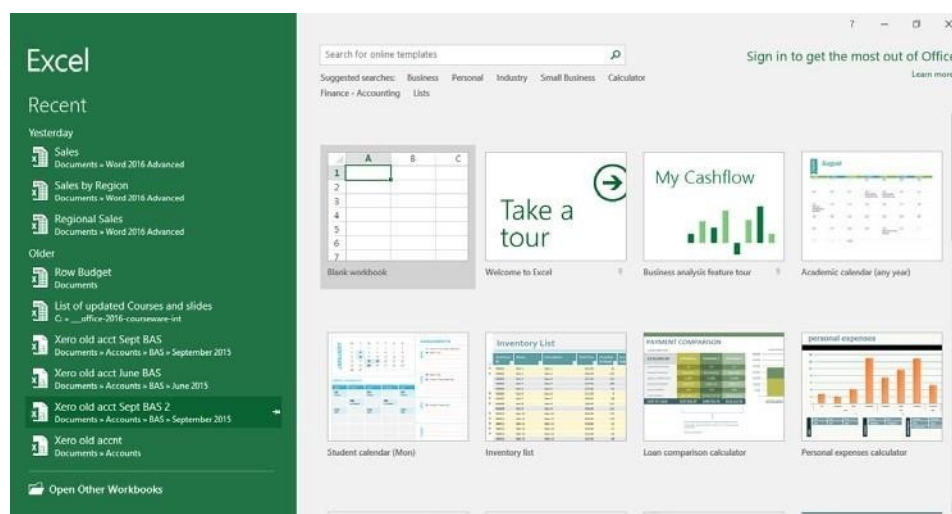


Getting started with Excel 2016

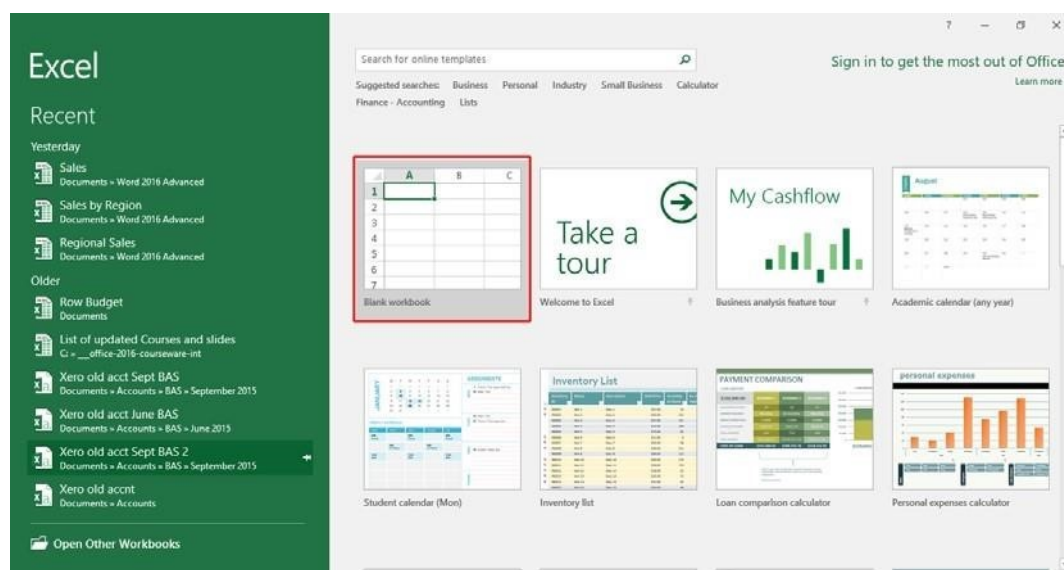
Starting Excel 2016 using Windows 10 (or previous versions)

- If you are using Windows 10 (or previous versions of Windows) click on the **Start** button (bottom-left of the screen). Click on **All Apps**. Click on **Microsoft Excel 2016**. The opening Excel 2016 window will be displayed, as illustrated.

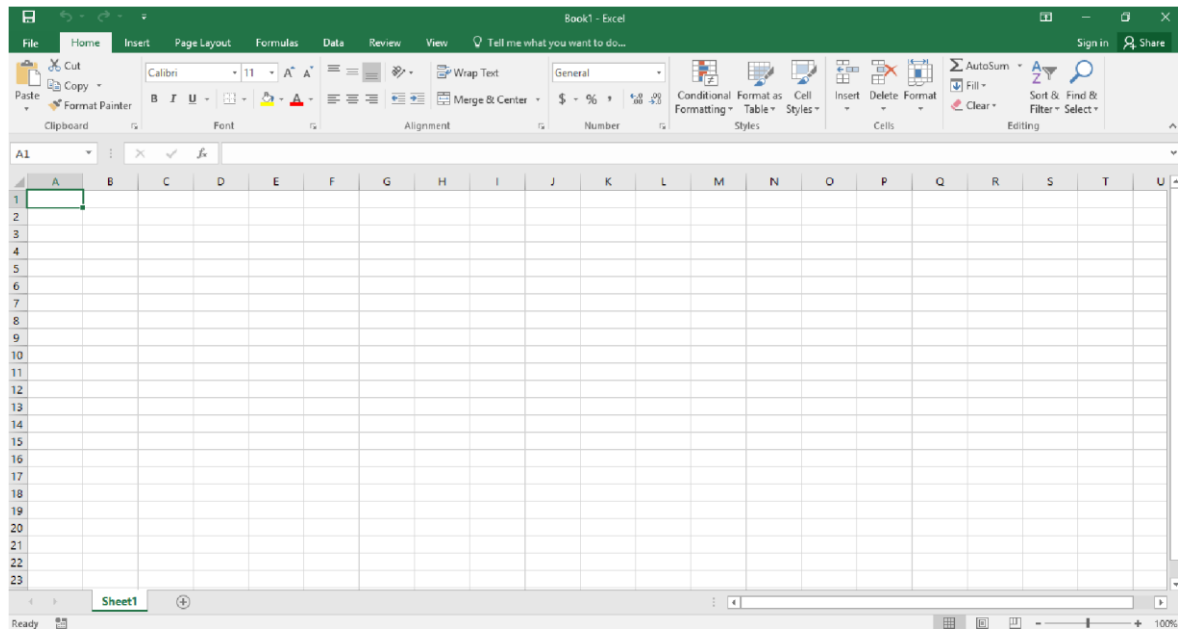


Selecting the Blank Worksheet template

- Click on the **Blank Worksheet** template thumbnail.

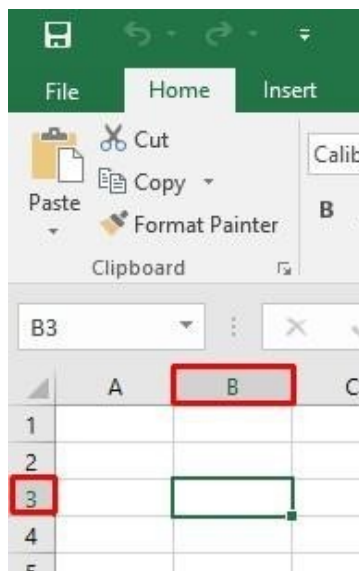


- The screen will now look like this.

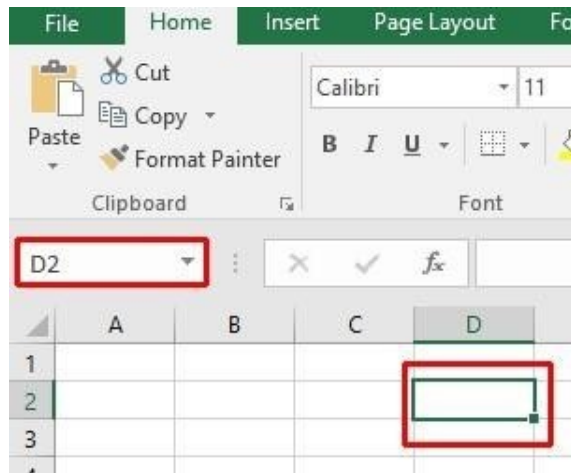


The Excel 2016 cell referencing system

- An Excel worksheet is made up of individual cells, each of which has a unique reference. Look at the illustration below. We have clicked on cell **B3**, which means that the cell is in **column B**, **row 3**.



- In the illustration below, we have clicked on cell **D2**.



