

# EXCEL 2016

## BASIC FUNCTIONS





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# Workbook

## Open

When you start Excel, click on ***Blank workbook***.

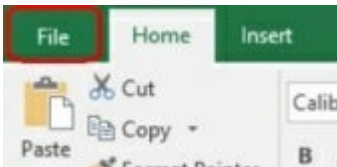


A workbook may be composed of multiple sheets.

## Save

### On Computer

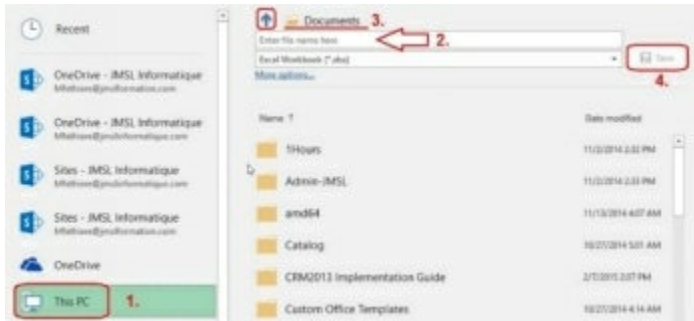
Click on the ***File*** tab.



In the left pane, click on ***Save***.

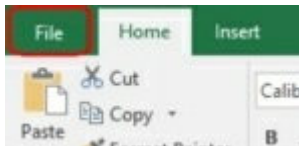


1. Among the choices on the left, click on ***This PC***
2. Specify the document's name
3. Choose the location of the document on your computer. Click on the arrow to change document.
4. Click on ***Save***.



## On OneDrive

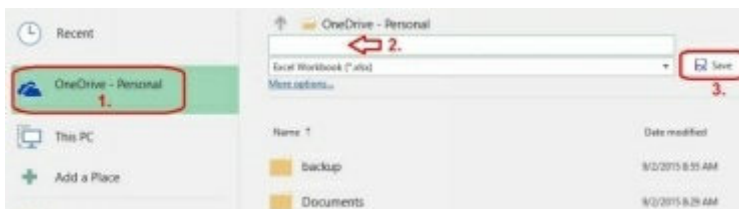
Click on the ***File*** tab.



In the left pane, click on ***Save***.



1. Among the choices on the left, click on ***OneDrive***.
2. Specify the document's name.
3. Click on ***Save***.



## Other format

Click on the **File** tab.



In the left pane, click on **Save**.



Among the choices on the left, click on **This PC**.

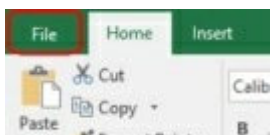


Below the document's name, click on **Excel Workbook (\*.xlsx)**. In the drop down menu, click on your choice. When you are done, click on **Save**.



## Close

Click on the **File** tab.





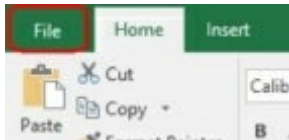
In the left pane, click on ***Close***.



## Send by Email

### Excel Document

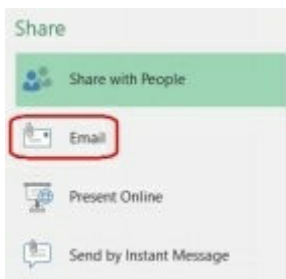
Click on the ***File*** tab.



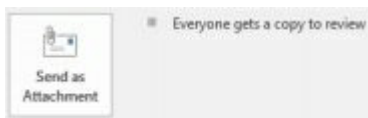
In the left pane, click on ***Share***.



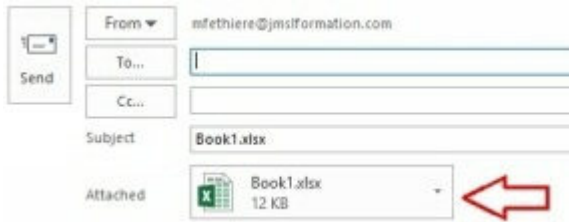
Among the choices on the left, click on ***Email***.



In the right pane, click on ***Send as Attachment***.

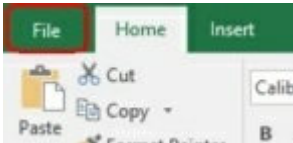


A new email opens with the Excel document attached.

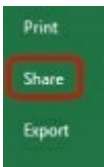


## PDF

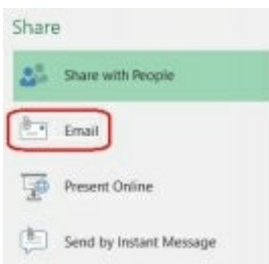
Click on the **File** tab.



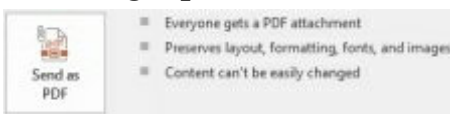
In the left pane, click on **Share**.



