

8. New Features in Excel 2016

In this lesson, you will learn...

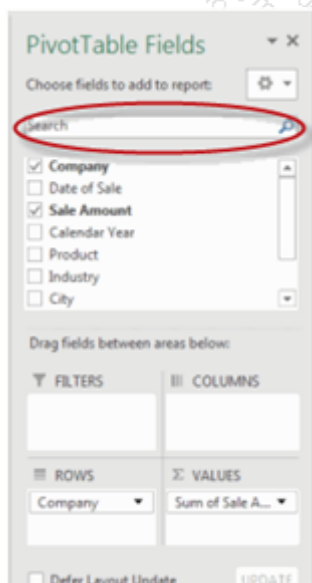
1. About the enhancements to PivotTables.
2. About the Ink Equation feature.
3. About the Multi-Select option in slicers.
4. About Quick Shape formatting.
5. About sharing workbooks.

Excel 2016 provides a number of new features.

PivotTable Updates

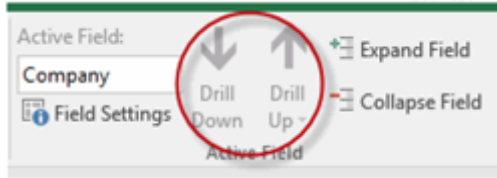
Excel 2016 provides PivotTable enhancements to make working with data easier. These include:

- **Searchable PivotTable fields:** You can use the PivotTable Fields navigation



pane to search for fields within the table.

- **Custom measures:** You can use the PivotTable fields navigation pane to create and edit custom measures.
- **PivotChart drill-down menu:** You can use the drill-down menu in PivotCharts



to more easily work with your data.

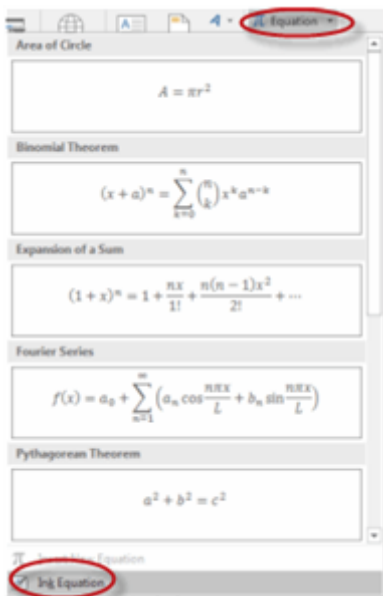
Ink Equations

If you are using a tablet device, you can now "write" equations using a stylus or your finger and Excel will convert it to text. If you are not using a touchscreen device, you can do the same using your mouse.

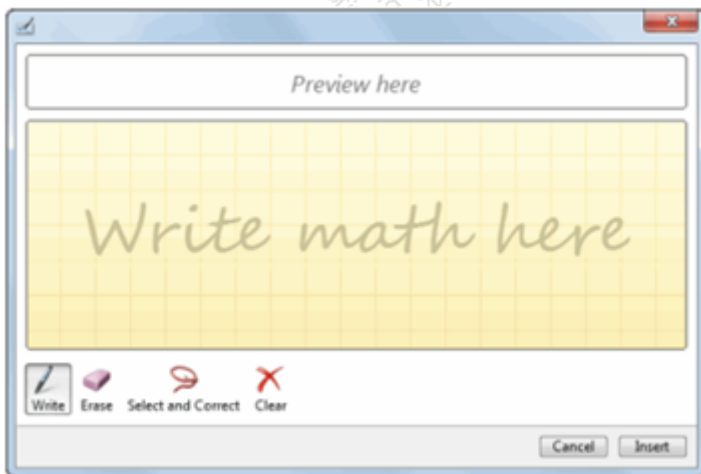
To use Ink Equations, from the **Insert** tab of the Ribbon, in the **Symbols** group, select **Equation**.



From the drop-down, select **Ink Equations**.