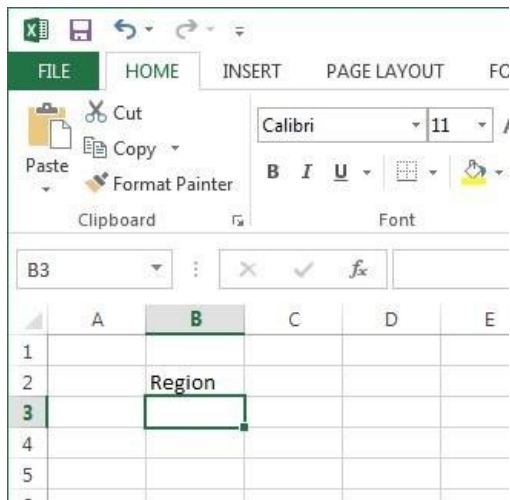
- If you look carefully you will see that the current cell reference is displayed just above the actual worksheet.

Entering numbers and text

- Click on cell **B2** as illustrated.

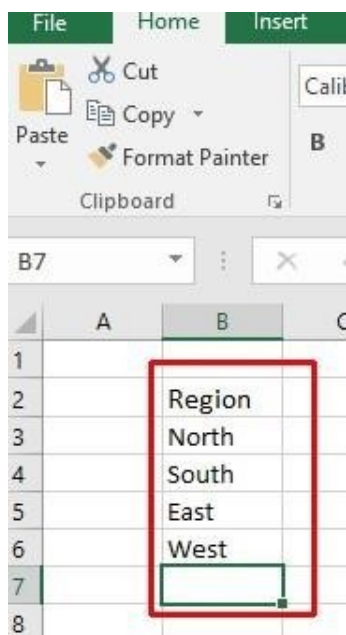


- Type in the word '**Region**'. Press the **Enter** key. When you press the **Enter** key you will automatically drop down to the next cell within the worksheet. Your screen will now look like this.

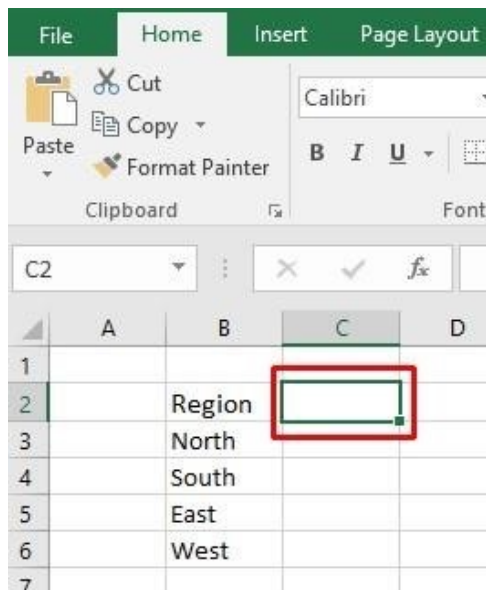


- The active cell is now **B3**. Type in the word '**North**'. Press the **Enter** key.
- The active cell is now **B4**. Type in the word '**South**'. Press the **Enter** key.
- The active cell is now **B5**. Type in the word '**East**'. Press the **Enter** key.
- The active cell is now **B6**. Type in the word '**West**'. Press the **Enter** key.

Your screen will now look like this:

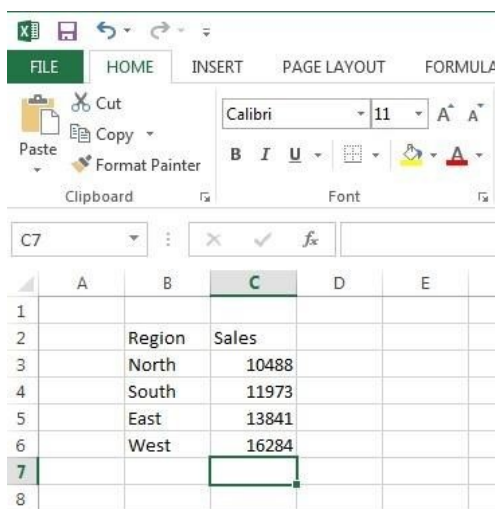


- Click on cell **C2**.



- Type in the word **'Sales'**. Press the **Enter** key.
- Type in the number **10488** and press the **Enter** key.
- Type in the number **11973** and press the **Enter** key.
- Type in the number **13841** and press the **Enter** key.
- Type in the number **16284** and press the **Enter** key.

Your screen will now look like this:

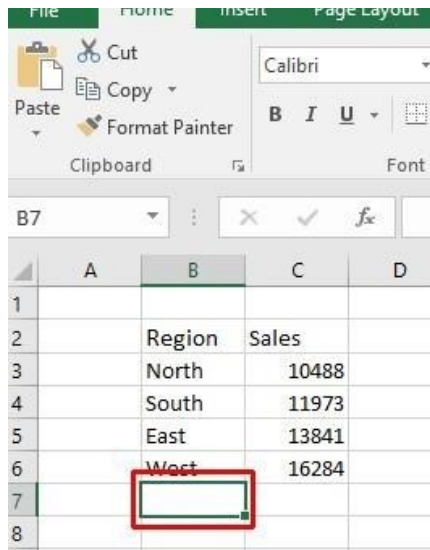


Default text and number alignment

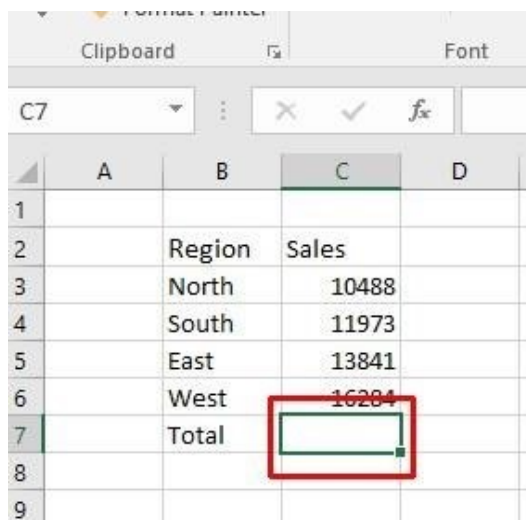
- If you look carefully at what you have typed in you will see that by default text is aligned within a cell to the left, while numbers are aligned within the cell to the right. This makes sense, as normally text starts from the left of a page and it is the same within a cell. Numbers on the other hand normally align to the right. Think how you would write down a column of numbers on a page that you want to add up. Numbers align to the right.

Summing a column of numbers

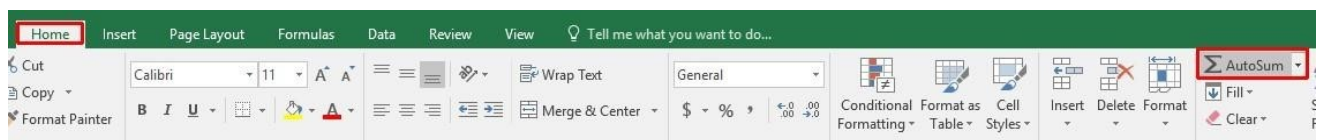
- Click on cell **B7**.



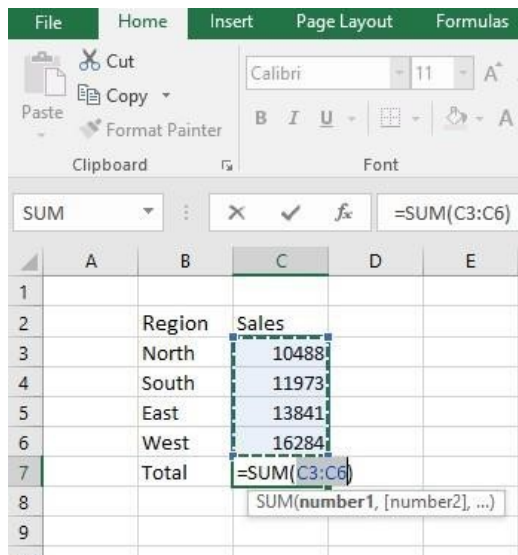
- Type in the word '**TOTAL**'.
- Click on the **right arrow** key to move to cell **C7**.



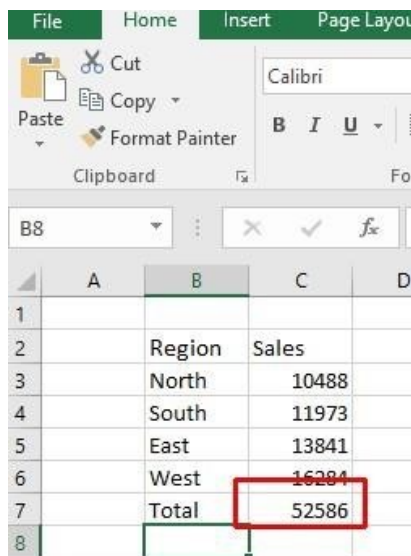
- Click on the **AutoSum** button (displayed towards the right end of the ribbon).



