

## **This section quickly tells where a 13 1874 features are located in A-Z ORDER**

Access, get data from is on DATA TAB, Get External Data Group  
account theme sign in to office is at File Tab, Account  
ACCOUNTING FORMAT is on HOME TAB  
Add-Ins is at File Tab, Options, Advanced, Add-Ins  
additional places, default is at File Tab, Options, Save  
advanced Editing options is at File Tab, Options, Advanced  
Advanced Filter, Clear, Reapply is on DATA TAB, Sort & Filter Group  
after startup open all files in xx is at File Tab, Options, Advanced, General  
alert user potentially time consuming operation number of cells is at File Tab, Options, Advanced  
Align Objects is on PAGE LAYOUT TAB, Arrange Group  
allow editing directly in cells is at File Tab, Options, Advanced  
Allow Users to edit Ranges is on REVIEW TAB, on Changes Group  
APPS, insert is on INSERT TAB, Apps group  
Arrange All is on VIEW TAB, on Window Group  
ask to update automatic links is at File Tab, Options, Advanced, General  
**auto complete**, table names, pivot data is at File Tab, Options, Formulas  
auto decimal point is at File Tab, Options, Advanced  
**AutoCorrect Options** is at File Tab, Options, Proofing  
autorecover exceptions, offline editing is at File Tab, Options, Save  
autorecover, show backstage, additional places, default is at File Tab, Options, Save  
AUTOSUM is on HOME TAB  
AVERAGE FUNCTION is on HOME TAB, AUTOSUM DOWN ARROW  
BACKGROUND is on PAGE LAYOUT TAB, Page Setup Group  
Base Company property is at File Tab, Info can change properties  
BOLD is on HOME TAB  
BORDERS is on HOME TAB  
BREAKS is on PAGE LAYOUT TAB, Page Setup Group  
Bring Forward is on PAGE LAYOUT TAB, Arrange Group  
browser view options is at File Tab, Info  
Calculate Now is on FORMULAS TAB, on right side  
Calculate Sheet is on FORMULAS TAB, on right side  
Calculation options automatic, manual, interactive calc, iterations, change is at File Tab, Options, Formulas  
Calculation Options is on FORMULAS TAB, on right side  
Categories property is at File Tab, Info can change properties  
CELL STYLES is on HOME TAB  
CELLS FORMAT is on HOME TAB OR RT clk a cell  
CELLS INSERT/DELETE is on HOME TAB  
CHARTS, insert is on INSERT TAB, Charts group  
CLEAR is on HOME TAB  
CLIPBOARD is on HOME TAB  
close is at File Tab, Close  
colors available is at File Tab, Options, Save  
Comment, New, Delete, Previous, Next is on REVIEW TAB, on Comments Group  
COMMENTS property is at File Tab, Info can change properties  
comments options is at File Tab, Options, Advanced, display  
Comments, Show/Hide, Show All is on REVIEW TAB, on Comments Group  
Compress images is at File Tab, Options, Advanced  
CONDITIONAL FORMATTING is on HOME TAB  
Connections Properties is on DATA TAB, Connections Group  
Consolidate is on DATA TAB, on Data Tools Group

COPY is on HOME TAB  
 COUNT NUMBERS is on HOME TAB, AUTOSUM DOWN ARROW  
**create lists for use in sorts and fill sequences and edit custom links** is at File Tab, Options, Advanced, General  
 Create Name from Selection Ctrl+Shift+F3 is on FORMULAS TAB, Defined Names Group  
 Created date property is at File Tab, Info can change properties  
 CURRENCY FORMAT is on HOME TAB  
 cursor movement logical visual is at File Tab, Options, Advanced  
 custom dictionaries is at File Tab, Options, Proofing  
 Custom Views is on VIEW TAB, on Worksheet Views Group  
 Customize Ribbon is at File Tab, Options, Advanced, Customize Ribbon  
