

Microsoft® Excel 2016

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The Excel 2016 Screen



The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Workbook: Click the File tab, select New, and double-click workbook, or press Ctrl + N.
- To Open a Workbook: Click the File tab and select Open, or press Ctrl + O.
- To Save a Workbook: Click the Save button on the Quick Access Toolbar, or press Ctrl + S.
- To Preview and Print a Workbook: Click the File tab and select Print, or press Ctrl + P.
- To Undo: Click the Undo button on the Quick Access Toolbar, or press Ctrl + Z.
- To Redo or Repeat: Click the Redo button on the Quick Access Toolbar, or press Ctrl + Y.
- To Close a Workbook: Click the Close button, or press Ctrl + W.
- To Get Help: Press F1 to open the Help window. Type your question and press Enter.
- Cell addresses: Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the Name Box under the clipboard.
- To Select a Cell: Click a cell or use the keyboard arrow keys to select it.
- To Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the Shift key while using the arrow keys to move the mouse pointer to the last cell of the range.
- To Select an Entire Worksheet: Click the Select All button where column and row headings meet. Or press Ctrl + A.
- To Minimize the Ribbon: Click the Minimize Ribbon button on the Ribbon. Or, press Ctrl + F1. Or, right-click a tab and select Unpin the Ribbon from the contextual menu.
- To Change Program Settings: Click the File tab and select Options.
- To Use Zoom: Click and drag the zoom slider to the left or right. Or, click the Zoom Out and Zoom In buttons on the slider.
- To Change Views: Click a View button in the status bar. Or, click the View tab and select a view.

Keyboard Shortcuts

General

Open a Workbook	Ctrl + O
Create New	Ctrl + N
Save	Ctrl + S
Preview and Print	Ctrl + P
Close a Workbook	Ctrl + W
Help	F1
Run Spelling Check	F7
Calculate worksheets	F9
Create an absolute, normal, or mixed reference	F4

Navigation:

Move Between Cells	↑, ↓, ←, →
Right One Cell	Tab
Left One Cell	Shift + Tab
Down One Cell	Enter
Up One Cell	Shift + Enter
Down One Screen	Page Down
Up One Screen	Page Up
To Cell A1	Ctrl + Home
To Last Cell	Ctrl + End
Go To Dialog Box	F5

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A
Edit active cell	F2
Clear cell contents	Delete

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Open Format Cells Dialog Box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

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Invasive Species Andrew P. Robinson, Terry Walshe, Mark A. Burgman, Michael Nunn, 2017-06-08 This book reviews the latest risk based techniques to protect national interests from invasive pests and pathogens before at and within national borders *Data Visualization and Statistical Literacy for Open and Big Data* Prodromou, Theodosia, 2017-03-20 Data visualization has emerged as a serious scholarly topic and a wide range of tools have recently been developed at an accelerated pace to aid in this research area Examining different ways of analyzing big data can result in increased efficiency for many corporations and organizations Data Visualization and Statistical Literacy for Open and Big Data highlights methodological developments in the way that data analytics is both learned and taught Featuring extensive coverage on emerging relevant topics such as data complexity statistics education and curriculum development this publication is geared toward teachers academicians students engineers professionals and researchers that are interested in expanding their knowledge of data examination and analysis *Automating SOLIDWORKS 2021 Using Macros* Mike Spens, 2021-03-18

Engineers working with SOLIDWORKS are often faced with tedious repetitive work that can consume a lot of time but it doesn t have to be this way One of the most exciting aspects of SOLIDWORKS is its robust programming interface or API The SOLIDWORKS API allows you to write code that can perform almost any series of actions for you SOLIDWORKS was built from the ground up to automate and in this book you will learn how to take advantage of these powerful tools to speed up your work Automating SOLIDWORKS 2021 Using Macros is designed as a tutorial to help beginner to intermediate programmers develop macros for SOLIDWORKS Experience with programming isn t required The book starts with a new chapter on the fundamentals of Visual Basic NET and the SOLIDWORKS API to make the learning process easier for beginners The rest of the book introduces you to developing macros using the SOLIDWORKS API The book concludes with a chapter dedicated to some of the author s favorite source code for you to use as the basis for typical automation procedures The focus of this book is primarily on the Visual Studio Tools for Applications VSTA macro interface It covers many of the major API functions through practical use cases It will teach you the fundamentals of Visual Basic NET as well as SOLIDWORKS SOLIDWORKS PDM Professional SOLIDWORKS Document Manager and Excel API functions Author Mike Spens has been professionally developing macros for SOLIDWORKS for more than a decade He has helped numerous companies develop their own programs and streamline their workflows If you want to learn how to develop your own macros for SOLIDWORKS following best practices and using well written code then this is the perfect book for you *QuickBooks 2015: The Best Guide for Small Business* Bobbi Sandberg, Leslie Capachietti, 2014-12-09 Set up QuickBooks 2015 to work the way your business does QuickBooks ProAdvisors reveal best practices for customizing and using the 1 small business financial software QuickBooks The Best Guide for Small Business takes the guesswork out of setting up and running a business with QuickBooks Our QuickBooks ProAdvisors have worked one on one with thousands of small business owners

and they are here to help you. This book explains what's new in QuickBooks 2015, how to choose the right edition, best practices from other users, and how to avoid common mistakes. Learn proven methods for managing your business finances, processing invoices, tracking inventory, monitoring sales, and administering payroll. Maximize the software's capabilities and run your small business efficiently using the time saving techniques packed inside this practical resource. Helps you quickly identify which features you need to know to run your business. Topics organized logically so you can get to mission critical tasks in the order you need them. Easy to follow examples of best practices employed by other QuickBooks users. Includes valuable tips on accounting, inventory management, payroll, budgets, business reports, tax preparation, and more.