Your screen will look like this:



- Press the **Enter** key and Excel will automatically add up the column of numbers, as illustrated.

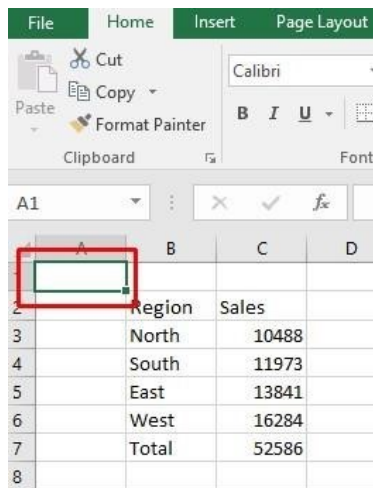


- We have hardly started to use Excel 2016 but already you have seen how powerful and easy to use it is. We will see more of the Excel functions for performing calculations later.

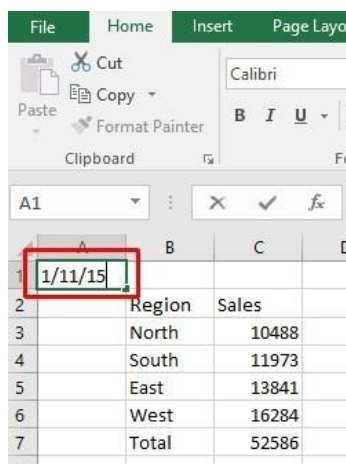
The best thing about Excel is that if you make changes to the numbers then totals and other calculations are automatically updated. Click on cell **C4** and type in a different number. When you press the **Enter** key you will see that the total value displayed in cell **C7** changes to recalculate the total value of the sales.

Entering a date

- Click on cell **A1**.

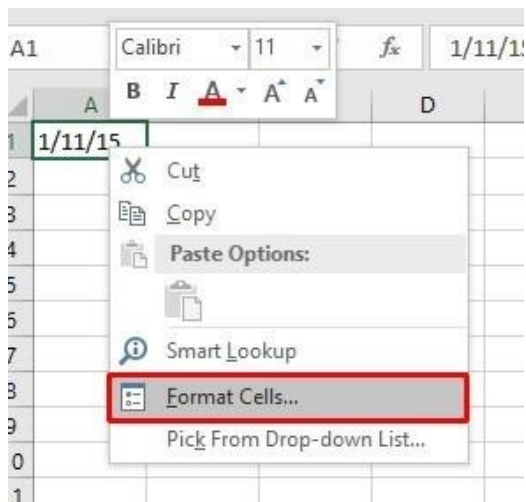


- Enter today's date using the format Day/month/year or month/day/year depending on the format normally used in your country.

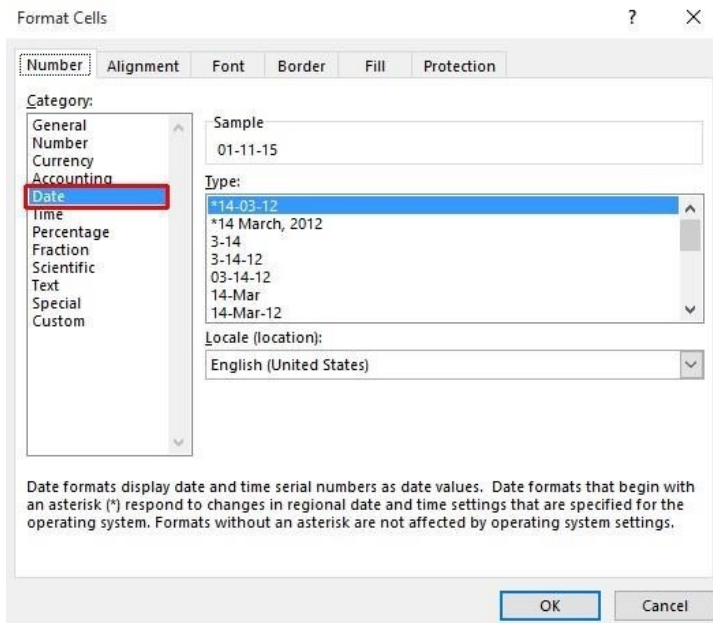


Excel recognises this as a date and automatically marks the cell as containing date information.

- Right click over the date you have just entered. From the popup menu displayed, select the **Format Cells** command, as illustrated.



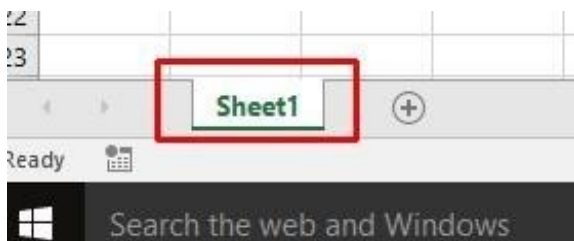
- This will display the **Format Cells** dialog box.



- If you have time you can select a different type of date format, using the **Type** section of the dialog box. Click on the **OK** button to apply any changes you make.

Worksheets and Workbooks

- Look at the bottom-left of your screen and you will see the worksheet tabs displayed.



- By default, each new workbook contains a single worksheet. You can easily add more worksheets to your workbook. This is similar to a notebook that contains separate pages.

(Might want to put something about the plus sign for new tabs)

- Click on the **Sheet 2** worksheet tab and the second worksheet is displayed.
- Click on the **Sheet 3** worksheet tab and the third worksheet is displayed.

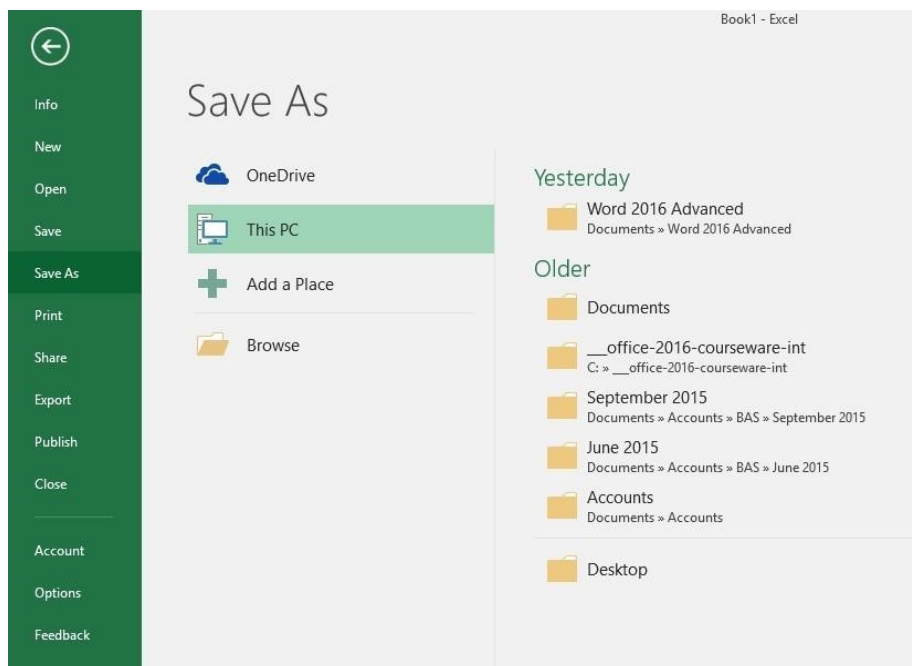
- Click on the **Sheet 1** worksheet tab and the first worksheet, containing your data is displayed again. As we will see later you can add or remove worksheets as well as reordering and renaming them.

Saving a workbook to your hard disk

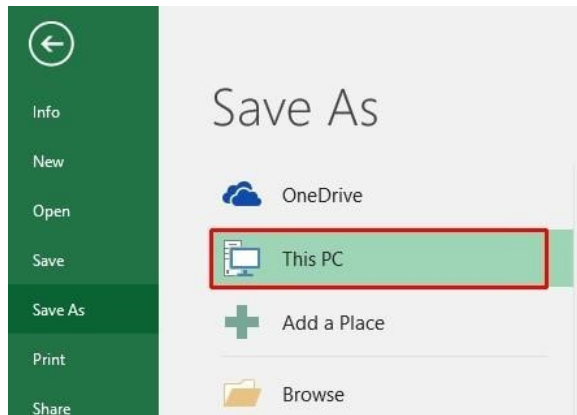
- To save the workbook click on the **Save** icon (top-left part of your screen).