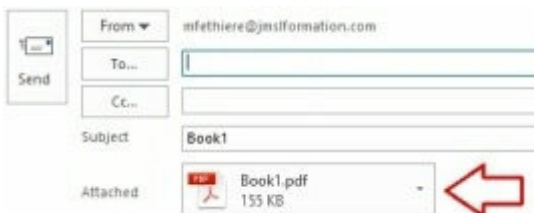
Among the choices on the left, click on **Email**.



In the right pane, click on **Send as PDF**.

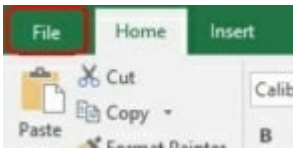


A new email opens with the PDF document attached.



## XPS

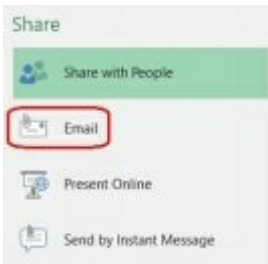
Click on the **File** tab.



In the left pane, click on **Share**.



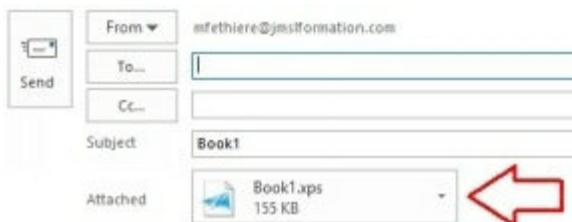
Among the choices on the left, click on **Email**.



In the right pane, click on **Send as XPS**.

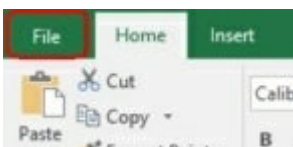


A new email opens with the XPS document attached.

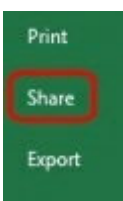


## OneDrive Link

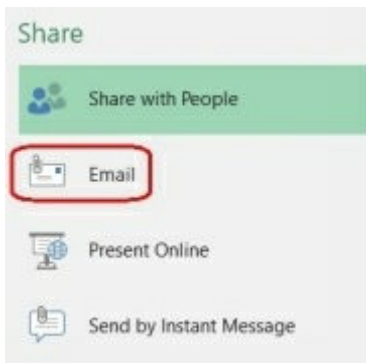
Click on the **File** tab.



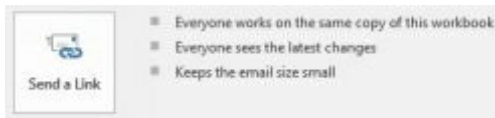
In the left pane, click on **Share**.



Among the choices on the left, click **Email**.



In the right pane, click on ***Send a Link***.



A new email opens with the link in the text zone.

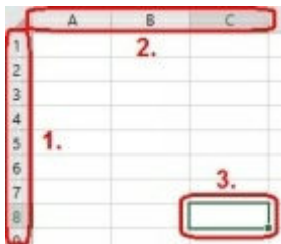


## Sheets

### Description

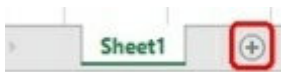
A sheet is composed of:

- 1. Rows      Section identified by the numbers
- 2. Columns      Section identified by the letters
- 3. Cells      The square at the junction of a row and column



### Add

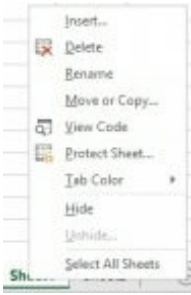
At the bottom of the window, click the ***New sheet*** icon.



### Tabs Options

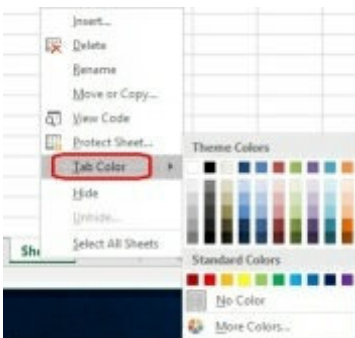
All the functions of this section are done as follow:

Right click on the desired sheet and a drop down menu will show.



## Color

To find the location of the **Tab Color** button, please refer to the Tabs Options section. In the drop down menu, place the cursor on **Tab Color**. A window shows. Click on the color of your choice.



Your tab takes the specified color.



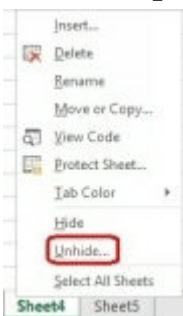
## Hide

To find the location of the **Hide** button, please refer to the Tabs Options section. In the drop down menu, click on **Hide**. The selected sheet will not show anymore.

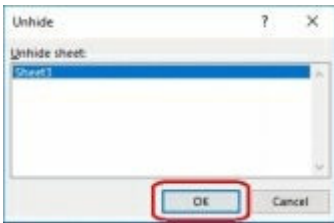


## Show

To find the location of the **Unhide...** button, please refer to the Tabs Options section. In the drop down menu, click on **Unhide...**



A contextual window opens. Select the sheet to show and click **OK**.



## Protection

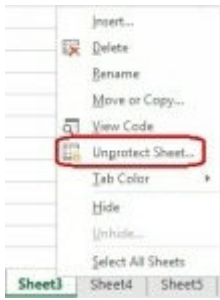
To find the location of the ***Protect Sheet...*** button, please refer to the Tabs Options section.

