cells</i> .....	185
<i>Navigating with Cell Names</i> .....	188
<i>Using Cell Names in Formulas</i> .....	190
<i>Creating a Table of Cell Names</i> .....	193
<i>Printing Named Cells</i> .....	195
<i>Deleting Cell Names</i> .....	197
<i>Changing Cell Names and Modifying a Cell Name's Coordinates</i> .....	199
USING ADVANCED FUNCTIONS.....	202
<i>Using the Formula Composer</i> .....	203
<i>Using the PMT Function</i> .....	208
<i>Using the ROUND Function</i> .....	211
<i>Using the IF Function</i> .....	213
USING DATES AND TIMES.....	216
<i>Using the TODAY Function</i> .....	216
<i>Entering Dates and Changing the Date Format</i> .....	218
<b>SECTION 7 : MANAGING AND EDITING SHEETS</b> .....	<b>227</b>
SECTION SKILLS AND THEIR IMPORTANCE.....	228
USING MULTIPLE SHEETS.....	229
<i>Renaming Sheet Tabs</i> .....	229
<i>Navigating Multiple Sheets</i> .....	231
<i>Moving a Sheet</i> .....	233
<i>Copying a Sheet</i> .....	234
<i>Viewing Multiple Sheets</i> .....	235
<i>Copying and Moving Data between Multiple Sheets</i> .....	239
<i>Creating a Formula That Links Data across Multiple Sheets</i> .....	241
VERIFYING YOUR WORK.....	244
<i>Using the Spell Checker</i> .....	244
<i>Using QuickCorrect</i> .....	247
CREATING MULTIPLE VIEWS.....	250
<i>Splitting the Panes</i> .....	250
<i>Working with Locked Titles</i> .....	254
PROTECTING SHEETS AND NOTEBOOKS.....	256
<i>Using Sheet Protection</i> .....	256
<i>Clearing Sheet Protection</i> .....	260
<i>Hiding and Revealing Columns</i> .....	261
<i>Using Password Protection</i> .....	264
<b>SECTION 8 : USING DATABASES</b> .....	<b>275</b>
SECTION SKILLS AND THEIR IMPORTANCE.....	276
CREATING A DATABASE.....	277
<i>Identifying the Parts of a Database</i> .....	277
<i>Planning a Database</i> .....	278
<i>Creating Field Names</i> .....	279
<i>Entering Data into a Database</i> .....	281
<i>Naming Database Cells</i> .....	282
MAINTAINING A DATABASE.....	283
<i>Adding and Deleting Records</i> .....	283
<i>Adding and Deleting a Field</i> .....	285