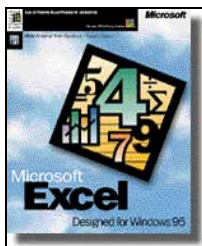




EXCEL COMMANDS

CHAPTER 2



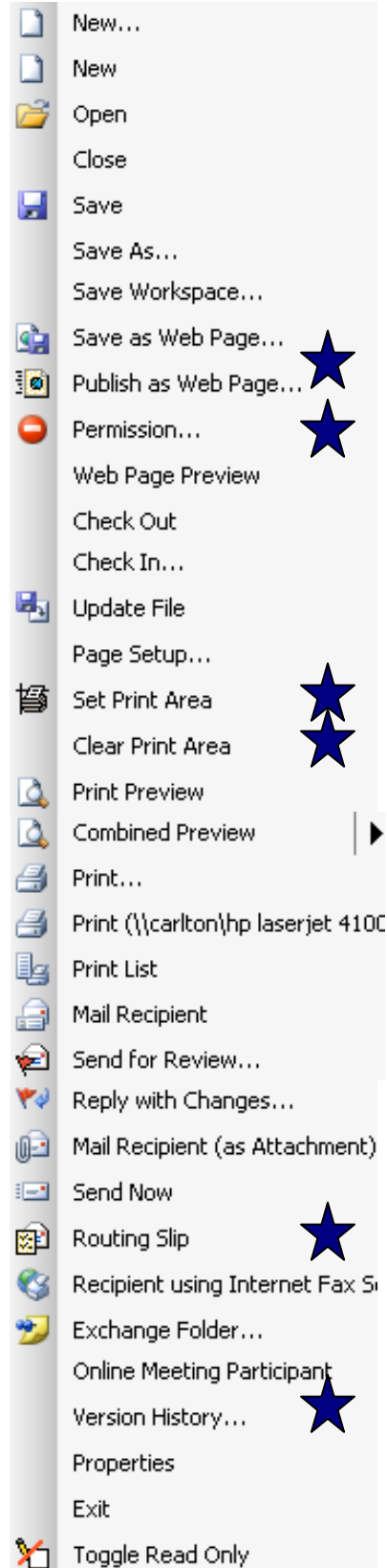
CHAPTER 2 SUMMARY

File Commands
Edit Commands
View Commands
Insert Commands
Format Commands
Tools Commands
Data Commands
Window and Help Commands
Drawing Commands
AutoShape Commands
Chart Commands
Web Commands
Forms Commands
Control Commands
Macro Commands
Built-In Menu Commands
New menu Commands