In the drop down menu, click on ***Protect Sheet...*** A contextual window opens. In the text zone, you can specify a password. Click ***OK***.



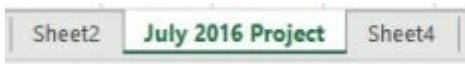
## Remove Protection

Right click on all the sheets. In the drop down menu, click on ***Unprotect Sheet...***



## Rename

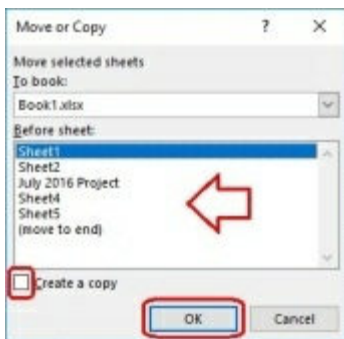
To find the location of the ***Rename*** button, please refer to the Tabs Options section. In the drop down menu, click on ***Rename***. The sheet's name is highlighted in gray. Specify the name and press ***Enter*** on the keyboard.



## Move or Copy

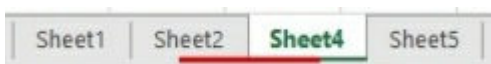
To find the location of the ***Move or Copy...*** button, please refer to the Tabs Options section.

In the drop down menu, click on ***Move or Copy...***. A contextual window opens. Select the location. If you wish to copy the sheet, check the case ***Create a Copy***. Click ***OK***.



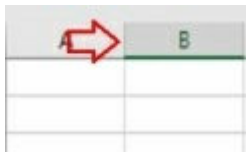
## Delete

To find the ***Delete*** button's location, please refer to the Tabs Options section. In the drop down menu, click on ***Delete***. The sheet is deleted.



## Cell Adjust

You can adjust the rows and columns to your taste. Place your cursor on the line separating the columns or rows.



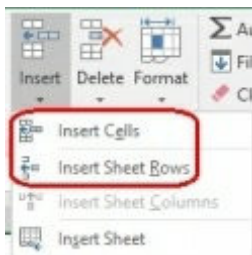
Click and hold the cursor on that line and move your mouse to increase or decrease.

## Insert A row

If you wish to add a row between the 142 and 145, select the row 145.

6/18/2016	141	\$ 1,458.89
6/19/2016	142	\$ 985.12
6/26/2016	145	\$ 3,652.55
6/26/2016	146	\$ 1,023.73

Under the **Home** tab, in the **Cells** group, click on **Insert**. In the drop down menu, click on **Insert Cells** or **Insert Sheet Rows**.



The row is displayed.

6/18/2016	141	\$ 1,458.89
6/19/2016	142	\$ 985.12
6/26/2016	145	\$ 3,652.55
6/26/2016	146	\$ 1,023.73

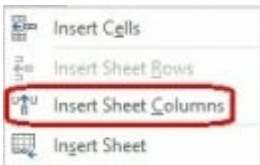
## A column

Select the column behind the one you wish to add.

A	B	C
6/14/2016	140	\$ 21,780.25
6/18/2016	141	\$ 1,458.89
6/19/2016	142	\$ 985.12
6/26/2016	145	\$ 3,652.55
6/26/2016	146	\$ 1,023.73
6/27/2016	147	\$ 321.45
6/29/2016	148	\$ 856.00

Under the **Home** tab, in the **Cells** group, click on **Insert**. In the drop down menu, click on **Insert Sheet Columns**.





A column will be added in front of the one you have selected.

A	B	C	D
6/14/2016	140	\$ 21,780.25	
6/18/2016	141	\$ 1,458.89	
6/19/2016	142	\$ 985.12	
6/26/2016	145	\$ 3,652.55	
6/26/2016	146	\$ 1,023.73	
6/27/2016	147	\$ 321.45	
6/29/2016	148	\$ 856.00	

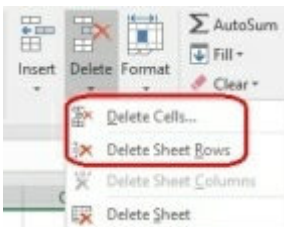
## Delete

### A row

Click on the row you wish to delete.

1	Date	Number	Amount
2	6/14/2016	140	\$ 21,780.25
3	6/18/2016	141	\$ 1,458.89
4	6/19/2016	142	\$ 985.12
5			
6	6/26/2016	145	\$ 3,652.55
7	6/26/2016	146	\$ 1,023.73
8	6/27/2016	147	\$ 321.45
9	6/29/2016	148	\$ 856.00

Under the **Home** tab, in the **Cells** group, click on **Delete**. In the drop down menu, click on **Delete Cells...** or **Delete Sheet Rows**.

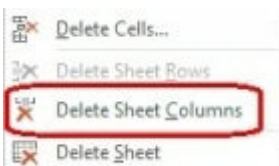


### A column

Click on the column you wish to delete.

