



Niagara  
College  
Canada  
APPLIED DREAMS

# Excel 2016

Microsoft Quick Start

ITS (2017)

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## Create a workbook with a template

1. Open Excel.
2. Select a template, such as the **Sales invoice tracker**.
3. In the template description window, select **Create**.
4. For a wider selection of templates, next to **Suggested searches**, select a category (such as **Business**, **Personal**, or **Industry**), select a template, and then select **Create**.

For more information, see [Featured Templates for Excel](#).

The screenshot shows the Excel template gallery interface. At the top, there is a search bar labeled "Search for online templates". Below it, there are "Suggested searches" for Business, Personal, Industry, and Financial Management. Several template thumbnails are displayed, including a calendar for August 2016, an Inventory List, an Academic calendar for any year, an Inventory list with reorder highlights, a sales invoice tracker for Contoso, Ltd., and a student schedule. A mouse cursor is pointing at the "Sales invoice tracker" template.

## Enter data

To manually enter data:

1. Select an empty cell, such as A1, and then type text or a number.
2. Press Enter or Tab to move to the next cell.

To fill in a data series:

1. Enter the beginning of the series in two cells: such as Jan and Feb; or 2014 and 2015.
2. Select the two cells containing the series, and then drag the fill handle  across or down the cells.

The screenshot shows an Excel spreadsheet with columns A through E and rows 1 through 5. Row 1 contains "Department", "Q1", "Q2", and "Tab". Row 2 contains "Sales". Row 3 contains "HR" and "Enter". Row 4 is empty. Row 5 is empty. Below this, a separate grid shows a data series starting with "2014" and "2015" in the first column, and "Jan", "Feb", "Mar", "Apr", "May", "Jun" in the top row. A blue arrow points from the "2014" cell down to the "2015" cell, and another blue arrow points from the "Jan" cell across to the "Jun" cell, illustrating the fill handle functionality.

### Fill column data with Flash Fill

Use Flash Fill to automatically fill a column, such as First Name, derived from another column, such as Full Name.

1. In the cell under First Name, type Molly and press Enter.
2. In the next cell, type the first few letters of Garret.
3. When the list of suggested values appears, press Return.
4. Select **Flash Fill Options**  to take further action.

**Try it!** Select **File > New**, select **Take a tour**, and then select the **Fill** Tab.

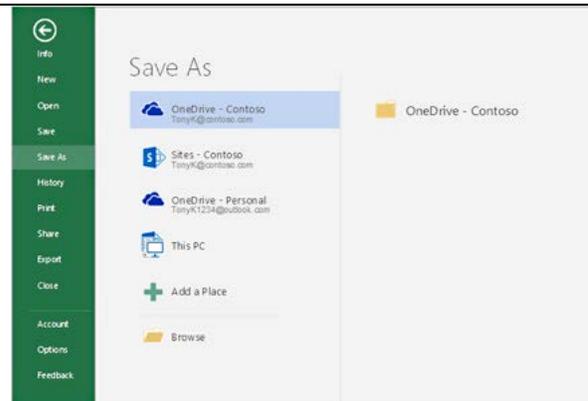
Full Name	First Name
Molly Dempsey	Molly
Garret Vargas	Garret
Garth Fort	Garth
Janet Schorr	Janet
Julian Isla	Julian
Junmin Hao	Junmin
Kari Furse	Kari
Katie Jordan	Katie
Fabrice Canel	Fabrice
Pavel Bansky	Pavel

### Save a workbook to OneDrive

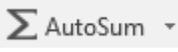
Save a workbook to OneDrive for Business or OneDrive (personal) to access the workbook from different devices and share and collaborate with others.

1. Select **File > Save As**.
  - o To save to OneDrive for Business, choose **OneDrive - <Company name>**.
  - o To save to OneDrive (personal), choose **OneDrive - Personal**.
2. Enter a name for the file, and then choose **Save**.

You may need to sign in to your work or school account, or your Microsoft account. For more information, see [Save your workbook](#).



