

Chapter 1: Introduction to Microsoft Excel 2016



Objective:

This chapter

- Introduces you to the interface of Excel.
- Helps to Figure out how to change default settings.
- Makes the user comfortable with the tool in general.

About Excel

Microsoft Excel is a powerful spreadsheet application from Microsoft Corporation. It makes it easy for you to create various kinds of spreadsheets, tables and statements along with the graphical representation of data. While working in Excel, you can make use of its most important feature of **automatic recalculation**, to save time and effort.

In Excel, you can work with worksheets, which consist of rows and columns that intersect to form cells. Cells contain various kinds of data that you can format, sort, and analyze. You can also create charts based on the data contained in cells. An Excel file is called a workbook, which by default contains three worksheets.

New Sleek Interface:

Excel 2016 welcomes you with unique landing page that allows you to take a tour to various applications which relevance to you like personal budgeting, movie lists, trend and analysis and more

In addition search bars, offers a powerful synchronization with online office templates library. You can quickly open frequently used and last used documents from recent sidebar. When you click on the Blank Workbook option, you will get the fresh blank Excel workbook along with metro ribbon and smooth interface of MS Excel 2016.

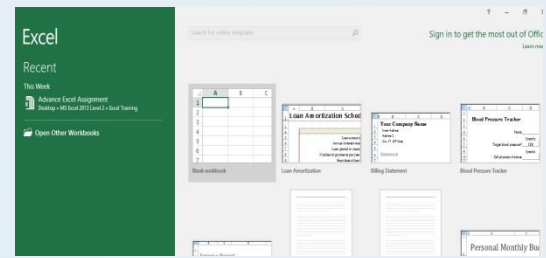


Figure 1.1

Components of the Excel Window

The components of the Excel window interact with the program or display information about

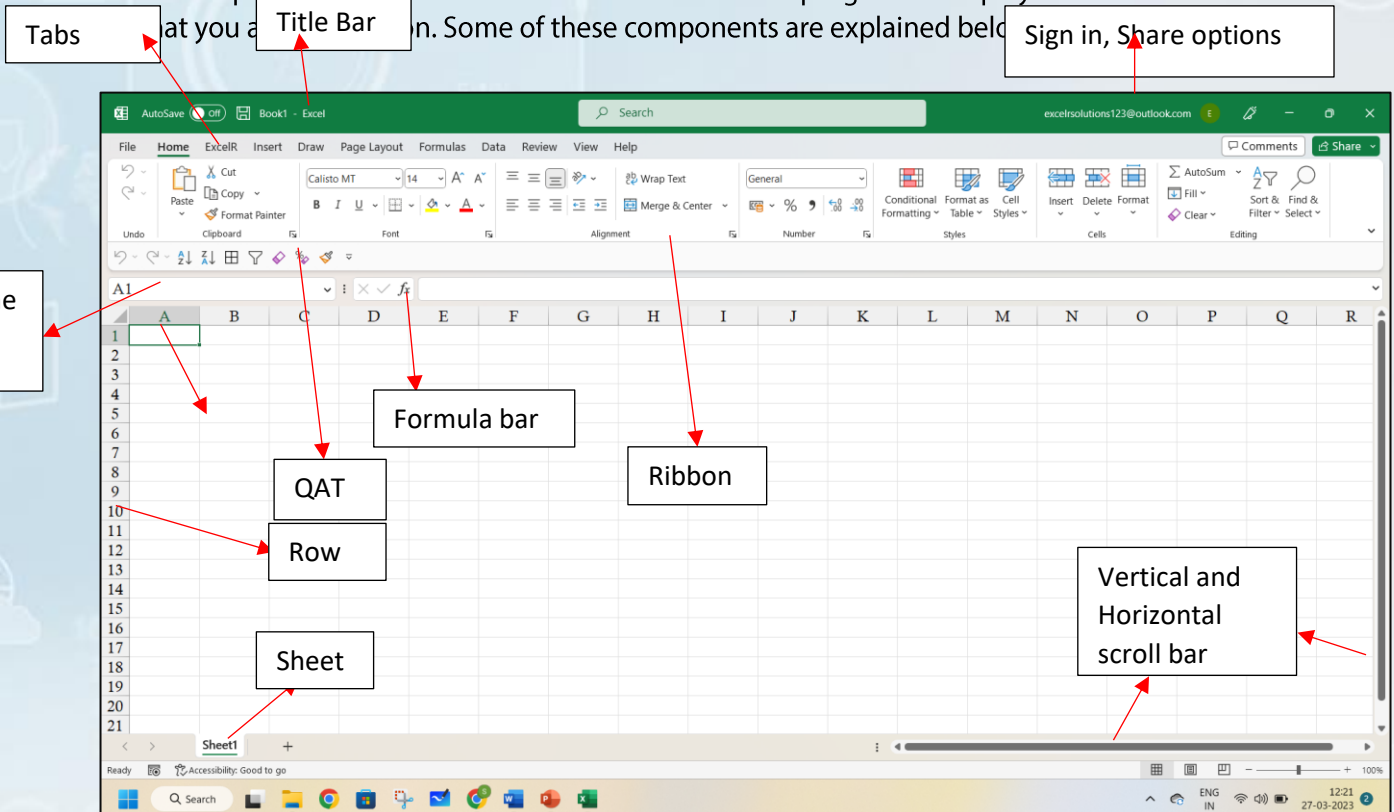
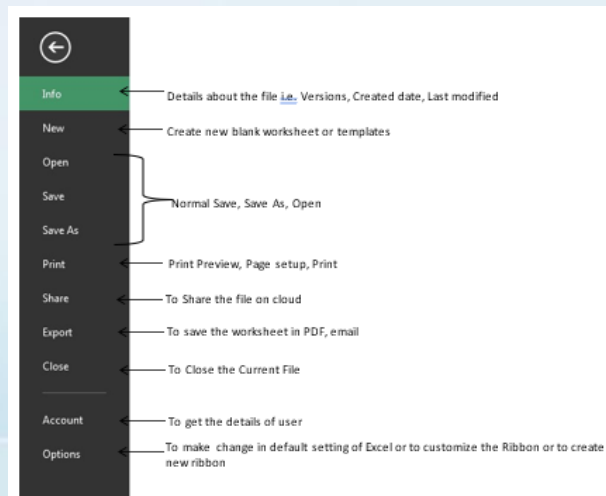


