

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

Microsoft Excel 2016 For Mac An Easy Beginners Guide

Elite Academy

Microsoft Excel 2016 For Mac An Easy Beginners Guide:

Microsoft Excel 2016 for Mac: An Easy Beginner's Guide Philip Tranton, 2015-10-15 The 2016 Excel has also been lauded for the inclusion of more advanced integer calculating capabilities Among these are features such as the Analysis ToolPak and the Pivot Table enabling users to complete basic as well as more advanced accounting functions with greater efficiency The Pivot Table feature is designed to allow a user to create tables for summarizing large sets of data ideal for the preparation of financial reports Pivot Table Slicers introduce a filter making the process of working with this data more efficient The Analysis ToolPak offers a wealth of analytical functions which include working with histograms

Microsoft Office 2016 for Mac: The Complete Beginner's Guide Mark Lancer, 2015-09-24 Mac users need not be bothered in the least as the 2016 versions of Word OneNote Outlook Excel and Word are here to give you the best experience ever In addition to all the cool new features that are packed into this software you can have the entire suite cloud connected so you can have all your documents at your disposal anytime and place You will enjoy the comfort ease of locating important information anywhere you are You will also be able to capitalize on the great opportunity of sharing your documents with your friends family or colleagues as you get your most important tasks done with easy and great new features

Photoshop Elements 2018 Tips, Tricks & Shortcuts in easy steps Nick Vandome, 2018 Photoshop Elements is well established as the premier consumer photo editing software and the latest release is Photoshop Elements 2018 This enhances the software's reputation as a powerful and easy to use option for photo editing with a range of features for editing and creating photo effects and also a powerful Organizer for managing your photos Photoshop Elements 2018 Tips Tricks and Shortcuts in easy steps not only offers a comprehensive guide to getting up and running with the software but goes further providing a wealth of detail in ways to progress to more advanced photo editing and also find some of the hidden secrets of the software Although the book looks at some of the ways you can expand your photo editing exploits it does not forget new users or anyone who wants to brush up on the basics Areas covered include Navigating around Elements and organizing images Using Quick Wins for removing unwanted objects and Guided edits to create special effects Using Text and Drawing tools to add and edit text Sharing your photos in a range of formats such as photo books or cards and on social media New key features such as Auto Curate Artistic Overlays opening closed eyes adding watercolor and replacing backgrounds in your photos Layered images reducing camera shake or haze removing imperfections creating impressive text removing red eye and more Photoshop Elements 2018 Tips Tricks and Shortcuts in easy steps has something for everyone an in depth introduction for new users and a range of options for those who want to take their photo editing to the next level Throughout there are hundreds of tips and handy hints so that you will feel like an Elements expert in no time Covers versions for both PC and Mac users Contents Introducing Elements Organizing Images First Digital Steps Quick Wins Artistic Effects Beyond Basic Color Editing Working with Selections Layers Text and Drawing Tools Becoming an Elements Expert Printing Images

Microsoft Word 2016

for MAC Philip Tranton,2015-10-15 The latest version of Microsoft Word was released along with the updated versions of Outlook PowerPoint and Excel The four programs together make the Office 2016 suite which was released to the public between July and September of 2015 The new Microsoft Word 2016 has been outfitted with a collaboration feature created to enable up to ten users to work in and make adjustments to the same document all at the same time This collaboration is made possible with the use of the cobalt syncing technology Users may view the names of the authors as well as the changes being made by each Cobalt will prevent conflict where saving and modification of the data is concerned Word 2016 proudly boasts enhanced reviewing editing and sharing tools It is also designed to include a new tab for timely and convenient access to editing tools such as colors fonts and layout The new task pane for formatting will allow users the opportunity to modify captured images effects and shapes in the program [Windows 10 Tips, Tricks & Shortcuts in easy steps](#) Stuart