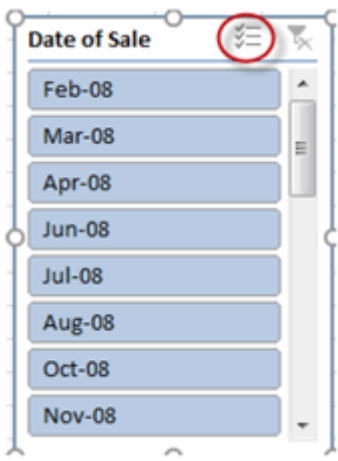


A dialog box opens where you can insert your equation and then click **Insert** to add it to the worksheet.



Multi-Select Option in Slicers

Another thing you can now do on a touch device is select multiple items in a slicer, using the **Multi-Select** option.



Quick Shape Formatting

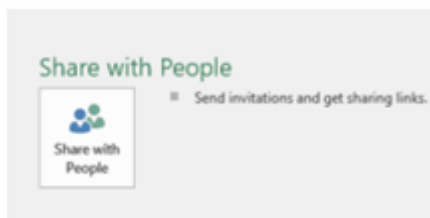
There are now preset Quick Shape styles available in Excel from the **Drawing Tools Format** tab.



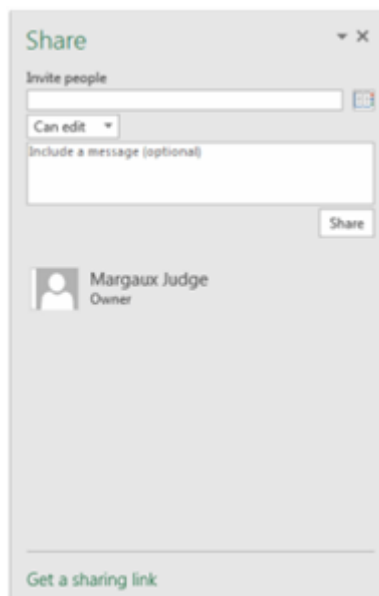
Sharing

You can share your Excel workbooks with others using the **Share** option on the **File** menu.

First you need to save the workbook to SharePoint or OneDrive. Then, select the **Share with People** option.



In the **Share** pane, you can invite people to share or edit the workbook.



Exercise 20 Sharing a Workbook

10 to 15 minutes

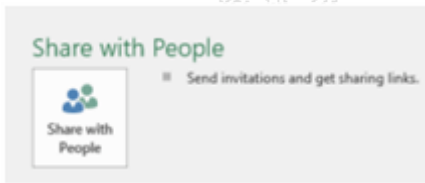
In this exercise, you will share a workbook with someone else.

1. Open the Sharing.xlsx from your Excel2016.3/Exercises folder.
2. Save the file to OneDrive.
3. Share the file with someone who needs to access it.

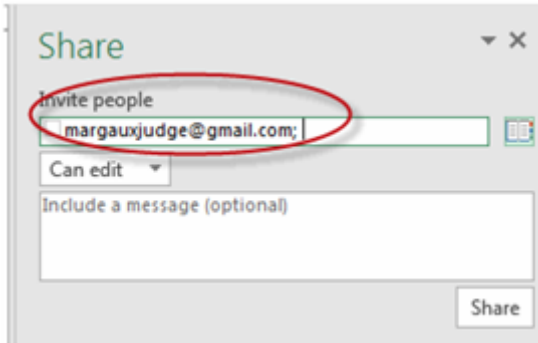
Exercise Solution

1. Open the file and select **File** , and then select **Share** .

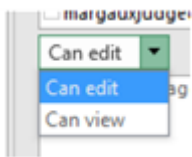
2. Select **Save to Cloud** and navigate to a location to which to save the file.
3. When the file is saved, on the Share screen you will see the **Share with People** option.



4. The **Share** pane launches. Enter the recipient's email in the **Invite people** field.

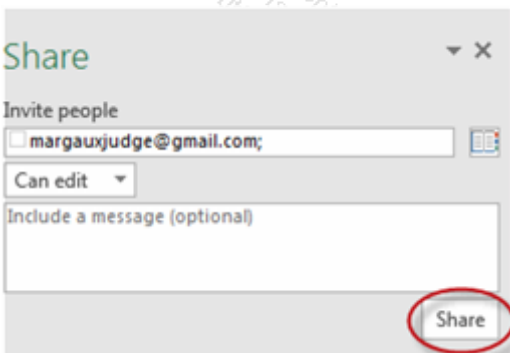


5. Select whether the person will have access to editing or just viewing the file using the



drop-down list.