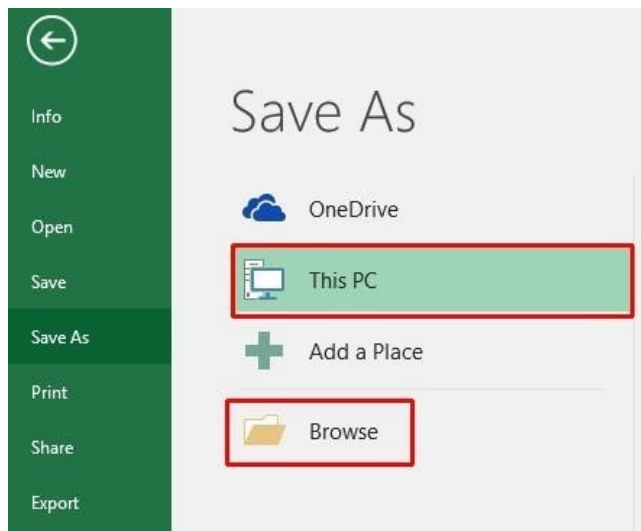
- This will display the **Save As** screen.



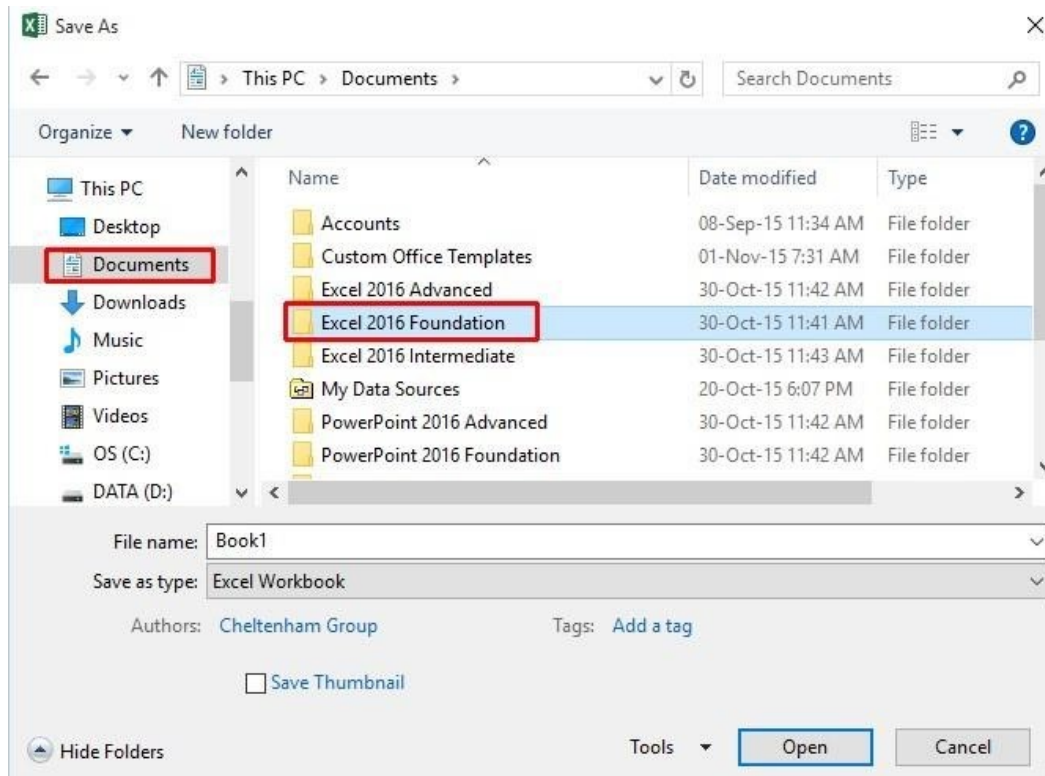
- In this case we want to save the file to our local hard disk on the computer.
- Click on the **This PC** item.



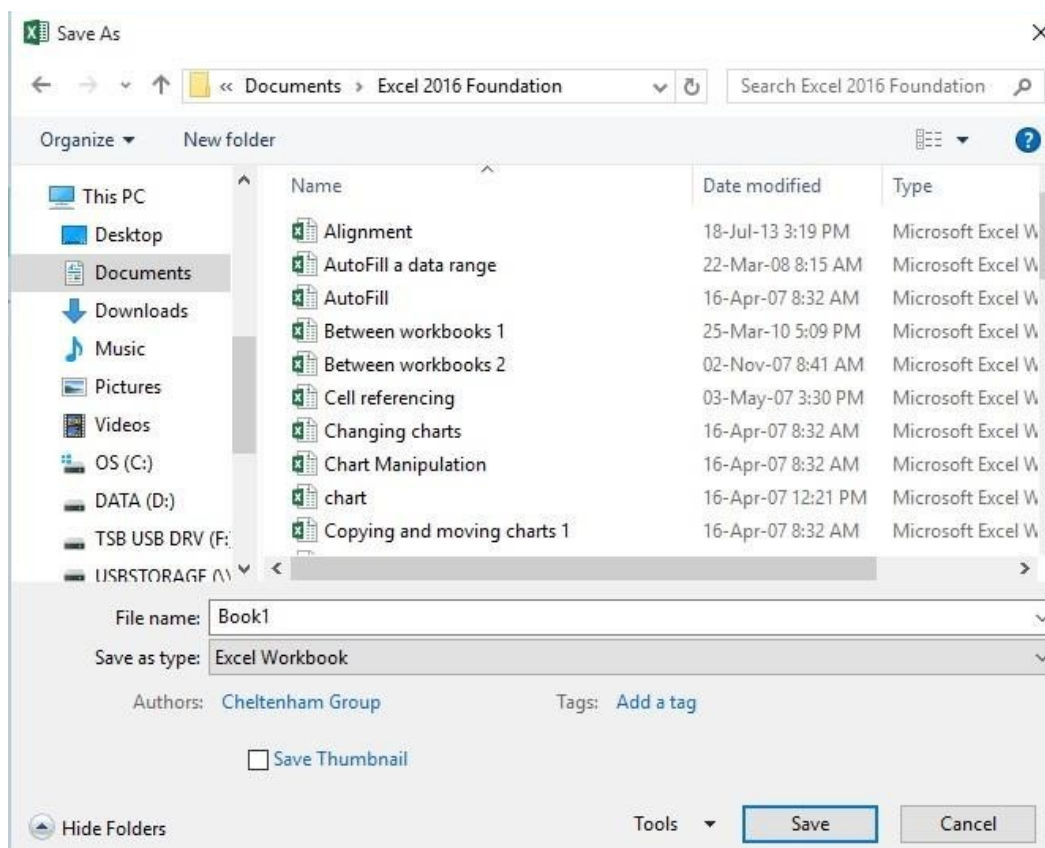
- In this case we need to save the file to a folder called **Excel 2016 Foundation**, which is located as a subfolder, under the **My Documents** folder.
- Click on the **Browse** button.



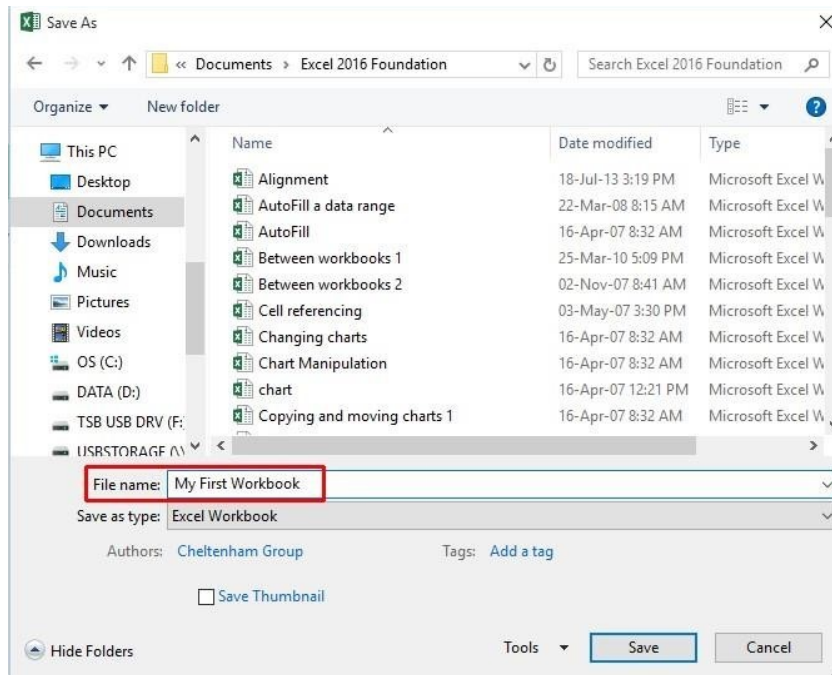
- This will display the **Save As** dialog box.