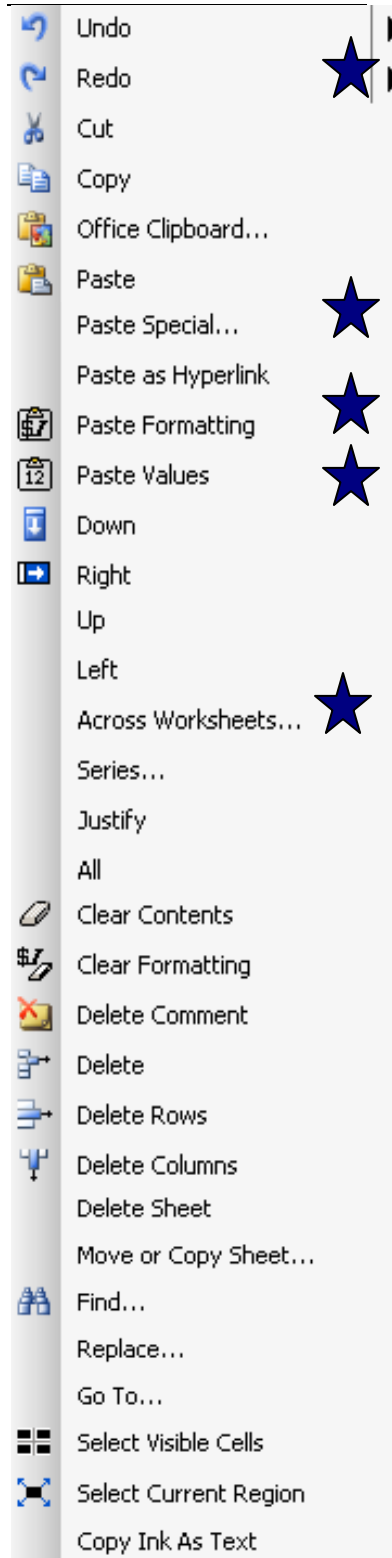
EXCEL COMMANDS

This chapter is provided as a reference. It contains a listing of every toolbar command in Excel. There is no better way to learn Excel than to study the various commands. While performing this exercise, most CPAs discover a great deal of functionality they never knew existed. While some of the commands are better than others, depending on personal preference and the task at hand. Here in this chapter, we've listed each command along with its corresponding ICON (when it has one). I have also placed a star next to those commands that we think CPAs find most useful.

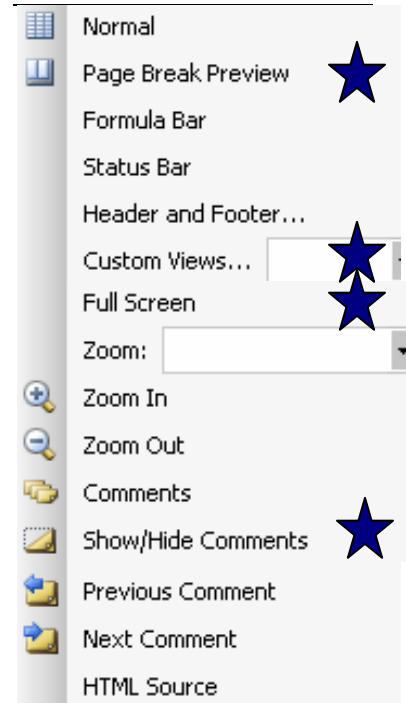
FILE COMMANDS



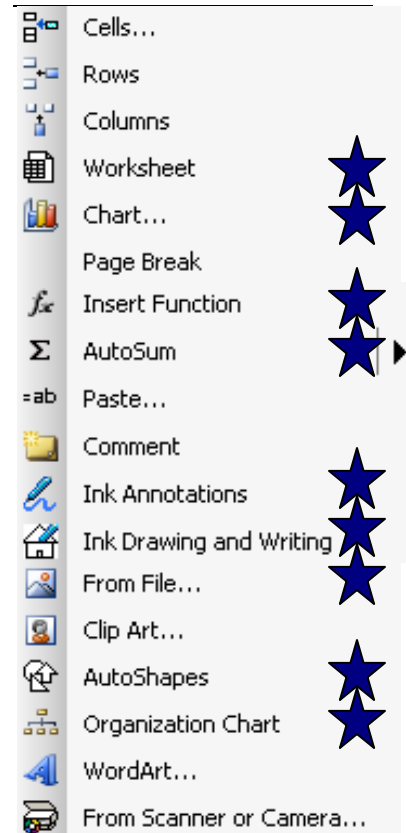
EDIT COMMANDS



VIEW COMMANDS



INSERT COMMANDS



- Object... ★
- Hyperlink... ★
- Symbol... ★
- "=" Equal Sign
- "+" Plus Sign
- "-" Minus Sign
- "*" Multiplication Sign
- "/" Division Sign
- "^" Exponentiation Sign
- "(" Left Parenthesis
- ")" Right Parenthesis
- ":" Colon
- "," Comma
- "%" Percent Sign
- "\$" Dollar Sign
- Diagram... ★
- Cycle Diagram ★
- Radial Diagram ★
- Pyramid Diagram ★
- Target Diagram ★
- Venn Diagram ★
- Constrain Numeric

- Strikethrough ★
- Font Color ★
- Cycle Font Color
- Align Left
- Center
- Align Right
- Align Top
- Center Vertically
- Align Bottom
- Justify
- Distributed Align
- Vertically Distributed
- Merge and Center
- Decrease Indent
- Increase Indent ★
- Currency Style
- Percent Style
- Comma Style
- Increase Decimal
- Decrease Decimal ★
- Merge Cells ★
- Unmerge Cells ★
- Merge Across ★
- Vertical Text
- Rotate Text Up ★
- Rotate Text Down
- Angle Clockwise
- Angle Counterclockwise ★
- Height...
- Width...
- AutoFormat...
- Conditional Formatting...
- Borders
- Clear Border
- Apply Outline Borders
- Apply Inside Borders

