Part 1: Create and format workbooks

CHAPTER 1

Set up a workbook

CHAPTER 2

Work with data and Excel tables

CHAPTER 3

Perform calculations on data

CHAPTER 4

Change workbook appearance

1. Set up a workbook

In this chapter

- Explore the editions of Excel 2016
- Become familiar with new features in Excel 2016
- Create workbooks
- Modify workbooks
- Modify worksheets
- Merge and unmerge cells
- Customize the Excel 2016 app window

Practice files

For this chapter, use the practice files from the Excel2016SBS\Ch01 folder. For practice file download instructions, see the introduction.

When you create a new Excel 2016 workbook, the app presents a blank workbook that contains one worksheet. You can add or delete worksheets, hide worksheets within the workbook without deleting them, and change the order of your worksheets within the workbook. You can also copy a worksheet to another workbook or move the worksheet without leaving a copy of the worksheet in the first workbook. If you and your colleagues work with a large number of documents, you can define property values to make your workbooks easier to find when you and your colleagues attempt to locate them by using the Windows search box.

Another way to make Excel easier to use is by customizing the Excel app window to fit your work style. If you find that you use a command frequently, you can add it to the Quick Access Toolbar so it's never more than one click away. If you use a set of commands frequently, you can create a custom ribbon tab so they appear in one place. You can also hide, display, or change the order of the tabs on the ribbon.

This chapter guides you through procedures related to creating and modifying workbooks, creating and modifying worksheets, merging and unmerging cells, and customizing the Excel 2016 app window.

Explore the editions of Excel 2016

The Microsoft Office 2016 suite includes apps that give you the ability to create and manage every type of file you need to work effectively at home, business, or school. The apps include Microsoft Word, Excel, Outlook, PowerPoint, Access, OneNote, and Publisher. You can purchase the apps as part of a package that includes multiple apps or purchase most of the apps individually.

By using the Office 2016 apps, you can find the tools you need quickly and, because they were designed as an integrated package, you'll find that the skills you learn in one app transfer readily to the others. That flexibility extends well beyond your personal computer. In addition to the traditional desktop edition of Excel, you can also use Excel Online in combination with Microsoft OneDrive (formerly called SkyDrive).

Excel 2016

The desktop version of Excel 2016 is installed directly on your computer. The desktop version of the app includes all of the capabilities built into Excel 2016. You can purchase Excel 2016 as part of an Office app suite, as a separate app, or as part of the Office 365 subscription package that lets you install the desktop versions of Office apps for both PCs and Macs over the Internet.



Office 365 is a cloud-based subscription licensing solution. There are Office 365 subscription levels that provide access to the full version of Excel 2016, Excel Online, or both.

Excel Online

Information workers require their data to be available to them at all times, not just when they're using their personal computers. To provide mobile workers with access to their data, Microsoft developed Office Online, which includes online versions of Excel, Word, PowerPoint, Outlook, and OneNote. Office Online is available as part of an Office 365 subscription or for free as part of the OneDrive cloud service.

You can use Excel Online to edit files stored in your OneDrive account or on a Microsoft SharePoint site. Excel Online displays your Excel 2010 and later files as they appear in the desktop version of the app and includes all of the functions you use to summarize your data. You can also view and manipulate PivotTables, add charts, and format your data to communicate its meaning clearly.

You can also use Excel Online to share your workbooks online, embed them as part of another webpage, and create web-accessible surveys that save user

responses directly to an Excel workbook in your OneDrive account.

After you open a file by using Excel Online, you can choose to continue editing the file in your browser or open the file in the desktop app. When you open the file in your desktop app, any changes you save are written to the version of the file on your OneDrive account. This practice means that you will always have access to the most recent version of your file, regardless of where and how you access it.

At the time of this writing, Office Online is compatible with Microsoft Edge, Internet Explorer 7 and later, Firefox 3.5 and later, and Chrome 3 and later for Windows. You can also use Office Online on a Mac if you have Safari 4 or later and on Linux with Chrome 3 or later.