Figure 1.2

Back Stage View:

The Backstage view is where you manage your documents and related data about them — creates, save, and send documents, inspect documents for hidden metadata or personal information, set options such as turning on or off AutoComplete suggestions, and more.

The **File** tab replaces the **Microsoft Office Button**  and the **File** menu used in earlier releases of Microsoft Office.



Save and Share files online

Present and Share Online

If you Do not have Microsoft Office 2016, and above version Of Microsoft Office, you can share a link by clicking on Share button right hand above corner of screen. Whole team with editing rights can work on document together and track the changes made.

Quick Access Toolbar: Displays commands for saving the current workbook, undoing the last action, and repeating the last action. You can customize the Quick Access Toolbar by adding buttons for frequently used commands. The Quick Access Toolbar can be moved below the Ribbon.

Ribbon: Each Ribbon tab activates a Ribbon, which in turn contains groups of commands or functions. Within each group are buttons and commands.

Gallery: Galleries might display within a Ribbon but more often are drop-down groups of commands or functions. They use icons or other graphics to show the results of commands rather than the commands themselves.

You can interact with Excel by typing or by using the mouse to choose commands, make selections, click buttons and other options.

Using the Ribbon

The Ribbon is the main container for menus and tools. When you choose a **Ribbon tab**, the Ribbon displays **Ribbon groups** that contain tools such as buttons and lists. Some of these tools expand to display simple lists and some display **galleries**, as shown in **Figure 1.3**. A list is a collection of related commands or selections.

Using galleries

A gallery is an interactive list of options. Each gallery displays the options under the clicked command. For example, the font gallery shows the different font face options available. Some galleries use live preview. When you move the pointer over options on a gallery, each option is previewed on whatever is selected in the worksheet. For example, if you select text in the

worksheet, and display the Font gallery, moving the pointer over each font in the gallery causes the selected text on the screen to display in that font.

Using Tools

When you point to a tool, a description called a super tooltip appears. The super tooltip provides less description than Help, but more than an ordinary screen tip.

