

# 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 Essentials guide.

## Entering New Cells

1. Click on a cell, or move to it with the arrow keys.
2. Type the data in your mouse cursor while typing, press = for formula, or **Enter** to confirm.
3. Press **Enter** or **Ctrl** or **Enter** in the formula bar. The formula bar is located above your worksheet, and displays the data or formula stored in the active cell. It also suggests an entry, press **Enter** to accept, or click on a cell, or press **Esc** to cancel the entry.

## Filling from a Drop-Down List

To put a list of values into a cell, select a cell in the cell below or above the cell you want to fill. Then use the arrow keys to select the list. Press **Ctrl** or **Enter** to fill the cell with the list.

## Editing the Contents of a Cell

1. Click on the cell to edit.
2. Click on the formula bar, or double-click in the cell. Double-click the cell to edit the cell.
3. Use arrow keys to move the cursor to the cell. Double-click the cell to edit the cell.
4. When finished, press **Enter** or **Ctrl** or **Enter** to save the cell.

## Replacing the Contents of a Cell

1. Click on the cell to edit.
2. Type new data, then press **Enter** or **Ctrl** or **Enter**.

## Selecting Cells

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

1. To select a range of cells, click the first cell, then click the last cell, or press **Shift** and the arrow keys.
2. To select a range of cells, click the first cell, then click the last cell, or press **Shift** and the arrow keys.
3. To select a range of cells, click the first cell, then click the last cell, or press **Shift** and the arrow keys.

To select entire worksheet, press **Ctrl** or **Enter** or **Enter** in the formula bar.

To select entire worksheet, press **Ctrl** or **Enter** or **Enter** in the formula bar.

To select multiple ranges, select a range, then press **Ctrl** or **Enter** or **Enter** in the formula bar.

## Resizing Column Width or Row Height

1. Click on the column or row header. The mouse cursor changes to a double-headed arrow.
2. Drag the column or row header to the right or left. Double-click the line to return to the default width.
3. To select a range of cells, click the first cell, then click the last cell, or press **Shift** and the arrow keys.
4. To select a range of cells, click the first cell, then click the last cell, or press **Shift** and the arrow keys.
5. To select a range of cells, click the first cell, then click the last cell, or press **Shift** and the arrow keys.
6. To select a range of cells, click the first cell, then click the last cell, or press **Shift** and the arrow keys.

## Inserting Rows or Columns

1. Select a row or column header. Then click on the cell below or to the right of the cell. Press **Ctrl** or **Enter** or **Enter** in the formula bar.
2. Click on the cell, then click on the cell below or to the right of the cell. Press **Ctrl** or **Enter** or **Enter** in the formula bar.

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## Inserting Cells

1. Select the cells where you want to insert new cells.
2. Click on the **Insert** tab, then click on **Cells**.
3. Specify the number of rows and columns to insert.

## Deleting Cells

1. Select the cells where you want to delete the cells.
2. Click on the **Delete** tab, then click on **Cells**.
3. Specify the number of rows and columns to delete.

## Deleting Rows, Columns, or Cells

1. To delete a row, click on the row header, then click on **Delete**.
2. To delete a column, click on the column header, then click on **Delete**.
3. To delete a cell, click on the cell, then click on **Delete**.

1. To delete a row, click on the row header, then click on **Delete**.
2. To delete a column, click on the column header, then click on **Delete**.
3. To delete a cell, click on the cell, then click on **Delete**.

## Borders, Shading, Text Color

1. Click on the **Home** tab, then click on **Styles**.
2. Click on the **Borders** icon, then click on the **Shading** icon, then click on the **Text Color** icon.

## Changing a Color

1. Click on the **Home** tab, then click on **Styles**.
2. Click on the **Colors** icon, then click on the **Colors** icon.
3. Click on the **Colors** icon, then click on the **Colors** icon.

## Changing a Border

1. Click on the **Home** tab, then click on **Styles**.
2. Click on the **Borders** icon, then click on the **Borders** icon.
3. Click on the **Borders** icon, then click on the **Borders** icon.

## Formatting Number Cells

1. Click on the **Home** tab, then click on **Styles**.
2. Click on the **Number** icon, then click on the **Number** icon.
3. Click on the **Number** icon, then click on the **Number** icon.

To change the number of decimal places, click on the **Number** icon, then click on the **Number** icon.

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## Entering Dates

1. Click on the cell where you want to enter the date.
2. Type the date in your mouse cursor while typing, press = for formula, or **Enter** to confirm.
3. Press **Enter** or **Ctrl** or **Enter** in the formula bar. The formula bar is located above your worksheet, and displays the data or formula stored in the active cell. It also suggests an entry, press **Enter** to accept, or click on a cell, or press **Esc** to cancel the entry.

## Entering a Sequence of Numbers

1. Click on the cell where you want to enter the sequence.
2. Type the first number in the sequence, then press **Enter** or **Ctrl** or **Enter**.
3. Click on the cell where you want to enter the sequence, then press **Enter** or **Ctrl** or **Enter**.
4. Click on the cell where you want to enter the sequence, then press **Enter** or **Ctrl** or **Enter**.

To enter a sequence of numbers, click on the **Formulas** tab, then click on **Fill**, then click on **Series**.

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## Moving Windows or Worksheets

1. Click on the **Home** tab, then click on **Windows**.
2. Click on the **Windows** icon, then click on the **Windows** icon.
3. Click on the **Windows** icon, then click on the **Windows** icon.

To move a window, click on the **Windows** icon, then click on the **Windows** icon.

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# Microsoft Excel 2015 Introduction Quick Reference Guide

**CH Cherryholmes**



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## **Table of Contents Microsoft Excel 2015 Introduction Quick Reference Guide**

1. Understanding the eBook Microsoft Excel 2015 Introduction Quick Reference Guide
  - The Rise of Digital Reading Microsoft Excel 2015 Introduction Quick Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 2015 Introduction Quick Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Excel 2015 Introduction Quick Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 2015 Introduction Quick Reference Guide
  - Personalized Recommendations
  - Microsoft Excel 2015 Introduction Quick Reference Guide User Reviews and Ratings
  - Microsoft Excel 2015 Introduction Quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Excel 2015 Introduction Quick Reference Guide Free and Paid eBooks
  - Microsoft Excel 2015 Introduction Quick Reference Guide Public Domain eBooks
  - Microsoft Excel 2015 Introduction Quick Reference Guide eBook Subscription Services
  - Microsoft Excel 2015 Introduction Quick Reference Guide Budget-Friendly Options
6. Navigating Microsoft Excel 2015 Introduction Quick Reference Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Excel 2015 Introduction Quick Reference Guide Compatibility with Devices
- Microsoft Excel 2015 Introduction Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Excel 2015 Introduction Quick Reference Guide
  - Highlighting and Note-Taking Microsoft Excel 2015 Introduction Quick Reference Guide
  - Interactive Elements Microsoft Excel 2015 Introduction Quick Reference Guide
- 8. Staying Engaged with Microsoft Excel 2015 Introduction Quick Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Excel 2015 Introduction Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Excel 2015 Introduction Quick Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Excel 2015 Introduction Quick Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel 2015 Introduction Quick Reference Guide
  - Setting Reading Goals Microsoft Excel 2015 Introduction Quick Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel 2015 Introduction Quick Reference Guide
  - Fact-Checking eBook Content of Microsoft Excel 2015 Introduction Quick Reference Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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