



Niagara
College
Canada
APPLIED DREAMS

Excel 2016

Microsoft Quick Start

ITS (2017)

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 'Search for online templates' interface in Excel. It features a search bar at the top and a list of 'Suggested searches' including Business, Personal, Industry, and Financial Management. Below this, several template thumbnails are displayed, including a calendar for August 2016, an 'Inventory List', an 'Academic calendar (any year)', an 'Inventory list with reorder highli...', a 'Sales invoice tracker' for 'Contoso, Ltd.', and a 'Student schedule'.

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' in A1, 'Q2' in B1, and 'Tab' in C1. Row 2 contains 'Sales' in A2. Row 3 contains 'HR' in A3, and the 'Enter' key is shown being pressed. Row 4 is empty. Row 5 is empty. Below this, a separate grid shows a data series starting with '2014' in A1 and '2015' in A2, with a blue arrow pointing down to fill the series. Another grid shows a data series starting with 'Jan' in B1 and 'Feb' in B2, with a blue arrow pointing right to fill the series.

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.

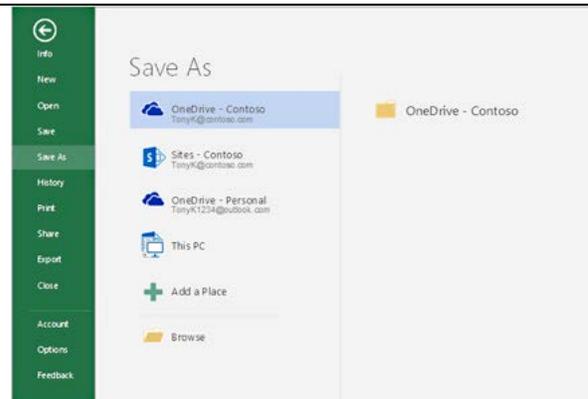
| Full Name | First Name |
|---------------|------------|
| Molly Dempsey | Molly |
| Garret Vargas | Garret |
| Garth Fort | Garth |
| Janet Schorr | Janet |
| Julian Isla | Julian |
| Junmin Hao | Junmin |
| Kari Furse | Kari |
| Katie Jordan | Katie |
| Fabrice Canel | Fabrice |
| Pavel Bansky | Pavel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

Save a workbook to OneDrive

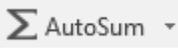
Save a workbook to OneDrive for Business or OneDrive (personal) to access the workbook from different devices and share and collaborate with others.

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

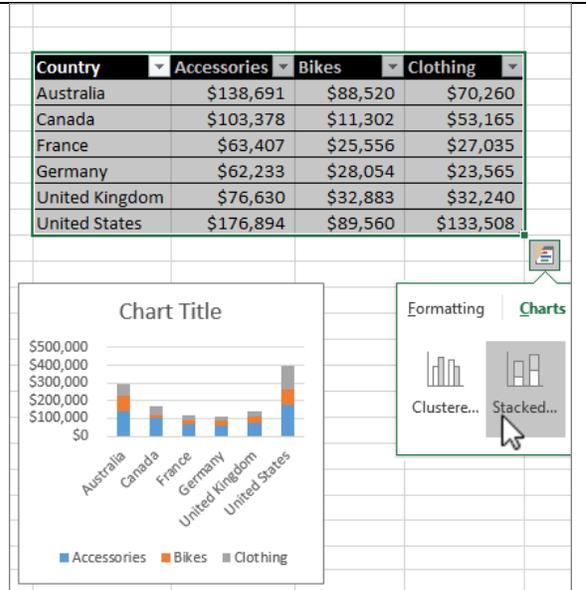
Data Bars | Color... | **Icon Set**

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 |