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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.

Getting Started

1. Open Excel 2016 by clicking the Start button and then clicking the Excel 2016 icon.
2. Use the ribbon to explore the different options available. Click the ribbon tabs to see the commands that are available.
3. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Working with Worksheets

Worksheets are the main area where you enter and analyze data. You can create new worksheets, delete existing ones, and move or copy them.

Formatting Cells

Use the ribbon to format cells. The ribbon tabs include Font, Cells, Alignment, and Styles. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Inserting Data

Use the ribbon to insert data. The ribbon tabs include Insert, Layout, and References. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Deleting Rows, Columns, or Cells

Use the ribbon to delete rows, columns, or cells. The ribbon tabs include Home, Insert, and Layout. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Working with Text

Use the ribbon to work with text. The ribbon tabs include Home, Insert, and Layout. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Working with Numbers

Use the ribbon to work with numbers. The ribbon tabs include Home, Insert, and Layout. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Working with Formulas

Use the ribbon to work with formulas. The ribbon tabs include Home, Insert, and Layout. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Working with Charts

Use the ribbon to work with charts. The ribbon tabs include Home, Insert, and Layout. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Working with Tables

Use the ribbon to work with tables. The ribbon tabs include Home, Insert, and Layout. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Working with PivotTables

Use the ribbon to work with pivot tables. The ribbon tabs include Home, Insert, and Layout. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Working with Macros

Use the ribbon to work with macros. The ribbon tabs include Home, Insert, and Layout. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Working with Views

Use the ribbon to work with views. The ribbon tabs include Home, Insert, and Layout. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Working with Printing

Use the ribbon to work with printing. The ribbon tabs include Home, Insert, and Layout. The ribbon tabs are organized into groups. The commands in each group are related to the same task.

Working with Help

Use the ribbon to work with help. The ribbon tabs include Home, Insert, and Layout. The ribbon tabs are organized into groups. The commands in each group are related to the same task.



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, PivotTables, 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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