

Move, 97  
 Move Block command, 97  
 moving  
   chart objects, 330  
   charts, 330  
   data, 239  
   sheets, 233  
 moving data, 97  
 multiple sheets  
   using, 229  
   viewing, 235  
 multiple sort keys, 303  
 multiple views  
   creating, 250

## N

named cells  
   navigating to, 188  
   printing, 195  
   totaling, 190  
 naming  
   cells, 183, 185  
   database cells, 282  
 navigating  
   Go To command, 86  
   HOME key, 81  
   moving one screen, 84  
   page tabs, 79  
   scrolling, 82  
   sheets, 231  
   to named cells, 188  
   with cell names, 188  
 noncontiguous blocks  
   selecting, 113  
 notebook  
   creating, 51  
   defined, 5  
   opening, 49  
 notebook window, 7  
 Number format, 124  
 numbers  
   formatting, 124

## O

Object Help, 38  
 Object Inspector, 13  
 objects  
   defined, 14  
   in charts, 329  
 Objects sheet, 5  
 Open File window, 49  
 opening a notebook, 49  
 operators, 53  
 OR queries  
   using, 290  
 output cells  
   creating, 298

## P

page breaks, 168  
 page tabs, 79  
 pages  
   deleting, 92  
   deleting partial, 95  
   inserting, 91  
   inserting partial, 93  
   switching, 79  
 pane splitter  
   illustrated, 251  
 panes, 250  
   splitting, 250  
 password protection  
   using, 264  
 password protection levels  
   described, 265  
 pasting  
   data, 239  
 period (nper), 208  
 planning  
   databases, 278  
 PMT function, 208  
   syntax, 208  
 points, 127  
 portrait orientation, 163  
 principle (pv), 208  
 Print Preview, 39  
 Print Preview, 151  
 printing  
   centering the printout, 161  
   gridlines, 155  
   headers and footers, 157  
   named cells, 195  
   Print button, 39  
   print headings, 170  
   print orientation, 163  
   Print Preview, 151  
   Print to Fit, 174  
 printing charts, 343  
 properties, 14  
 Property Bar, 7  
 Property Bar, 15  
 protecting  
   cells, 256  
   sheets, 256

## Q

QuickCorrect  
   using, 247  
 QuickFill, 28  
   seed, 28  
 QuickMenu, 13  
 QuickSum button, 63  
 QuickTab button, 7

## R

records, 277  
   adding and deleting, 283  
   locating, 291  
 relative references, 102  
 renaming  
   sheet tabs, 229  
 resizing  
   chart objects, 330  
   charts, 330  
 revealing  
   columns, 261  
 ROUND function, 211  
 row border, 7, 88  
 rows, 4  
   changing height, 122  
   deleting, 90  
   deleting partial, 95  
   inserting, 88  
   inserting partial, 93  
 Rows  
   selecting, 115

## S

saving, 31  
   named notebook, 33  
   new notebook, 31  
 screen elements, 6  
 scroll arrows, 82  
 scroll bars, 7, 82  
 scroll box, 82  
 search conditions, 290  
 search criteria, 287  
   defining, 289  
   using wildcards, 289  
 search formulas, 290  
 seed, 28  
 Select All button, 7  
 selecting  
   3-D blocks, 117  
   chart objects, 329  
   columns, 115  
   entire spreadsheet, 116  
   noncontiguous blocks, 113  
   rows, 115  
 selector, 7, 8  
 serial numbers, 216  
 series labels, 337  
 shading, 139  
 sheet protection, 256  
   clearing, 260  
 sheet tabs, 7  
   renaming, 229  
 sheets  
   copying, 234  
   linking data, 241  
   moving, 233  
   navigating, 231  
   protecting, 256