- Within the left side of the dialog box, make sure that **Documents** is selected.
- Within the right section of the dialog box, if necessary, scroll down until you see a folder called **Excel 2016 Foundation**.
- Double click on the **Excel 2016 Foundation** folder.



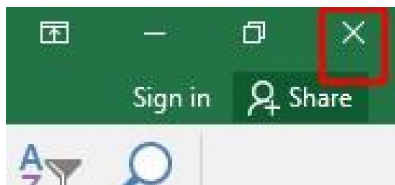
- Click within the **File name** section of the dialog box to name the file. In this case use the file name **My First Workbook**.



- Click on the **Save** button to save the file to disk.

Closing a workbook

- To close the workbook, click on the **Close** (top-right of your screen).



- The workbook will close and also close the Excel program

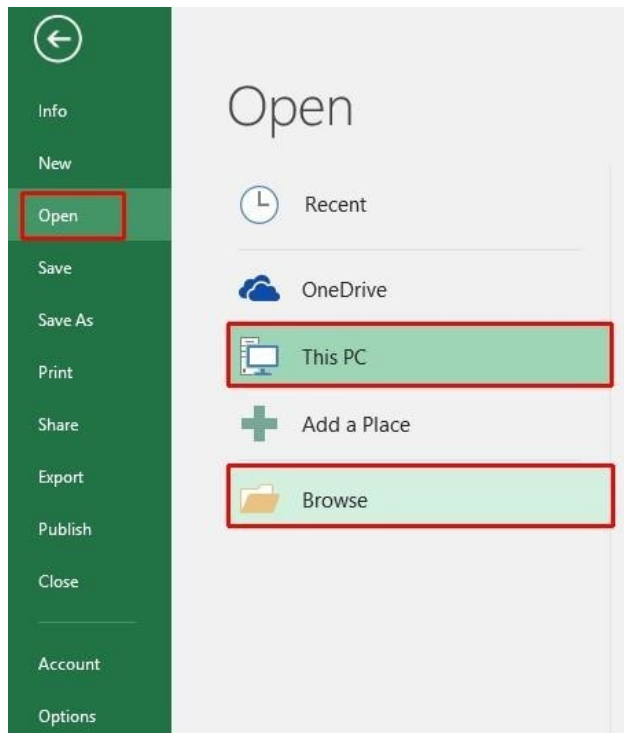
Creating a new workbook

- Start the Excel program.
- Press **Ctrl+N** which is the keyboard shortcut to create a new blank workbook.
- Type in your **Second Name** in to cell **A1**.
- Save the file within the **Excel 2016 Foundation** folder using the name **My Second Workbook**.
- Close your workbook and if necessary close Excel.

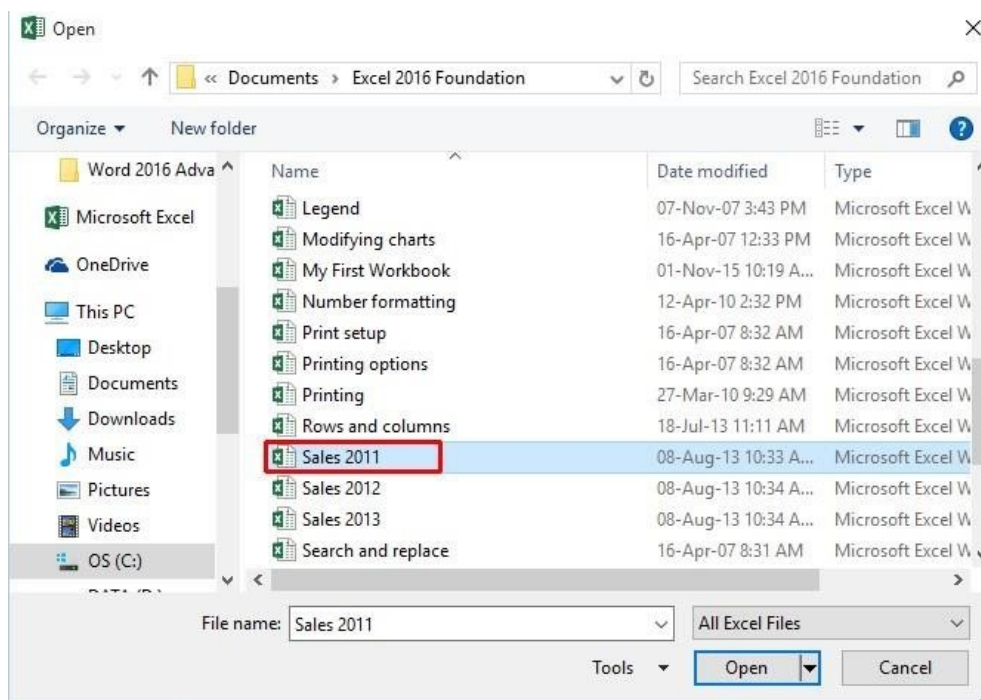
Opening a workbook

- Start the Excel program.
- Press **Ctrl+O** which is the keyboard shortcut to open an existing file.

Or click on the **File Tab** (top-left) and then click on the **Open** command.



- Click on the **Computer** link and then click on the **Browse** button. This will display the **Open** dialog box. Navigate to the folder called **Excel 2016 Foundation**, (under the **Documents** folder), containing your sample files.
- Select a file called **Sales 2011**, and then click on the **Open** button to open the workbook.

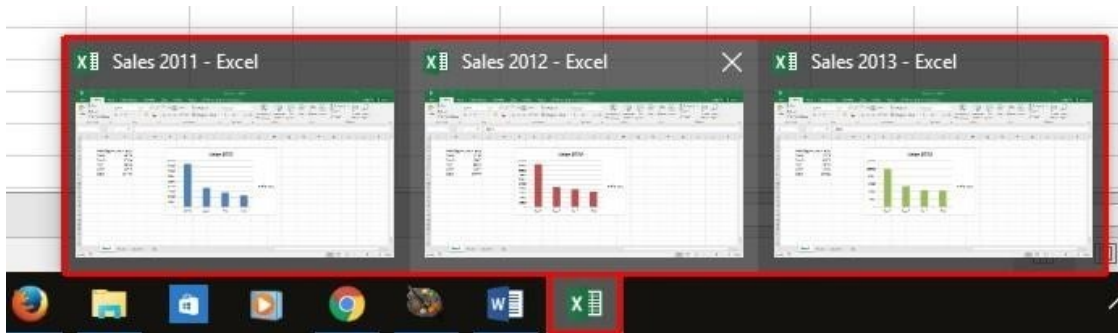


- Open the workbook called **Sales 2012** and also a workbook called **Sales 2013**.

You now have three open workbooks.

Switching between workbooks

- To switch to a particular Excel workbook, click on the Excel workbook icon displayed within the Windows **Taskbar** (across the bottom of the screen). From the pop-up list displayed select the required workbook.

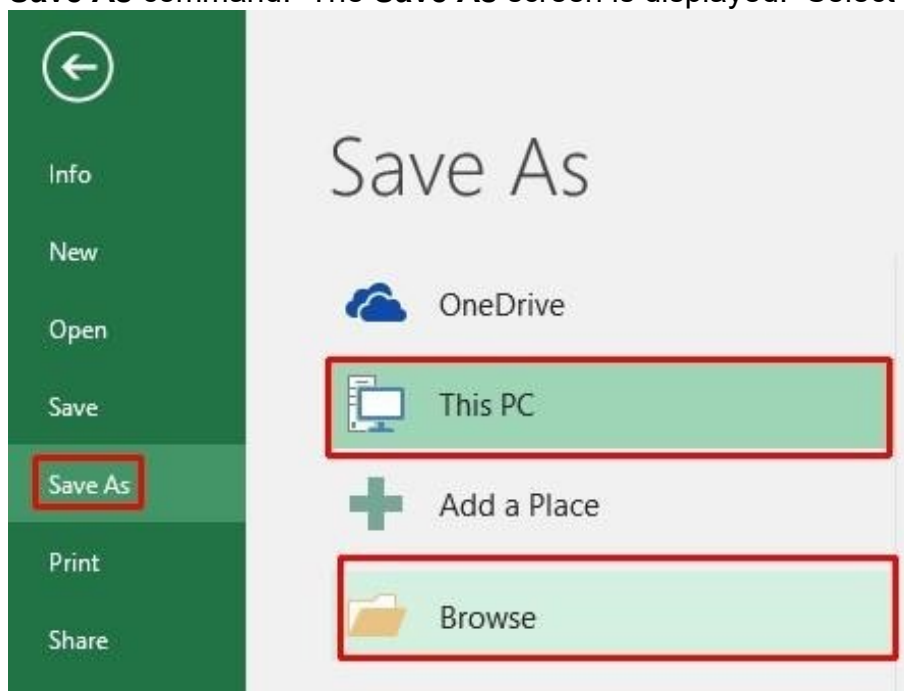


TIP: You can use the **Alt+Tab** keyboard shortcut to switch between open programs.

