

# Microsoft Excel 2016

## Table of Contents

---

### Chapter 1

<b>Getting Familiar with Excel</b> .....	<b>1</b>
What is Excel? .....	1
Starting Excel .....	1
Microsoft Excel Screen Layout .....	2
Basics Microsoft Excel Terminology.....	2
Opening an Existing File.....	8
Closing a Workbook.....	11
Opening a New Blank Workbook .....	12
Saving and Naming a File.....	13
Entering Data in Cells .....	15
• Entering Text .....	16
• Entering Values .....	16
• Entering Formulas.....	16
• Entering Dates and Times .....	17
Moving Through Cells .....	18
Selecting Cells with the Mouse or the Keyboard .....	19
Switching Between Opened Workbooks.....	23
Using Microsoft Excel Templates .....	25
Compatibility Mode.....	26
• Converting a Workbook to the Microsoft Excel 2016 File Format.....	26
• Checking for Compatibility Issues before Sharing the File with Others .....	28
Pinning a Workbook in the Recent Workbook List of the Backstage View .....	32
New Ribbon Shortcuts .....	34

### Chapter 2

<b>Creating Workbooks &amp; Entering Data</b> .....	<b>35</b>
Editing Cell Content & Undoing or Redoing Actions .....	33
Copying (Copy) and Moving (Cut) Cell Content .....	38
• The Ribbon Method .....	39
• The Shortcut Method .....	40
• The Right Click Method .....	40
Dragging and Dropping Cell Content Using the Mouse.....	42
• Moving Cell Content Using the Drag & Drop method .....	42
• Copying Cell Content Using the Drag & Drop method .....	43
• Using Paste Special with Copy .....	43

Modifying Column Widths & Row Heights .....	46
• Modifying Column Width Using the Format Command .....	46
• Modifying Column Width Using the Mouse Pointer .....	47
• Modifying Row Height Using the Format Command .....	48
• Modifying Row Height Using the Mouse Pointer .....	48
Using AutoFit to Adjust Columns Widths & Row Heights .....	49
Inserting or Deleting Columns, Rows, & Cells .....	51
Hiding or Unhiding Columns & Rows .....	58
Using the Fill Handle to Copy or Create Series .....	61
Working with Worksheets.....	65
Renaming Worksheets & Adding Colors to Worksheet Tabs.....	66
Inserting or Deleting Worksheets .....	68
Moving or Copying Worksheets .....	69
Hiding or Unhiding Worksheets .....	72

## Chapter 3

<b>Formulas &amp; Basic Functions .....</b>	<b>81</b>
What are Excel Formulas? .....	81
Formula Operators .....	82
• The Basic Mathematical Operators in Excel Formulas .....	82
• Order of Calculations –BEDMAS .....	82
Creating, Copying, & Editing Formulas .....	83
• Creating a Basic Formula in Excel .....	83
• Editing Formulas.....	83
• Copying Formulas Using Copy & Paste .....	84
• Copying Formulas Using the Fill Handle .....	84
Using the Pointing Method to Entering Formulas .....	89
Calculating with Functions.....	90
• The Parts of a Function .....	90
• Common Functions & Function Library .....	91
• Other Methods to Insert Functions .....	93
Working with Relative, Absolute & Mixed Cell References .....	100
What is a Relative Cell Reference?.....	100
What is an Absolute Cell Reference?.....	101
Creating an Absolute Cell Reference .....	101
Working with Mixed Cell References .....	105
Calculating with Quick Analysis .....	106
• Calculating Total with Quick Analysis below a Selection of Cells .....	106
• Calculating Total with Quick Analysis next to Selection .....	107
Using Quick Calculation & Display Results on the Excel Status Bar .....	108
Switching between Displaying Formulas & their Values on a Worksheet .....	109