Minor Minerals, Major Implications: Using Key Mineral Phases to Unravel the Formation and Evolution of Earth's Crust V. van Schijndel, K. Cutts, I. Pereira, M. Guitreau, S. Volante, M. Tedeschi, 2024-01-11. The investigation of key mineral phases such as zircon, apatite, titanite, rutile, monazite, xenotime, allanite, baddeleyite, and garnet explored in this book has provided breakthroughs in our understanding of continental crust composition and evolution as well as the timing conditions of petrogenetic and geodynamic processes related to its growth and reworking. Therefore, the continuing development of analytical techniques, improvement of tools, data handling, processing, and interpretation, allow us to extract and better understand these complex geological processes. This special publication aims at showcasing contributions reviewing the tools and applications of these key minerals, recent technique developments, and new applications using focused case studies investigating igneous, metamorphic, and/or detrital rocks that help us put together the continental crust evolution puzzle. This volume highlights the progress made in studies using these key minerals and their future potential.

Creating Livable Asian Cities Bambang Susantono, Robert Guild, 2021-04-01. This book explores how Asia's fast growing cities can fulfil their potential as engines of economic prosperity and provide a livable environment for all citizens. But for this to happen, major challenges that reduce urban communities' quality of life and economic opportunities must be addressed. These include poor planning, a lack of affordable housing, inequalities, pollution, climate vulnerabilities, and urban infrastructure deficits. The book's 19 articles unwrap these challenges and present solutions focused on smart and inclusive planning, sustainable transport, and energy, innovative financing, and resilience and rejuvenation.

Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs Lab Manual, Fifth Edition (Exams 220-901 & 220-902) Mike Meyers, Faithe Wempen, 2016-04-29. 130 Hands On Step By Step Labs Fully Updated for the 2015 Exams. This practical workbook contains more than 130 labs that challenge you to solve real world problems by applying key concepts. Thoroughly revised for 2015 exam objectives, the book maps directly to Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs, Fifth Edition. You will get complete materials lists, setup instructions, and start to finish lab scenarios. Hint and Warning icons guide you through tricky situations and post lab questions measure your knowledge. Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs Lab Manual, Fifth Edition covers Microprocessors and Motherboards, BIOS and RAM, Power Supplies and Hard Drives, PC

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Microgrids are poised to play a big role in the electricity ecosystem of the future with decarbonization digitalization decentralization and non wires solutions being key attributes This handbook serves as a guide to evaluate the feasibility of microgrid systems in enhancing power supply quality and connectivity It includes information about on grid microgrids for urban and industrial applications prevailing business models and emerging trends that could shape the future of this sector

Business Analytics Stephen G. Powell,Kenneth R. Baker,2020-05-07 Now in its fifth edition Powell and Baker's Business Analytics The Art of Modeling with Spreadsheets provides students and business analysts with the technical knowledge and skill needed to develop real expertise in business modeling In this book the authors cover spreadsheet engineering management science and the modeling craft The brevity and accessibility of this title offers opportunities to integrate other materials such as cases into the course It can be used in any number of courses or departments where modeling is a key skill

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User's Guide to the Population, Resources, Environment and Development Databank (PRED Bank, Version 2.1) United Nations. Department of Economic and Social Affairs. Population Division,1998 This user's guide takes you through the steps on how to use both the PRED Databank PopMap software It also gives a detailed description of the PRED Bank data set The Population Resources Environment Development Databank PRED Databank version 2.1 presents data series dealing with various aspects of population the labour force economic growth agriculture natural resource use their trends from 1961 to 1990 The PopMap Retrieval System PopMap version 3.01 which accompanies the database makes it possible to generate thematic maps of PRED Bank variables to manipulate data save selected data in a choice of data

formats **Microstructural Geochronology** Desmond E. Moser, Fernando Corfu, James R. Darling, Steven M. Reddy, Kimberly Tait, 2017-11-17 Microstructural Geochronology Geochronology techniques enable the study of geological evolution and environmental change over time. This volume integrates two aspects of geochronology one based on classical methods of orientation and spatial patterns and the other on ratios of radioactive isotopes and their decay products. The chapters illustrate how material science techniques are taking this field to the atomic scale enabling us to image the chemical and structural record of mineral lattice growth and deformation and sometimes the patterns of radioactive parent and daughter atoms themselves to generate a microstructural geochronology from some of the most resilient materials in the solar system. First compilation of research focusing on the crystal structure, material properties and chemical zoning of the geochronology mineral archive down to nanoscale. Novel comparisons of mineral time archives from different rocky planets and asteroids and their shock metamorphic histories. Fundamentals on how to reconstruct and date radiogenic isotope distributions using atom probe tomography. Microstructural Geochronology will be a valuable resource for graduate students, academics and researchers in the fields of petrology, geochronology, mineralogy, geochemistry, planetary geology, astrobiology, chemistry and material science. It will also appeal to philosophers and historians of science from other disciplines.

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