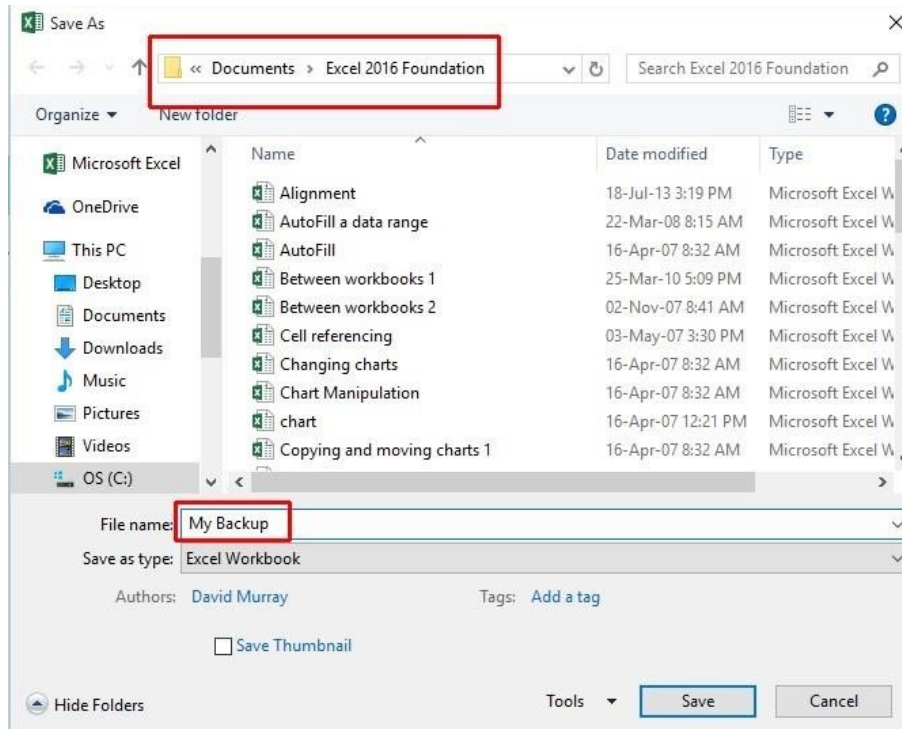
- Close all open workbooks.

Saving a workbook using another name

- Open the workbook called **Sales 2011**. Click on the **File Tab** and then select the **Save As** command. The **Save As** screen is displayed. Select the **This PC**



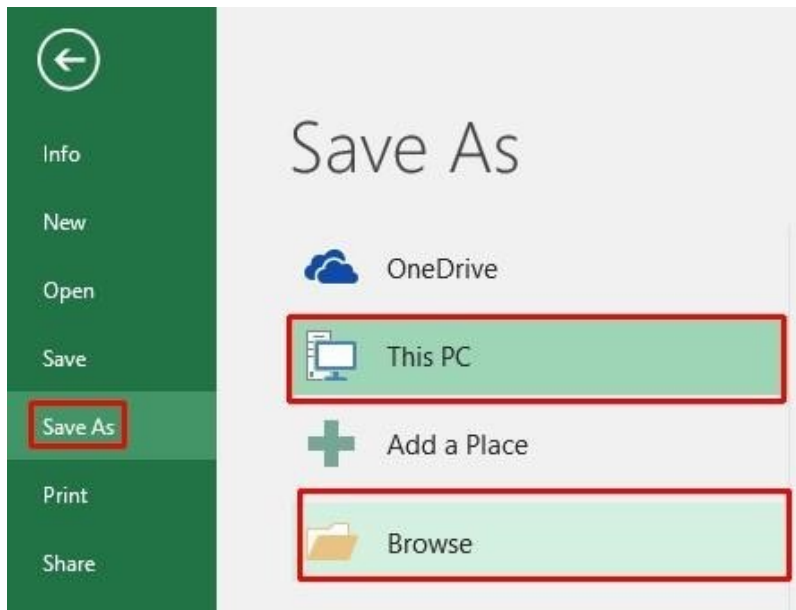
- The **Save As** dialog box will be displayed.



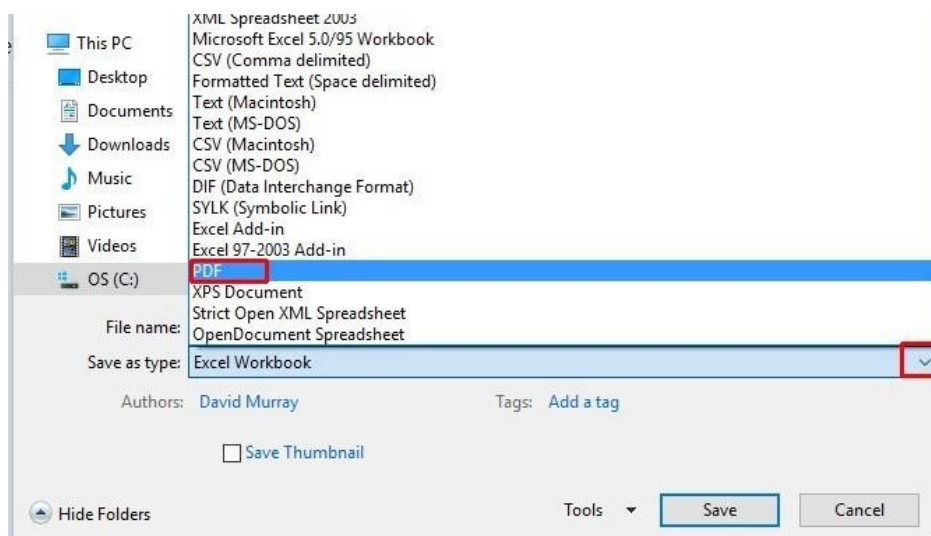
- In the **File name** section enter a new file name, in this case called **My Backup**.
- Click on the **Save** button. You now have two copies of the same file, both containing the same information. This can be useful for making backups of your data or for retaining copies of a workbook with different versions of the data in each file.

Saving a workbook using a different file type

- Click on the **File Tab** and then select the **Save As** command. The **Save As** screen is displayed. Select the **This PC** link and then click on the **Browse** button.



- The **Save As** dialog is displayed. Click on the **down arrow** within the **Save as type** section of the dialog box. You can select the required file type from the drop down displayed. In this case select the PDF file format.



TIP: If you want to email a copy of an Excel 2016 workbook to someone that has an earlier version of Excel, such as Excel 2003, then you may need to save the file in the **Excel 97-2003 Workbook** file format.

Alternatively, people with earlier versions of Excel can download additional free software from Microsoft allowing them to open and view (but not necessary edit), files created using Excel 2016.

- Other commonly used file type options include:

Text file:

Saving your worksheet as a plain text file will remove all the formatting you have added to your worksheet (such as bold, italics & underlining). It will also remove any pictures or other features such as tables. Only plain text will be saved. Be very careful about using this option.

Template:

You normally save a workbook as a workbook file. You can however save a workbook as a template. This means that you can create new workbooks in the future; based on the templates you create.

