Microsoft Excel 2016: Beginners and Intermediate Training

365 Careers

Introduction to Excel's Basic Features

Index

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Index

Column and Row references

Columns

Columns are referred to with letters

Rows

Rows are referred to with numbers

Column and Row references

A1

For example A1 refers to the cell at the intersection of column A and row 1

Name box

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Name box

Displays the cell reference of the active cell (the one we have clicked on)

Later…

We will see how to assign names to cell ranges using the name box

Formula bar

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Formula bar

We use the formula bar in order to type or edit formulas in the cells of our spreadsheet

Formula bar
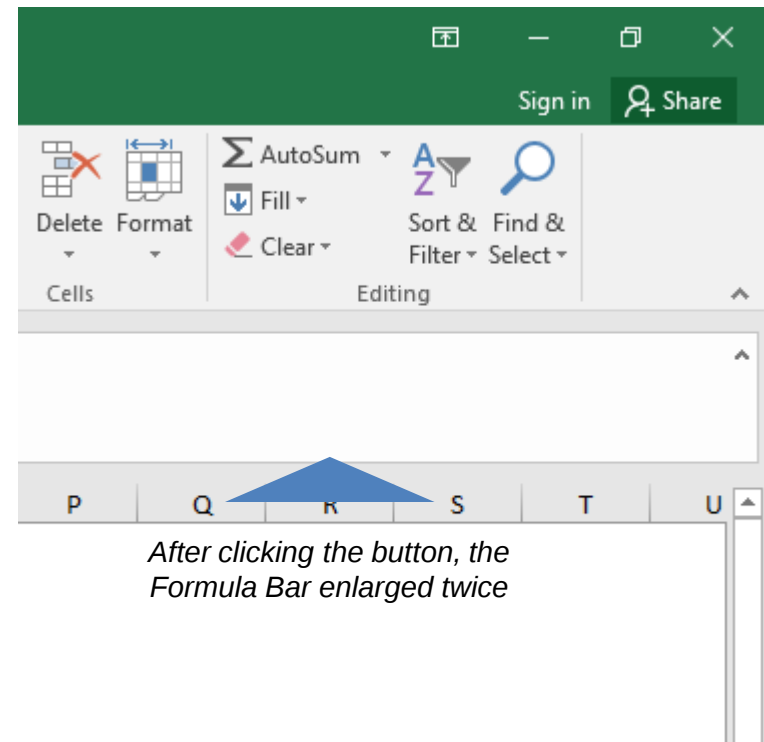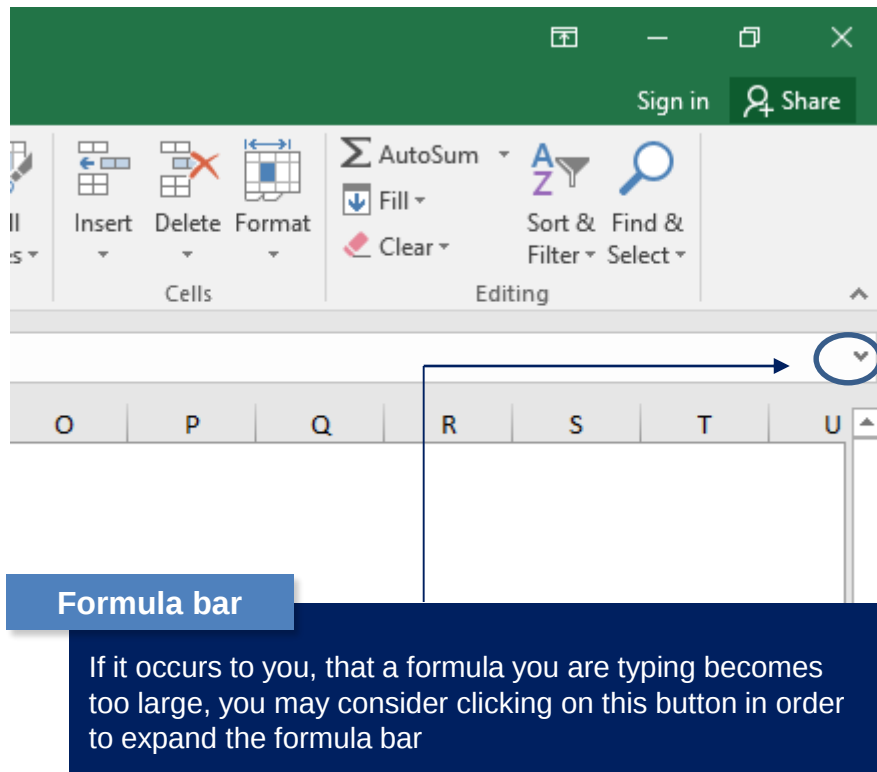
Formula bar

Once you start typing, the formula bar would provide suggestions for the formula that you might be looking for. It will also display the necessary arguments of the formula once you select it
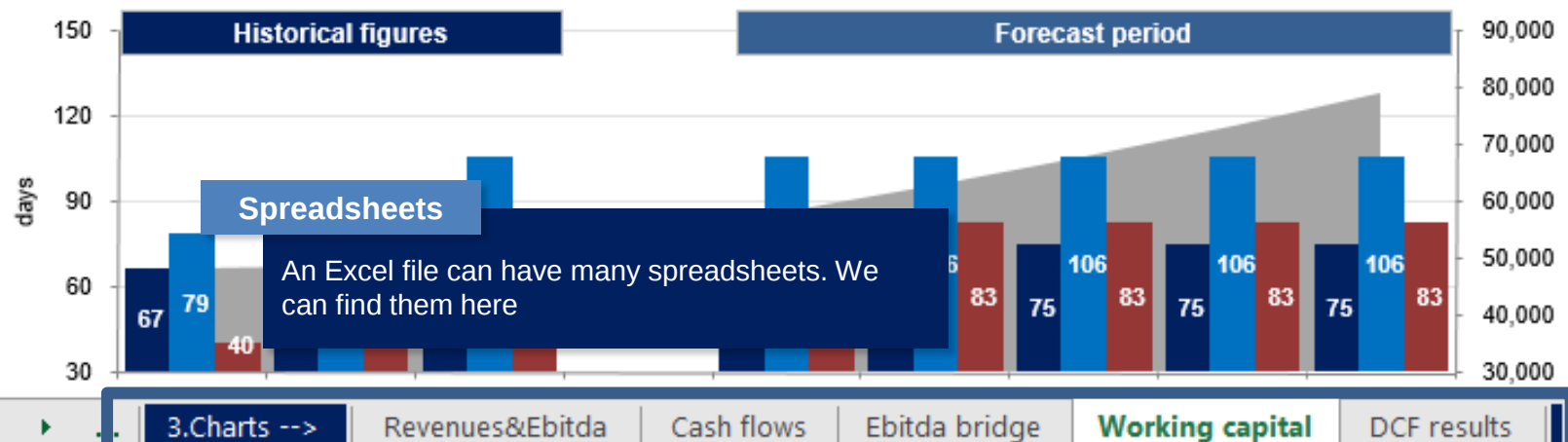
Expanding the formula bar

Formula bar

If it occurs to you, that a formula you are typing becomes too large, you may consider clicking on this button in order to expand the formula bar

After clicking the button, the Formula Bar enlarged twice

Working with spreadsheets
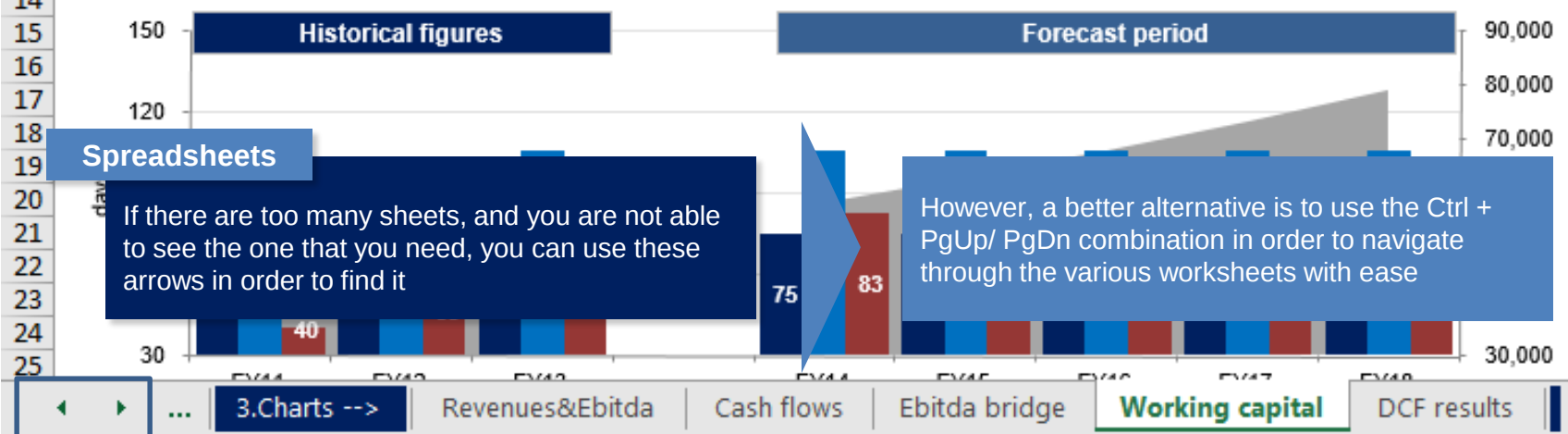
$ in thousands	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
Working capital	48,160	48,601	53,604	58,194	62,804	67,779	73,148	78,943
DSO		67	74	75	75	75	75	75	75
DIO		79	87	106	106	106	106	106	106
DPO		40	63	83	83	83	83	83	83