6. If you were going to send the file, you would click **Share** . Close the file without sharing it.



Conclusion

In this lesson, you have learned:

1. About the enhancements to PivotTables.
2. About the Ink Equation feature.
3. About the Multi-Select option in slicers.
4. About Quick Shape formatting.
5. About sharing workbooks.

Cloud

In this lesson, you will learn...

1. How to use the cloud in Excel 2016.

One of the new features that was introduced in the Microsoft Office 2013 suite and is also available in the 2016 edition is the ability to save, share, and collaborate with others using the cloud. You can save, share, and access your Excel workbooks on SharePoint or OneDrive.

A1.1 Using the Cloud

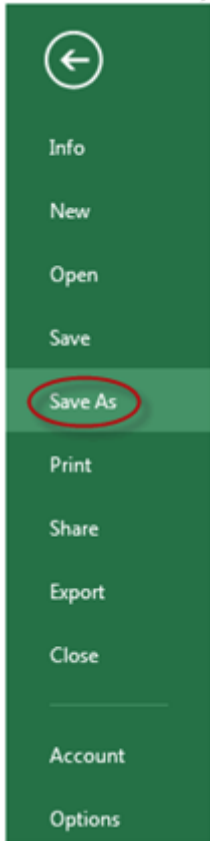
OneDrive (formerly called SkyDrive) provides account holders with a certain amount of free cloud storage.

You will need a OneDrive account to perform the following. If you do not have one, go to <https://onedrive.live.com> to sign up.

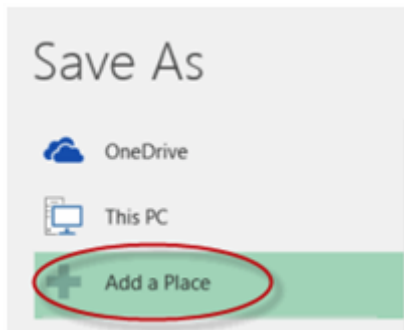
To save and share a document to OneDrive:

- 1.

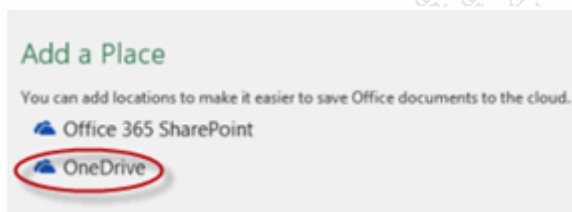
Add OneDrive to your list of Places in Excel, by selecting the **File** menu, and then clicking **Save As**.



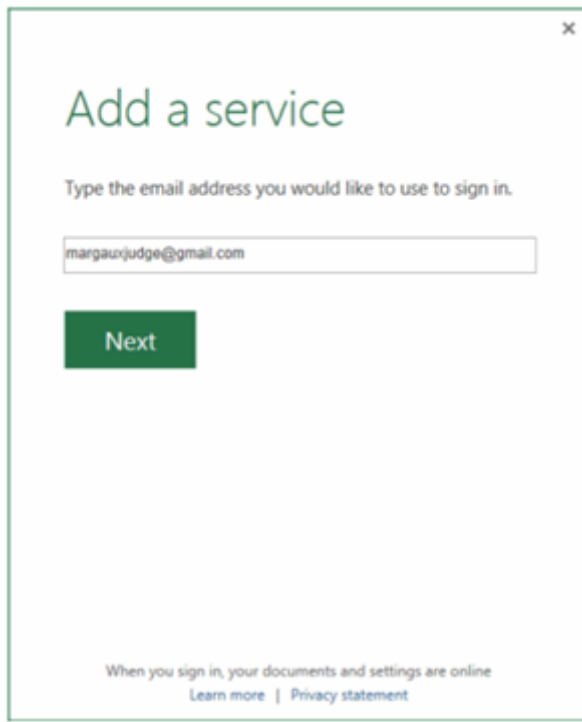
2. Click **Add a Place**.



