

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 2013 User Guide

JL Elias

Microsoft Excel 2013 User Guide:

Microsoft® Excel® 2013 QuickSteps John Cronan, Marty Matthews, 2013-04-05 Full color step by step guide to the new release of the world's most popular spreadsheet application. Get up and running with Excel 2013 right away the QuickSteps way. Full color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful spreadsheet application. Follow along and quickly learn how to create workbooks, enter and edit data, use formulas and functions, create charts and tables, analyze data, extend Excel and more. This practical, fast-paced guide gets you started in no time. Use these handy guideposts: Shortcuts for accomplishing common tasks, Need to know facts in concise narrative, Helpful reminders or alternate ways of doing things, Bonus information related to the topic being covered, Errors and pitfalls to avoid. The unique landscape-oriented layout of the QuickSteps series mimics your computer screen displays, graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer.

Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Beezix, 2013-02-07 Laminated quick reference showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2013. 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, 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.

Outlook on the Web Training Manual Classroom in a Book TeachUcomp, 2019-10-27 Complete classroom training manual for Microsoft Outlook on the Web. 143 pages and 94 individual topics. Includes practice exercises and keyboard shortcuts. You will learn all about email tasks, effective use of the calendar and much more. Topics Covered: Getting Acquainted with Outlook on the Web, 1. Introduction to the Outlook on the Web, 2. What is the Outlook on the Web, 3. Starting Outlook on the Web, 4. The Outlook on the Web Environment, 5. System Requirements for the Outlook on the Web, 6. Using the Outlook on the Web Light Version, 7. Applying a Theme, 8. Adding and Managing Add-ins, 9. E Mail, 1. Using the Inbox, 2. Creating and Addressing Messages, 3. Entering and Formatting Messages, 4. Checking Message Spelling, 5. Saving Message Drafts, 6. Sending Attachments from OneDrive, 7. Sending Local Attachments, 8. Inserting Pictures, 9. Sending a Message, 10. Receiving E Mail Messages, 11. Opening Messages, 12. Printing Messages, 13. Downloading Attachments, 14. Replying to Messages, 15. Forwarding Messages, 16. Ignoring a Conversation Thread, 17. The Deleted Items Folder, 18. Permanently Deleting Items, 19. Recovering Deleted Items, Managing Items, 1. Creating and Managing Categories, 2. Categorizing Items, 3. Marking Messages as Read or Unread, 4. Flagging Items, 5. Marking Messages as Junk, 6.

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Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the
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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.

Microsoft Excel 2013 Data Analysis with Tables Quick Reference Guide Beezix, 2013-04-17 Laminated quick reference card showing step by step instructions and shortcuts for how to use tables, PivotTables, sorting and filtering features in Microsoft Office Excel 2013. 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: List Range or Table, Excel Tables, Creating an Excel Table, Adding or Deleting a Table Row or Column, Turning On/Off the Total Row, Removing Duplicates, Using Table Specifiers in Formulas, Converting a Table to a List Range, Using a List Range for Sorting, Filtering, Subtotals and PivotTables, PivotTables, Creating a PivotTable or PivotChart from Worksheet Data, Show/Hide.

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Pavement Design and Materials A. T. Papagiannakis, E. A. Masad, 2024-05-29 Practical guide for all aspects of pavement engineering updated with the latest techniques standards and software The newly revised and updated Second Edition of Pavement Design and Materials offers a comprehensive treatment of pavement materials structural analysis design evaluation and economic analysis of asphalt and portland concrete pavements Written by two highly qualified engineering professors with a wealth of experience in the field Pavement Design and Materials provides readers with State of the art techniques for material characterization including a linear viscoelasticity primer Methods and software for the analysis of flexible and rigid pavements including the

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Quantitative Anthropology Leslie Lea Williams,Kylie Quave,2019-03-21 Quantitative Anthropology A Workbook contributes an anthropological perspective to quantitative methods The book s authors address characteristics of quantitative data entering and manipulating data in SPSS graphical displays distributions and measures of central tendency and dispersion and including hypothesis testing with both parametric and nonparametric statistical tests Increasingly complex exercises build on cumulative learning from chapter to chapter and stress the application of methods beyond coursework The focus of the manual is on univariate statistical analysis and the book is written to be accessible to higher level undergraduate students and graduate students in all fields of anthropology **Excel 2013 Simplified** Paul McFedries,2013-02-26 A friendly visual approach to learning the basics of Excel 2013 As the world s leading spreadsheet program Excel is a spreadsheet and data analysis tool that is part of the Microsoft Office suite The new Excel 2013 includes new features and functionalities that require users of older versions to re learn the application However whether you re switching from an earlier version or learning Excel for the first time this easy to follow visual guide gets you going with Excel 2013 quickly and easily Numbered steps as well as full color screen shots concise information and helpful tips all contribute to a clear comfortable learning experience Covers Excel basics workbook fundamentals formatting worksheets and enhancing them with graphics analyzing

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Thomas Pyzdek,Paul A. Keller,2023-09-08 The most important reference to Six Sigma fully updated for the latest advances This thoroughly revised industry standard guide delivers all the information you need to apply Six Sigma techniques and dramatically improve processes profitability sustainability and long term growth Written by two of the foremost authorities in Six Sigma the book shows you step by step how to build the best teams and foster effective leadership while maximizing customer satisfaction and boosting profits This new edition features a number of important updates including AI big data and machine learning healthcare statistics and modern supply chain challenges This hands on resource also lays out cutting edge applications for social media data decision trees remote technology and web scrapers Coverage includes Six Sigma implementation and management Recognizing and capitalizing on opportunity Data driven management Selecting and supporting Six Sigma projects Six Sigma tools and techniques The define phase The measure phase Measurement systems evaluation The analyze phase The improve design phase The control verify phase [Microsoft Excel 2013 Reference Guide](#)

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