A	B	C	D
	Date	Number	Amount
	6/14/2016	140	\$ 21,780.25
	6/18/2016	141	\$ 1,458.89
	6/19/2016	142	\$ 985.12
	6/26/2016	145	\$ 3,652.55
	6/26/2016	146	\$ 1,023.73
	6/27/2016	147	\$ 321.45
	6/29/2016	148	\$ 856.00

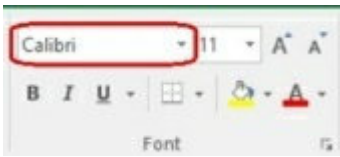
Under the **Home** tab, in the **Cells** group, click on **Delete**. In the drop down menu, click on **Delete Sheet Columns**.



## Edit text

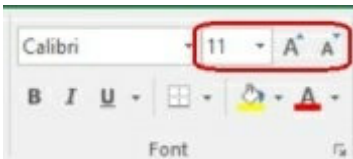
### Font

Under the **Home** tab, in the **Font** group, open the drop down menu and click on your choice.



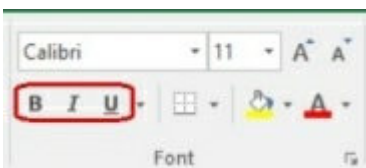
### Size

Under the **Home** tab, in the **Font** group, open the drop down menu and click on your choice. You can also use the two “A” to increase or decrease the size.



### Style

Under the **Home** tab, in the **Font** group, click on one of the following styles: **B** for bold, **I** for italic and **U** for underlined.



## Border

### Add

Select the cells to add a border. Under the **Home** tab, in the **Font** group, click on the border icon.



In the drop down menu, click on your choice.



## Delete

To delete a border, go back in the border drop down menu and click on ***No Border*** or ***Erase Border***.



## Fill Color

### Add

Under the ***Home*** tab, in the ***Font*** group, click on the fill color icon. If the default color does not suit you, click on the arrow next to the icon.



## Delete

Under the **Home** tab, in the **Font** group, click on the arrow of the fill color icon. In the drop down menu, click on **No Fill**.



## Number Format

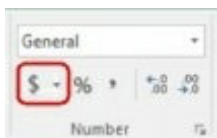
### Formats list

Under the **Home** tab, in the **Number** group, click on the drop down menu. In the list, some examples are given for each format, click on your choice.

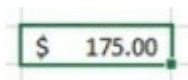


### Accounting Number Format

Under the **Home** tab, in the **Number** group, click on the **Accounting Number Format** icon.



The numbers specified in the cell become an amount with a dollar sign.



## Percent Style

Under the **Home** tab, in the **Number** group, click on **Percent Style** icon.

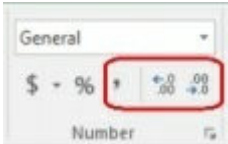


A percentage sign is added to the specified number in the cell.

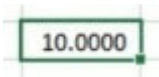


### Number with decimal

Under the **Home** tab, in the **Number** group, click on the **Comma Style** icon. The two other icons are used to increase or decrease the number of decimals.



The specified number in the cell is displayed with a comma and decimals.



### Delete

Under the **Home** tab, in the **Number** group, click on the drop down menu and choose **General**.

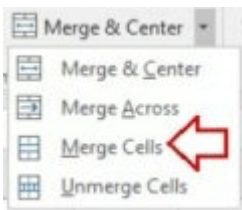


### Merge

Select the zone to merge. Be careful to not select multiple cells with text.



Under the **Home** tab, in the **Alignment** group, click on the arrow **Merge & Center**. In the drop down menu, click on your choice.

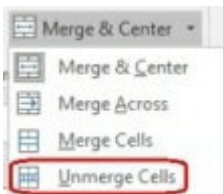


The cells merge.



### Delete the merging

Under the **Home** tab, in the **Alignment** group, click on the arrow **Merge & Center**. In the drop down menu, click on **Unmerge Cells**.



### Alignment

#### Horizontal

Under the **Home** tab, in the **Alignment**, click on the horizontal alignment of your choice.

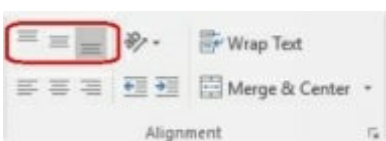


Here are the examples of the left, right and center alignments.



#### Vertical

Under the **Home** tab, in the **Alignment** group, click on the vertical alignment of your choice.



Here are the examples of the top, center and bottom alignments.

Budget <b>Top</b>	Budget <b>Centered</b>	Budget <b>Bottom</b>
-------------------	------------------------	----------------------

## Automatic Line Wrapping

Here is an example of a text that exceeds the limit of a cell.

BUDGET	
Amount	Balan
Car monthly payment	
Groceries	
Gaz	

If you do not wish to adjust the column and the text exceeds, under the **Home** tab, in the **Alignment** group, click on **Wrap Text**.



Here is the result.

Amour	
Car monthly payment	
Groceries	
Gaz	

## Copy

Content to adjacent cells

Place your cursor on the square at the bottom right of the cell.

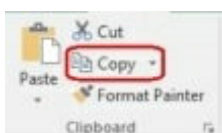


Hold the mouse button and slide to copy the cell.