 CUT is on HOME TAB  
 cut, copy paste options is at File Tab, Options, Advanced  
 data connections is at File Tab, Options, Advanced, data  
 data point values on hover is at File Tab, Options, Advanced, chart  
 Data Validation is on DATA TAB, on Data Tools Group  
 DATE FORMAT is on HOME TAB  
 date system is at File Tab, Options, Advanced, formulas  
 Dates last modified property is at File Tab, Info can change properties  
 DECIMAL increase/decrease is on HOME TAB  
 DECREASE FONT SIZE is on HOME TAB  
 default direction is at File Tab, Options, Advanced, display  
 default file locations, personal templates location, autorecover exceptions, offline editing is at File Tab, Options, Save  
 default font, font size, view, sheets is at File Tab, Options, General  
 default sheets is at File Tab, Options, General  
 default target output ppi is at File Tab, Options, Advanced  
 default view, sheets is at File Tab Options, General  
 Define Name is on FORMULAS TAB, Defined Names Group  
 disable undo for large pivot table is at File Tab, Options, Advanced, data  
 display and help languages, screen tip languages is at File Tab, Options, Language  
 display options for which workbook is at File Tab, Options, Advanced, display  
 Edit Links is on DATA TAB, Connections Group  
 EDITING CELLS is on HOME TAB  
 editing language, display and help languages, screen tip languages is at File Tab, Options, Language  
 element names on hover is at File Tab, Options, Advanced, chart  
 enable auto complete for cell values flash fill is at File Tab, Options, Advanced  
 enable auto percent entry is at File Tab, Options, Advanced  
 enable fill handle, alert is at File Tab, Options, Advanced  
 enable multi-threaded processing is at File Tab, Options, Advanced, General  
 ENCRYPT is on HOME TAB  
 error checking enable, indicate errors reset is at File Tab, Options, Formulas  
 Error Checking is on FORMULAS TAB, Formula Auditing Group  
 error checking rules is at File Tab, Options, Formulas  
 Evaluate Formula is on FORMULAS TAB, Formula Auditing Group  
 Existing Connections is on DATA TAB, to right of Get External Data Group  
 export, create PDF XPS document, change file type is at File Tab, Export  
 extend data range formats and formulas is at File Tab, Options, Advanced  
 external link values is at File Tab, Options, Advanced, formulas  
 File New big selection of workbook Templates Like Calendars, Labels, Budgets, Inventories Forms is at File Tab, New

File Recent property is at File Tab, Info shows recent files opened  
File Tab, Info can change properties  
FILL is on HOME TAB  
FILLCOLORS is on HOME TAB  
FILTER is on HOME TAB  
Filter, Advanced, Clear, Reapply is on DATA TAB, Sort & Filter Group  
Filter, Clear, Reapply is on DATA TAB, Sort & Filter Group  
FILTERS, Insert is on INSERT TAB, Filters group  
FIND is on HOME TAB  
Flash fill is on DATA TAB, on Data Tools Group  
FONT ALIGNMENT is on HOME TAB  
FONT OPTIONS is on HOME TAB  
FONT SIZE is on HOME TAB  
FONTCOLORS is on HOME TAB  
format as TABLE is on HOME TAB  
FORMAT NUMBER is on HOME TAB  
FORMAT PAINTER is on HOME TAB  
FORMATS, ADDITIONAL is on HOME TAB  
Formula Bar is on VIEW TAB, on Show Group and at File Tab, Options, Advanced, display  
formulas is at File Tab, Options, Advanced, display  
FRACTION FORMAT is on HOME TAB  
**FREEZE PANES** is on VIEW TAB, on Window Group  
From Access is on DATA TAB, Get External Data Group  