- Left Border
- Right Border
- Top Border
- Bottom Border
- Inside Vertical Border
- Inside Horizontal Border
- Diagonal Down Border
- Diagonal Up Border
- All Borders ★
- Bottom Double Border ★
- Fill Color ★
- Pattern
- Dark Shading
- Light Shading
- AutoFormat ★
- Lock Cell
- Edit
- Settings...
- Show or Hide
- Text Direction ★
- Sheet Right-to-Left
- Draw Border ★
- Erase Border
- Line Style
- Line Color
- Filled Grid
- Draw Borders... ★

FORMAT COMMANDS

- Cells... ★
- Font:
- Font Size:
- Style...
- Style:
- Increase Font Size ★
- Decrease Font Size ★
- B** Bold
- I* Italic
- U Underline
- Format Painter ★
- D Double Underline ★

TOOLS COMMANDS

- Spelling...
- Hangul Hanja Conversion...
- Research...
- File Search...
- Share Workbook...
- Highlight Changes... ★

- Accept or Reject Changes. ★
- Compare and Merge Workbook
- Meet Now
- End Review...
- Protect Sheet... ★
- Protect Workbook... ★
- Protect and Share Workbook..
- Allow Users to Edit Ranges. ★
- Scenarios...
- Scenario:
- Trace Precedents ★
- Remove Precedent Arrows ★
- Trace Dependents ★
- Remove Dependent Arrows
- Trace Error
- Remove All Arrows
- Circle Invalid Data ★
- Show Formula Auditing Toolbar
- Macros...
- Record New Macro... ★
- Security... ★
- Visual Basic Editor
- Microsoft Script Editor
- Insert Script
- Remove All Scripts
- Show All Scripts
- COM Add-Ins...
- Web Options...
- Calculate Full
- Control Toolbox
- Create Microsoft Outlook Task
- Calculate Now
- Camera
- Custom
- Custom
- Select Names ★

- Check Names ★
- Speech Recognition ★
- Shared Workspace... ★
- Customize...
- Options...
- Speak Cells ★
- Stop Speaking
- By Rows
- By Columns
- Speak On Enter
- Show Text To Speech Toolbar
- Error Checking...
- Show Watch Window
- Evaluate Formula ★
- Formula Auditing Mode ★
- Custom

DATA COMMANDS

- Sort... ★
- Sort Ascending
- Sort Descending ★
- AutoFilter
- Show All
- Advanced Filter... ★
- Form...
- Subtotals... ★
- Validation... ★
- Table... ★
- Text to Columns... ★
- Consolidate... ★
- Hide Detail
- Show Detail
- Ungroup... ★
- Group... ★
- Auto Outline
- Clear Outline

- Show Outline Symbols
- Create List... ★
- Publish List... ★
- View List on Server
- Unlink List
- Synchronize List
- Discard Changes and Refresh
- Insert Row
- Delete Row
- Insert Column
- Delete Column
- Convert to Range ★
- Toggle Total Row
- Print List
- PivotTable and PivotChart ★
- Field Settings...
- Show Pages...
- Label
- Data
- Label and Data
- Import Data...
- New Web Query... ★
- New Database Query... ★
- Import Text File...
- Edit Query...
- Data Range Properties...
- Parameters... ★
- Refresh External Data
- Cancel Refresh
- Refresh All ★
- Refresh Status
- Property Fields...
- Generate GetPivotData
- Refresh XML Data
- Import...
- Export...

- XML Source...
- XML Map Properties...
- Edit Query...

WINDOW AND HELP COMMANDS

- New Window
- Arrange...
- Synchronous Scrolling
- Reset Window Position
- Compare Side by Side with...
- Hide
- Unhide...
- Split
- Freeze Panes
- Microsoft Excel Help
- Show the Office Assistant
- Contact Us
- Check for Updates
- Customer Feedback Options...