Yarnold, Mike McGrath, 2015-12-01 Windows 10 Tips Tricks Shortcuts in easy steps reveals over 1000 useful tips tweaks and secrets that ll help you to run your PC more efficiently You will learn how to Customize the interface to suit your needs Boost your PC s performance with simple tweaksQuicken Startup and Shutdown timesSave time by keeping your files organizedKeep your hard drive leanQuickly repair Windows 10Give your PC a free tune upKeep net browsing safe private and efficientKeep tabs on other users activitiesGuard your PC against viruses and prying eyesUse a PC to build a home entertainment center With keyboard shortcuts throughout to help you save time this guide covers Windows 10 released July 2015

[Microsoft Word 2016 for Mac: Any Easy Beginner's Guide](#) Philip Tranton,2015-10-15 The latest version of Microsoft Word was released along with the updated versions of Outlook PowerPoint and Excel The four programs together make the Office 2016 suite which was released to the public between July and September of 2015 The new Microsoft Word 2016 has been outfitted with a collaboration feature created to enable up to ten users to work in and make adjustments to the same document all at the same time This collaboration is made possible with the use of the cobalt syncing technology Users may view the names of the authors as well as the changes being made by each Cobalt will prevent conflict where saving and modification of the data is concerned Word 2016 proudly boasts enhanced reviewing editing and sharing tools It is also designed to include a new tab for timely and convenient access to editing tools such as colors fonts and layout The new task pane for formatting will allow users the opportunity to modify captured images effects and shapes in the program

[Microsoft Outlook 2016 for Mac: A Guide for Seniors](#) Philip Tranton,2015-10-29 Microsoft Outlook 2016 is a part of the Microsoft Office 2016 package that was released in 2015 The suite comes equipped with Microsoft Word 2016 PowerPoint 2016 and Excel 2016 The software is both available for Mac and PC users through Office 365 There have been praises on Microsoft for the improvements to their new Office Suite It is equipped with enhanced speed and database performance which result in efficient email delivery and easier searching options The status bar of the software has also been updated to provide a convenient and easy to use layout for users [**Windows 10 in easy steps, 4th Edition**](#) Nick

Vandome, 2018-05-29 Windows 10 in easy steps 4th Edition shows you everything you will need to know to get up to speed with Windows 10. Covers the update released April 2018. Windows 10 in easy steps 4th Edition provides full color and comprehensive coverage of the latest Windows operating system and shows how to get the most out of it whether you are using a desktop computer or a mobile device. It details the new features and shows how these integrate with the more traditional elements of the operating system including Upgrading to Windows 10 and personalizing it for your needs. Getting to grips with the Windows 10 interface navigating with the Start menu the Start button and the Taskbar. Customizing the live tiles feature so that you can create your own look and feel. Accessing and downloading apps and how to work with them and organize them. Working with files and folders using OneDrive for free storage and sharing files. Using Cortana the Personal Digital Assistant to search your computer or the web or to perform actions like opening apps or documents. Getting online with the web browser Microsoft Edge and keeping in touch by email and Skype. Perfecting photos viewing movies playing music and games. It also covers the new features in the April 2018 Update including Timeline which enables you to view all of your open apps as thumbnails and also carry on working with them on other compatible devices. New features in the My People app including being able to drag and drop contacts to and from the Taskbar. Using Share Nearby to share content with nearby devices without having to physically attach them using Bluetooth. Microsoft Edge's redesigned version of the Hub for viewing items such as Favorites. Windows 10 is one of the most significant upgrades in Microsoft's history and Windows 10 in easy steps 4th Edition is ideal for newbies and for those wanting to quickly grasp the essentials in the new April 2018 Update.

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iPad for Seniors in easy steps, 7th Edition Nick Vandome, 2017-10-31

The iPad is a tablet computer that is stylish, versatile and easy to use and is one of the most popular tablets used by all ages. The range of models has been expanded over the years so that there are now different sizes to cover all mobile computing requirements. iPad for Seniors in easy steps 7th edition gives you all the essential information you need to know to make the most out of your iPad. Choose the right model for you. Navigate around with Multi Touch gestures, Master Settings and apps to stay organized. Find, download and explore exciting apps. Use your iPad to make travelling stress free. Email, share photos and video chat for free. Access and share your music, books and videos. Stay in touch with family members. Access your documents from anywhere. iPad for Seniors in easy steps 7th edition is updated to cover the latest operating system, iOS 11, covering The enhancements to the Dock, The newly designed App Switcher and Control Center, The improvements to multitasking to improve productivity including Drag and Drop capabilities, The new File app for organizing and accessing documents, The newly designed virtual keyboard for streamlining text and data input. With iOS 11, the iPad goes from strength to strength and iPad for Seniors in easy steps 7th edition is the perfect companion to using this impressive tablet. A handy

