

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 Cells

1. Click on a cell, or move to it with the arrow keys.
2. Type the data in your mouse pointer while typing, press = for formula, or type a character.
3. Press <Enter> or <Ctrl> or 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, <Delete> to remove, or press F to edit the entry.

Adding from a Drop-Down List

To get a list of values to add to a cell, click on the cell, then click on the arrow below the cell, press <Alt> <D> then use arrow keys to select the value, or click on the arrow below the cell, then click on the arrow below the cell.

Editing the Contents of a Cell

1. Click on the cell to edit.
2. Click on the formula bar, or click on the cell, then click on the <F2> key, or the <Edit> button on the ribbon.
3. Use arrow keys to move, <Delete> to delete, <Ctrl> <Z> to undo, <Ctrl> <Y> to redo, or use the arrow keys.
4. When finished, press <Enter> or <Ctrl> <Enter> to save the entry, or press <Esc> to cancel editing.

Replacing the Contents of a Cell

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

Selecting Cells

When you click on a cell, the cell is selected in the active cell. To select a range of cells, click on the cell, or use the arrow keys to move to the cell.

1. To select a range of cells, click on the cell, or use the arrow keys to move to the cell.
2. Press <Shift> <Ctrl> <Z> to undo, <Ctrl> <Y> to redo, or use the arrow keys.
3. Press <Ctrl> <Z> to undo, <Ctrl> <Y> to redo, or use the arrow keys.

1. To select entire worksheet, press <Ctrl> <A>.
2. To select entire worksheet, press <Ctrl> <A>.
3. To select entire worksheet, press <Ctrl> <A>.
4. To select multiple ranges, select a range, press <Ctrl> <A>.

Resizing Column Width or Row Height

1. Click on the cell, then click on the column or row header, then click on the arrow below the cell, or use the arrow keys to move to the cell, then click on the arrow below the cell, then click on the arrow below the cell.
2. Click on the cell, then click on the column or row header, then click on the arrow below the cell, or use the arrow keys to move to the cell, then click on the arrow below the cell, then click on the arrow below the cell.
3. Click on the cell, then click on the column or row header, then click on the arrow below the cell, or use the arrow keys to move to the cell, then click on the arrow below the cell, then click on the arrow below the cell.
4. Click on the cell, then click on the column or row header, then click on the arrow below the cell, or use the arrow keys to move to the cell, then click on the arrow below the cell, then click on the arrow below the cell.

Inserting Rows or Columns

1. Select a row or column header, then click on the arrow below the cell, or use the arrow keys to move to the cell, then click on the arrow below the cell, then click on the arrow below the cell.
2. Click on the cell, then click on the column or row header, then click on the arrow below the cell, or use the arrow keys to move to the cell, then click on the arrow below the cell, then click on the arrow below the cell.

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Inserting Cells

1. Select the cells where you want to insert new ones.
2. Click on the <Insert> tab, then click on the <Cells> button.
3. Click on the <Insert Cells Shift Down> button.

Deleting Cells

1. Select the cells to delete.
2. Click on the <Delete> button, then click on the <Shift Down> button.
3. Click on the <Delete Cells Shift Down> button.
4. Click on the <Delete Cells Shift Down> button.

Deleting Rows, Columns, or Cells

1. Select the rows, columns, or cells to delete.
2. Click on the <Delete> button, then click on the <Shift Down> button.
3. Click on the <Delete Cells Shift Down> button.
4. Click on the <Delete Cells Shift Down> button.

1. Click on the <Delete> button, then click on the <Shift Down> button.
2. Click on the <Delete Cells Shift Down> button.

Borders, Shading, Text Color, Fill Color, Font Color, and Font Style

1. Click on the <Home> tab, then click on the button.
2. Click on the <Fill Color> button.

Changing a Color

1. Click on the <Home> tab, then click on the button.
2. Click on the <Fill Color> button.

Changing a Border

1. Click on the <Home> tab, then click on the button.
2. Click on the <Fill Color> button.

Formatting Number Cells

1. Click on the <Home> tab, then click on the button.
2. Click on the <Fill Color> button.

Formatting Text Cells

1. Click on the <Home> tab, then click on the button.
2. Click on the <Fill Color> button.

Aligning and Wrapping Cells

1. Click on the <Home> tab, then click on the button.
2. Click on the <Fill Color> button.

Entering Dates

1. Click on the cell, then type the date, or use the arrow keys to move to the cell, then type the date.
2. Click on the <Home> tab, then click on the button.
3. Click on the <Fill Color> button.

Entering a Sequence of Numbers

1. Click on the cell, then type the first number, or use the arrow keys to move to the cell, then type the first number.
2. Click on the <Home> tab, then click on the button.
3. Click on the <Fill Color> button.

Inserting Actions

1. Click on the <Home> tab, then click on the button.
2. Click on the <Fill Color> button.

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Microsoft Excel 2015 Introduction Quick Reference Guide

Annelies Wilder-Smith



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