DRAWING COMMANDS

- Drawing
- Select Objects
- Select Multiple Objects
- Group
- Ungroup
- Regroup
- Bring to Front
- Send to Back
- Bring Forward
- Send Backward
- To Grid
- To Shape

- Up
- Down
- Left
- Right
- Align Left
- Align Center
- Align Right
- Align Top
- Align Middle
- Align Bottom
- Distribute Horizontally
- Distribute Vertically
- Relative to Canvas
- Relative to Organization Chart
- Relative to Diagram
- Free Rotate
- Rotate Left 90°
- Rotate Right 90°
- Flip Horizontal
- Flip Vertical
- Reroute Connectors
- Edit Points
- Change AutoShape
- Set AutoShape Defaults
- Fill Color
- Line Color
- Line Style
- Dash Style
- Arrow Style
- Shadow Style
- 3-D Style
- Object...
- Shadow On/Off
- Nudge Shadow Up
- Nudge Shadow Down
- Nudge Shadow Left

- Nudge Shadow Right
- Shadow Color
- 3-D On/Off
- Tilt Down
- Tilt Up
- Tilt Left
- Tilt Right
- Depth
- Direction
- Lighting
- Surface
- 3-D Color
- Edit Text...
- Clip Art...
- WordArt Gallery
- WordArt Shape
- WordArt Same Letter Heights
- WordArt Vertical Text
- WordArt Alignment
- WordArt Character Spacing
- Color
- More Contrast
- Less Contrast
- More Brightness
- Less Brightness
- Crop
- Reset Picture
- Set Transparent Color
- Fit
- Resize
- Expand
- Select
- Delete
- Layout
- AutoLayout
- Autoformat

- Resize Organization Chart
- Insert Shape
- Layout
- Move Shape Backward
- Move Shape Forward
- Reverse Diagram
- AutoLayout
- Use AutoFormat
- AutoFormat
- Resize Diagram
- Change to

- Elbow Double-Arrow Connector
- Curved Connector
- Curved Arrow Connector
- Curved Double-Arrow Connector
- Parallelogram
- Trapezoid
- Diamond
- Rounded Rectangle
- Octagon
- Isosceles Triangle
- Right Triangle
- Hexagon
- Cross
- Regular Pentagon
- Can
- Cube
- Bevel
- Folded Corner
- Smiley Face
- Donut
- "No" Symbol
- Block Arc
- Heart
- Lightning Bolt
- Sun
- Moon
- Arc
- Double Bracket
- Double Brace
- Plaque
- Left Bracket
- Right Bracket
- Left Brace
- Right Brace
- Right Arrow
- Left Arrow

- Up Arrow
- Down Arrow
- Left-Right Arrow
- Up-Down Arrow
- Quad Arrow
- Left-Right-Up Arrow
- Bent Arrow
- U-Turn Arrow
- Left-Up Arrow
- Bent-Up Arrow
- Curved Right Arrow
- Curved Left Arrow
- Curved Up Arrow
- Curved Down Arrow
- Striped Right Arrow
- Notched Right Arrow
- Pentagon
- Chevron
- Right Arrow Callout
- Left Arrow Callout
- Up Arrow Callout
- Down Arrow Callout
- Left-Right Arrow Callout
- Up-Down Arrow Callout
- Quad Arrow Callout
- Circular Arrow
- Flowchart: Process
- Flowchart: Alternate Process
- Flowchart: Decision
- Flowchart: Data
- Flowchart: Predefined Process
- Flowchart: Internal Storage
- Flowchart: Document
- Flowchart: Multidocument
- Flowchart: Terminator
- Flowchart: Preparation

AUTOSHAPES COMMANDS

- Line
- Arrow
- Rectangle
- Oval
- Text Box
- WordArt...
- AutoShapes
- Lines
- Connectors
- Basic Shapes
- Block Arrows
- Flowchart
- Stars and Banners
- Callouts
- More AutoShapes...
- Double Arrow
- Curve
- Freeform
- Scribble
- Straight Connector
- Straight Arrow Connector
- Straight Double-Arrow Connector
- Elbow Connector
- Elbow Arrow Connector

- Flowchart: Manual Input
- Flowchart: Manual Operation
- Flowchart: Connector
- Flowchart: Off-page Connector
- Flowchart: Card
- Flowchart: Punched Tape
- Flowchart: Summing Junction
- Flowchart: Or
- Flowchart: Collate
- Flowchart: Sort
- Flowchart: Extract
- Flowchart: Merge
- Flowchart: Stored Data
- Flowchart: Delay
- Flowchart: Sequential Access Storage
- Flowchart: Magnetic Disk
- Flowchart: Direct Access Storage
- Flowchart: Display
- Explosion 1
- Explosion 2
- 4-Point Star
- 5-Point Star
- 8-Point Star
- 16-Point Star
- 24-Point Star
- 32-Point Star
- Up Ribbon
- Down Ribbon
- Curved Up Ribbon
- Curved Down Ribbon
- Vertical Scroll
- Horizontal Scroll
- Wave
- Double Wave
- Rectangular Callout
- Rounded Rectangular Callout