### Quickly calculate with AutoSum

1. Select the cell below the numbers you want to add.
2. Select **Home > AutoSum**  (in the **Editing** group).
3. In the selected cell, press Return to see the results.
4. To do other calculations, select **Home**, select the down arrow next to **AutoSum**, and then choose a calculation.

**Tip** You can also select a range of numbers to see common calculations in the status bar. For more information, see [View summary data on the status bar](#).

S	T	S	T
Invoices		Invoices	
\$56.89		\$56.89	
\$34.78		\$34.78	
\$23.67		\$23.67	
\$123.56		\$123.56	
\$256.34		\$256.34	
\$32.45		\$32.45	
\$567.89		\$567.89	
=SUM(\$2:\$8)		\$1,095.58	

### Analyze data with conditional formatting

1. Highlight important data or show data trends with the **Quick Analysis** tool.
2. Select the data you want to conditionally format.
3. Select the **Quick Analysis** button  in the bottom-right corner of the selection.
4. Select **Formatting**, hover over a conditional format, such as **Icon Set**, and then pick the one you prefer.

**Try it!** Select **File > New**, select **Take a tour**, and then select the **Analyze** Tab.

Product Name	Amount	Markup	Price
Almonds	↓ 7	33%	\$10.00
Apricot	↑ 82	20%	\$1.20
Boysenberry	→ 28	33%	\$25.00
Cajun	↓ 10	33%	\$22.00
Cake Mix	↓ 23	52%	\$15.99
Cherry Pie Filling	→ 37	100%	\$2.00
Chocolate Mix	↓ 18	33%	\$9.20
Clam Chowder	↓ 15	33%	\$9.65

**Formatting** | Charts | Totals

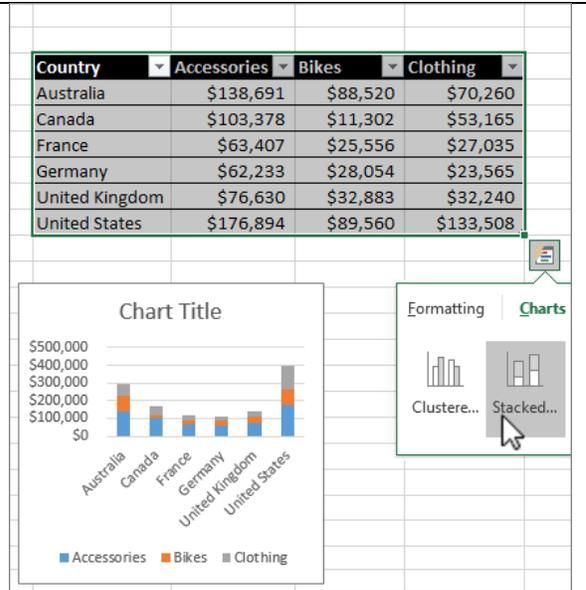
Data Bars | Color... | **Icon Set**

## Choose the right chart

Easily pick the right chart for your data with the **Quick Analysis** tool.

1. Select the range of cells that contain the data you want to show in a chart.
2. Select the **Quick Analysis** button  in the bottom-right corner of the selection.
3. Select **Charts**, hover over each recommended chart, and then pick the chart you prefer, such as **Stacked**.

**Try it!** Select **File > New**, select **Take a tour**, and then select the **Chart** Tab. For more information, see [Create charts](#).



## Freeze the top row of headings

When you have many rows, you can freeze the top row of column headings so that only the data scrolls.

1. Open Excel.
2. Make sure you have finished editing in a cell. To cancel cell editing mode, press Enter or Esc.
3. Select **View > Freeze Top Row** (in the **Window** group).

For more information, see [Freeze panes](#).

	A	B	C	D
1	ID	Country	Sales Region	Q1 Sales
2	1	Germany	Mid	7,629.56
3	2	Denmark	North	9,637.99
4	3	Finland	North	7,430.01
5	4	France	Mid	5,278.50