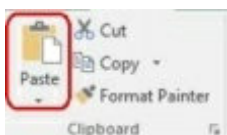


## Cells

Select the cell to copy. Under the **Home** tab, in the **Clipboard** group, click on **Copy**.



Select a cell. Under the **Home** tab, in the **Clipboard** group, click on **Paste**.

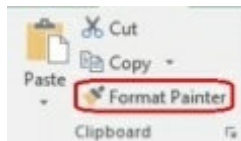


## Format

Select the cell to copy the text format from.

<b>Name</b>	<b>Nickname</b>
-------------	-----------------

Under the **Home** tab, in the **Clipboard** group, click on **Format Painter**.



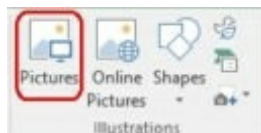
Click on the cell to apply the text format.

<b>Name</b>	<b>Nickname</b>
-------------	-----------------

## Insert

### Pictures

Under the **Insert** tab, in the **Illustrations** group, click on **Pictures**.



A contextual window opens. Double click on the picture of your choice. The picture is displayed in Excel.

Invoice			
Address			
Information <a href="http://www.lmsinformatique.co">http://www.lmsinformatique.co</a>			
		Date	2/3/2017
Description	Quantity	Unit Price	Price
Installation Carrière	1	7%	7%

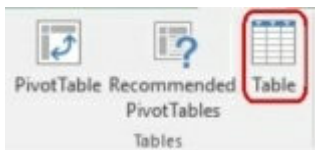


## Table

Select the cells you wish to create the table with.

	A	B	C
1	Supply	Quantity	Price
2	Pencil (box of 10)	1	\$ 2.99
3	Paper (pack of 500)	6	\$ 4.99
4	Black pen (box of 12)	1	\$ 4.49
5	Paper Clip (box of 40)	3	\$ 3.99
6	Ruler		\$ 4.99
7	Post-It 5x5	5	\$ 1.75
8	Highlighter Mixed (box of 6)	2	\$ 7.99
9	Eraser		\$ 0.89
10	Message Block	2	\$ 1.25
11	Blue pen (box of 12)	1	\$ 4.49
12	Red pen (box of 12)	1	\$ 4.49
13	Stapler		\$ 19.99
14	Staples (box of 300)	4	\$ 3.49

Under the **Insert** tab, in the **Tables** group, click on **Table**.



A contextual window opens. If your table has headers, check the appropriated case. Click **OK**.

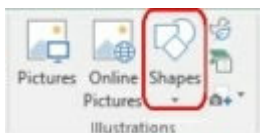


Your table is displayed.

	A	B	C
1	Supply	Quantity	Price
2	Pencil (box of 10)	1	\$ 2.99
3	Paper (pack of 500)	6	\$ 4.99
4	Black pen (box of 12)	1	\$ 4.49
5	Paper Clip (box of 40)	3	\$ 3.99
6	Ruler		\$ 4.99
7	Post-It 5x5	5	\$ 1.75
8	Highlighter Mixed (box of 6)	2	\$ 7.99
9	Eraser		\$ 0.89
10	Message Block	2	\$ 1.25
11	Blue pen (box of 12)	1	\$ 4.49
12	Red pen (box of 12)	1	\$ 4.49
13	Stapler		\$ 19.99
14	Staples (box of 300)	4	\$ 3.49

## Shapes

Under the **Insert** tab, in the **Illustrations** group, click on **Shapes**.



A drop down menu opens. Click on the shape of your choice.

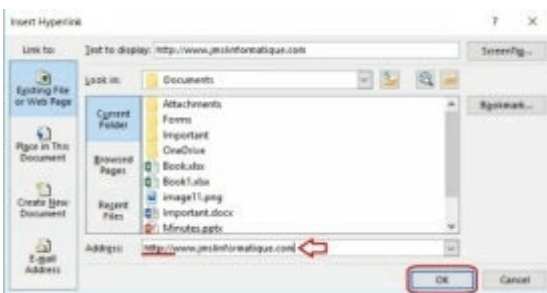


## Hyperlink

Select a cell. Under the **Insert** tab, in the **Links** group, click on **Hyperlink**.



A contextual window opens. In the **Address** text zone, specify the website's URL. Pay attention to not forget the **http://**. Click **OK**.

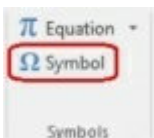


The hyperlink is displayed in the selected cell.

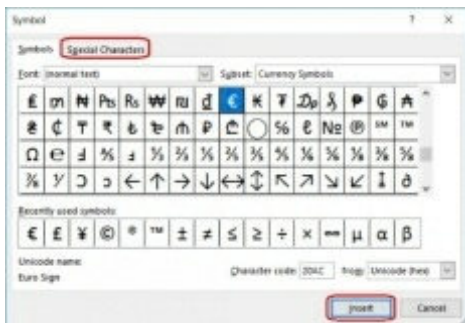


## Symbols and Special Characters

Under the **Insert** tab, in the **Symbols** group, click on **Symbol**.