- Oval Callout
- Cloud Callout
- Line Callout 1
- Line Callout 2
- Line Callout 3
- Line Callout 4
- Line Callout 1 (Accent Bar)
- Line Callout 2 (Accent Bar)
- Line Callout 3 (Accent Bar)
- Line Callout 4 (Accent Bar)
- Line Callout 1 (No Border)
- Line Callout 2 (No Border)
- Line Callout 3 (No Border)
- Line Callout 4 (No Border)
- Line Callout 1 (Border and Accent Bar)
- Line Callout 2 (Border and Accent Bar)
- Line Callout 3 (Border and Accent Bar)
- Line Callout 4 (Border and Accent Bar)



CHART COMMANDS

- Chart Type...
- Source Data...
- Chart Options...
- Location...
- Add Data...
- Add Trendline...
- 3-D View...
- Sized with Window
- Chart Window
- Chart Objects:
- Selected Object
- Area Chart

- Bar Chart
- Column Chart
- Stacked Column Chart
- Line Chart
- Pie Chart
- 3-D Area Chart
- 3-D Bar Chart
- 3-D Clustered Column Chart
- 3-D Column Chart
- 3-D Line Chart
- 3-D Pie Chart
- (XY) Scatter Chart
- Bubble Chart
- 3-D Surface Chart
- 3-D Cylinder Chart
- 3-D Cone Chart
- 3-D Pyramid Chart
- Radar Chart
- Volume/High-Low-Close Chart
- Open-High-Low-Close Chart
- Doughnut Chart
- Default Chart
- Chart Wizard
- Category Axis Gridlines
- Value Axis Gridlines
- Legend
- Chart Type...
- Data Table
- Series in Rows
- Series in Columns



WEB COMMANDS

- Address:
- Open Hyperlink
- Open Favorites...
- Start Page
- Search the Web
- Favorites ▶
- Go ▶
- Back
- Forward
- Stop
- Refresh
- Add to Favorites...
- Stop
- Refresh
- Add to Favorites...
- Show Only Web Toolbar
- Hyperlink... ★
- Web Toolbar

FORMS COMMANDS

- Check Box ★
- Option Button ★
- Button
- Edit Box ★
- List Box ★
- Combo Box
- Combination List-Edit
- Combination Drop-Down Edit
- Scroll Bar
- Spinner
- Label
- Group Box
- Control Properties
- Code
- Toggle Grid
- Tab Order...
- Run Dialog

CONTROL COMMANDS

- Design Mode
- Properties
- View Code
- More Controls... ▶
- Check Box
- Option Button
- Command Button
- Toggle Button
- Text Box
- List Box
- Combo Box
- Scroll Bar
- Spin Button
- Label
- Image

MACRO COMMANDS

- Custom Menu Item
- Custom Button

BUILT-IN MENU COMMANDS

- File ▶
- Print Area ▶
- Send To ▶
- Edit ▶
- Fill ▶
- Clear ▶
- Object ▶
- View ▶
- Toolbars ▶
- Insert ▶
- Name ▶
- Picture ▶

- Format ▶
- Row ▶
- Column ▶
- Sheet ▶
- Phonetic Guide ▶
- Tools ▶
- Track Changes ▶
- Protection ▶
- Formula Auditing ▶
- Macro ▶
- Data ▶
- Filter ▶
- Group and Outline ▶
- Import External Data ▶
- Window ▶
- Help ▶
- File ▶
- Send To ▶
- Edit ▶
- Clear ▶
- View ▶
- Toolbars ▶
- Insert ▶
- Picture ▶
- Format ▶
- Sheet ▶
- Tools ▶
- Track Changes ★
- Protection ▶
- Macro ▶
- Chart ▶
- Window ▶
- Help ▶

NEW MENU COMMAND

- New Menu ▶

