# Notes For My Excel Book

## Final Revision Process

1. Open the PDF file in the Latex folder.
2. Start VirtualBox -> Windows -> Excel 2016
3. Open GIMP

## Corrections

* Drop the “Instant Chart” (F11) in 4.1.3. This relies on F11 not being remapped, but it is on the CLL computers (and may be on people’s home computers). Just drop that entire section. Instant Chart is also used in the Chapter Practice, 4.5.1.2. (I decided to leave Instant Chart in. I can explain why it doesn’t work in class, but it will remain a reference for people using my book at home.)
* Add a footnote to cite the source of the data imported in Chapter 7.2
* p 408: step 8 the instructions do not match the image. The format for the “money” lines should be accounting, not comma.
* P233, step 14c, there is no way to set the line width to 2.5 pt.
* P233, step 15, there is no “text options” tab.
* Drop the section on Macros. Microsoft is removing this feature from Excel and it wasn’t too useful anyway. (done)

## For Each Chapter

* Change “Press” key to “Tap” key
* Change “Hold down the” to “Press and hold”
* Remove the word “key” or “on the keyboard” after a fmtKeystroke item
* Change “highlight” to “select”
* Change “Auto Fill” to “AutoFill”
* Change “left click” to “left-click”
* Change “right click” to “right-click”
* Change “select the range..” to just “select…” (see next section)
* Check for any use of “the range…” and remove that phrase
* Change “autosum” to “\textit{AutoSum}”
* Change “autofill handle” to “autofill”
* X-Axis and Y-Axis should be hyphenated
* Click and drag should not be hyphenated
* Change “dropdown” to “drop-down”
* Change “popup” to “pop-up”
* Change elipsis to “$\ldots$”

## Formatting

* Press and hold \fmtKeystroke{Ctrl}, then tap \fmtKeystroke{9}.
* Press and hold \fmtKeystroke{Ctrl} and \fmtKeystroke{Shift} at the same time, then tap \fmtKeystroke{Q}.
* Select \fmtLoc{C2:C14} by placing the mouse pointer over cell \fmtLoc{C2}. Then left-click and drag to cell \fmtLoc{C14}.
* AutoFill should be italicized, but not in \fmtButton{AutoFill}
* For row locations in step boxes, do not put the row number in dollar signs. Use \fmtLoc{Row 30} not \fmtLoc{Row $ 30 $}
* For each side of the chart, press and hold \fmtKeystroke{Alt}, then left-click and drag the resize handle on the chart to make it ``lock into'' position.
* Keyboard keys are “tapped” while buttons and cells are “clicked”
* Cell references and numbers should be in math font, unless they are in some sort of special formatting, like \fmtLoc{. Search for numbers with a RegEx: \d

## Final Step

* After the grammar check, look for overfill or underfill boxes and try to correct them

## Grammar Check

Old method of getting a document to check in Grammarly

* Open a command prompt
* cd C:\Users\gself\OneDrive\Documents\Classes\CLL\Excel\Text\Latex\Chapters
* detex 01Fundamental.tex > 01Fundamental\_plain.txt
* Open Grammarly App
* Import the text file for processing
* Go through the Grammarly file and make corrections as appropriate to the Latex file

New method of getting a document to check in Grammarly

* Using Texstudio, create a fresh PDF of the entire text
* Open the PDF in Soda and extract the chapter
* Save the extracted chapter as a Word document
* Open the Word document and use Grammarly