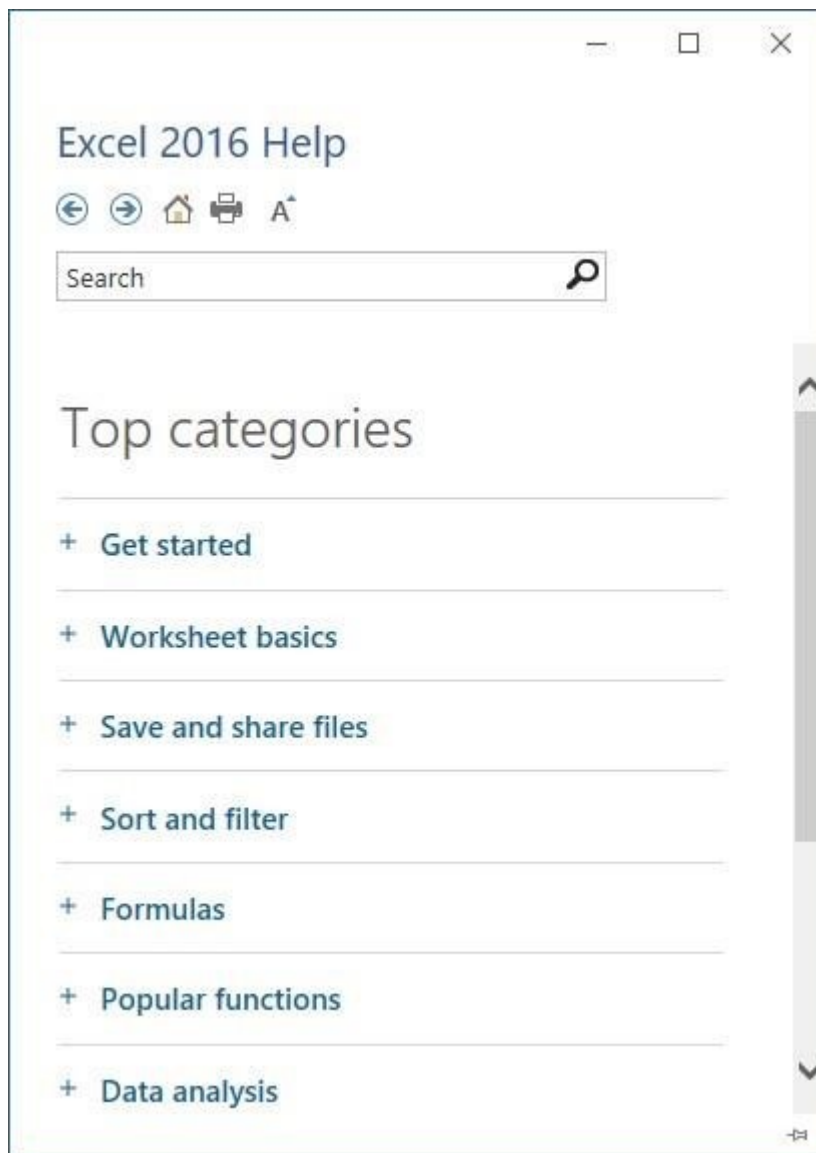
CSV file:

This saves table data in a form that can be used by other programs. It is short for Comma Separated Value.

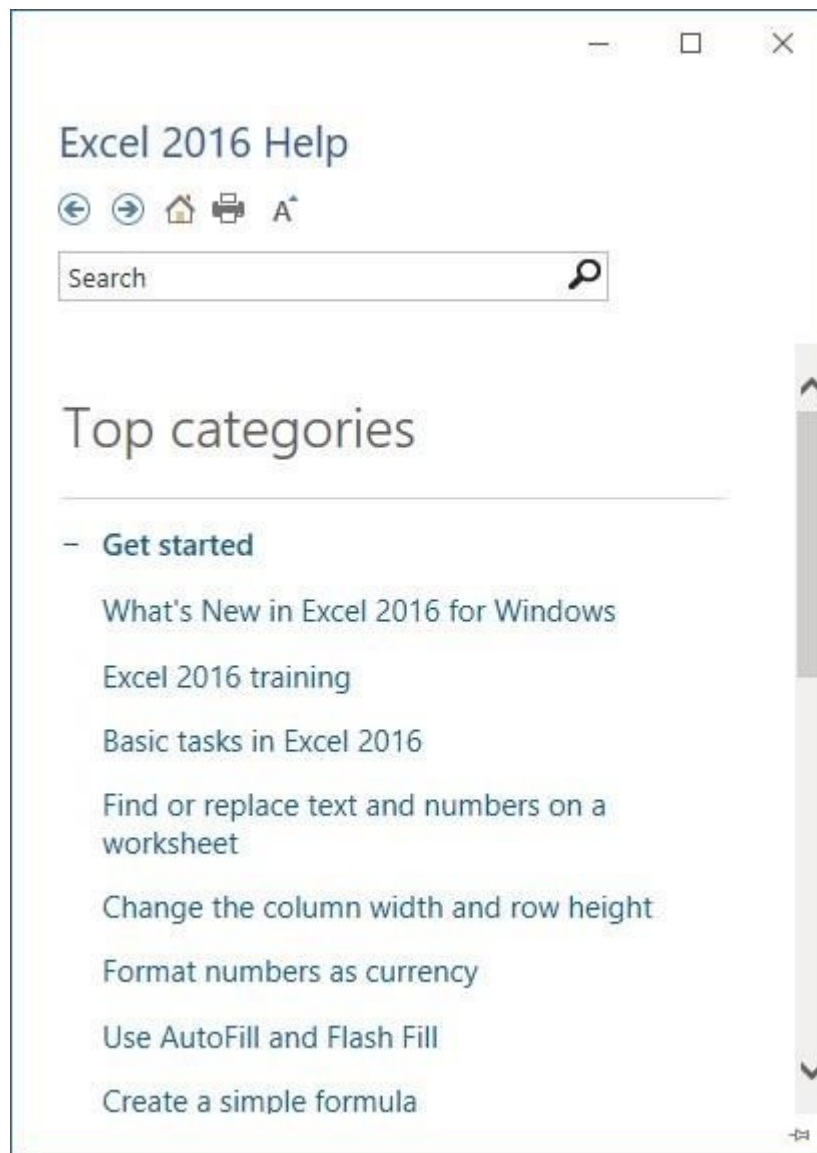
□ Close any open dialog boxes and close all open worksheets.

Getting help within Excel 2016

- If necessary, restart Excel.
- Press **Ctrl+N** to create a new blank workbook.
- Press the **F1** help key and the **Excel Help** window is displayed.



- As you can see a wide range of help topics are displayed.
- Click on the **Get Started** link. This will display the following information.



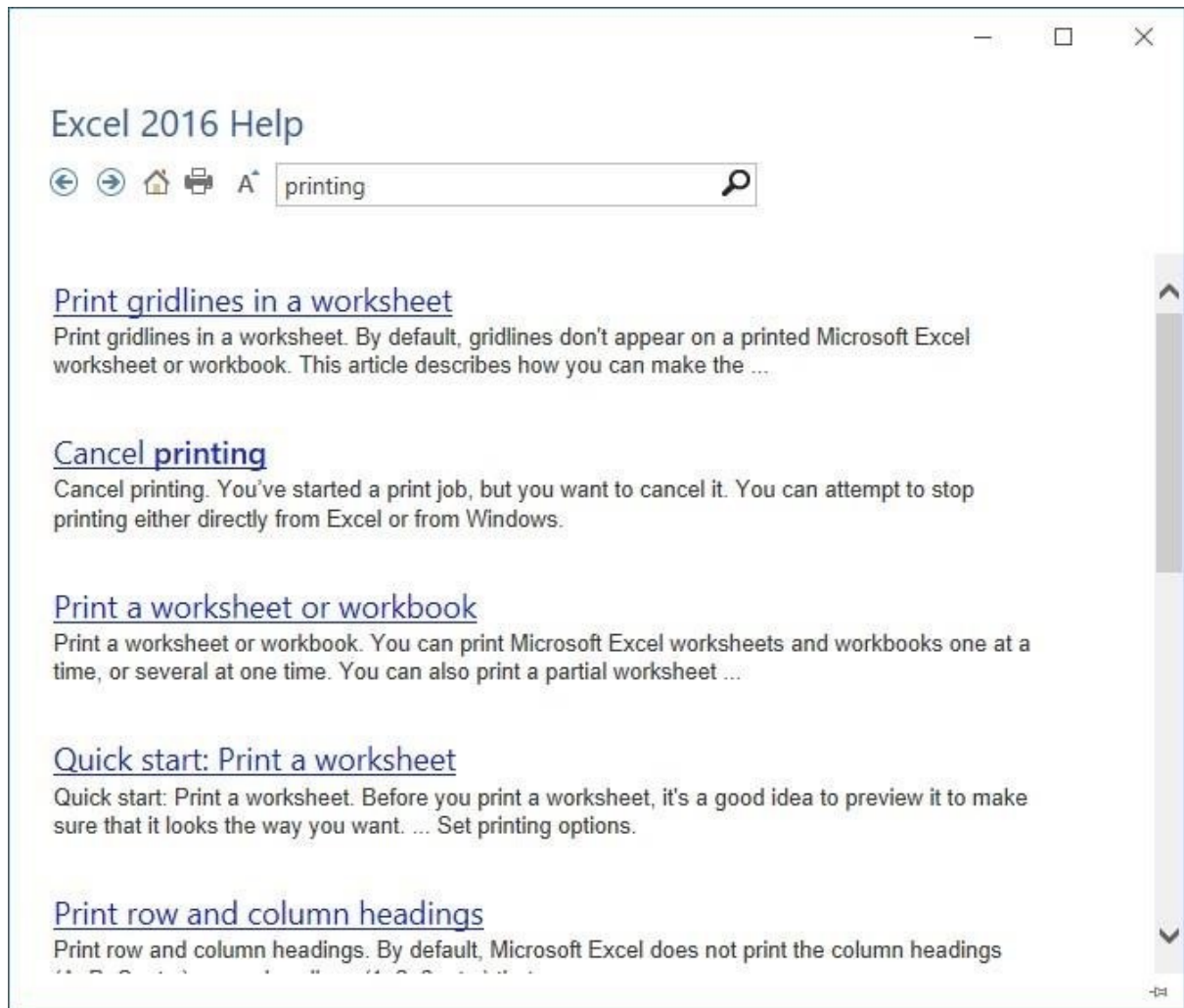
- Click on the **What's New in Excel 2016 for Windows** item. You will see the following.