Excel Mobile Apps

In addition to providing versions of Excel 2016 for your PC, Mac, or for use online, Microsoft also maintains versions of Excel for many mobile platforms. If you own a Windows-based tablet, you can take advantage of the Office 2016 apps, all of which require Windows 7 or later. Office Mobile apps (Word Mobile, Excel Mobile, PowerPoint Mobile, and OneNote Mobile) require Windows 10.

For other platforms, Office for iPad and Office for iPhone require iOS 7.0 or later. If you own an Android device, Office for Android can be installed on tablets and phones that are running Android KitKat 4.4 or later and have an ARM-based or Intel x86 processor.

Become familiar with new features in Excel 2016

Excel 2016 includes all of the most useful capabilities included in previous versions of the app. If you've used an earlier version of Excel, you probably want to know about the new features introduced in Excel 2016, which include:

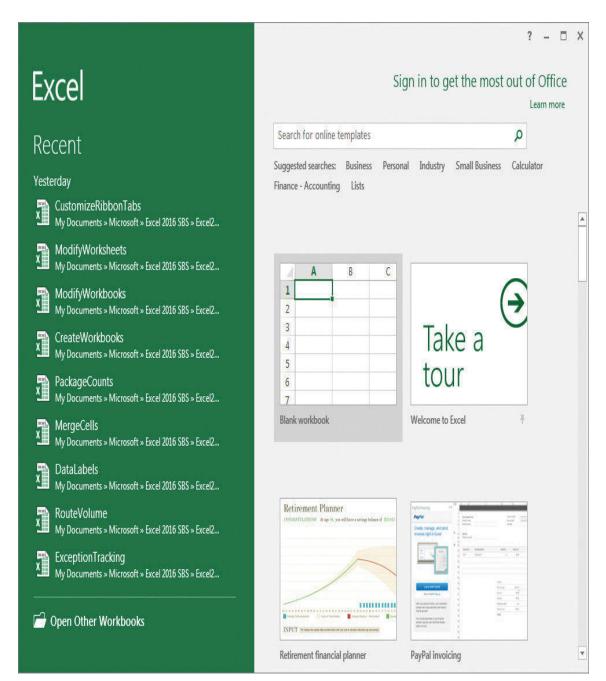
- Tell Me Excel 2016 is a rich, powerful app, so it can be hard to remember everything you can do. If you want to search for instructions on how to perform an action, enter what you want to do in the new Tell Me box on the ribbon and press the Enter key to get the information you need.
- New chart types Excel 2016 introduces six new types of charts: waterfall, histogram, Pareto, box-and-whisker, treemap, and sunburst. Each of these new chart types enhances your ability to summarize your data and convey meaningful information about your business.
- Slicer multi-select Slicers provide a visual reference to filters you have applied to Excel tables and PivotTables. In Excel 2013, you had to use the Ctrl and Shift keys to select multiple values. In Excel 2016, you

can click the Multi-Select button on the Slicer title bar to enable multiple selections without using the Ctrl or Shift key when you make your selections.

- Math entry In Excel 2016, Word 2016, and PowerPoint 2016, you can now enter a mathematical formula into a file by using a stylus or a finger on a touch-sensitive device. Entering mathematical notation directly supplements the built-in Equation Editor and could save you significant time.
- Insights for Office Insights help you learn more about your content through sources such as Bing Snapshot, Wikipedia, Bing image search, and the Oxford dictionary.

Create workbooks

Every time you want to gather and store data that isn't closely related to any of your other existing data, you should create a new workbook. The default new workbook in Excel has one worksheet, although you can add more worksheets if you want. When you start Excel, Excel displays the Start screen.



Create new workbooks from the Start screen

You can click one of the built-in templates available in Excel 2016 or create a blank workbook. You can then begin to enter data into the worksheet's cells or open an existing workbook. After you start entering workbook values, you can save your work.



To save your workbook by using a keyboard shortcut, press Ctrl+S. For more information about keyboard shortcuts, see "Keyboard shortcuts" at the end of this book.



🚹 Important

Readers frequently ask, "How often should I save my files?" It is good practice to save your changes every half hour or even every five minutes, but the best time to save a file is whenever you make a change that you would hate to have to make again.

