

Excel 2016 Basics

Greg Harvey, PhD

Table of Contents

Introduction	1
About This Book	1
Foolish Assumptions.....	1
How This Book Is Organized.....	2
Conventions Used in This Book	3
Icons Used in This Book	4
Where to Go from Here.....	5
Chapter 1 – The Excel 2016 User Experience	7
Learning Objectives	7
Introduction.....	7
Excel 2016’s Sleek Look and Feel	8
Excel’s Start Screen.....	8
Excel’s Ribbon User Interface	9
Going behind the scenes to Excel’s Backstage view	11
Ripping through the Ribbon.....	14
Adjusting to the Quick Access toolbar	17
Fooling around with the Formula bar	18
What’s up with the Worksheet area?	19
Taking a tour of the Status bar	23
Getting Help	23
Show-and-tell help with the Tell Me feature	23
Using the Excel Online Help.....	24
Launching and Quitting Excel.....	25
Starting Excel from the Windows 10 Start menu	25
Starting Excel from the Windows 10 Ask Me Anything text box.....	25
Telling Cortana to Start Excel 2016 for you	25
Starting Excel from the Windows 8 Start screen	26
Starting Excel from the Windows 7 Start menu.....	26
When it’s quitting time.....	28
Review Questions.....	29
Review Answers	32
Chapter 2 – Customizing Excel 2016	37
Learning Objectives	37
Introduction.....	37
Tailoring the Quick Access Toolbar to Your Tastes	37
Adding Ribbon commands to the Quick Access toolbar	38
Adding non-Ribbon commands to the Quick Access toolbar	39
Adding macros to the Quick Access toolbar	40
Exercising Your Options.....	40
Changing some of the more universal settings on the General tab	40
Changing common calculation options on the Formulas tab	42
Changing correction options on the Proofing tab	44
Changing various save options on the Save tab	45
Changing the Office 2016 language preferences.....	47
Changing a whole lot of other common options on the Advanced tab	48
Customizing the Excel 2016 Ribbon.....	53
Using Office Add-ins	56
Using Excel’s Own Add-Ins.....	58
Managing the standard Excel add-ins	60
Managing Excel COM add-ins.....	60
Purchasing third-party add-ins	61

Table of Contents

Review Questions	62
Review Answers	64
Chapter 3 – Building Worksheets	67
Learning Objectives	67
Introduction.....	67
Designer Spreadsheets.....	67
Take it from a template	68
Designing a workbook from scratch.....	72
It Takes All Kinds (Of Cell Entries)	75
What’s in a label?	75
What’s the value?	77
Data Entry 101.....	80
Data entry keyboard style	80
Doing data entry with the Touch keyboard.....	81
You AutoComplete this for me	83
You AutoCorrect this right now!.....	83
Constraining data entry to a cell range	85
Getting Excel to put in the decimal point.....	85
You AutoFill it in.....	86
Saving the Data	97
Saving workbooks in other commonly used file formats.....	100
Changing the default file location	101
Saving a new workbook in the old file format.....	102
Document Recovery to the Rescue	102
Review Questions.....	104
Review Answers	106
Chapter 4 – Formatting Worksheets.....	109
Learning Objectives	109
Introduction.....	109
Making Cell Selections.....	110
Selecting cells with the mouse	111
Selecting cells by touch.....	112
Selecting cells with the keyboard	112
You AutoSelect that range!	113
Selecting cells with Go To.....	115
Name that range!	115
Adjusting Columns and Rows	116
You AutoFit the column to its contents	117
Adjusting columns the old fashioned way	118
Setting a new standard width	118
Hiding out a column or two.....	118
Rambling rows.....	119
Formatting Tables from the Ribbon	120
Formatting Tables with the Quick Analysis Tool	123
Formatting Cells from the Ribbon.....	124
Formatting Cell Ranges with the Mini-Toolbar	126
Using the Format Cells Dialog Box.....	127
Assigning number formats	127
Altering the alignment.....	133
Fancy fonts and colors.....	136
Basic borders, fills, and patterns	139
Hiring Out the Format Painter	143
Using Cell Styles.....	143
Using the Number Format cell styles.....	144
Defining a custom cell style by example.....	144

Table of Contents

Creating a new cell style from scratch	145
Merging styles into other workbooks	146
Conditional Formatting	147
Graphical conditional formatting	147
Formatting with the Quick Analysis tool	148
Identifying particular values or text entries in a cell range	149
Highlighting duplicate values in a cell range	151
Creating your own conditional formatting rules	152
Managing conditional formatting rules	153
Review Questions	154
Review Answers	156
Chapter 5 – Editing and Proofing Worksheets	161
Learning Objectives	161
Introduction	161
Opening a Workbook	161
Using the Open screen in the Backstage view	162
Using the Open dialog box	164
Opening more than one workbook at a time	165
Finding misplaced workbooks	166
Using the other Open options	166
Cell Editing 101	167
Undo and Redo	167
Get that out of here!	169
Can I just squeeze this in here?	171
A Spreadsheet with a View	172
“Zoom, zoom, zoom”	173
Freezing window panes	174
Saving custom views	177
Copying and Moving Stuff Around	178
Doing it with drag-and-drop	179
Carried away with cut-and-paste	180
Find and Replace This Disgrace!	186
Finding stuff	186
Finding and replacing stuff	188
Spell Checking Heaven	190
Changing the spelling options	191
Adding words to the custom dictionary	191
Looking Up and Translating Stuff	193
Marking Invalid Data	193
Eliminating Errors with Text to Speech	194
Review Questions	196
Review Answers	198
Chapter 6 – Managing Worksheets	201
Learning Objectives	201
Introduction	201
Reorganizing the Worksheet	201
Inserting and deleting columns and rows	201
Eradicating columns and rows	202
Adding new columns and rows	203
Splitting the worksheet into panes	203
Outlining worksheets	206
Reorganizing the Workbook	213
Renaming sheets	214
Designer sheets	214
Adding and deleting sheets	216

Table of Contents

Changing the sheets	217
Group editing	217
“Now you see them; now you don’t”	218
Opening windows on different sheets	218
Working with Multiple Workbooks	221
Comparing windows on different workbooks	221
Transferring data between open windows	222
Transferring sheets from one workbook to another	222
Consolidating Worksheets	223
Consolidating by position	225
Consolidating by category	227
Linking consolidated data	227
Review Questions	229
Review Answers	231
Chapter 7 – Printing Worksheets	235
Learning Objectives	235
Introduction	235
Printing from the Excel 2016 Backstage View	235
Selecting the printer to use	237
Previewing the printout	237
Checking the paging in Page Layout view	237
Previewing the pages of the report	238
Quick Printing the Worksheet	240
Working with the Page Setup Options	241
Using the buttons in the Page Setup group	241
Using the buttons in the Scale to Fit group	246
Using the Print buttons in the Sheet Options group	247
Headers and Footers	247
Adding a ready-made header or footer	248
Creating a custom header or footer	249
Creating unique first-page headers and footers	251
Solving Page Break Problems	252
Printing the Formulas in a Report	254
Review Questions	256
Review Answers	257
Glossary	259
Index	263