

# [Free PDF File] Microsoft Excel 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)



CONTINUE ➡

Laminated quick reference showing step-by-step instructions and shortcuts for how to use Microsoft Office Excel 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Entering and Editing Data, Picking from a Drop-Down List, Selecting Cells, Resizing Column Width and Row Height, Inserting and Deleting Rows, Columns and Cells, Clearing Cells, Clearing Formulas, Borders, Shading, Text Color, Formatting Number Cells, Aligning and Merging Cells, Entering Dates, Entering a Sequence of Numbers, Entering Formulas & Functions, SUM and Other Functions, Quickly Absolute vs. Relative Cell References, Copying and Moving Data: Copying to Adjacent Cells; Cut, Copy, Paste; Drag & Drop, Sheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting Sheets; Editing Multiple Worksheets Simultaneously, Previewing, Printing and Page Setup, Scaling to Print, Printing a Specific Area, Using Page Break Preview to Adjust Page Breaks, Repeating Rows/Columns on Every Page. Also includes a list of Touch Actions, Selection and Movement Shortcuts. Recommended companion title covering Office basics: Office 2016 Essentials (ISBN 9781939791900). This guide is one of multiple titles available for Excel 2016, other Excel titles are: Excel 2016 Charts & Sparklines (ISBN 9781939791955); Excel 2016 Functions & Formulas (ISBN 9781939791979); Excel 2016 Tables, PivotTables, Sorting, Filtering & Inquire (ISBN 9781939791962); Excel 2016 Business Analytics & Power BI (ISBN 9781944684143); Excel 2016 Advanced Features & Macros (ISBN 9781944684082).

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