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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. This guide provides a comprehensive overview of the software's features and functions, including instructions, tips, and shortcuts. It is designed to be a quick reference tool for users of all skill levels.

**Opening Excel 2016**

- Click the Start button on the taskbar.
- Click the All Programs button.
- Click the Microsoft Office 2016 button.
- Click the Microsoft Excel 2016 button.

**Working with the Ribbon**

- Click the ribbon tab you want to use.
- Click the ribbon group you want to use.
- Click the ribbon button you want to use.

**Entering Data**

- Click the cell you want to enter data in.
- Type the data you want to enter.
- Press the Enter key.

**Formatting Cells**

- Click the cell you want to format.
- Click the ribbon tab you want to use.
- Click the ribbon group you want to use.
- Click the ribbon button you want to use.

**Deleting Rows, Columns, or Cells**

- Click the ribbon tab you want to use.
- Click the ribbon group you want to use.
- Click the ribbon button you want to use.

**Working with Text**

- Click the cell you want to work with.
- Click the ribbon tab you want to use.
- Click the ribbon group you want to use.
- Click the ribbon button you want to use.

**Working with Tables**

- Click the cell you want to work with.
- Click the ribbon tab you want to use.
- Click the ribbon group you want to use.
- Click the ribbon button you want to use.

**Working with Charts**

- Click the cell you want to work with.
- Click the ribbon tab you want to use.
- Click the ribbon group you want to use.
- Click the ribbon button you want to use.

**Working with PivotTables**

- Click the cell you want to work with.
- Click the ribbon tab you want to use.
- Click the ribbon group you want to use.
- Click the ribbon button you want to use.

**Working with Macros**

- Click the cell you want to work with.
- Click the ribbon tab you want to use.
- Click the ribbon group you want to use.
- Click the ribbon button you want to use.

**Working with Views**

- Click the cell you want to work with.
- Click the ribbon tab you want to use.
- Click the ribbon group you want to use.
- Click the ribbon button you want to use.

**Working with Windows**

- Click the cell you want to work with.
- Click the ribbon tab you want to use.
- Click the ribbon group you want to use.
- Click the ribbon button you want to use.

**Working with Help**

- Click the cell you want to work with.
- Click the ribbon tab you want to use.
- Click the ribbon group you want to use.
- Click the ribbon button you want to use.



## 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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Spreadsheets

## 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

Needed Tips for Microsoft 2016 Office

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