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Microsoft Excel 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Excel 2016 Introduction

Quick Reference Guide for Excel 2016. This guide provides a comprehensive overview of the software's features and functions, including instructions, tips, and shortcuts. It is designed to be a quick reference tool for users of all skill levels.

Opening Excel 2016

- Click the Start button on the taskbar.
- Click the All Programs link.
- Click the Microsoft Office 2016 link.
- Click the Microsoft Excel 2016 link.

Working with the Ribbon

The Ribbon is the main area of the Excel interface. It contains all the commands you need to perform tasks in Excel. The Ribbon is divided into tabs, and each tab contains a group of related commands.

Entering Data

Enter data into a cell by clicking the cell and typing the data. You can also enter data by using the Paste command (Ctrl+V).

Formatting Cells

Format cells by clicking the cell and using the Home tab of the Ribbon. You can format cells with numbers, text, and colors. You can also format cells with borders and background colors.

Deleting Rows, Columns, or Cells

Delete rows, columns, or cells by clicking the cell and using the Delete command (Del). You can also delete rows, columns, or cells by using the Home tab of the Ribbon.

Working with Text

Work with text by using the Home tab of the Ribbon. You can format text with bold, italic, and underline. You can also format text with color and background color.

Working with Numbers

Work with numbers by using the Home tab of the Ribbon. You can format numbers with commas, thousands separators, and decimal places. You can also format numbers with background color.

Working with Formulas

Work with formulas by using the Formulas tab of the Ribbon. You can create formulas by using the Insert Function command (fx). You can also create formulas by using the Paste Special command (Ctrl+Shift+V).

Working with Charts

Work with charts by using the Insert tab of the Ribbon. You can create charts by using the Insert Chart command (F11). You can also create charts by using the Paste Special command (Ctrl+Shift+V).

Working with PivotTables

Work with PivotTables by using the PivotTable Tools task pane. You can create PivotTables by using the PivotTable command (PivotTable). You can also create PivotTables by using the Paste Special command (Ctrl+Shift+V).

Working with Macros

Work with macros by using the Developer tab of the Ribbon. You can create macros by using the Record Macro command (Alt+F8). You can also create macros by using the Paste Special command (Ctrl+Shift+V).

Working with the Help System

Work with the Help system by using the Help button (F1). You can also work with the Help system by using the Help tab of the Ribbon.

Working with the Ribbon

Work with the Ribbon by using the Ribbon Display Options button (Ribbon Display Options). You can also work with the Ribbon by using the Home tab of the Ribbon.

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Synopsis

Laminated quick reference showing step-by-step instructions and shortcuts for how to use Microsoft Office Excel 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Entering and Editing Data Picking from a Drop-Down List Selecting Cells Resizing Column Width and Row Height Inserting and Deleting Rows, Columns and Cells Clearing Cells, Clearing Formatting Borders, Shading, Text Color Formatting Number Cells Aligning and Merging Cell Contents Entering Dates Entering a Sequence of Numbers Entering Formulas & Functions Entering SUM and Other Functions Quickly Absolute vs. Relative Cell References Copying and Moving Data: Copying to Adjacent Cells; Cut, Copy, Paste; Drag & Drop Sheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting Sheets; Editing Multiple Worksheets Simultaneously Previewing, Printing and Page Setup Scaling to Print Printing a Specific Area Using Page Break Preview to Adjust Page Breaks Repeating Rows/Columns on Every Page Also includes a list of Touch Actions, Selection and Movement Shortcuts. Recommended companion title covering Office basics: Office 2016 Essentials (ISBN 978-1939791900). This guide is one of multiple titles available for Excel 2016, other Excel titles are: Excel 2016 Charts & Sparklines (ISBN 978-1939791955); Excel 2016 Tables, Pivot Tables, Sorting, Filtering & Inquire (ISBN 978-1939791962); Excel 2016 Business Analytics & Power BI (ISBN 978-1939791986).

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Spreadsheets

Customer Reviews

I changed to 2016 Office and things have changed too. This helps me when I'm tired and do not want to think about what I'm trying to find :)

Perfect as a quick reminder guide to the different tasks excel can do

Really appreciated the easy access to Excel 2016 program features

Just what I needed for a quick introduction.

One stop answer sheet. Great for everyone.

helps get me through most of my daily's

Needed Tips for Microsoft 2016 Office

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