## **Microsoft Excel 2016 - Introduction**

Code INF1615 Table of Contents

### Getting to Know Excel 2016

Starting Excel From the Desktop Understanding the Excel Start Screen The Excel Workbook Screen How Excel 2016 Works Using the Ribbon Showing and Collapsing the Ribbon Understanding the Backstage View Accessing the Backstage View Using Shortcut Menus Understanding Dialog Boxes Launching Dialog Boxes Understanding the Quick Access Toolbar Adding Commands to the QAT Understanding the Status Bar Exiting Safely From Excel 2016

## Creating a New Workbook

Understanding Workbooks Using the Blank Workbook Template Typing Text Typing Numbers Typing Dates Typing Formulas Easy Formulas Saving a New Workbook on Your Computer Checking the Spelling Making Basic Changes Safely Closing a Workbook

## Working With Workbooks

Opening an Existing Workbook Navigating a Workbook Navigating Using the Keyboard Using Go To Recent Files and Folders

## **Editing in a Workbook**

Understanding Data Editing Overwriting Cell Contents Editing Longer Cells Editing Formulas Clearing Cells Deleting Data Using Undo and Redo

## **Selecting Ranges**

Understanding Cells and Ranges Selecting Contiguous Ranges Selecting Non Contiguous Ranges Selecting Larger Ranges Selecting Rows Selecting Columns

#### **Copying Data**

Understanding Copying in Excel Using Fill for Quick Copying Copying From One Cell to Another Copying From One Cell to a Range Copying From One Range to Another

#### Filling Data

Understanding Filling Filling a Series Filling a Growth Series Extracting With Flash Fill

## Moving Data

Understanding Moving in Excel Moving Cells and Ranges Moving by Dragging

## **Formulas and Functions**

Understanding Formulas Creating Formulas That Add Creating Formulas That Subtract Formulas That Multiply and Divide Understanding Functions Using the SUM Function to Add Summing Non-Contiguous Ranges Calculating an Average Finding a Maximum Value Finding a Minimum Value Creating More Complex Formulas What if Formulas Common Error Messages

#### **Formula Referencing**

Absolute Versus Relative Referencing Relative Formulas Problems With Relative Formulas Creating Absolute References Creating Mixed References

#### **Font Formatting**

Understanding Font Formatting Working With Live Preview Changing Fonts Changing Font Size Growing and Shrinking Fonts Making Cells Bold Italicising Text Underlining Text Changing Font Colours Changing Background Colours Using the Format Painter

#### Cell Alignment

Understanding Cell Alignment Horizontal Cell Alignment Vertical Cell Alignment Indenting Cells

#### Number Formatting

Understanding Number Formatting Applying General Formatting Formatting for Money Formatting Percentages Formatting as Fractions Formatting as Dates Using the Thousands Separator Increasing and Decreasing Decimals

#### **Row and Column Formatting**

PRIME SOLUTIONS

Approximating Column Widths Setting Precise Columns Widths Setting the Default Column Width Approximating Row Height Setting Precise Row Heights

## Working With a Worksheet

Understanding Worksheets Changing the Worksheet View Worksheet Zooming Viewing the Formula Bar Viewing Worksheet Gridlines Inserting Cells Into a Worksheet Deleting Cells From a Worksheet Inserting Columns Into a Worksheet Inserting Rows Into a Worksheet Deleting Rows and Columns Working With Multiple Worksheets Worksheet Wisdom

#### Sorting Data

Understanding Lists Performing an Alphabetical Sort Performing a Numerical Sort Sorting on More Than One Column

## **Filtering Data**

Understanding Filtering Applying and Using a Filter Clearing a Filter Creating Compound Filters Multiple Value Filters Creating Custom Filters Using Wildcards

#### Printing

Understanding Printing Previewing Before You Print Selecting a Printer Printing a Range Printing an Entire Workbook Specifying the Number of Copies The Print Options

#### **Creating Charts**

Understanding the Charting Process Choosing the Right Chart Using a Recommended Chart Creating a New Chart From Scratch Working With an Embedded Chart Resizing a Chart Repositioning a Chart Printing an Embedded Chart Creating a Chart Sheet Changing the Chart Sheet Changing the Chart Type Changing the Chart Style Printing a Chart Sheet Embedding a Chart Into a Worksheet Deleting a Chart

#### **Getting Help**

Understanding How Help Works

Prime Solutions Training & Consulting Pty Ltd ABN 32083504429 P O Box 100, Lower Plenty Vic 3093 Ph: (03) 9457 4745 Fax: (03) 9457 4785 www.primesolutions.net.au

# **Microsoft Excel 2016 - Introduction**

Using Tell Me Accessing the Help Window Navigating the Help Window Using Google to Get Help Printing a Help Topic Other Sources of Assistance

A Guide to Brilliant Spreadsheets Good Planning Is Essential Organisation and Design Writing Effective Formulas Documented and Easy to Use The appropriateness of spreadsheets

