

Quick Guide to New 2016 Excel Interface

Basic Formula Review

- Entering & Using Formulas
- Using AutoSum & AutoSum List
- Using Formula AutoComplete
- Using the AutoCalculate Feature
- Using Range Borders to Modify Formulas
- Checking Formula Errors

Copying & Moving Data & Formulas

- Copying/Cutting & Pasting Data
- Copying & Pasting Formulas
- Using the Paste Options Button
- Using the Paste List & Clipboard Task Pane
- Creating Relative & Absolute Cell References
- Filling Cells
- Using Drag-&-Drop Editing
- Using Undo & Redo

Formatting with AutoFormat & Styles

- Using Automatic Formatting Features
- Applying an AutoFormat
- Extending List Formats & Formulas
- Applying a Predefined Style
- Creating a Style by Example
- Applying a Style
- Creating a New Style
- Editing an Existing Style
- Merging Styles

Controlling Large Worksheet Views

- Increasing the Magnification
- Decreasing the Magnification
- Changing the Magnification of a Range
- Switching to Full Screen View
- Splitting the Window
- Removing the Split Windows
- Freezing/Unfreezing the Panes

Working with Multiple Worksheets

- Using Multiple Worksheets
- Navigating between Worksheets
- Selecting & Renaming Worksheets
- Selecting Multiple Worksheets
- Coloring Worksheet Tabs
- Inserting & Deleting Worksheets
- Printing Selected Worksheets

3-D Formulas & Grouped Worksheets

- Copying & Moving Worksheets
- Using Grouped Worksheets
- Moving/Copying Data between Worksheets
- Creating 3-D Formulas
- Using 3-D Ranges in Functions

Creating Data Series

- Using the Series Command
- Creating a Linear Series
- Creating a Date Series
- Using a Stop Value
- Creating a Growth Trend Series

More Functions: Logical, Date & Financial

- Using Function Arguments
- Using Financial, Logical & Date Functions
- Formatting Dates
- Revising Formulas

Managing Data with Sort, Find & Replace

- Sorting Lists
- Sorting in Ascending/Descending Order
- Finding & Replacing Data
- Finding & Replacing Cell Formats

Filtering Data to Display Relevant Records

- Enabling/Disabling AutoFilter
- Using AutoFilter to Filter a List
- Clearing AutoFilter Criteria
- Creating a Custom AutoFilter

Managing Files & New File Formats

- Changing Workbook Properties
- Selecting File Views
- Sorting Excel Files
- Using the Document Recovery Pane
- Inspecting a Document
- Marking a Document as Final
- Saving to a PDF Format
- Using the Compatibility Checker
- Converting a File to 2010 Format
- Saving as a Binary Format

Getting Help

- Using Microsoft Excel Help & Resources
- Working with Excel Help
- Looking Further for Answers