function screen tips is at File Tab, Options, Advanced, display  
FUNCTIONS, INSERT is on FORMULAS TAB, Function Library Group  
GENERAL FORMAT is on HOME TAB  
General Options, user interface, mini toolbar, quick analysis, live preview, screen tip style is at File Tab  
Options, General  
Get data from is on DATA TAB, Get External Data Group  
GRADIENTS FILL is on HOME TAB  
GRIDLINES is on PAGE LAYOUT TAB, Sheet Options Group and on VIEW TAB, on Show Group  
group dates in autofilter menu is at File Tab, Options, Advanced, display  
Group Objects is on PAGE LAYOUT TAB, Arrange Group  
hardware graphics acceleration is at File Tab, Options, Advanced, display  
HEADINGS is on PAGE LAYOUT TAB, Sheet Options Group  
Headings is on VIEW TAB, on Show Group  
Height of printout is on PAGE LAYOUT TAB, Scale to Fit Group  
Hide/UnHide Window is on VIEW TAB, on Window Group  
horizontal/vertical scrollbar is at File Tab, Options, Advanced, display  
Hyperlink property is at File Tab, Info can change properties  
HYPERLINK, Insert is on INSERT TAB, Links group  
ignore other applications that use DDE is at File Tab, Options, Advanced, General  
image size and quality no workbooks open, editing data. is at File Tab, Options, Advanced  
INCREASE FONT SIZE is on HOME TAB  
INSERT 84 SHAPES, is on INSERT TAB, Illustrations Group  
INSERT FUNCTION is on FORMULAS TAB, Function Library Group  
Insert Pictures, is on INSERT TAB, Illustrations Group  
INSERT PIVOT TABLE is on INSERT TAB, Tables group  
Insert SMARTART, is on INSERT TAB, Illustrations Group  
Insert TABLES is on INSERT TAB, Tables group  
inspect workbook is at File Tab, Info

ITALIC is on HOME TAB  
 languages is at File Tab, Options, Proofing  
 last Printed date property is at File Tab, Info can change properties  
 LONG DATE FORMAT is on HOME TAB  
 lotus compatibility is at File Tab, Options, Advanced, lotus compatibility  
 MACROS is on VIEW TAB, on far right  
 MARGINS is on PAGE LAYOUT TAB, Page Setup Group  
 MAX is on HOME TAB, AUTOSUM DOWN ARROW  
 MERGE AND CENTER is on HOME TAB  
 MIN is on HOME TAB, AUTOSUM DOWN ARROW  
 modified by property is at File Tab, Info can change properties  
 MORE FUNCTIONS is on HOME TAB, AUTOSUM DOWN ARROW  
**MOVE ACTIVE CELL where after enter** is at File Tab, Options, Advanced  
 multi-threaded calculation number manual is at File Tab, Options, Advanced, formulas  
 NAME Manager is on FORMULAS TAB, Defined Names Group  
 New Window is on VIEW TAB, on Window Group  
 Normal View is on VIEW TAB, on Worksheet Views Group  
 NUMBER FORMAT is on HOME TAB  
 NUMBER FORMATTING OPTIONS is on HOME TAB  
 number of recent workbooks number is at File Tab, Options, Advanced, display  
 number of unpinned recent folders is at File Tab, Options, Advanced, display  
 Office Document Cache is at File Tab, Options, Save  
 offline editing is at File Tab, Options, Save  
 Open Recent Workbooks, skydrive, computer, add a place is at File Tab, Open  
 Options is at File Tab, Options  
 ORIENTATION is on PAGE LAYOUT TAB, Page Setup Group  
 Other Sources, get data from is on DATA TAB, Get External Data Group  
 Outline Group is on DATA TAB, on Outline Group  
 Outline UnGroup is on DATA TAB, on Outline Group  
 Page Break Preview is on VIEW TAB, on Worksheet Views Group  
 Page Layout View is on VIEW TAB, on Worksheet Views Group  
 PASTE is on HOME TAB  
 PATTERN FILL is on HOME TAB  
 PDF, save as is on PDF TAB  
 PERCENTAGE FORMAT is on HOME TAB  