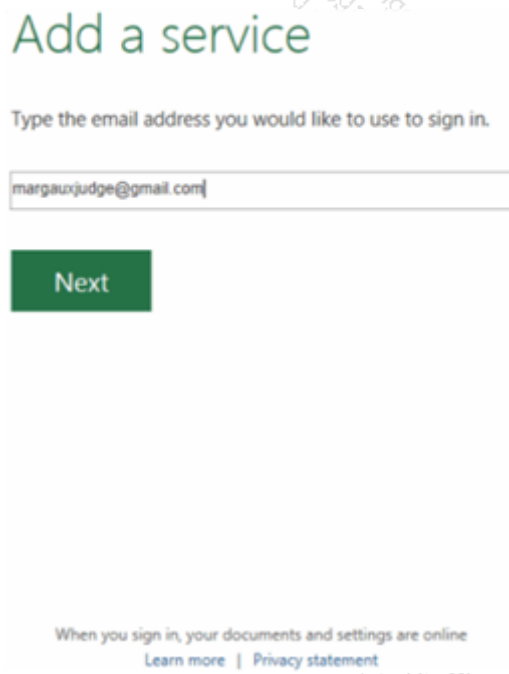
3. In the **Add a Place** section, select **OneDrive**.



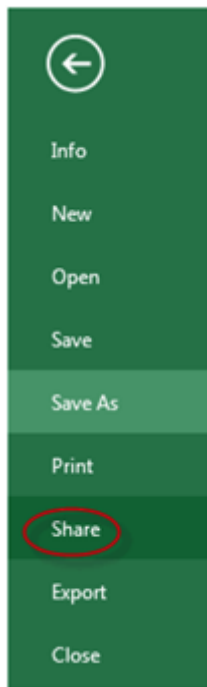
4. In the **Add a service** dialog box, enter your email address and click **Next**.



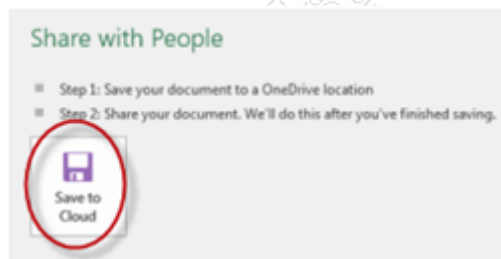
5. Enter your password and click **Sign in** .



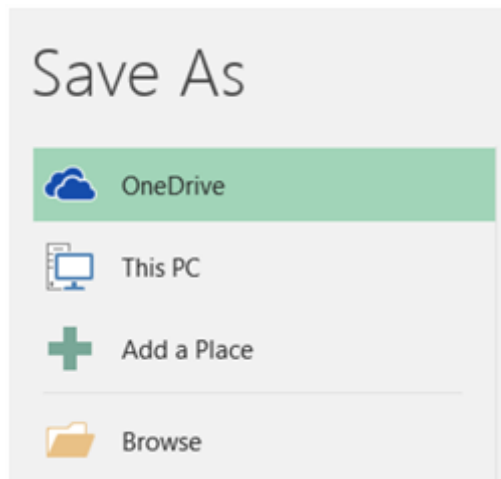
6. To save your document to the cloud and share it, select the **File** menu and click **Share** .



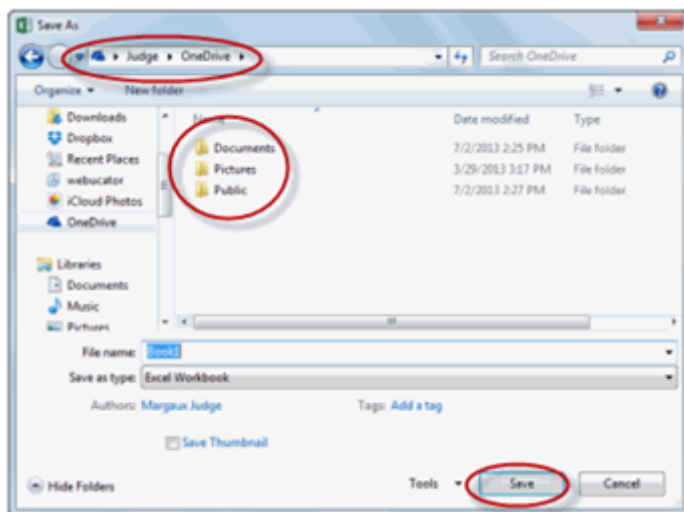
7. Click **Save To Cloud**.