FY11-FY18: Working capital development

Spreadsheets

An Excel file can have many spreadsheets. We can find them here

Sheet tabs: 3.Charts --> | Revenues&Ebitda | Cash flows | Ebitda bridge | **Working capital** | DCF results

Ready

Working with spreadsheets

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	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
$ in thousands								
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
Working capital	**48,160**	**48,601**	**53,604**	**58,194**	**62,804**	**67,779**	**73,148**	**78,943**
DSO	67	74	75	75	75	75	75	75
DIO	79	87	106	106	106	106	106	106
DPO	40	63	83	83	83	83	83	83

FY11-FY18: Working capital development

Spreadsheets

If there are too many sheets, and you are not able to see the one that you need, you can use these arrows in order to find it

However, a better alternative is to use the Ctrl + PgUp/ PgDn combination in order to navigate through the various worksheets with ease

◄ ► ... | 3.Charts --> | Revenues&Ebitda | Cash flows | Ebitda bridge | **Working capital** | DCF results

Ready

Working with spreadsheets

	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
	,397	46,212	51,457	55,533	59,932	64,679	69,803
	,556	43,582	47,034	50,760	54,781	59,120	63,804
	,352	36,190	40,297	43,489	46,934	50,652	54,664
	,601	53,604	58,194	62,804	67,779	73,148	78,943
	74	75	75	75	75	75	75
	87	106	106	106	106	106	
	63	83	83	83	83	83	
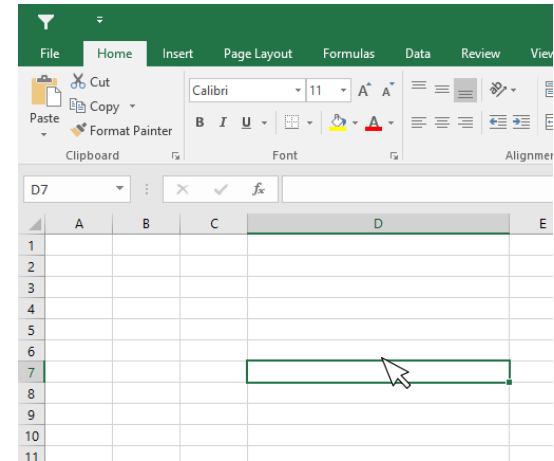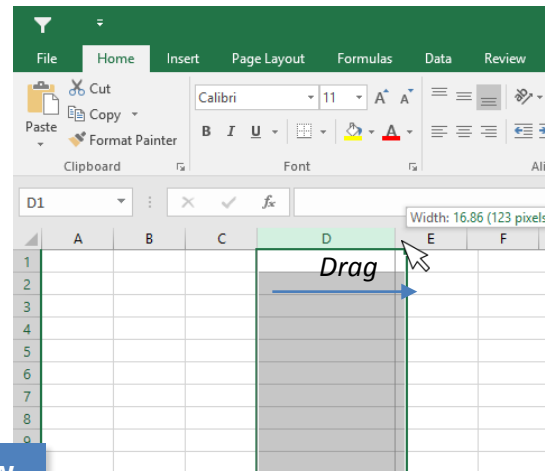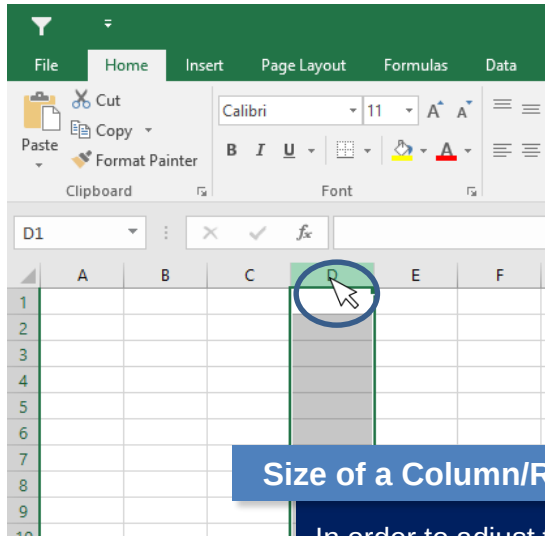
Spreadsheets

By right clicking on a worksheet, several formatting options become available:
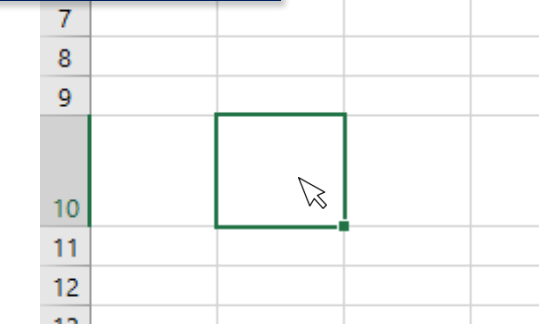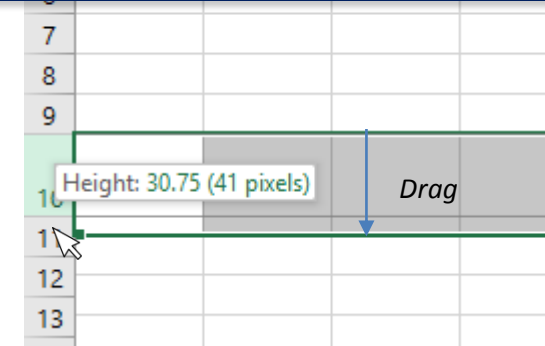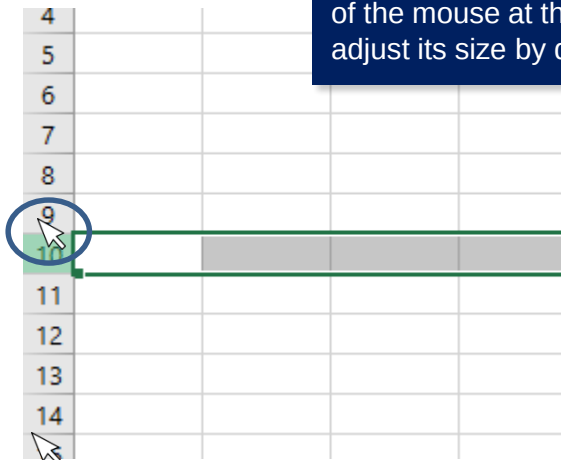
- **Delete the worksheet**
- **Change the name of the worksheet**
- **Move or Copy the worksheet**
- **Change its color**

Insert...

Delete

Rename

Move or Copy...

View Code

Protect Sheet...

Tab Color

Hide

Unhide...

Select All Sheets

Theme Colors

Standard Colors

No Color

More Colors...

