

Excel® 2016 Introduction

Here are some good things to know to do things quickly in the spreadsheet application, or how to make a mistake? See our Office 2016 Introduction guide.

Entering New Data

1. Click on a cell, or move to it with the arrow keys.
2. Type the data in your mouse pointer while typing, press = to insert a formula, or press Enter to finish.
3. Press Enter or Ctrl+Enter in the formula bar. The formula bar is located above your worksheet, and displays the data or formula that is the active cell. It also suggests an entry, press <Enter> to accept, <Esc> to cancel, or press F to continue typing.

Adding from a Drop-Down List

To put a value in a cell that will select a value from a list below or above the cell, press <Alt> <D> then use arrow and <Enter> to select. Or, press Ctrl+Enter, then <Alt> <D> then <Enter> to select.

Editing the Contents of a Cell

1. Click on the cell to change.
2. Click on the formula bar, or double-click in the cell, double-click the option press <Enter>.
3. Use arrow keys to move, <Delete> to delete cell, <Ctrl> <Delete> to delete right, or use Ctrl+Enter to add a new line.
4. When finished, press <Enter> or <Ctrl> <Enter> to save editing, <Esc> or press <Enter> to cancel editing.

Replacing the Contents of a Cell

1. Click <Enter> to save the cell to change.
2. Use arrow keys, then press <Alt> <Enter> or <Ctrl> <Enter>.

Selecting Cells

When you click, the value is inserted in the active cell. To select a single cell, click the cell, or use the arrow keys to move to the cell.

- To select a range of cells, drag or use <Alt> <Enter> or <Ctrl> <Enter> to select the range.
- To select a range of cells, press <Alt> <Enter> or <Ctrl> <Enter> to select the range.
- To select a range of cells, press <Alt> <Enter> or <Ctrl> <Enter> to select the range.

- To select entire worksheet, press <Ctrl> <Alt> <Enter> or <Ctrl> <Alt> <Enter>.
- To select entire worksheet, press <Ctrl> <Alt> <Enter> or <Ctrl> <Alt> <Enter>.
- To select multiple ranges, select a range, press <Alt> <Enter> or <Ctrl> <Enter> to select the next range.

Resizing Column Width or Row Height

1. Click on the column or row header.
2. Drag the column or row header to the right or left to change the width or height. To move the column or row header, press <Alt> <Enter> or <Ctrl> <Enter> to select the column or row header.

3. To select a range of cells, press <Alt> <Enter> or <Ctrl> <Enter> to select the range.
4. To select a range of cells, press <Alt> <Enter> or <Ctrl> <Enter> to select the range.
5. To select a range of cells, press <Alt> <Enter> or <Ctrl> <Enter> to select the range.

Inserting Rows or Columns

1. Select a row or column header. Then click on the cell, and then click on the column or row header. To insert a new row or column, select the number of rows or columns.
2. Click on the column or row header.

Inserting Cells

1. Select the cells where you want to insert new ones.
2. Click on the column or row header.
3. Press <Alt> <Enter> or <Ctrl> <Enter> to insert new ones.

Deleting Cells

- Use the arrow keys to move to the cell, and then press <Alt> <Enter> or <Ctrl> <Enter> to delete the cell.
1. Select the cells to delete.
 2. To delete a range of cells, press <Alt> <Enter> or <Ctrl> <Enter> to delete the range.
 3. To delete a range of cells, press <Alt> <Enter> or <Ctrl> <Enter> to delete the range.

Deleting Rows, Columns, or Cells

- To delete a row or column, press <Alt> <Enter> or <Ctrl> <Enter> to delete the row or column.
1. Select the row or column to delete.
 2. To delete a row or column, press <Alt> <Enter> or <Ctrl> <Enter> to delete the row or column.
 3. To delete a row or column, press <Alt> <Enter> or <Ctrl> <Enter> to delete the row or column.

4. To delete a row or column, press <Alt> <Enter> or <Ctrl> <Enter> to delete the row or column.
5. To delete a row or column, press <Alt> <Enter> or <Ctrl> <Enter> to delete the row or column.

Borders, Shading, Text Color

- To apply borders, shading, text color, or text color, press <Alt> <Enter> or <Ctrl> <Enter> to apply the border, shading, text color, or text color.

Changing a Color

1. Click on the cell, then click on the color box, or click on the color box, then click on the color box.
2. To change a color, press <Alt> <Enter> or <Ctrl> <Enter> to change the color.

Changing a Border

1. Click on the cell, then click on the border box, or click on the border box, then click on the border box.
2. To change a border, press <Alt> <Enter> or <Ctrl> <Enter> to change the border.

Formatting Number Cells

- To format a number cell, press <Alt> <Enter> or <Ctrl> <Enter> to format the number cell.
1. Select the cell to format. Then click on the number box, or click on the number box, then click on the number box.
 2. To format a number cell, press <Alt> <Enter> or <Ctrl> <Enter> to format the number cell.

3. To format a number cell, press <Alt> <Enter> or <Ctrl> <Enter> to format the number cell.
4. To format a number cell, press <Alt> <Enter> or <Ctrl> <Enter> to format the number cell.
5. To format a number cell, press <Alt> <Enter> or <Ctrl> <Enter> to format the number cell.

Aligning and Wrapping Cells

- To align a cell, press <Alt> <Enter> or <Ctrl> <Enter> to align the cell.
1. Select the cell to align. Then click on the align box, or click on the align box, then click on the align box.
 2. To align a cell, press <Alt> <Enter> or <Ctrl> <Enter> to align the cell.

Entering Dates

- To enter a date, press <Alt> <Enter> or <Ctrl> <Enter> to enter the date.
1. Click on the cell where you want to enter the date.
 2. To enter a date, press <Alt> <Enter> or <Ctrl> <Enter> to enter the date.
 3. To enter a date, press <Alt> <Enter> or <Ctrl> <Enter> to enter the date.

Entering a Sequence of Numbers

1. Click on the cell where you want to enter the sequence.
2. To enter a sequence of numbers, press <Alt> <Enter> or <Ctrl> <Enter> to enter the sequence.
3. To enter a sequence of numbers, press <Alt> <Enter> or <Ctrl> <Enter> to enter the sequence.
4. To enter a sequence of numbers, press <Alt> <Enter> or <Ctrl> <Enter> to enter the sequence.

- To enter a sequence of numbers, press <Alt> <Enter> or <Ctrl> <Enter> to enter the sequence.
1. Click on the cell where you want to enter the sequence.
 2. To enter a sequence of numbers, press <Alt> <Enter> or <Ctrl> <Enter> to enter the sequence.
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- To enter a sequence of numbers, press <Alt> <Enter> or <Ctrl> <Enter> to enter the sequence.
1. Click on the cell where you want to enter the sequence.
 2. To enter a sequence of numbers, press <Alt> <Enter> or <Ctrl> <Enter> to enter the sequence.

Showing Hidden Rows or Columns

1. Click on the cell where you want to show the hidden rows or columns.
2. To show hidden rows or columns, press <Alt> <Enter> or <Ctrl> <Enter> to show the hidden rows or columns.

- To show hidden rows or columns, press <Alt> <Enter> or <Ctrl> <Enter> to show the hidden rows or columns.
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