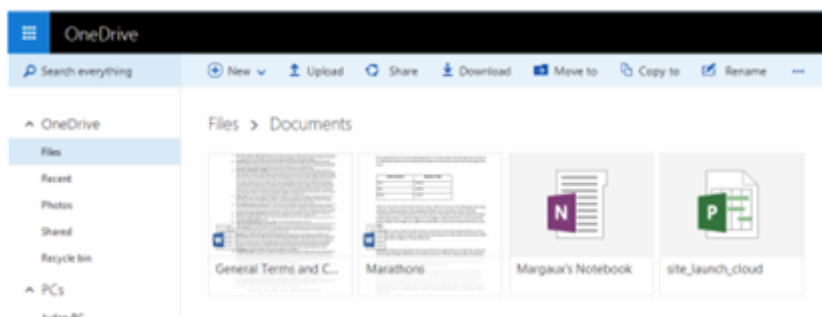
8. In the **Save As** section, click your OneDrive account.



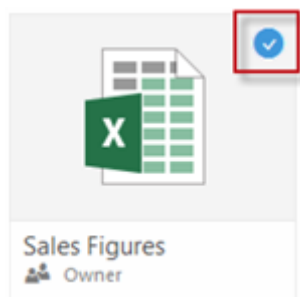
9. Click **Browse** and navigate to the OneDrive folder you want to use, and then name your document and click **Save**.



10. Log in to your OneDrive account in a web browser at: <https://onedrive.live.com/>.



11. Navigate to your workbook and select the check box.

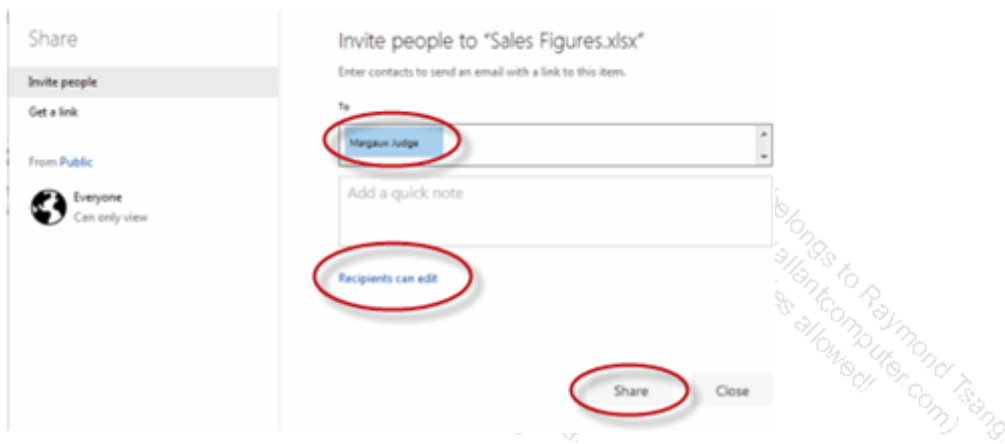


12. Select **Share**.



13. Type the recipient's email address and a message, if desired. Select the

Recipients can edit option if you want to give the recipient read-only access. When done selecting options, click **Share**.



14. Your recipient can now view and change (if you did not uncheck the **Recipients can edit** check box) your document.

Exercise 21 Using the Cloud

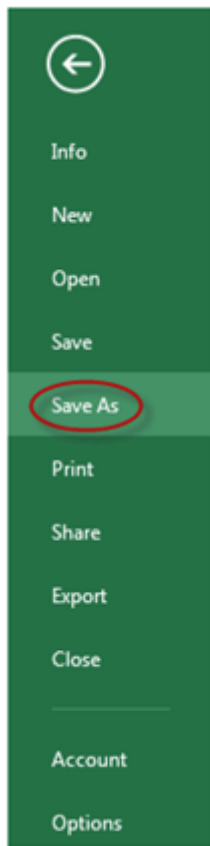
10 to 15 minutes

In this exercise, you will save an Excel workbook to OneDrive. (To perform this activity, you must have a OneDrive account. To obtain a OneDrive account, go to <https://skydrive.live.com>.)