When you save a file, you overwrite the previous copy of the file. If you have made changes that you want to save, but you also want to keep a copy of the file as it was when you saved it previously, you can save your file under a new name or in a new folder.



Tip

To open the Save As dialog box by using a keyboard shortcut, press F12.

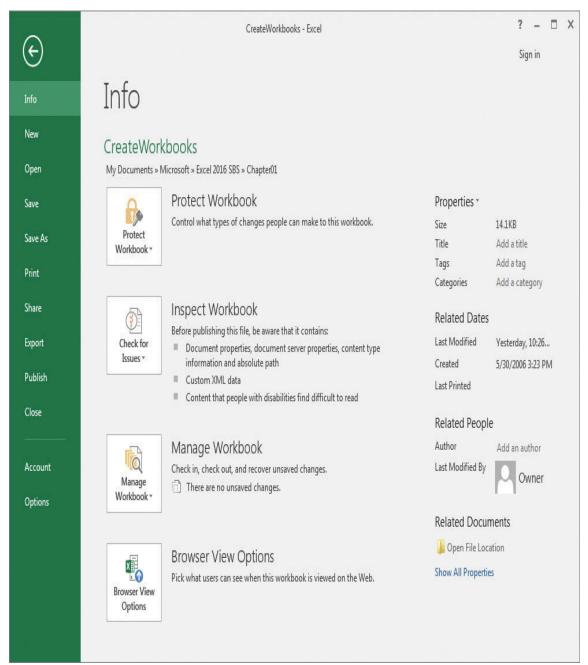
You also can use the controls in the Save As dialog box to specify a different format for the new file and a different location in which to save the new version of the file. For example, if you work with a colleague who requires data saved in the Excel 97-2003 file format, you can save a file in that format from within the Save As dialog box.

If you want to work with a file you created previously, you can open it by displaying the Open page of the Backstage view.



To display the Open page of the Backstage view by using a keyboard shortcut, press Ctrl+O.

After you create a file, you can add information to make the file easier to find when you use the Windows search box to search for it. Each category of information, or property, stores specific information about your file. In Windows, you can search for files based on the file's author or title, or by keywords associated with the file.



Assign properties to help locate workbooks on your server

In addition to setting property values on the Info page of the Backstage view, you can display the Properties dialog box to select one of the existing custom categories or create your own. You can also edit your properties or delete any you no longer want to use.

When you're done modifying a workbook, you should save your changes and then close the file.



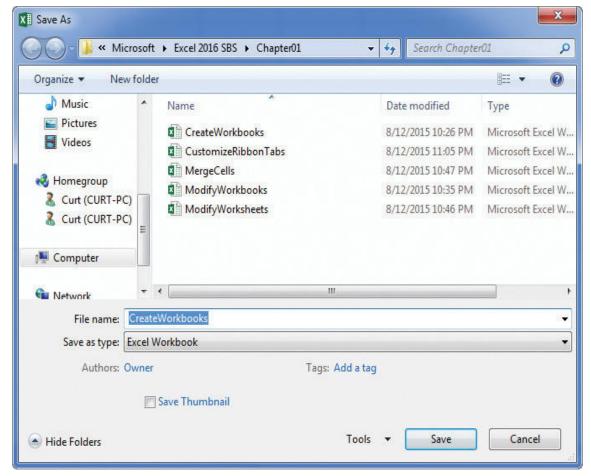
To close a workbook by using a keyboard shortcut, press Ctrl+W.

To create a new workbook

- **1.** Do any of the following:
 - If Excel is not running, start Excel, and then on the **Start** screen, double-click **Blank workbook**.
 - If Excel is already running, click the **File** tab of the ribbon, click **New** to display the **New** page of the Backstage view, and then double-click **Blank workbook**.
 - If Excel is already running, press **Ctrl+N**.

To save a workbook under a new name or in a new location

- 1. Display the Backstage view, and then click Save As.
- **2.** On the **Save As** page of the Backstage view, click the folder where you want to save the workbook.
- **3.** In the **Save As** dialog box, in the **File name** box, enter a new name for the workbook.