## Chapter 4

<b>Advanced Formulas &amp; Functions</b> .....	<b>111</b>
Copying Quickly Formulas to other Cells .....	111
Inserting Date & Time Functions .....	112
Now & Today Functions.....	112
Weekday Function.....	113
Networkdays Function .....	113
Working with Data Validation.....	114
• Types of Data Validation .....	115
• Custom.....	115
• Whole Number .....	116
• Decimal .....	117
• Date.....	117
• Text Length.....	118
• Time .....	119
• List .....	119
Defining & Using Names in Formulas .....	121
• Using the Name Box to Define a Name .....	121
• Using the Command Creation from Selection to Define a Name .....	121
• Using the New Name Dialog Box to Define a Name.....	122
Using Logical Condition Functions.....	124
• The IF Function .....	124
Creating Multiples IF Statements – IF Function Nested .....	128
Combining the IF Function with the AND & OR Functions.....	131
• AND Function .....	131
• OR Function .....	132
Creating Formulas with Lookup Functions.....	134
• HLookup Function .....	134
• Vlookup Function .....	136
Working with Conditional Summary Functions .....	138
• Average IF .....	139
• Average IFS .....	139
• Count IF .....	140
• Count IFS .....	140
• Sum IF .....	140
• Sum IFS .....	141
Summarizing Data from Multiple Worksheets.....	143
• Consolidating Data by Position.....	144
• Consolidating Data by Category .....	146
• Consolidating Data by Formula .....	149
Summarizing Data from Multiple Workbooks.....	152

## Chapter 5

<b>Formatting &amp; Enhancing a Worksheet</b> .....	<b>155</b>
Formatting .....	155
• Applying Bold, Italic & Underline Styles .....	156
• Changing Font Types & Sizes.....	157
• Copying Formatting Using the Format Painter.....	158
• Applying Cell Borders .....	159
• Changing Font Color.....	160
• Changing Fill Color of Cells (Background).....	160
Changing the Text Alignment.....	161
Changing the Indentation within a Cell .....	162
Wrapping Text in a Cell.....	162
Merge & Center Text .....	163
Formatting Numbers .....	164
Decreasing or Increasing Decimals.....	166
Working with the Number Group.....	166
• General .....	167
• Number .....	167
• Currency.....	168
• Accounting.....	168
• Date.....	169
• Time .....	169
• Percentage.....	170
• Fraction .....	170
• Scientific.....	171
• Text .....	171
• Special .....	172
• Custom.....	172
Accounting VS Currency.....	173
Hiding or Unhiding Gridlines on a Worksheet .....	173
Using the Clear Command.....	177
Using Conditional Formatting.....	178
• Creating Conditional Formatting Rules .....	178
• Removing Conditional Formatting Rules .....	178
• Types of Conditional Formatting.....	179
▪ Highlight Cell Rules .....	179
▪ Top/Bottom Rules .....	179
▪ Data Bars.....	180
▪ Color Scales .....	180
▪ Icon Sets .....	181
• The Conditional Formatting Rules Manager.....	183
Applying & Modifying Cell Styles .....	190
Applying & Modifying Themes .....	193

## Chapter 6

<b>Viewing &amp; Printing Workbooks</b> .....	<b>201</b>
Changing Views .....	202
• Normal View, Page Layout View & Page Preview View .....	202
Zooming In & Out a Worksheet.....	202
Creating a New Workbook Window .....	204
Arranging Windows .....	206
Viewing Side by Side Files .....	206
Freezing Panes .....	209
• Unfreezing Rows or Columns .....	210
Splitting Panes.....	211
Setting Orientation.....	212
Setting Page Margins.....	213
• Setting or Changing Page Margins.....	214
• Changing Margins Using the Backstage.....	215
• Changing the Header & Footer Margins .....	215
Centering a Worksheet on a Page .....	217
Adding Page Breaks .....	218
▪ Inserting Page Breaks Manually .....	218
▪ Inserting a Horizontal Page Break .....	219
▪ Inserting a Vertical Page Break.....	219
▪ Inserting Default or Automatic Page Breaks .....	220
▪ Moving a Page Break .....	220
▪ Removing a Page Break .....	221
Printing Titles .....	222
Adding Header & Footer .....	223
• Adding a Header & Footer Using the Page Setup Group.....	225
• Adding a Predefined Standard Header & Footer Options .....	227
Setting a Specific Print Area .....	228
Changing Paper Size.....	229
Printing Gridlines .....	230
Printing Column & Row Headings .....	231
Printing & Previewing an Excel Worksheets.....	232
▪ Printing a Worksheet .....	232
▪ Changing the Worksheet Setting before Printing .....	235
▪ Printing the Entire Workbook.....	236
▪ Printing a Selected Area.....	236
▪ Printing both Sides of the Paper.....	236
Using Quick Print .....	237
<b>Microsoft Excel Shortcuts</b> .....	<b>238</b>