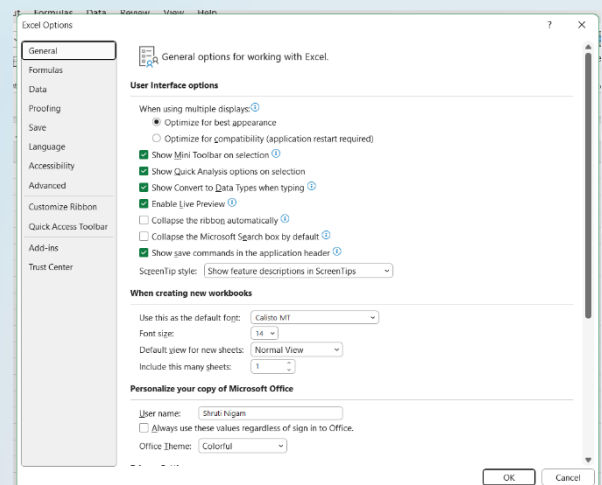
Tips: Press the “Alt” key to see the shortcuts to navigate through the ribbon.

Changing Default Settings

Excel allows you to change many aspects of its behavior and how you interact with it. You can change default settings such as number of iterations, font, file locations, and the file that opens on starting Excel.

To select the dialog box of Options you need to click on File Tab Button then select Options.

The Personalize Option You can change workbook settings by using the Personalize Options to change the type of font, size of the font, number of worksheets in the workbook and can also activate the Developer tab, which is used for macros.



The Save Option

The Save Option allows you to change the default file location, file format, and Auto Recover settings of the file.

Customize the Ribbon

In Excel 2016, you can create custom tabs, groups, rename or change the order of the built-in tabs and groups. In the Customize the Ribbon list, the custom tabs, and groups have (Custom) after the name, but the word (Custom) does not appear in the ribbon.

Add a custom tab and custom group

You can add a custom tab and custom group when you click New Tab. You can only add commands to custom groups.

- 1) Click the File tab.
- 2) Under Help, click Options.
- 3) Click Customize Ribbon. 4) Click New Tab.

To see and save your customizations, click OK.

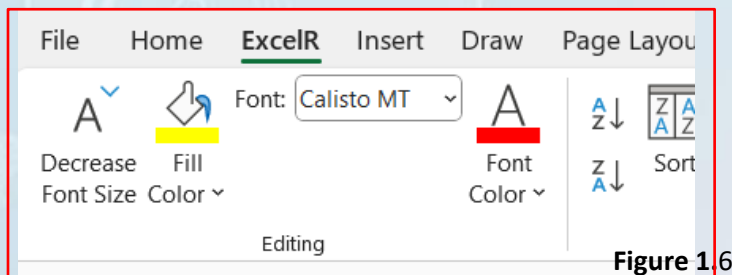
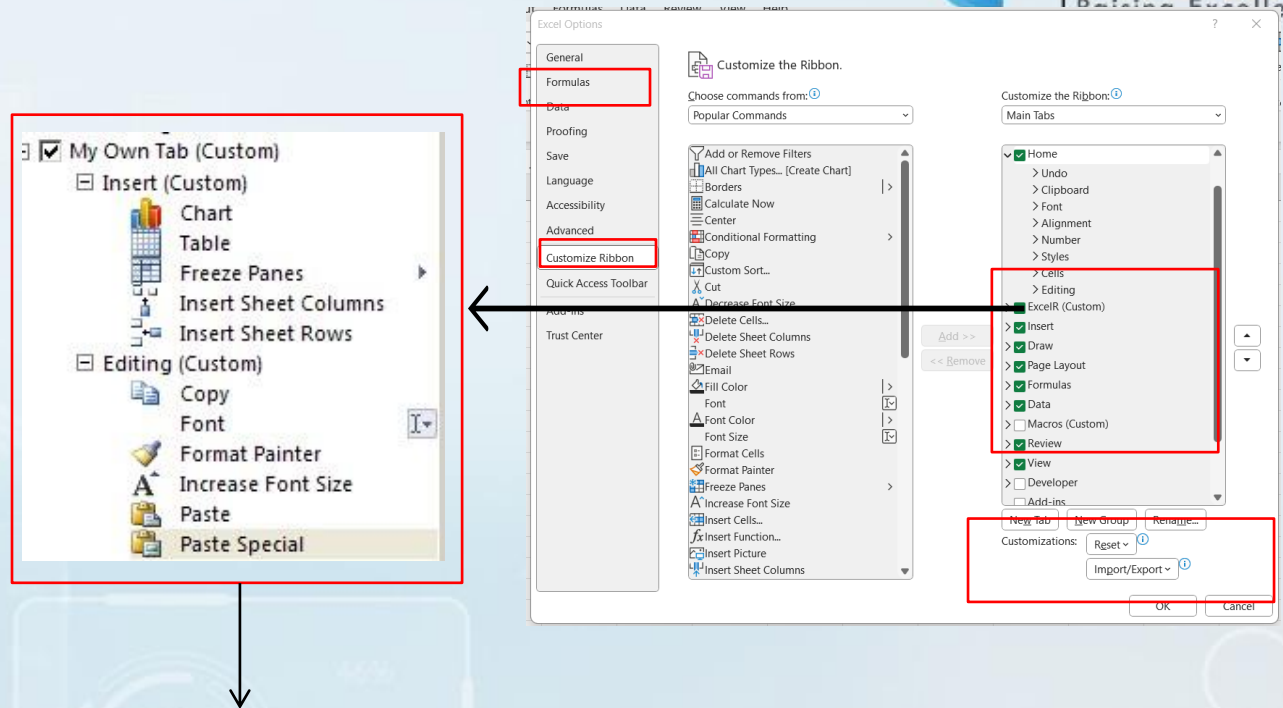