guide for any Senior new to the iPad covering iOS 11 presented in larger type for easier reading Contents Choosing your iPad Around your iPad iCloud The iPad Keyboard Knowing your Apps Keeping in Touch On a Web Safari Staying Organized Like a Good Book Leisure Time Travelling Companion Practical Matters For all iPads with iOS 11 including iPad Mini and iPad Pro *Windows 10 in easy steps, 3rd edition* Nick Vandome,2017 [Microsoft Outlook 2016 for Mac](#) Philip Tranton,2015-10-15 Microsoft Outlook 2016 comes as a part of the Office 2016 suite released to the public in 2015 The suite includes Microsoft PowerPoint Excel and Word The release took two forms being first launched in the OS X software for the Office 365 users in July and the licensed version later in September of the same year Microsoft has received impressive reviews regarding the enhanced speed and database performance now been experienced by users of the new Outlook The improved performance from the modernized Exchange Web Services has resulted in efficient delivery of emails and minimized wait time during a search for last week s email or when attempting to access more current files Accolades have also been issued for easy to identify and use features as well as the updated blue status bar for maintaining control of your device [Microsoft Powerpoint 2016 for Mac: A Guide for Seniors](#) Philip Tranton,2015-10-29 The 2016 version of Microsoft PowerPoint is the newest release of the PowerPoint software that is included in the Microsoft Office 2016 suite This version is the replacement for the version that was included in Office 2013 and in Mac 2011 for OS X The new PowerPoint version has many new features and benefits which includes a new user interface with improved toolbars In previous versions the layout was not convenient for users especially amateurs This has now been changed and any user at any level can understand and enjoy the easy to use software Improved features such as better animations improved tables and chart options will make presentations much more natural to create There are also improvements in the area of collaboration Here multiple users can work seamlessly on the same presentation with intuitive commenting and user views **[Microsoft Powerpoint 2016 for MAC](#)** Philip Tranton,2015-10-15 The 2016 version of Microsoft PowerPoint is one of the products included in the new Microsoft Office 2016 now referred to as Office 16 The Office was designed as an improvement to the earlier Office 2013 and Office for Mac 2011 versions The initial release came in July of 2015 in the OS X software for Office 365 users with the licensed version following in September of 2015 Microsoft PowerPoint has received rave reviews for its improvements The improvements include more modern themes introduced in greater quantity for a more enhanced user experience The new version also boasts new animation panes for editing or changing effects as desired Earlier versions of the PowerPoint software had animation ribbons placed at inconvenient areas or in the Toolbox The more modern panes are now located in the open making the editing process easier for users [Microsoft Excel 2016 For Mac: A Guide for Seniors](#) Philip Tranton,2015-10-29 Microsoft Excel 2016 is one of the products offered in the new Microsoft Office 2016 dubbed Office 16 Designed to replace the previously released Office 2013 and Office for Mac 2011 the product was first released to the public in July of 2015 The initial release was on the OS X software designed for users of Office 365 with the licensed version