&Ebitda | Cash flows | Ebitda bridge | **Working capital** | DCF results

Adjusting the size of a column/row manually
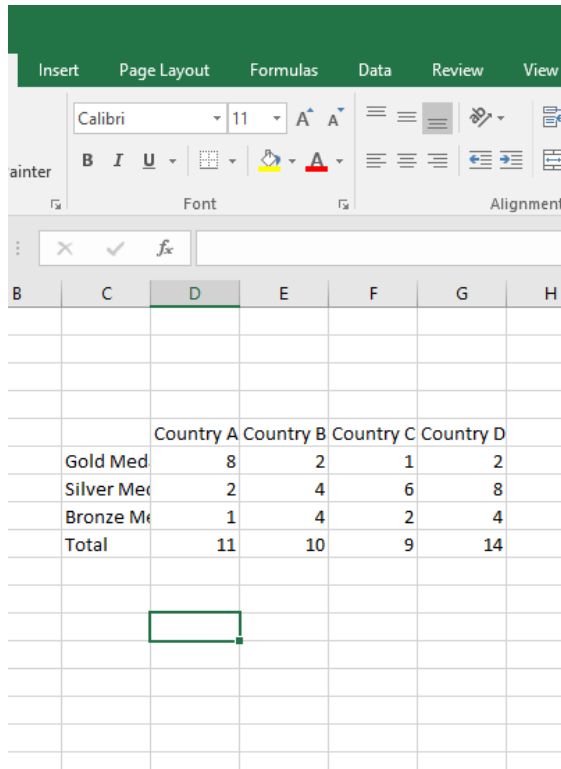
Size of a Column/Row

In order to adjust the size of a column (or a row) manually, click with the left button of the mouse at the beginning of the column (row) as shown above (below). You can adjust its size by dragging the it
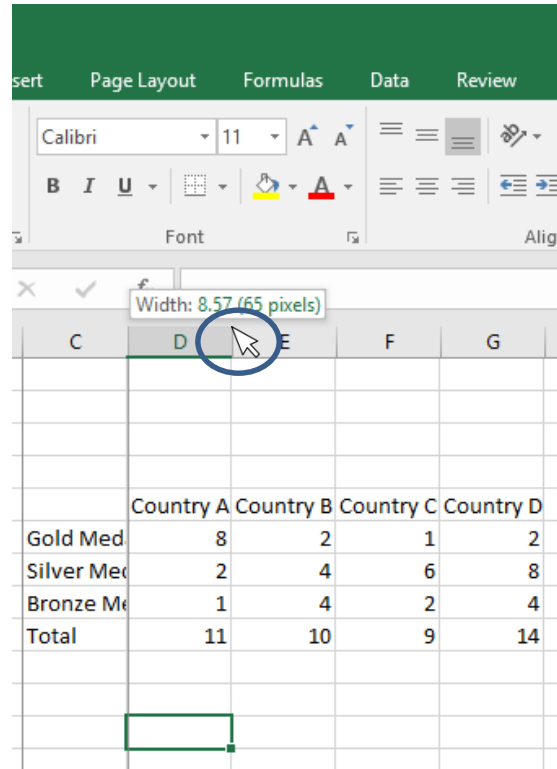
Adjusting the size of a column automatically
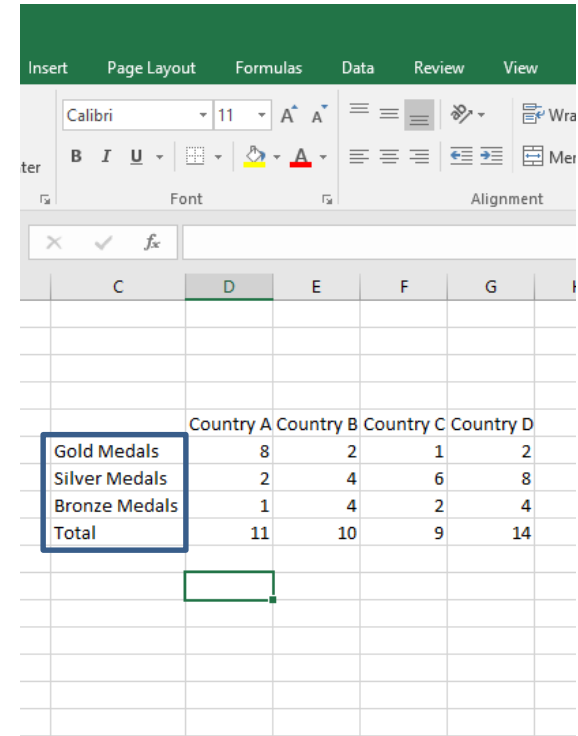
If the content of some of the cells within a column does not fit its size (as shown above), you can do the following:

Double-click with the left mouse button and adjust the column's size

The column would automatically fit the cells' size

Selecting a row/column with the keyboard

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Select a column

The shortcut for selecting a column is Ctrl + Space

Select a row

The shortcut for selecting a row is Shift + Space

Inserting a row/column

Insert a column

If you want to insert an empty column in a sheet, select the column before which you would like to insert a new column, right-click with the mouse and choose "Insert", or just use "Ctrl ,Shift and +".

Insert a row

If you want to insert an empty row in a sheet, select the row before which you would like to insert a new row, right-click with the mouse and choose "Insert", or just use "Ctrl ,Shift and +".

Deleting a row/column

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Delete a column

If you want to delete a column in a sheet, select the column, right-click with the mouse and choose "Delete", or just use Ctrl and -

Delete a row

If you want to delete a row in a sheet, select the row, right-click with the mouse and choose "Delete", or just use Ctrl and -