A contextual window opens. At the top of the window, you will find the **Special Characters** tab. Select the desired symbol and click **Insert**.

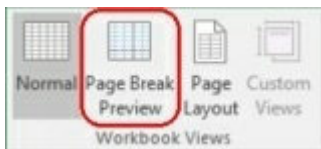


## View

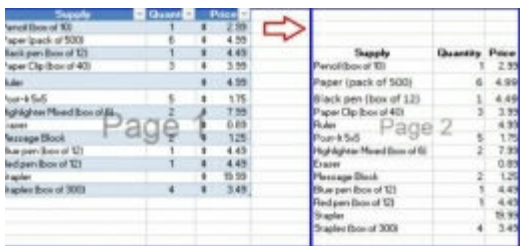
### Workbook Views

#### With Page Break Preview

Under the **View** tab, in the **Workbook Views** group, click on **Page Break Preview**.

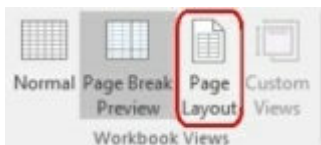


The page breaks will show. You can modify them simply by click and hold the cursor and then slide the line to edit.



### Page Layout

Under the **View** tab, in the **Workbook Views** group, click on **Page Layout**.



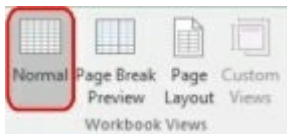
With this view, you can add a header and see the margins.

Add header

Supply	Quantity	Price	
Pencil (box of 10)	1	\$ 2.99	
Paper (pack of 500)	6	\$ 4.99	
Black pen (box of 12)	1	\$ 4.49	
Paper Clip (box of 40)	3	\$ 3.99	
Ruler		\$ 4.99	
Post-It 5x5	5	\$ 1.75	

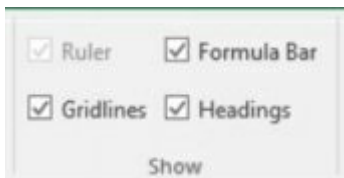
### Restore the view

Under the **View** tab, in the **Workbook Views** group, click on **Normal**. The view is restored.



### Hide gridlines and headings

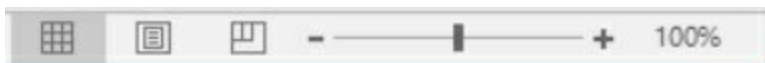
Under the **View** tab, in the **Show** group, uncheck the **Gridlines** and **Headings** cases.



### Edit the zoom

There are two ways to execute this action.

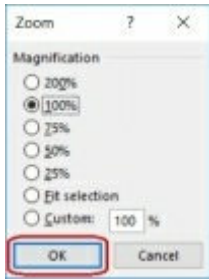
1. At the bottom right of the screen, there is a bar for the zoom. Slide the cursor or click on the plus or minus to adjust the zoom.



2. Under the **View** tab, in the **Zoom** group, click on **Zoom**.

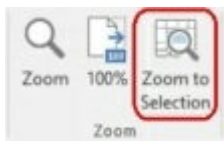


A contextual window opens. Select your choice and click **OK**.



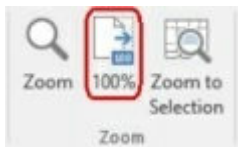
### Zoom to Selection

Under the **View** tab, in the **Zoom** group, click on **Zoom to Selection**. The zoom display is at 400%.



### Restore the zoom

Under the **View** tab, in the **Zoom** group, click on **100%**. The zoom is restored to 100%.



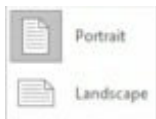
## Page Layout

### Orientation

Under the **Page Layout** tab, in the **Page Setup** group, click on **Orientation**.



In the drop down menu, click on your choice.



### Margins

Under the **Page Layout** tab, in the **Page Setup** group, click on **Margins**.

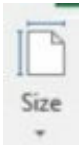


In the drop down menu, click on your choice.

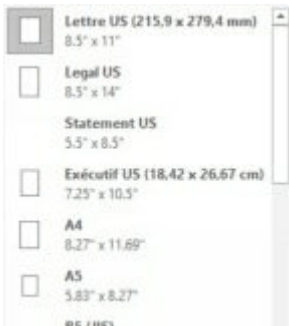


## Size

Under the **Page Layout** tab, in the **Page Setup** group, click on **Size**.



In the drop down menu, click on your choice.



## Print Area

Select the cells that you wish to print.

Hours	Hourly Rate	Total	Net Pay	Deduction	TOTAL	Set Aside
10	22	220	220	15.25	204.75	40.95
8	35	280	280	15.45	264.55	52.91
24	35	840	840	33.75	806.25	161.25
16	22	352	352	17.05	334.95	66.99
18	40	720	720	26.35	693.65	138.73
16	35	560	560	22.65	537.35	107.47
32	35	1120	1120	70.95	1049.05	209.81
Total		4092	4092	Total	3890.55	778.11

Under the **Page Layout**, in the **Page Setup**, click on **Print Area**.