Save a new version of your file by using the Save As dialog box

- **4.** To save the file in a different format, in the **Save as type** list, click a new file type.
- **5.** If necessary, use the navigation controls to move to a new folder.
- 6. Click Save.

Or

- 1. Press F12.
- **2.** In the **Save As** dialog box, in the **File name** box, enter a new name for the workbook.
- **3.** To save the file in a different format, in the **Save as type** list, click a new file type.
- **4.** If necessary, use the navigation controls to move to a new folder.
- 5. Click Save.

To open an existing workbook

1. Display the Backstage view, and then click **Open**.

Or

Press Ctrl+O.

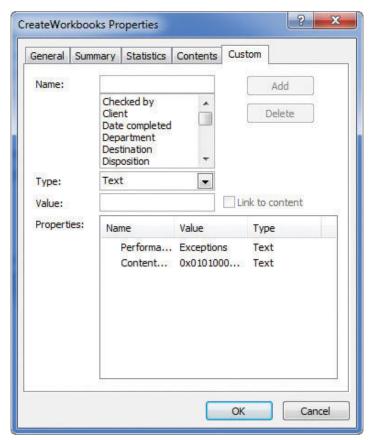
- **2.** On the **Open** page of the Backstage view, perform any of these actions:
 - Click a file in the **Recent** list.
 - Click another location in the navigation list and select the file.
 - Click the **Browse** button, and then use the **Open** dialog box to find the file you want to open, click the file, and click **Open**.

To define values for document properties

- 1. Display the Backstage view and, if necessary, click Info.
- **2.** On the **Info** page of the Backstage view, in the **Properties** group, click the **Add a** *property* text next to a label.
- **3.** Enter a value or series of values (separated by commas) for the property.
- 4. Click a blank space on the Info page.

To create a custom property

- 1. On the Info page of the Backstage view, in the Properties group, click Properties, and then click Advanced Properties.
- 2. In the *filename* Properties dialog box, click the Custom tab.



Define custom properties for your workbooks

3. In the **Name** list, click an existing property name.

Or

In the Name box, enter a name for the new property.

- **4.** Click the **Type** arrow, and then click a data type.
- **5.** In the **Value** box, enter a value for the property.
- 6. Click Add.
- 7. Click OK.

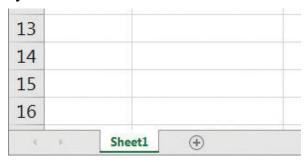
To close a workbook

- **1.** Do either of the following:
 - Display the Backstage view, and then click Close.
 - Press Ctrl+W.

Modify workbooks

You can use Excel workbooks to record information about specific business activities. Each worksheet within that workbook should represent a subdivision of that activity. To display a particular worksheet, just click the worksheet's tab (also

called a sheet tab) on the tab bar (just below the grid of cells). You can also create new worksheets when you need them.

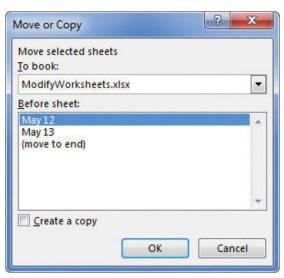


Display and create worksheets without leaving the main app window

When you create a worksheet, Excel assigns it a generic name such as *Sheet2*, *Sheet3*, or *Sheet4*. After you decide what type of data you want to store on a worksheet, you should change the worksheet's name to something more descriptive. You can also move and copy worksheets within and between workbooks. Moving a worksheet within a workbook changes its position, whereas moving a worksheet to another workbook removes it from the original workbook. Copying a worksheet keeps the original in its position and creates a second copy in the new location, whether within the same workbook or in another workbook.



Selecting the Create A Copy check box in the Move Or Copy dialog box leaves the copied worksheet in its original workbook, whereas clearing the check box causes Excel to delete the worksheet from its original workbook.



Move or copy worksheets within and among workbooks



You can also copy a worksheet within a workbook by holding down the Ctrl key while dragging the worksheet's tab to a new position in the workbook.

After the worksheet is in the target workbook, you can change the worksheet's position within the workbook, hide its tab on the tab bar without deleting the worksheet, unhide its tab, or change the sheet tab's color.