The Ribbon

Ribbon

The Ribbon in Excel has 8 main tabs: File, Home, Insert, Page Layout, Formulas, Data, Review, View
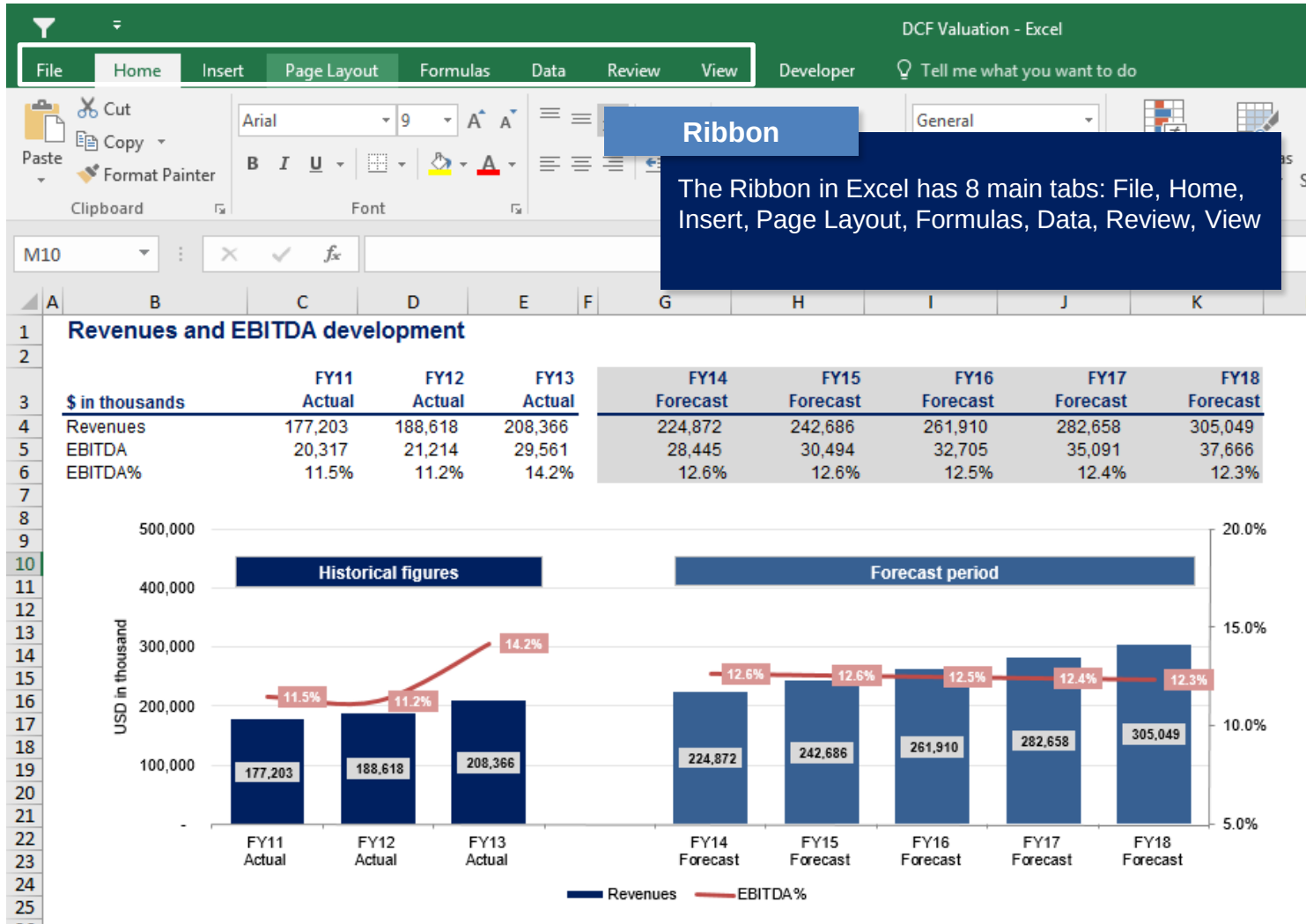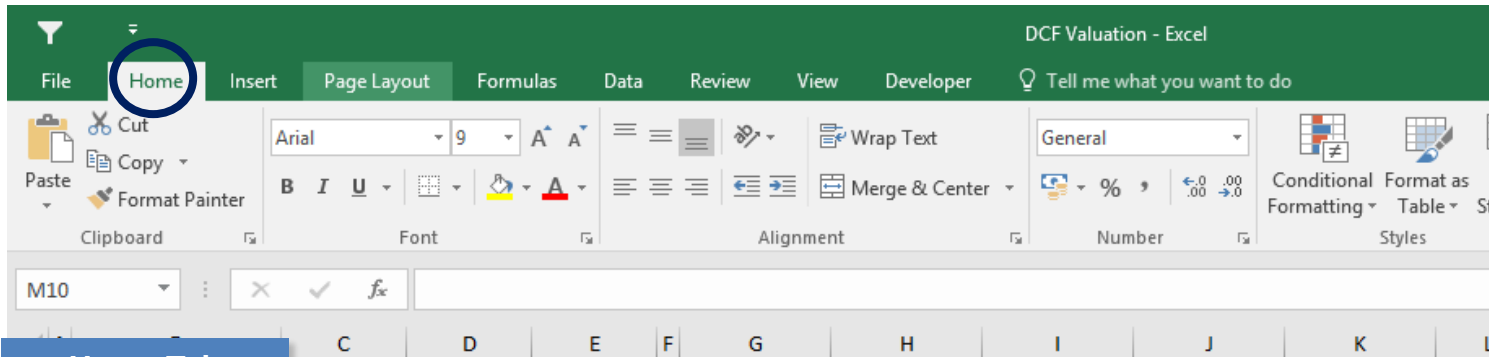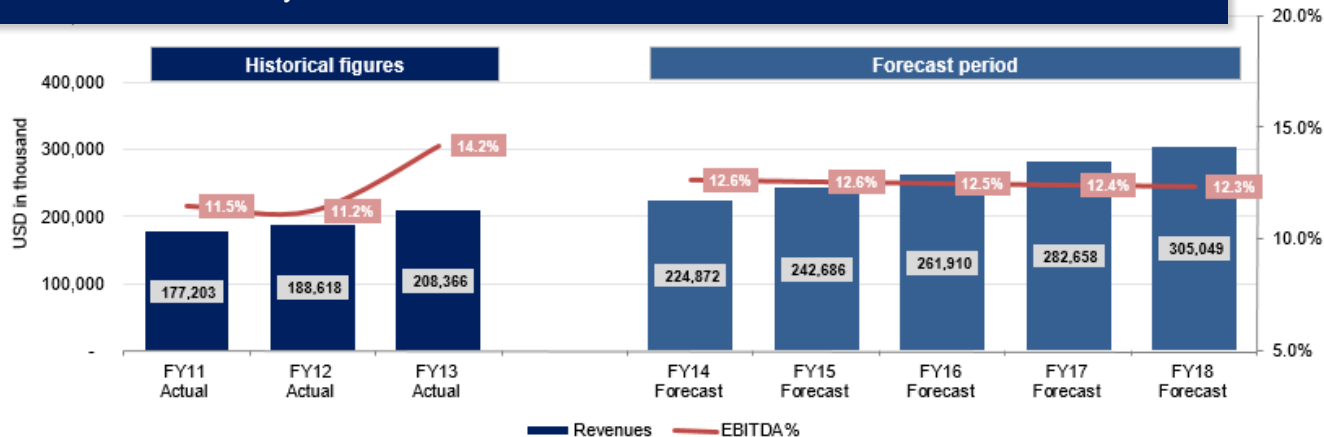
Explore the Ribbon Tabs: Home
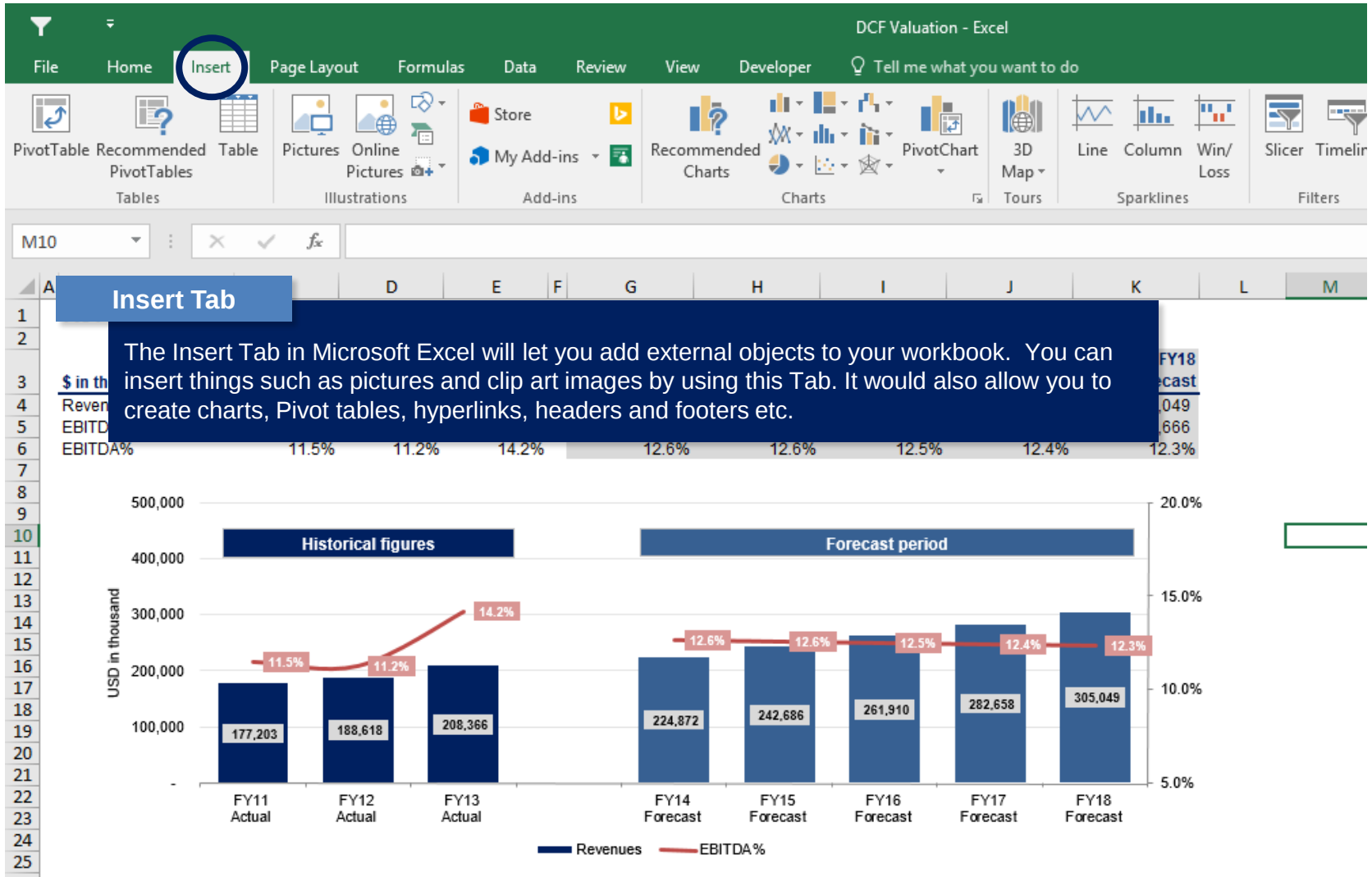
Home Tab
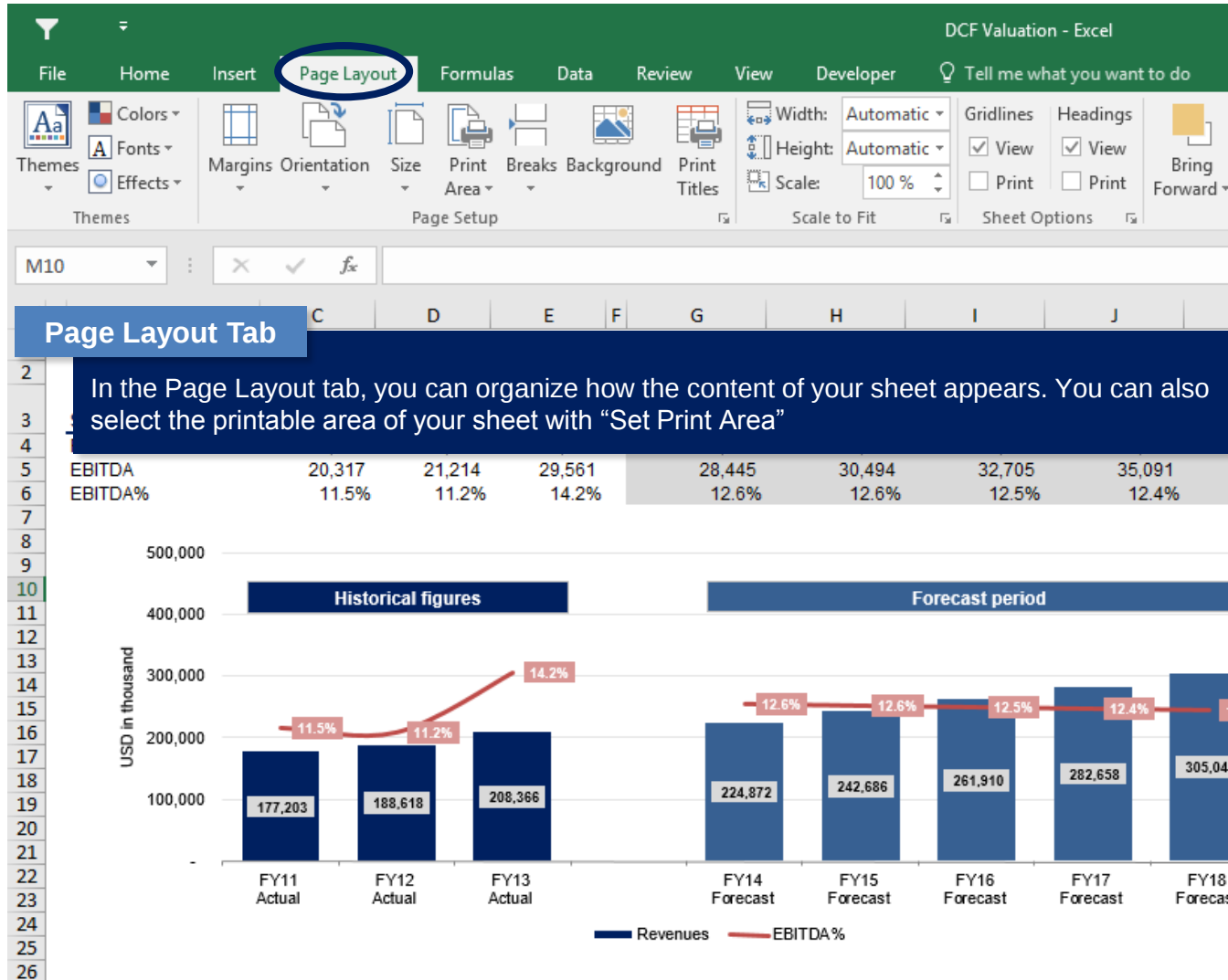
The Home tab contains some of the most frequently used properties. It includes buttons such as Cut, Copy and Paste which can transfer text, data or objects within your files. Most of the formatting options are included here as well. You will find features such as Font, Font Size, Borders of cells, Text color, Alignment etc. Within the Home tab, we can find also the "Find & Select" tool, which is very useful in certain situations