In the drop down menu, click on ***Set Print Area***.



## Page breaks

The image below is an example of a page without a break. Both tables are on the same page when printed.

page 1

Title	Code	Number	Ordered Qty	Price
Advanced English	202-ag-350	29192	89	\$ 15.99
Business English	202-ag-350	29195	85	\$ 15.25
Medium Level English	202-ag-350	29194	190	\$ 18.85
English Upgrade	202-ag-350	29195	98	\$ 10.98
Level 1 English	202-ag-350	29196	210	\$ 12.50
Level 2 English	202-ag-350	29197	198	\$ 18.75

Comment

Title	Code	Number	Ordered Qty	Price
Advanced French	202-fr-350	29198	100	\$ 10.25
Imaginary French	202-fr-350	29199	30	\$ 16.55
Medium Level French	202-fr-350	29200	80	\$ 13.50
French Upgrade	202-fr-350	29201	89	\$ 15.75
Level 1 French	202-fr-350	29202	189	\$ 14.85
Level 2 French	202-fr-350	29203	175	\$ 12.25

Comment

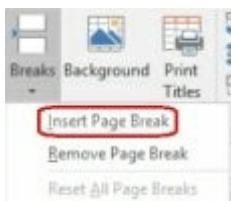
To separate the tables on 2 pages, select the cell where you wish to insert a page break. The top left corner is where the page break will be set.

Level 2 English	202-ag-350	29197	198	\$ 18.75
Comment				
Title	Code	Number	Ordered Qty	Price
Advanced French	202-fr-350	29198	100	\$ 10.25

Under the ***Page Layout*** tab, in the ***Page Setup*** group, click on ***Breaks***.



In the drop down menu, click on ***Insert Page Break***.



The tables are separated on 2 pages as seen in the following example.

page 1

Title	Code	Number	Ordered Qty	Price
Advanced English	202-ag-350	29192	89	\$ 15.99
Business English	202-ag-350	29195	85	\$ 15.25
Medium Level English	202-ag-350	29194	190	\$ 18.85
English Upgrade	202-ag-350	29195	98	\$ 10.98
Level 1 English	202-ag-350	29196	210	\$ 12.50
Level 2 English	202-ag-350	29197	198	\$ 18.75

Comment

page 2

Title	Code	Number	Ordered Qty	Price
Advanced French	202-fr-350	29198	100	\$ 10.25
Imaginary French	202-fr-350	29199	30	\$ 16.55
Medium Level French	202-fr-350	29200	80	\$ 13.50
French Upgrade	202-fr-350	29201	89	\$ 15.75
Level 1 French	202-fr-350	29202	189	\$ 14.85
Level 2 French	202-fr-350	29203	175	\$ 12.25

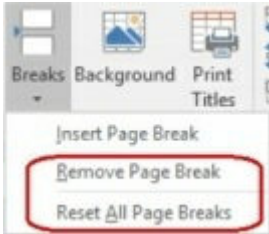
Comment

## Delete

Under the ***Page Layout*** tab, in the ***Page Setup*** group, click on ***Breaks***.



If you select the cell with the page break, click on ***Remove Page Break***. If you cannot find the cell with the page break, click on ***Reset All Page Breaks***.



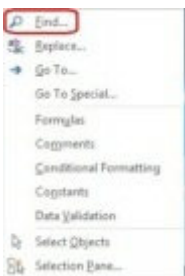
## Find

### Find a cell

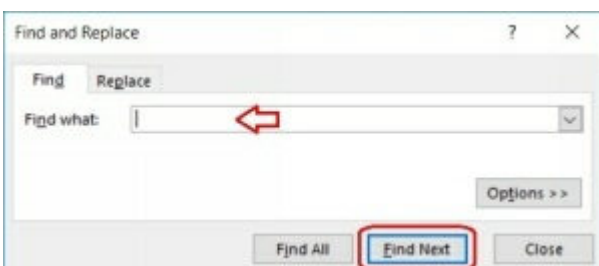
Under the ***Home*** tab, in the ***Editing*** group, click on ***Find & Select***.



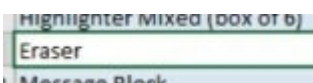
In the drop down menu, click on ***Find...***



A contextual window opens. Specify the word that you are searching for in the text zone. Click on ***Find Next***.



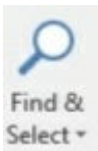
The search selects the result.



## Replace

Under the ***Home*** tab, in the ***Editing*** group, click on ***Find & Select***.

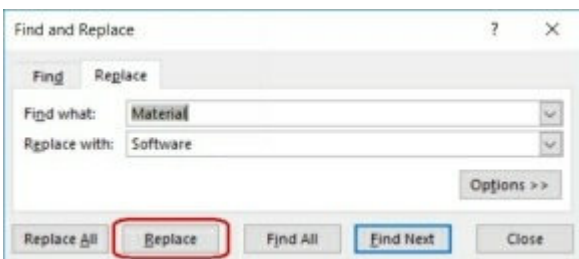




In the drop down menu, click on ***Replace...***

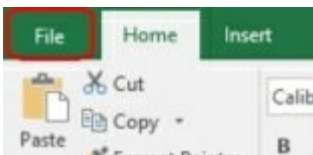


A contextual window opens. In the text zone ***Find what***, specify the word to replace. In the text zone ***Replace with***, specify the word to display. Click on ***Replace***.