becoming available by mid September of the same year **Learn Excel 2016 Essential Skills for Mac OS X with the Smart Method** Mike Smart,2016-03-08 At long last there is now a professional Excel course available for Mac users This book is only for the Apple Mac version of Excel 2016 There s also an Excel for Windows version available ISBN 978 1 909253 08 7 This Excel 2016 for Mac book is very very different to any other computer book you have ever read The Smart Method provides an entirely new and better way to learn Excel 2016 for Mac Here are just five of the many ways in which this book is unique The book will equip you with excellent Excel 2016 for Mac skills good enough to impress any employer but it doesn t confuse by attempting to teach skills that are not common in the workplace Only users who have advanced requirements need progress to the Excel 2016 for Mac Expert Skills book Instruction is logically structured into sessions and lessons While this makes the book ideal for self instruction you can also use it to run your own highly effective Excel 2016 for Mac adult training courses Every lesson is presented on two facing sheets of A4 paper the pages are much bigger than in any other Excel book Each lesson has a sample file that models a real world business problem You ll immediately appreciate the value and relevance of each skill as it is taught Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple and no nonsense way From the Back Cover Amongst other things you ll learn how to Create stunning professional presentation quality chartsUse the new Excel 2016 for Mac Cloud Computing features to share dataUnderstand absolute relative and mixed cell referencesCreate stunning professional presentation quality chartsUse the Themes feature to create visually excellent worksheets Use Sparklines to visually represent large data setsBring your data alive with VisualizationsCreate custom conditional formatting rules with the Rules ManagerCreate your own formulas with the Formula AutoComplete featureMaster Excel 2016 for Mac s Fluent User Interface and RibbonUnderstand the different Excel 2016 for Mac file formatsAdd a professional sheen to your work with 3 D ElementsUnderstand and work with three dimensional worksheet groups Companies who have taken Smart Method courses include AOL Time Warner The United States Army Daimler Chrysler Motorola HSBC Barclays American Express Allied Irish Banks Imperial Tobacco Volvo The BBC British Petroleum The Foreign and Commonwealth Office Unilever The Institute of Chartered Accountants The Ministry of Defence Keele University Deutsche Bank HBOS Transport For London The Performing Rights Society Scottish Power The Office of the Parliamentary Ombudsman BAE Systems RBS Marks Spencer Virgin O2 BMW and many many others **Excel 2016 for Beginners** Elite Academy,2018-05-22 Have you always wanted to learn EXCEL but are afraid it ll be too difficult for you What if you had access to an Excel guide who would literally take you step by step through every essential process of learning this application Excel is one of the most powerful software tools in the world for collecting analyzing and summarizing data but its incredible power often comes at a cost Excel is a massive program and it can literally take a beginner months or even years to master it Research shows that many first time Excel users don t take advantage of all the program s functionality Beginners continue to manually enter data instead of easily

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Excel 2016: The

Complete Guide Stewart Melart,2015-10-15 Microsoft Excel 2016 is one of the products offered in the new Microsoft Office 2016 dubbed Office 16 Designed to replace the previously released Office 2013 and Office for Mac 2011 the product was first released to the public in July of 2015 The initial release was on the OS X software designed for users of Office 365 with the licensed version becoming available by mid September of the same year Among the new features is the animated effect now included when making cell selections or highlighting content to share across cells The effect is now smoother and thus more user friendly Excel 2016 is able to boast compatibility with the basic keyboard shortcuts previously found in Microsoft Word Users will be able to apply shortcuts like Ctrl P and Ctrl C to complete simple copy and paste functions The status bar has now also been colorfully modified while the Tables ribbon has been redesigned

Excel 2016 for Mac Introduction

Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Cards) Beezix Software Services,2015-09-14 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Excel 2016 for Mac 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 for Mac 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 Page Layout vs Normal View Entering and Editing Data Entering Data into a Selected Range Replacing Cells Clearing Cells Inserting and Deleting Rows Columns and Cells Column Width and Row Height Best Fit Formatting Numbers Aligning Cell Contents Borders and Shading Clearing Formatting Entering Dates Entering a Sequence of Numbers Entering Formulas Cut Copy

Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Previewing Printing and Page Breaks Scaling the Printout Repeating Rows Columns on Every Page Also includes a list of Selection and Mo *Learn Excel 2016 for OS X* Guy Hart-Davis, 2015-11-04 Microsoft Excel 2016 for Mac OS X is a powerful application but many of its most impressive features can be difficult to find. *Learn Excel 2016 for OS X* by Guy Hart Davis is a practical hands on approach to learning all of the details of Excel 2016 in order to get work done efficiently on OS X. From using formulas and functions to creating databases from analyzing data to automating tasks you'll learn everything you need to know to put this powerful application to use for a variety of tasks.

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