Explore the Ribbon Tabs: Insert

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Insert Tab

The Insert Tab in Microsoft Excel will let you add external objects to your workbook. You can insert things such as pictures and clip art images by using this Tab. It would also allow you to create charts, Pivot tables, hyperlinks, headers and footers etc.
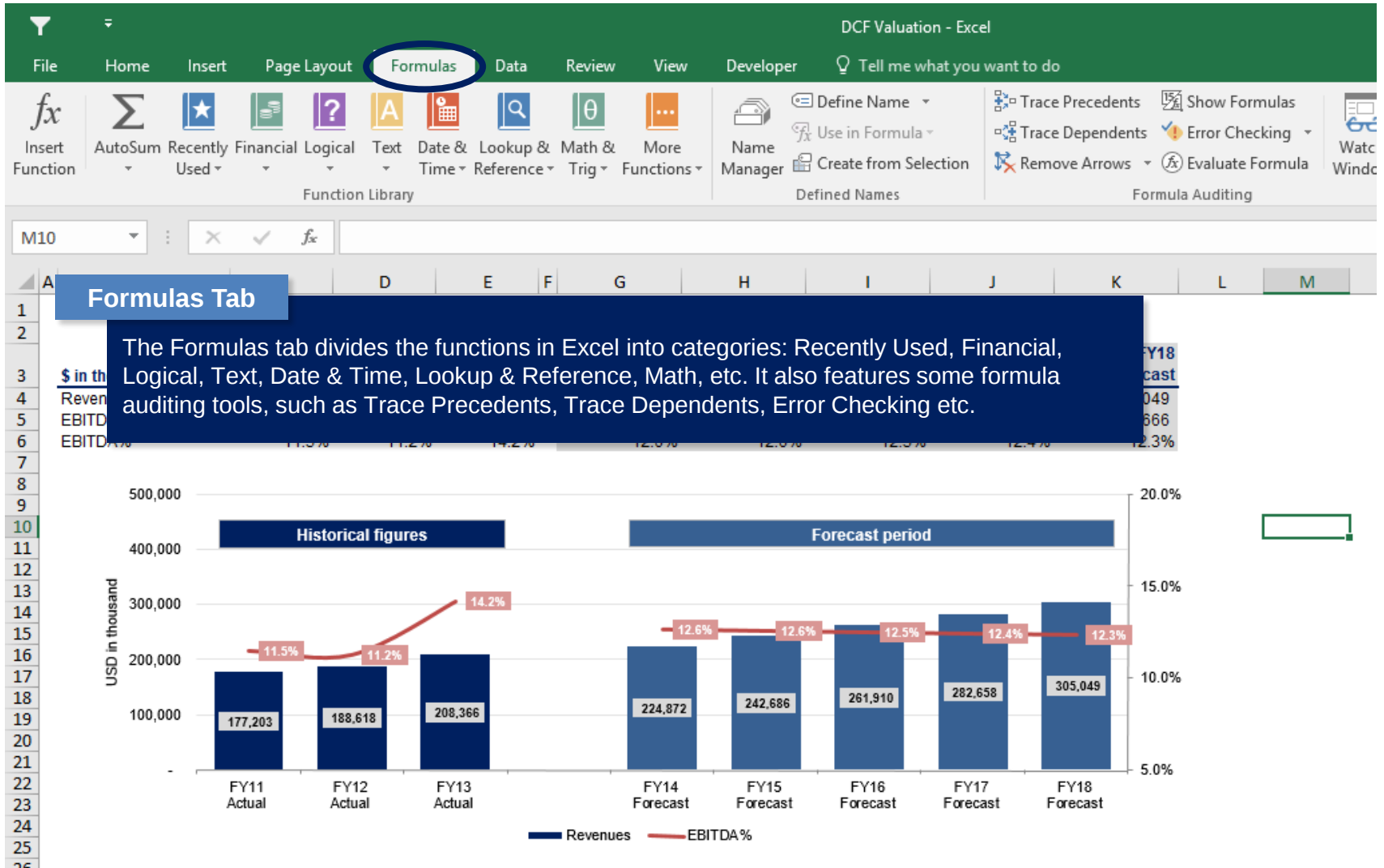
Explore the Ribbon Tabs: Page Layout

Page Layout Tab

In the Page Layout tab, you can organize how the content of your sheet appears. You can also select the printable area of your sheet with "Set Print Area"
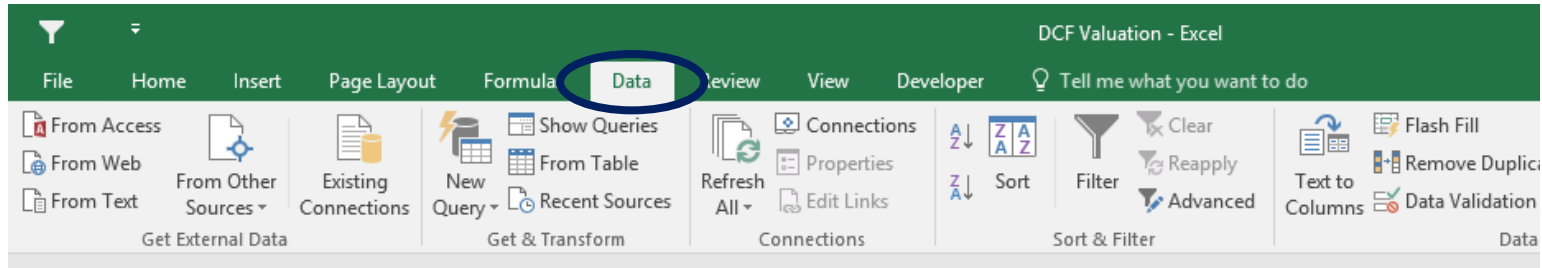
Explore the Ribbon Tabs: Formulas

