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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 on Windows. This guide provides essential instructions, tips, and shortcuts for using Excel 2016 on Windows. It is designed as a laminated card for easy reference.

Opening Excel

- Click the Start button and click on the Excel icon.
- Click on the Excel icon on the taskbar.
- Click on the Excel icon in the Start menu.

Working with Worksheets

- Click on the worksheet tab at the bottom of the window.
- Click on the worksheet tab at the bottom of the window.
- Click on the worksheet tab at the bottom of the window.

Formatting Cells

- Click on the Home tab on the Ribbon.
- Click on the Font group.
- Click on the Number group.

Entering Data

- Click on the cell.
- Click on the cell.
- Click on the cell.

Deleting Rows, Columns, or Cells

- Click on the Home tab on the Ribbon.
- Click on the Cells group.
- Click on the Delete button.

Working with Text

- Click on the Home tab on the Ribbon.
- Click on the Text group.
- Click on the Text to Columns button.

Working with Charts

- Click on the Insert tab on the Ribbon.
- Click on the Charts group.
- Click on the Chart Wizard button.

Working with Tables

- Click on the Home tab on the Ribbon.
- Click on the Tables group.
- Click on the Table button.

Working with PivotTables

- Click on the Insert tab on the Ribbon.
- Click on the Tables group.
- Click on the PivotTable button.

Working with Macros

- Click on the Developer tab on the Ribbon.
- Click on the Macros group.
- Click on the Record Macro button.



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).

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc (November 27, 2015)

Language: English

ISBN-10: 1939791928

ISBN-13: 978-1939791924

Product Dimensions: 11 x 8.6 x 0.2 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 4.7 out of 5 stars [See all reviews](#) (13 customer reviews)

Best Sellers Rank: #11,331 in Books (See Top 100 in Books) #3 in [Books > Computers & Technology > Software > Suites](#) #3 in [Books > Computers & Technology > Software > Microsoft > Microsoft Excel](#) #4 in [Books > Computers & Technology > Business Technology > Software >](#)

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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