

The Basics



Create a New Workbook

- Click **File**, Click **New**, Double Click workbook (or Ctrl + N)


Open a Workbook

- Click **File**, Click **Open**, (or Ctrl + O)


To Undo / Repeat

-  click **Undo** or click  **Redo**


Close a Workbook

- Click  **Close** (or Ctrl + W)

Get Help

- Press **F1** or  Type in **Search**

Cell Addresses

-  Look at the name box for its address

Select a Cell

- Click or use the keyboard arrows


Select a Cell Range

- Click and hold the corner and drag (or hold down **Shift** while clicking desired cells)

Select an Entire Worksheet

-  Click **Select All** button

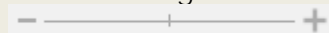
Minimize the Ribbon

- Click the  **Minimize Ribbon** or (Ctrl + F1)

Change Program Settings

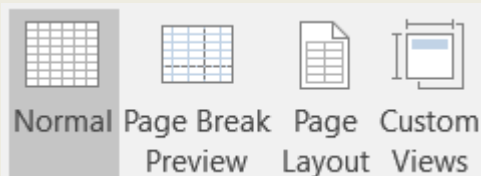
- **File**, Select **Options**

Use Zoom

- Click and drag on the Zoom bar the + & - 

Change Views

- Click **View**, Select a **View**



Excel 2016

This Pamphlet Online

<https://its.niagaracollege.ca/>

How to Guides on the following topics

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

<https://its.niagaracollege.ca/>

Install OneDrive Mobile and Desktop App

Visit <https://onedrive.live.com/> click the download tab on your mobile device or desktop

Niagara College Help Desk

Monday-Thursday 8:30am to 10:00pm
Friday 8:30am to 4:30pm
Phone: 905-735-2211 ext. 7642
<https://its.niagaracollege.ca/>

Excel 2016

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Editing

Edit a Cells contents

- Double-click the cell or select the cell and click the **Formula Bar**


Clear a Cells Contents

- Select the cell and press **Delete**


Cut or Copy Data

- To  copy click, to  paste click

Preview an Item before Printing

- Use the  **Paste** button list arrow, hover over the options

Paste Special

- Use the Paste button list arrow, select paste special 


Insert a Column or Row

- Right-click the column/row label and select **Insert**

Delete a Column or Row


- Right-click the column/row label and select **Delete**

Insert a Comment

- Click **Review** tab, select  **New Comment**

Formulas and Functions


Total a Cell Range

- Click the cell where you want the total, click  **AutoSum** **Sum** button

Enter a Formula

- Type = then the equation you want

Insert a Function

- Select the cell and press  **Insert a Function**

Reference a Cell in a Formula

- Just type in the cell reference(ex B5) or click the cell to reference

Create an Absolute Cell Reference


- Precede the references with **\$** or press **F4**

Formatting


Format Text

- Use the Font options


Format Values

- Use the Number options, click  for more options

Copy Formatting with the Format Painter

- Select cells you want to copy the format of, click  then click the cell to change

Format a Cell Range as a Table

- Click **Home** tab, highlight cells, click  **Format as Table**

Apply Conditional Formatting


- Select cells, Click home, Click  **Conditional Formatting**

Adjust Column Width or Row Height

- Click and Drag accordingly, double click it for it to auto-adjust

Workbook Management

Insert a New Worksheet

- Click the Insert  **Worksheet** button

Delete a Worksheet

- Right click the tab, press **Delete**

Rename a Worksheet

- Right click the tab, press **Rename**


Change a Worksheets Tab color

- Right click the tab, press **Tab Color**


Move or Copy a Worksheet

- Click and drag the tab, press **Ctrl** at then click to copy it


Freeze Panes

- Click **View** tab, click  **Freeze Panes** button, select your option

Adjust Page Margins, Orientation, Size and Breaks

- Click **Page Layout** tab, click 

Protect or Share a Workbook

- Click **Review** tab, use the  **protect** options

Recover AutoSaved Versions

- Click **File**, Select **Info**, select an AutoSaved version

Charts

- Click the Insert tab and pick a chart

Keyboard Shortcuts

Keys	Task
Ctrl + O	Open a workbook
Ctrl + N	Create New
Ctrl + S	Save
Ctrl + P	Preview and print
Ctrl + W	Close a Workbook
F1	Help
F7	Spelling check
F9	Calculate Worksheets
F4	Create Reference
Tab	Right One Cell
Shift + Tab	Left One Cell
Enter	Down Once Cell
Shift + Enter	Up One Cell
Ctrl + Home	To Cell A1
F5	Go to Dialog box
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + F	Find
Ctrl + A	Select All
F2	Edit Selected Cell
Delete	Clear Contents