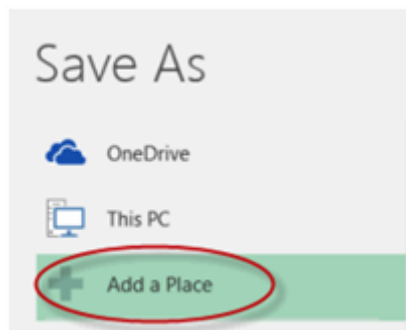
1. Navigate to the Excel2016.3/Exercises folder and open Interview Schedule.
2. Save the document to a folder in your OneDrive.

Exercise Solution

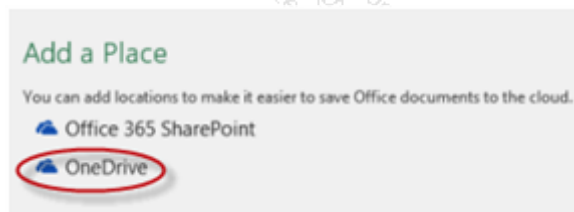
1. Add OneDrive to your list of Places in Excel, by selecting the **File** menu, and then clicking **Save As**.



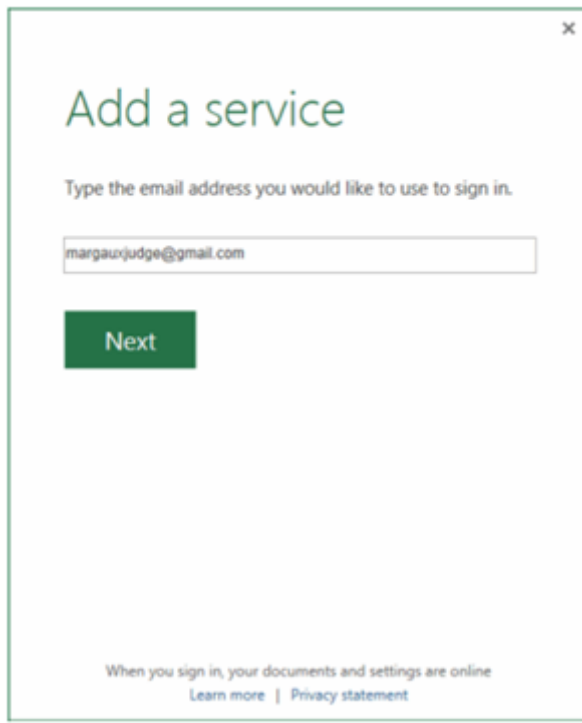
2. Click **Add a Place**.



3. In the **Add a Place** section, select **OneDrive**.



4. In the **Add a service** dialog box, enter your email address and click **Next**.



×

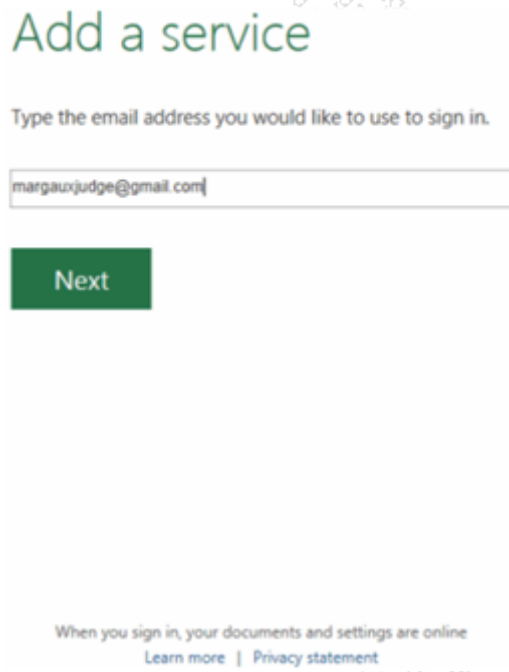
Add a service

Type the email address you would like to use to sign in.