- As you can see you can see details of new and enhanced features within Excel.
- Spend a little time investigating the new features of Excel 2016.
- When you have finished experimenting, close the **Excel Help** window.

Searching for online help

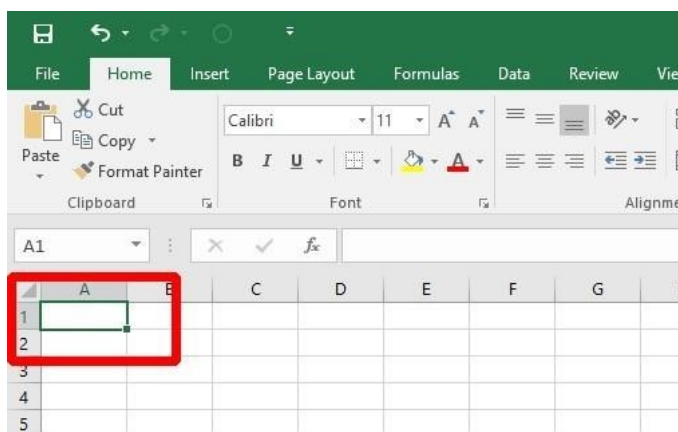
- You can search for help on a topic of particular interest. Press **F1** to display the **Excel Help** window. Within the text box near the top of the Excel Help window, type in a word or words relating to the help you need. For instance, to display help about printing, type in the word '**printing**'.
- Click on the **Search** button next to the text input box. You will see a range of topics related to printing. Clicking on any of these topics will display more information about printing.



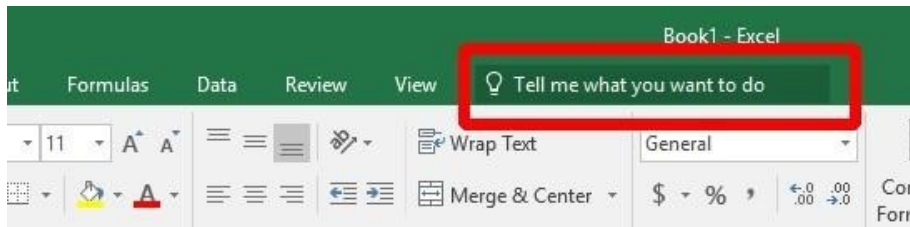
- Investigate some of the options displayed.
- Close the **Excel Help** window when you have finished experimenting.

Tell Me Help

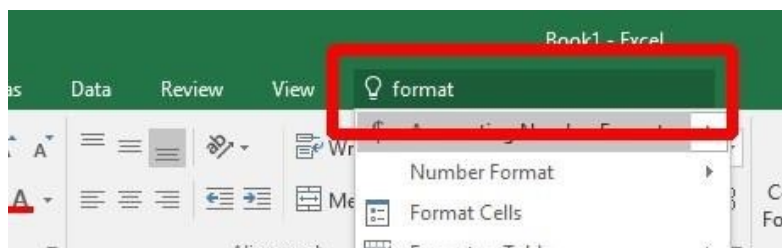
- Click within the very first cell in the Excel table.



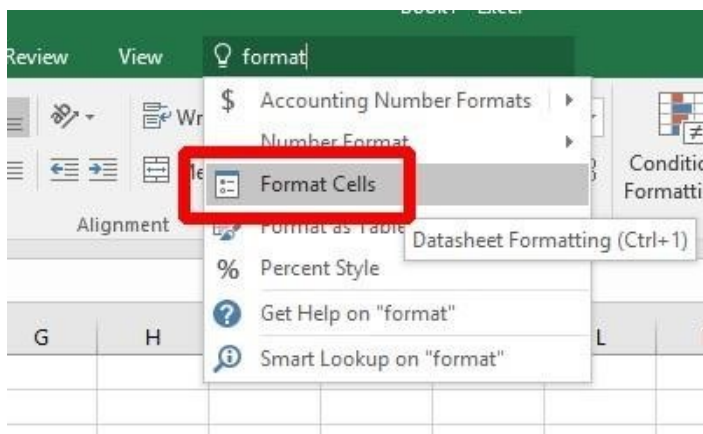
- Enter the number **99**.
- Now let's say you wanted to format the number to display two decimal places, but weren't quite sure how to do this.
- You will see the **Tell me what you want to do** box displayed within the Ribbon.



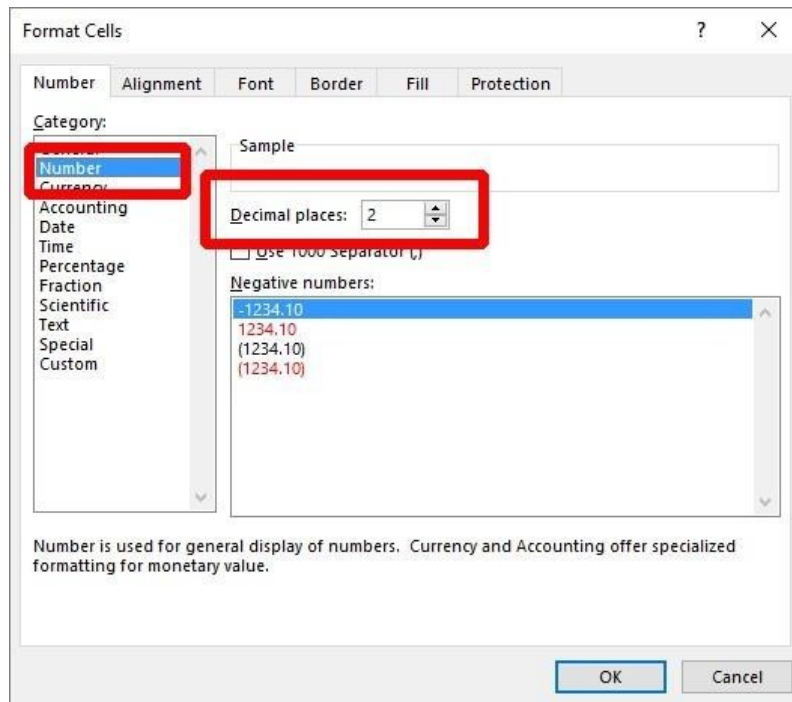
- Type the word **Format** into the **Tell Me** box.



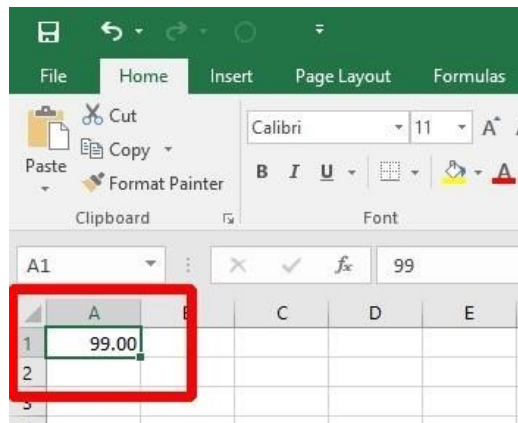
- Select the **Format Cells** option from the drop down displayed.



- Instead of just display a box containing help information, Excel automatically opens the dialog box you need to allow you to format the cells.
- Within the **Category** section, click on **Number**. □ Within the **Decimal Places** section, click on **2**.
-



- Click on the **OK** button to apply 2 decimal place formatting to the number you typed in, as illustrated.



- Close any open workbooks without saving your changes.

Excel 2016 Selection techniques

Why are selection techniques important?

- Often when you want to do something within Excel you need to select an item first. This could involve selecting a cell or multiple cells. You may need you to select a row, a column or even the entire table.