Figure 1.6

Excel provides use number of predefined table style that we can use to format the table quickly. It is predefined format which is given by excel so, we don't have to change the style or font of the table.

How to format the table

Select the range → Home Ribbon → Style Group → Format Table

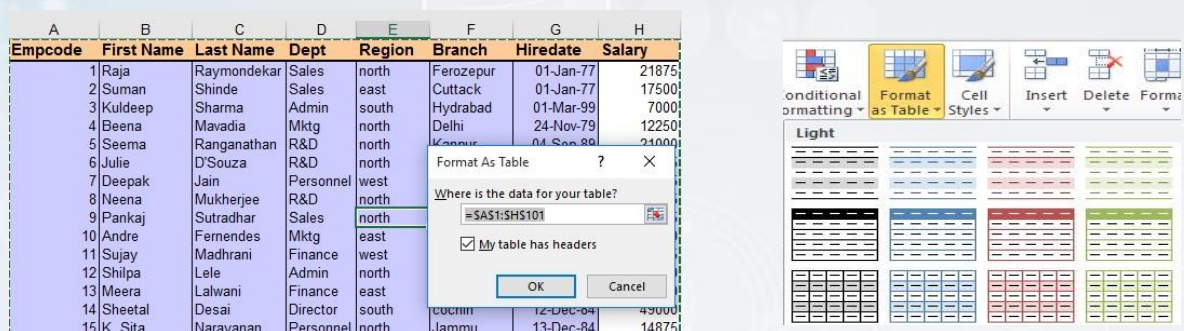


Figure 1.7

Paste Special Preview

The screenshot shows the Microsoft Excel ribbon with the 'Home' tab selected. The 'Font' group is active, displaying settings for Arial font, size 10, and bold/italic/underline options. The 'Paragraph' group shows bullet points and indentation. The 'Styles' group shows the 'Product' style. The 'Data' group shows the 'Product' data table. The 'Review' group shows the 'Product' review table. The 'View' group shows the 'Product' view table.

Flash fills

	A	B	C	D
1	First Name	Last Name	Full name	
2	Suraj	Saksena	suraj saksena	
3	Timsi	Desai	timsi desai	
4	Meera	Lalwani	meera lalw	
5	Reeta	Naik	reeta naik	
6	Pooja	Gokhale	pooja gokh	
7	Pinky	Robert	pinky robe	
8	Niki	Digaria	niki digaria	
9	Aalok	Trivedi	aalok trive	

Email ID	Name
nitin.giri@pragatisoftware.com	nitin
beena.gore@gmail.com	beena
ajay.raj@rediffmail.com	ajay
yandana.umesh@pragatisoftware.com	yandana

You can consider another example We have email addresses with full names in Column A, you can start entering the first names in a new column, Excel 2016 auto-fills the entire column. Now you can surely fill the worksheet in a flash.

Figure 1.10







Quick Data Insights

Quick analysis is a new tool added to Excel 2016 that enables single click access to data analysis features such as formulas, conditional formatting, spark lines, tables, charts and Pivot Tables.

You just need to select some data and right click and see various Quick Analysis options.

For E.g.: There is a data arranged in department wise Salary data and needs to be presented in a proper format or need to do quick analysis, See below.

	C	D	E	F	G	H
B	Dept	Total Salary				
	Admin	25308				
	CCD	29927				
	Sales	47922				
	R&D	12924				
	Mktg	27916				

FORMATTING	CHARTS	TOTALS	TABLES	SPARKLINES
				
Data Bars	Color Scale	Icon Set	Greater Than	Top 10%
				
				Clear Format

Conditional Formatting uses rules to highlight interesting data.

Figure 1.12