Formulas Tab

The Formulas tab divides the functions in Excel into categories: Recently Used, Financial, Logical, Text, Date & Time, Lookup & Reference, Math, etc. It also features some formula auditing tools, such as Trace Precedents, Trace Dependents, Error Checking etc.
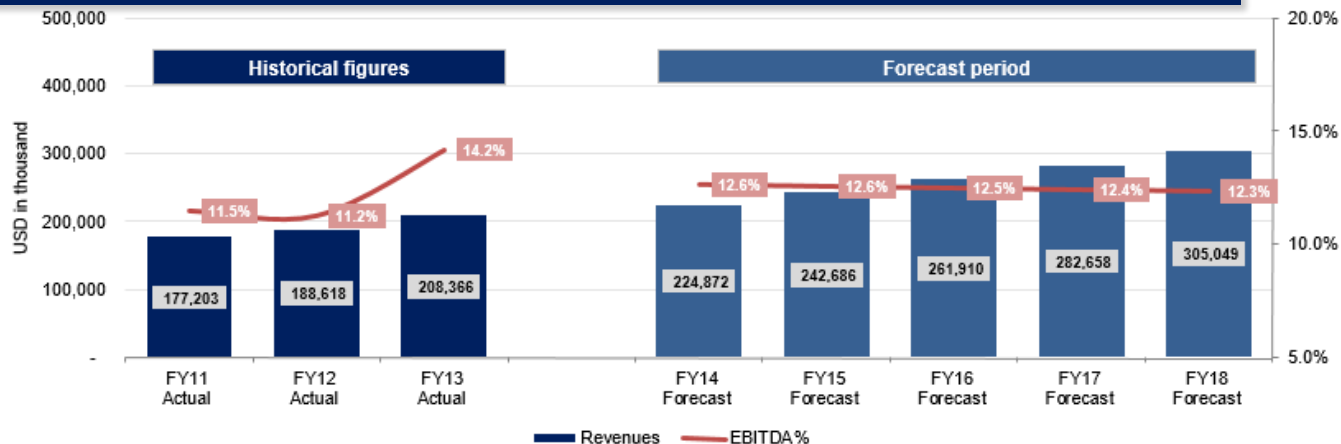
Explore the Ribbon Tabs: Data

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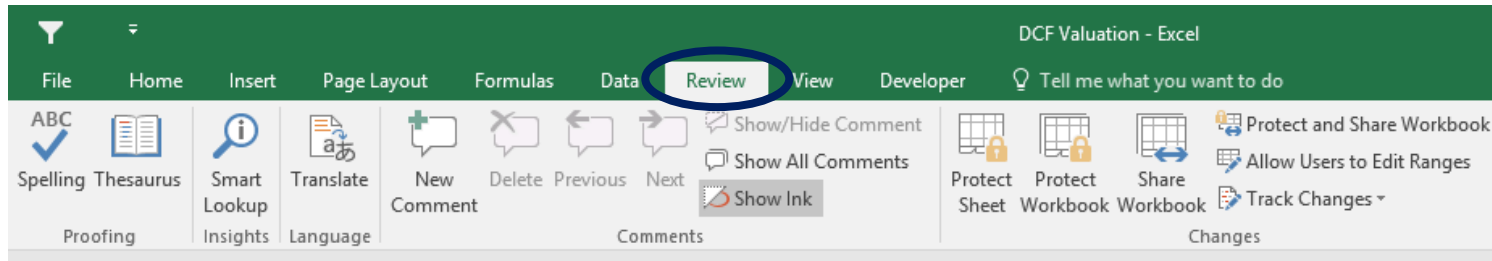
Data Tab

This is where we can find the commands for working with lists and groups of data. Here we have a number of useful applications such as "Remove Duplicates", "Text to Columns", "Data Validation", "What-if analysis" – all of which we will see in detail later in this course. This is also where we find some of the common data management tools such as cell grouping and data sorting

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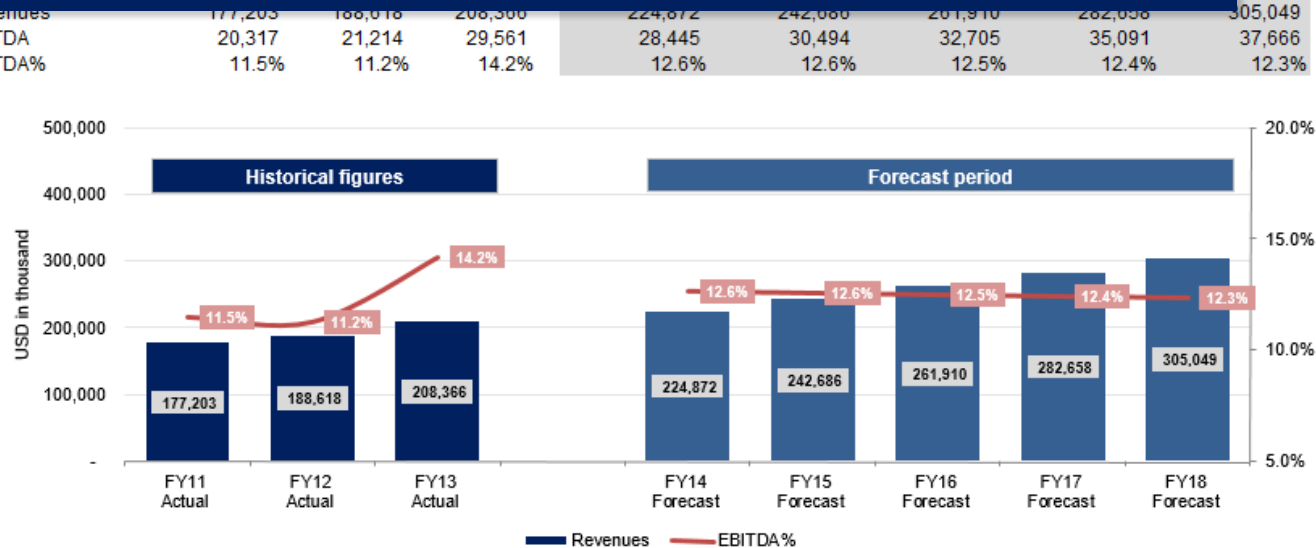
Explore the Ribbon Tabs: Review
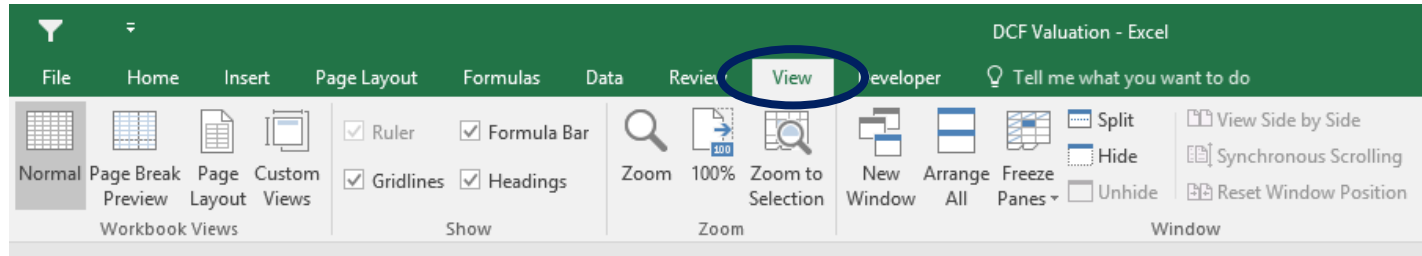
Review Tab