 Permissions property is at File Tab, Info can change properties  
 personal templates location, autorecover exceptions, offline editing is at File Tab, Options, Save  
 personalize user name, values, theme at File Tab, Options, General  
 Pivot Chart is on INSERT TAB, Charts group  
 pivot data is at File Tab, Options, Formulas  
 Power View is on INSERT TAB, Reports group  
 precision as displayed is at File Tab, Options, Advanced, formulas  
 prefer the excel data mode when creating pivot tables is at File Tab, Options, Advanced, data  
 Prepare for Sharing property is at File Tab, Info can change properties  
 preserve visual appearance, colors is at File Tab, Options, Save  
 PRINT AREA is on PAGE LAYOUT TAB, Page Setup Group  
 print high quality for graphics is at File Tab, Options, Advanced  
 Print Printer settings print what, collated, orientation, size, margins, scaling is at File Tab, Print  
 PRINT TITLES is on PAGE LAYOUT TAB, Page Setup Group  
 PRIVACY is on HOME TAB  
 Privacy, Security. Excel Trust Center is at File Tab, Options, Advanced, Trust Center

properties follow chart data point is at File Tab, Options, Advanced, chart  
 Properties is at File Tab Info  
 Protect & Share Workbook is on REVIEW TAB, on Changes Group  
 Protect Sheet is on REVIEW TAB, on Changes Group  
 Protect Workbook is on REVIEW TAB, on Changes Group and at File Tab, Info  
 PROTECTION RT clk CELL, FORMAT CELLS  
 provide feedback with sound is at File Tab, Options, Advanced, General  
 query tables is at File Tab, Options, Advanced, data is at File Tab, Options, Advanced, data  
 Quick Access Toolbar is at File Tab, Options, Advanced, Quick Access Toolbar  
 recent workbooks is at File Tab, Options, Advanced, display  
 Recommended Charts is on INSERT TAB, Charts group  
 Recommended Pivot Tables is on INSERT TAB, Tables group  
 reference style, auto complete, table names, pivot data is at File Tab, Options, Formulas  
 Refresh All is on DATA TAB, Connections Group  
 related People author, property is at File Tab, Info can change properties  
 Relationships is on DATA TAB, on Data Tools Group  
 Remove Arrows is on FORMULAS TAB, Formula Auditing Group  
 Remove Duplicates is on DATA TAB, on Data Tools Group  
 REPLACE is on HOME TAB  
 REPORTS is on INSERT TAB, Charts group  
 Research is on REVIEW TAB, on Proofing Group  
 Reset Window Position is on VIEW TAB, on Window Group  
 Rotate Objects is on PAGE LAYOUT TAB, Arrange Group  
 Ruler is on VIEW TAB, on Show Group  
 ruler units is at File Tab, Options, Advanced, display  
 save skydrive, computer add a place recent folders is at File Tab, Save  
 save as skydrive, computer add a place recent folders is at File Tab, Save As  
 save workbooks format, autorecover, show backstage, additional places, default is at FTab, options, Save  
 scale content for A4 or 8.5 x 11 paper sizes is at File Tab, Options, Advanced, General  
 SCALE of printout is on PAGE LAYOUT TAB, Scale to Fit Group  
 SCIENTIFIC FORMAT is on HOME TAB  
 screen tip languages is at File Tab, Options, Language  
 screenshot link is at File Tab, Options, Advanced  
 Security. Excel Trust Center is at File Tab, Options, Advanced, Trust Center  
 Selection Pane is on PAGE LAYOUT TAB, Arrange Group  
 Send Backward is on PAGE LAYOUT TAB, Arrange Group  
 share invite people, email is at File Tab, Share  
 Share Workbook is on REVIEW TAB, on Changes Group  
 sheet tabs is at File Tab, Options, Advanced, display  
 SHORT DATE FORMAT is on HOME TAB  