If you copy a worksheet to another workbook and the destination workbook has the same Office Theme applied as the active workbook, the worksheet retains its tab color. If the destination workbook has another theme applied, the worksheet's tab color changes to reflect that theme. For more information about Office themes, see Chapter 4, "Change workbook appearance."

If you determine that you no longer need a particular worksheet, such as one you created to store some figures temporarily, you can delete the worksheet quickly.

To display a worksheet

1. On the tab bar in the lower-left corner of the app window, click the tab of the worksheet you want to display.

To create a new worksheet

1. Next to the tab bar in the lower-left corner of the app window, click the **New Sheet** button.

To rename a worksheet

- 1. Double-click the tab of the worksheet you want to rename.
- **2.** Enter a new name for the worksheet.
- 3. Press Enter.

To move a worksheet within a workbook

1. Right-click the sheet tab of the worksheet you want to copy, and then click **Move or Copy**.

- **2.** In the **Move or Copy** dialog box, use the items in the **Before sheet** area to indicate where you want the new worksheet to appear.
- 3. Click OK.

Or

1. On the tab bar in the lower-left corner of the app window, drag the sheet tab to the new location.

To move a worksheet to another workbook

- **1.** Open the workbook to which you want to move a worksheet from another workbook.
- **2.** In the source workbook, right-click the sheet tab of the worksheet you want to move, and then click **Move or Copy**.
- **3.** In the **Move or Copy** dialog box, click the **To book** arrow and select the open workbook to which you want to move the worksheet.
- **4.** Using the items in the **Before sheet** area, indicate where you want the moved worksheet to appear.
- 5. Click OK.

To copy a worksheet within a workbook

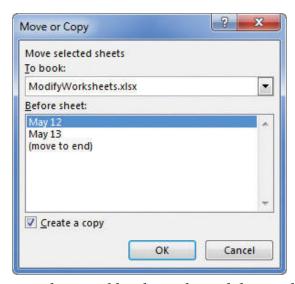
- 1. Right-click the sheet tab of the worksheet you want to copy, and then click **Move or Copy**.
- 2. In the Move or Copy dialog box, select the Create a copy check box.
- **3.** Using the items in the **Before sheet** area, indicate where you want the new worksheet to appear.
- 4. Click OK.

Or

1. Hold down the **Ctrl** key and drag the worksheet's tab to a new location on the tab bar.

To copy a worksheet to another workbook

- **1.** Open the workbook to which you want to add a copy of a worksheet from another workbook.
- **2.** In the source workbook, right-click the sheet tab of the worksheet you want to copy, and then click **Move or Copy**.
- **3.** In the **Move or Copy** dialog box, select the **Create a copy** check box.



Copy worksheets to other workbooks without deleting the original sheet

- **4.** Click the **To book** arrow and select the open workbook in which you want to create a copy of the worksheet.
- **5.** Using the items in the **Before sheet** area, indicate where you want the new worksheet to appear.
- 6. Click OK.

To hide a worksheet

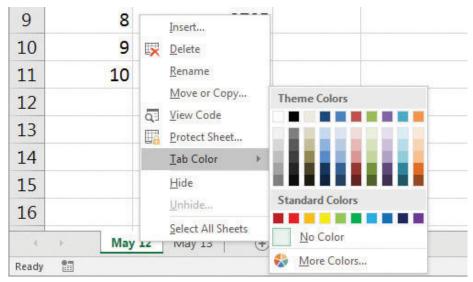
1. Right-click the sheet tab of the worksheet you want to hide, and then click **Hide**.

To unhide a worksheet

- 1. Right-click any visible sheet tab, and then click Unhide.
- 2. In the Unhide dialog box, click the worksheet you want to redisplay.
- 3. Click OK.

To change a sheet tab's color

1. Right-click the sheet tab you want to change and point to **Tab Color**.



Change a sheet tab's color to make it stand out

2. Click a color from the color palette.

Or

Click **More Colors**, use the tools in the **Colors** dialog box to pick a color, and then click **OK**.

To delete a worksheet

- 1. Right-click the sheet tab of the worksheet you want to delete, and then click **Delete**.
- 2. If Excel displays a confirmation dialog box, click **Delete**.