This tab furnishes the instruments which allow you to proofread your Excel files. In addition to that, it enables some protection options as well
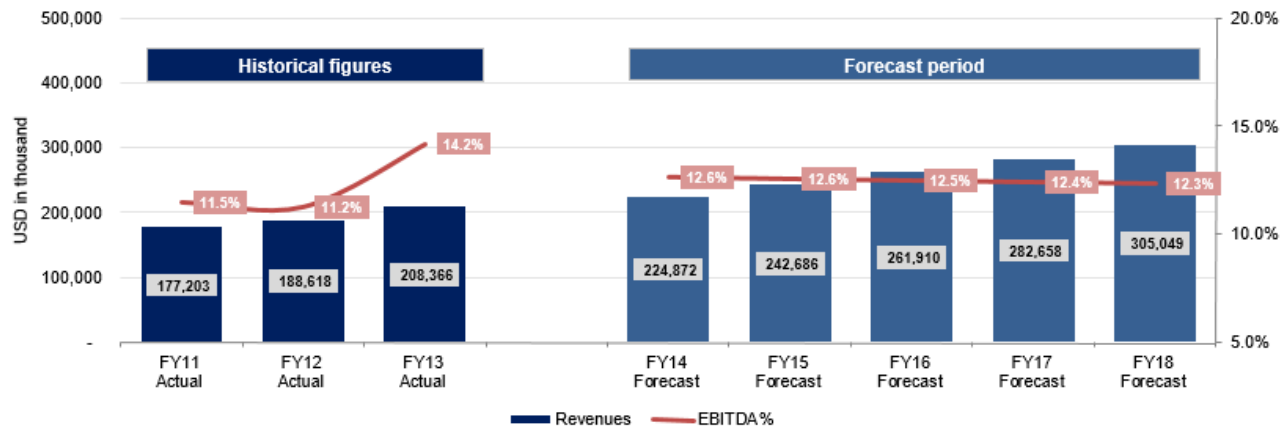
Explore the Ribbon Tabs: View
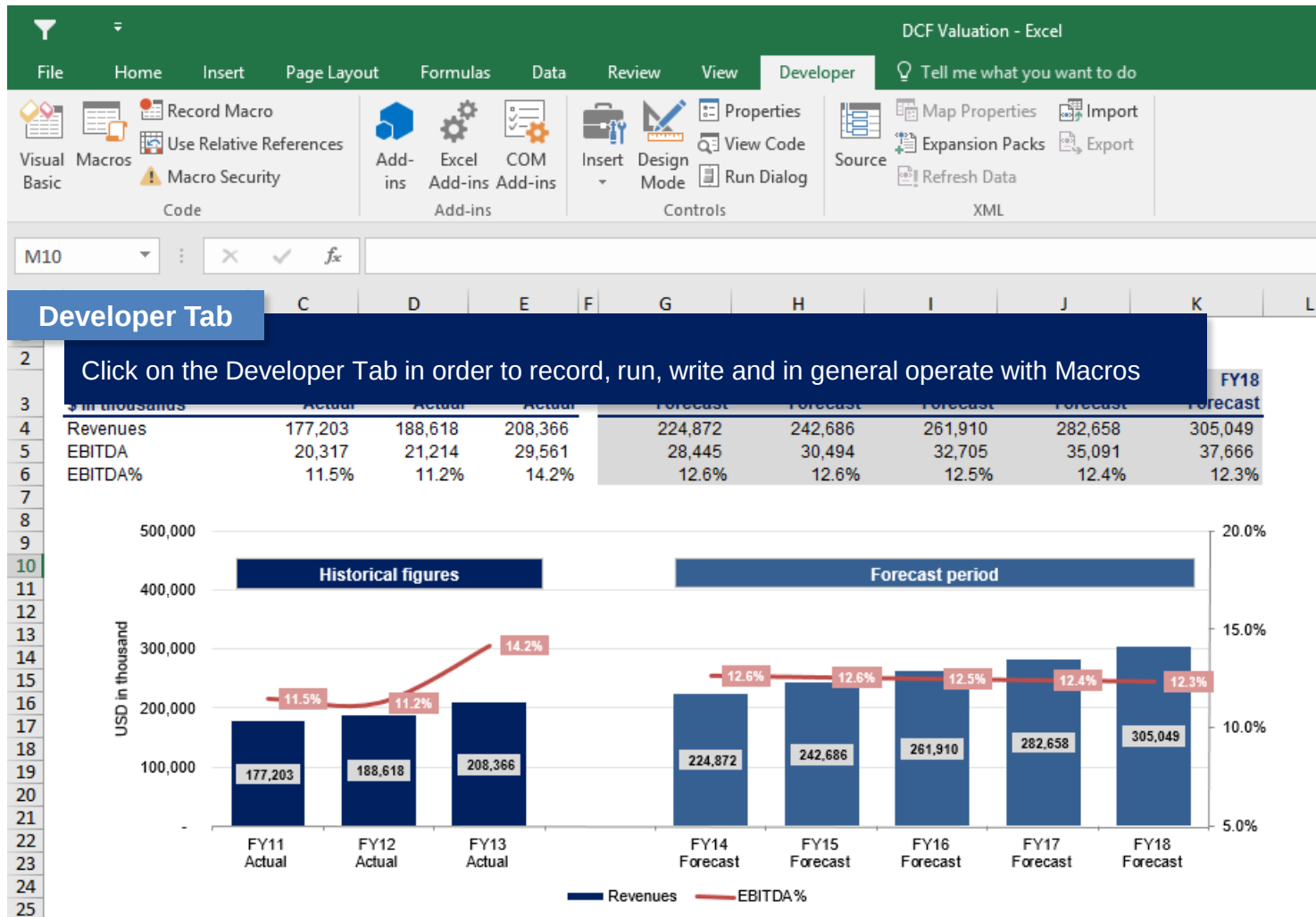
View Tab

The View Tab allows you to customize the way you see your spreadsheet: you can select among different Workbook View options, Zoom options etc.

Developer Tab

Click on the Developer Tab in order to record, run, write and in general operate with Macros

Right-click on a cell

Right-click on a cell

A number of options are available when you right-click on a cell. You can copy its content, paste the content of a previously copied cell, shift its position (insert or delete), format the cell etc.

Format Cells

Format Cells

Within the Format Cells menu, we can select from a variety of formatting options. In the first tab "Number", we can change the appearance of a number without changing the number itself. We can select whether to represent a certain number as a number, currency, text, date, assign a custom formatting etc. In the other tabs we can find options regarding the alignment, font, borders and the fill of the selected cell/cells. We will see many practical examples of how the Format Cells menu is used, throughout the course

Repeat the last action (F4)

Using F4

If you would like to repeat the last action that was performed you can do that by using the F4 button. In the example on this page, J11 was colored in yellow, by assigning a color with the "Fill Color" button. Next, in K11, the same action was performed by pressing only F4.

Editing a cell's content

Working capital

$ in thousands	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
Trade payable	15,891	26,352	36,190	40,297	43,489	46,934	50,652	54,664
Working capital	48,160	48,601	=E4+E5-E6	58,194	62,804	67,779	73,148	78,943
DSO		67			75	75	75	75
DIO		79						106
DPO		40						83

Editing with *F2*

You can edit the content of a cell by selecting it and then clicking *F2*. Performing such an action would allow you to start typing directly in the Formula Bar

FY11-FY18: Working capital develo

Historical figures   **Forecast period**

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Creating an Excel formula

		FY11 Actual	FY12 Actual	FY13 Actual	FY14 Forecast	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast
1	Working capital								
2									
3	$ in thousands								
4	Inventory	31,167	36,397	46,212	51,457	55,533	59,932	64,679	69,803
5	Trade receivables	32,884	38,556	43,582	47,034	50,760	54,781	59,120	63,804
6	Trade payable	15,891				43,489	46,934	50,652	54,664
7	Working capital	48,160						73,148	78,943
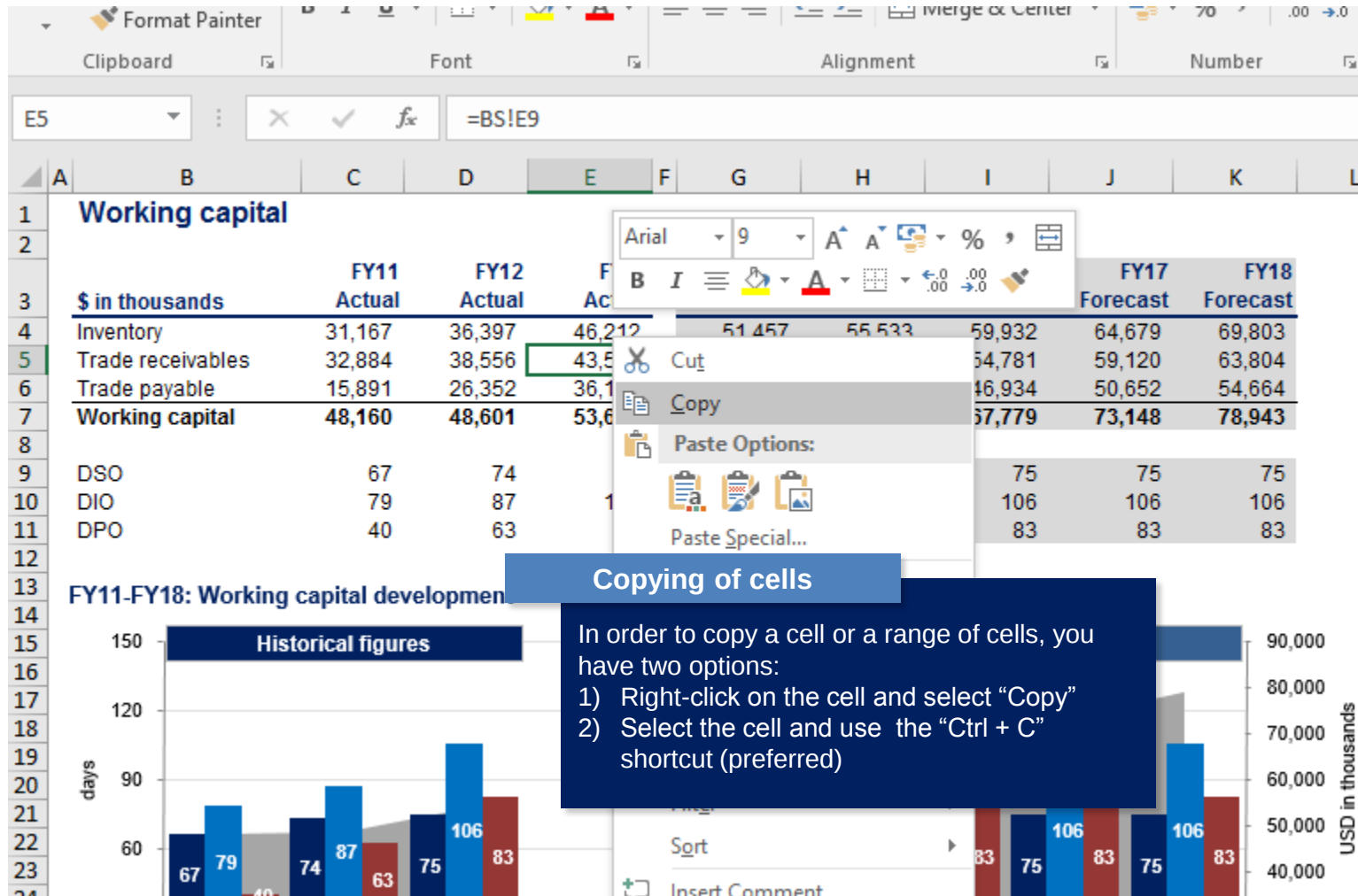
Create an Excel formula