Next

When you sign in, your documents and settings are online
[Learn more](#) | [Privacy statement](#)

5. Enter your password and click **Sign in** .



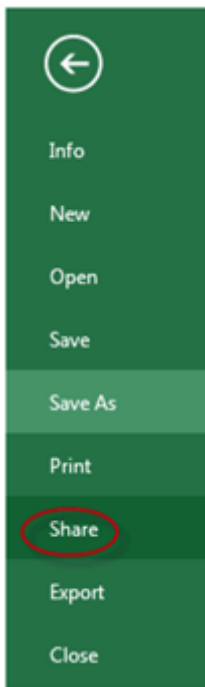
Add a service

Type the email address you would like to use to sign in.

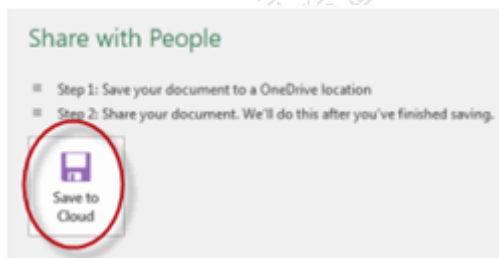
Next

When you sign in, your documents and settings are online
[Learn more](#) | [Privacy statement](#)

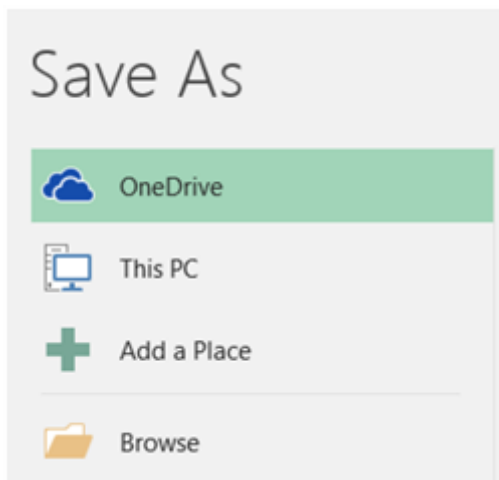
6. To save your document to the cloud and share it, select the **File** menu and click **Share** .



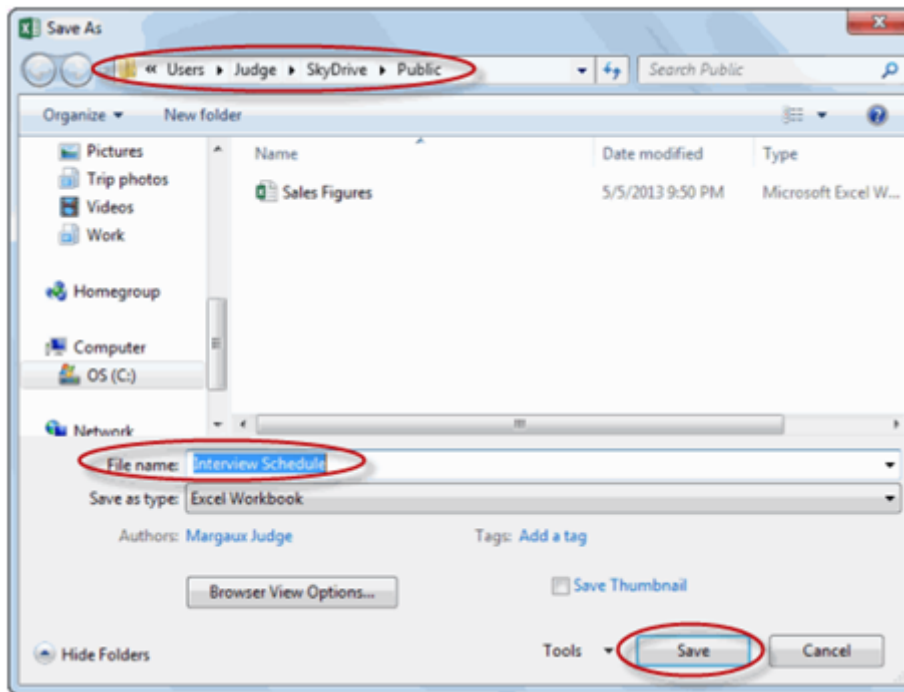
7. Click **Save To Cloud**.



8. In the **Save As** section, click your OneDrive account.



9. Click **Browse** and navigate to the OneDrive folder you want to use, and then name your document and click **Save**.



A1.2 Conclusion

In this lesson, you have learned:

1. How to use the cloud in Excel 2013.