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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 Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

**Opening Excel 2016**

- 1. Press the Windows key to open the Start menu.
- 2. Click on the Excel icon to open the application.

**Creating a New Workbook**

- 1. Click on the File tab in the ribbon.
- 2. Click on the New button to create a new workbook.

**Printing from a Workbook**

- 1. Click on the File tab in the ribbon.
- 2. Click on the Print button to open the print dialog box.

**Deleting Rows, Columns, or Cells**

- 1. Select the rows, columns, or cells to delete.
- 2. Right-click on the selection and choose Delete.

**Inserting Rows, Columns, or Cells**

- 1. Select the location where you want to insert.
- 2. Right-click on the selection and choose Insert.

**Formatting Cells**

- 1. Select the cells to format.
- 2. Right-click on the selection and choose Format Cells.

**Inserting Charts**

- 1. Select the data to chart.
- 2. Click on the Insert tab in the ribbon.
- 3. Click on the Chart Wizard button to create a chart.

**Creating Tables**

- 1. Select the data to convert to a table.
- 2. Press Ctrl + T to create a table.

**Inserting Comments**

- 1. Select the cell to comment on.
- 2. Right-click on the selection and choose Insert Comment.

**Protecting Worksheets**

- 1. Click on the Review tab in the ribbon.
- 2. Click on the Protect Sheet button to protect the worksheet.

**Unlocking Worksheets**

- 1. Click on the Review tab in the ribbon.
- 2. Click on the Unprotect Sheet button to unprotect the worksheet.

**Inserting Macros**

- 1. Click on the Developer tab in the ribbon.
- 2. Click on the Record Macro button to record a macro.

**Running Macros**

- 1. Click on the Developer tab in the ribbon.
- 2. Click on the Run Macro button to run a macro.

**Using PivotTables**

- 1. Select the data to pivot.
- 2. Click on the Insert tab in the ribbon.
- 3. Click on the PivotTable button to create a pivot table.

**Using PivotCharts**

- 1. Select the pivot table.
- 2. Click on the Insert tab in the ribbon.
- 3. Click on the PivotChart button to create a pivot chart.

**Using PowerPivot**

- 1. Click on the Data Tools tab in the ribbon.
- 2. Click on the PowerPivot button to open the PowerPivot task pane.

**Using PowerView**

- 1. Click on the Data Tools tab in the ribbon.
- 2. Click on the PowerView button to open the PowerView task pane.

**Using PowerQuery**

- 1. Click on the Data tab in the ribbon.
- 2. Click on the Get Data button to connect to data sources.

**Using PowerMap**

- 1. Click on the Data Tools tab in the ribbon.
- 2. Click on the PowerMap button to open the PowerMap task pane.

**Using PowerPlay**

- 1. Click on the Data Tools tab in the ribbon.
- 2. Click on the PowerPlay button to open the PowerPlay task pane.

**Using PowerPivot and PowerView**

- 1. Click on the Data Tools tab in the ribbon.
- 2. Click on the PowerPivot button to open the PowerPivot task pane.
- 3. Click on the PowerView button to open the PowerView task pane.

**Using PowerQuery and PowerMap**

- 1. Click on the Data tab in the ribbon.
- 2. Click on the Get Data button to connect to data sources.
- 3. Click on the PowerMap button to open the PowerMap task pane.

**Using PowerPlay and PowerPivot**

- 1. Click on the Data Tools tab in the ribbon.
- 2. Click on the PowerPlay button to open the PowerPlay task pane.
- 3. Click on the PowerPivot button to open the PowerPivot task pane.



## 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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## 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

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