Type "=" or "+" at the beginning of your formula. By doing this, Excel understands that you would like to create a formula and not just type text
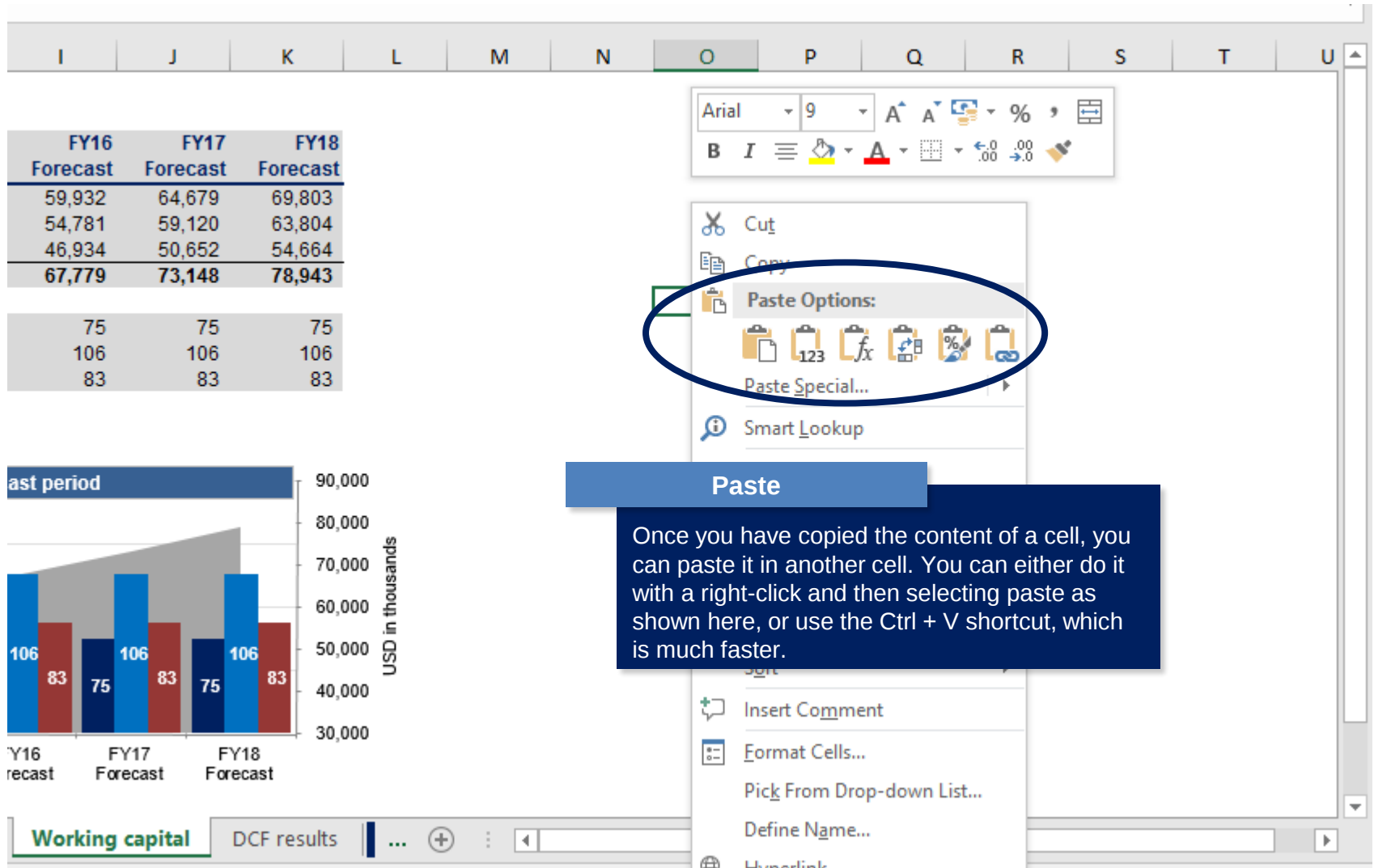
Type equal ("="), select the cells for which you would like to carry out the operations, and introduce the necessary operators (in this example "+")

	75	75
	106	106
	83	83

FY11-FY18: Working capital development

Main formula operators

- **+** Addition
- **-** Subtraction
- ***** Multiplication
- **/** Division
- **^** Elevation
- **>** Higher
- **<** Lower
- **=** Equal

Copying of cells

E5 | ✕ ✓ fx | =BS!E9

	A	B	C	D	E	F	G	H	I	J	K	L
1		**Working capital**										
2												
3		**$ in thousands**	**FY11 Actual**	**FY12 Actual**	F Ac					**FY17 Forecast**	**FY18 Forecast**	
4		Inventory	31,167	36,397	46,212		51,457	55,533	59,932	64,679	69,803	
5		Trade receivables	32,884	38,556	43,5				54,781	59,120	63,804	
6		Trade payable	15,891	26,352	36,1				46,934	50,652	54,664	
7		**Working capital**	**48,160**	**48,601**	**53,6**				**57,779**	**73,148**	**78,943**	
8												
9		DSO	67	74						75	75	75
10		DIO	79	87	1					106	106	106
11		DPO	40	63						83	83	83
12												
13		FY11-FY18: Working capital development										

Context menu:
- ✂ Cut
- ▣ Copy
- ▣ Paste Options:
- Paste Special...
- Sort ▸
- Insert Comment

Copying of cells

In order to copy a cell or a range of cells, you have two options:
1) Right-click on the cell and select "Copy"
2) Select the cell and use the "Ctrl + C" shortcut (preferred)

Historical figures

days / USD in thousands

Paste

Paste

Once you have copied the content of a cell, you can paste it in another cell. You can either do it with a right-click and then selecting paste as shown here, or use the Ctrl + V shortcut, which is much faster.

Paste Special

Paste Special (Alt + E + S)

The Paste Special dialog box (which you can open by using the "Alt + E + S" shortcut) provides many pasting options. For example, you can choose to paste only the formulas of the copied cells, paste the values of the copied cells, or paste only the format of the copied cells etc.

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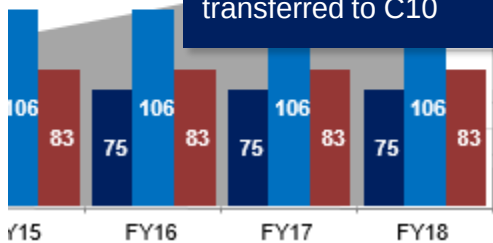
Cut (Ctrl + X)

Cut allows you to move a cell's content from one location to another. You need to select the Cut command as shown here, or use the "Ctrl + X" shortcut (preferred). Once you do that, you can paste the cell's content in another cell (C10 in the example to the right). As you can see, the content of the cell which was in C7 transferred to C10

Undo & Redo

Undo & Redo

The Undo feature of Excel allows you to quickly correct mistakes. On the other hand, the Redo button lets you Redo what has been previously Undone. It is worth memorizing the shortcuts for the two commands: Undo ("Ctrl + Z") and Redo ("Ctrl + Y")

Select an area of cells

Select cells (Shift + Arrow key)

You can easily select cells by pressing shift and navigating with the arrow keys through the cells of the spreadsheet