Excel 2016 Essentials

Entering Data

1. Select cell.
2. Enter text or numbers.
3. Press Enter or Tab to move to next cell.

Editing Data

1. Select cell and edit the contents of the Formula Bar.
2. Or double-click to edit cell contents.

Using AutoFill

1. Select cell with contents you want to repeat or use in a series.
2. Drag the bottom right corner handle to include the cells where you want Excel to Autofill.

Adding a Tool to Quick Access

1. Select the small arrow at the top right of the window.
2. Select a tool from the drop down list to add it.

Editing Headers and Footers

1. Select the **View** tab.
2. Select **Page Layout** view.
3. Click on the Header or Footer to change it.

Using Backstage View

Select the **File** tab from the Ribbon to open the Backstage View for printing, saving, and inspecting workbooks.

Creating a Table

1. Select the data.
2. Select **Format as Table** from the Home tab on the Ribbon.
3. Select the Table Style.
4. In the Format as Table dialog box, check the **My table has headers** box if you want to use the top row in formatting or filtering options.
5. Select **OK**.

Filtering Data

1. Format the data as a table.
2. Select the small arrow in the header for the column containing the information you want to filter.
3. Check one or more boxes to filter specific information Excel found in that column. Or select **Text Filters** or **Number filters** to build a custom auto filter.

Sorting on Multiple Columns

1. Select the first column header with the primary information you want to sort.
2. Select the Sort & Filter tool from the Home tab on the Ribbon.
3. Select **Custom Sort**.
4. Use the **Sort** dialog box to Add Level and indicate the column to include in the sort, how to sort that column and the order to sort that column.
5. Select **OK**.

Using an Absolute Reference

Press F4 for a cell reference or add $ to the row and column address (i.e., A1).

Quick Analysis

1. Select the range of data (rows, columns or both).
2. Select the small icon to the bottom right of the selected data.
3. Choose the Quick Analysis option you want to apply (Formatting, Charts, Totals, Tables or Sparklines).

Formula Operators

The Arithmetic operators are:

- \+ Plus Sign – Adds values
- \– Minus Sign – Subtracts values
- * Asterisk – Multiplies values
- / Forward slash – Divides values
- % Percent sign – Finds the percentage of a value
- ^ Caret – Exponentiation – Finds the exponential value

The Comparison operators are:

- = Equals sign – Equates values
- \> Greater than sign – Indicates that one value is greater than the other
- < Less than sign – Indicates that one value is less than the other
- \>= Greater than or equal to – Indicates that one value is greater than or equal to the other
- <= Less than or equal to – Indicates that one value is less than or equal to the other
- <> Not Equal – Indicates that values are not equal

  Text concatenation allows you to combine text from different cells into a single piece of text. The operator is the **&** sign.

The reference operators combine a range of cells to use together in an operation. The reference operators are:

- : Colon – A Range operator that produces a reference to all of the cells between the references on either side of the colon
- , Comma – A Union operator that combines multiple range references

  Space – An intersection operator that returns a reference to the cells common to the ranges in the formula

Using Correct Syntax

Formula syntax begins with the = (equals sign) and uses operators between numbers and/or cell references. Use parenthesis to have Excel group operators in a preferred order.

Function syntax begins with the = (equals sign) and uses the NAME of the function with the ARGUMENTS in parenthesis. Begin typing the function name, use the Function Library on the Formulas tab or use the Fx shortcut next to the Formula bar for assistance ensuring arguments are correct.