 show add-in user interface errors is at File Tab, Options, Advanced, General  
 show backstage, additional places, default is at File Tab, Options, Save  
 Show Formulas is on FORMULAS TAB, Formula Auditing Group also Ctrl ` On ~ key  
 Show Link on next sheet is on REVIEW TAB, on Comments Group  
 SIGN is on HOME TAB  
 SIZE OF SHEET is on PAGE LAYOUT TAB, Page Setup Group  
 size property is at File Tab, Info can change properties  
 Slicer FILTER, Insert is on INSERT TAB, Filters group  
 SORT is on DATA TAB, Sort & Filter Group  
 SORT is on HOME TAB  
 SPARKLINES, Insert is on INSERT TAB, Sparklines group

Spelling is on REVIEW TAB, on Proofing Group  
**spelling options** is at File Tab, Options, Proofing  
 Split Window is on VIEW TAB, on Window Group  
 start up options extensions, default program, start screen is at File Tab, Options, General  
 Subject property is at File Tab, Info can change properties  
 Subtotal is on DATA TAB, on Outline Group  
 Subtotal/Show/Hide Detail is on DATA TAB, on Outline Group  
 Switch Windows is on VIEW TAB, on far right  
 Symbols, Insert, is on INSERT TAB, far right  
 Synchronous Scrolling is on VIEW TAB, on Window Group  
 table names, pivot data is at File Tab, Options, Formulas  
 Tag property is at File Tab, Info can change properties  
 Take a Screenshot, is on INSERT TAB, Illustrations Group  
 Template Status property is at File Tab, Info can change properties  
 TEXT FORMAT is on HOME TAB  
 Text to Columns is on DATA TAB, on Data Tools Group  
 Text, get data from is on DATA TAB, Get External Data Group  
 TEXT, Insert, is on INSERT TAB, far right  
 THEME COLORS, FONTS, EFFECTS is on PAGE LAYOUT TAB, Themes Group  
 THEMES is on PAGE LAYOUT TAB, Themes Group  
 Thesaurus is on REVIEW TAB, on Proofing Group  
 TIME FORMAT is on HOME TAB  
 Time sheets, receipts reports schedules statements stationery and more is at File Tab, New  
 Timeline FILTER, Insert is on INSERT TAB, Filters group  
 Title property is at File Tab, Info can change properties  
 Trace Dependents is on FORMULAS TAB, Formula Auditing Group  
 Trace Precedents is on FORMULAS TAB, Formula Auditing Group  
 Track Changes is on REVIEW TAB, on Changes Group  
 Translate is on REVIEW TAB, on Language Group  
 Trust Center Privacy, Security. Excel Trust Center is at File Tab, Options, Advanced, Trust Center  
 UNDERLINE is on HOME TAB  
 undo disable for data model operations of size is at File Tab, Options, Advanced, data  
 undo disable for large data model operations is at File Tab, Options, Advanced, data  
 update links to other documents when calculating is at File Tab, Options, Advanced, formulas  
 Use in Formula is on FORMULAS TAB, Defined Names Group  
 use system separators decimal, thousands is at File Tab, Options, Advanced  
 user-defined XLL functions to run is at File Tab, Options, Advanced, formulas  
 Versions property is at File Tab, Info can change properties  
 View Side by Side is on VIEW TAB, on Window Group  
 Watch Window is on FORMULAS TAB, on right side  
 What if Analysis is on DATA TAB, on Data Tools Group  
 WIDTH of printout is on PAGE LAYOUT TAB, Scale to Fit Group  
 WRAP TEXT is on HOME TAB  
 ZOOM is on VIEW TAB, on Zoom Group OR AT BOTTOM RIGHT OF SCREEN  
 zoom on roll with intellimouse is at File Tab, Options, Advanced is at File Tab, Options, Advanced  
 Zoom settings and Zoom to Selection is on VIEW TAB, on Zoom Group

NEXT PAGE IS FOR ADDITIONAL EXCEL INFO