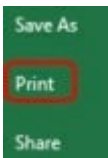


## Print Scaling

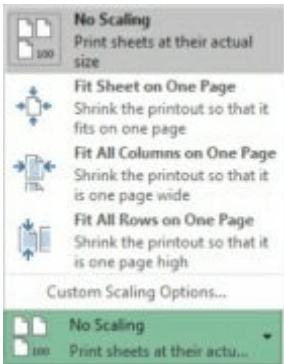
Click on the ***File*** tab.



In the left pane, click on **Print**.

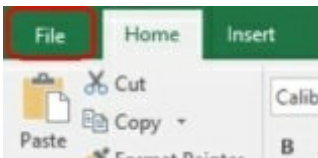


In the right pane, click on **No Scaling**. In the drop down menu, select your choice of scaling.

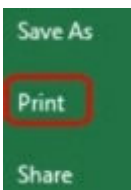


## Print preview

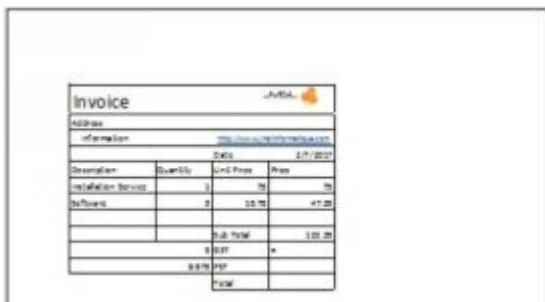
Click on the **File** tab.



In the left pane, click on **Print**.



In the right pane, a preview of your document is displayed.



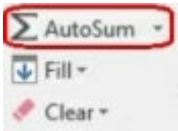
## Formulas

### AutoSum

Select the cell below the numbers to add together.

220
280
840
352
720
560
1120

Under the **Home** tab, in the **Editing** group, click on **AutoSum**.



or

Under the **Formulas** tab, in the **Function Library** group, click on **AutoSum**.



By default, a predetermined zone is selected. If it doesn't suit you, select the cells you want.

Hour	Hourly Rate	Total
10	22	220
8	35	280
24	35	840
16	22	352
18	40	720
16	35	560
32	35	1120
Total		=SUM(B3:B9)

If it does suit you, press **Enter** and the sum will show.

Total	4092
-------	------

## Multiplication, division and subtraction

To start, type in the equal sign (=). Then, select the first cell. Enter the sign of the desired equation.

\* for multiplication

/ for division

– for subtraction.

To conclude, select the second cell. Press **Enter** on your keyboard. If you have more than one cell in the equation, repeat the sign and select a cell once again.

Hour	Hourly Rate	Total
10	22	=G3*H3

## Repeat the formula in a column

Create your formula and press **Enter** on your keyboard.

Hour	Hourly Rate	Total
10	22	=G3*H3

Click and hold the bottom right corner. Slide your cursor to the desired cell.

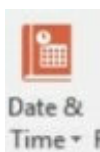
Hour	Hourly Rate	Total
10	22	220
8	35	
24	35	
16	22	
18	40	
16	35	
32	35	
Total		

The result shows.

Hour	Hourly Rate	Total
10	22	220
8	35	280
24	35	840
16	22	352
18	40	720
16	35	560
32	35	1120

## Date & Time

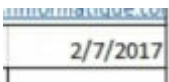
Under the **Formulas** tab, in the **Function Library** group, click on **Date & Time**.



In the drop down menu, click on **TODAY**.

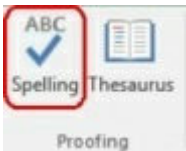


The date will automatically change every day.

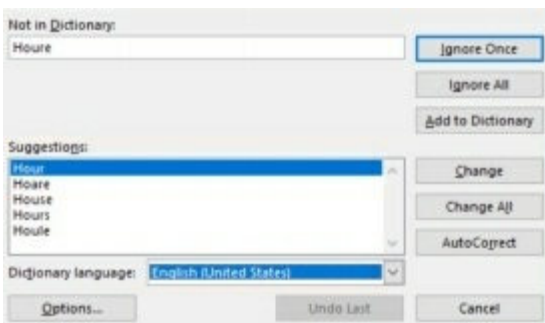


## Spell Check

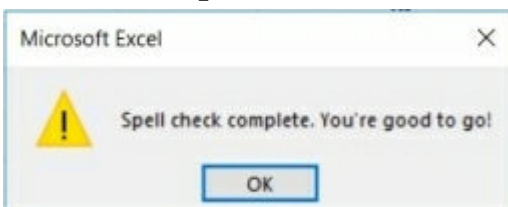
Under the **Review** tab, in the **Proofing** group, click on **Spelling**.



If there are some mistakes, a window opens. You can ignore the suggestions or replace to correct.



A window opens when the corrector doesn't find any additional mistake. Click **OK**.



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