Excel displays a confirmation dialog box when you start to delete a worksheet that contains data.

Modify worksheets

After you put up the signposts that make your data easy to find, you can take other steps to make the data in your workbooks easier to work with. For example, you can change the width of a column or the height of a row in a worksheet by dragging the column's right border or the row's bottom border to the position you want. Increasing a column's width or a row's height increases the space between cell contents, making your data easier to read and work with.



You can apply the same change to more than one row or column by selecting the rows or columns you want to change and then dragging the border of one of the selected rows or columns to the location you want. When you release the mouse button, all the selected rows or columns change to the new height or width.

Modifying column width and row height can make a workbook's contents easier to work with, but you can also insert a row or column between cells that contain data to make your data easier to read. Adding space between the edge of a worksheet and cells that contain data, or perhaps between a label and the data to which it refers, makes the workbook's contents less crowded.



Inserting a column adds a column to the left of the selected column or columns. Inserting a row adds a row above the selected row or rows.

When you insert a row, column, or cell in a worksheet that has had formatting applied, the Insert Options action button appears. Clicking the Insert Options button displays a list of choices you can make about how the inserted row or column should be formatted. The following table summarizes these options.

Option	Action		
Format Same As Above	Applies the formatting of the row above the		
	inserted row to the new row		
Format Same As Below	Applies the formatting of the row below the		
	inserted row to the new row		
Format Same As Left	Applies the formatting of the column to the left of		
	the inserted column to the new column		
Format Same As Right	Applies the formatting of the column to the right of		
g (1964) 1964) 1964 (1964) 1964 (1964) 1964 (1964) 1964 (1964) 1964 (1964) 1964 (1964) 1964 (1964) 1964 (1964)	the inserted column to the new column		
Clear Formatting	Applies the default format to the new row or column		

You can also delete, hide, and unhide columns. Deleting a column removes it and its contents from the worksheet entirely, whereas hiding a column or row removes it from the display without deleting its contents.

A Important

If you hide the first row or column in a worksheet and then want to unhide it, you must click the Select All button in the upper-left corner of the worksheet (above the first row header and to the left of the first column header) or press Ctrl+A to select the entire worksheet. Then, on the Home tab, in the Cells group, click Format, point to Hide & Unhide, and then click either Unhide Rows or Unhide Columns to make the hidden data visible again.

Just as you can insert rows or columns, you can insert individual cells into a worksheet. After you insert cells, you can choose whether to shift the cells surrounding the inserted cell down (if your data is arranged as a column) or to the right (if your data is arranged as a row).



Tip

The Insert dialog box also includes options you can click to insert a new row or column; the Delete dialog box has similar options for deleting an entire row or column.

If you want to move the data in a group of cells to another location in your worksheet, select the cells you want to move and then point to the selection's border. When the pointer changes to a four-pointed arrow, you can drag the selected cells to the target location on the worksheet. If the destination cells contain data, Excel displays a dialog box asking whether you want to overwrite the destination cells' contents. You can choose to overwrite the data or cancel the move.

To change row height

- 1. Select the row headers for the rows you want to resize.
- 2. Point to the bottom border of a selected row header.
- **3.** When the pointer changes to a double-headed vertical arrow, drag the border until the row is the height you want.

Or

- 1. Select the row headers for the rows you want to resize.
- **2.** Right-click any of the selected row headers, and then click **Row Height**.



The Row Height dialog box displaying the default row height

3. In the **Row Height** dialog box, enter a new height for the selected rows.



The default row height is 15 points.

4. Click OK.

To change column width

- 1. Select the column headers for the columns you want to resize.
- **2.** Point to the right border of a selected column header.
- **3.** When the pointer changes to a double-headed horizontal arrow, drag the border until the column is the width you want.

Or

- 1. Select the column headers for the columns you want to resize.
- 2. Right-click any of the selected column headers, and then click Column Width.
- **3.** In the **Column Width** dialog box, enter a new width for the selected columns.



The default column width is 8.43 standard characters.

4. Click OK.

To insert a column

1. Right-click a column header, and then click **Insert**.

To insert multiple columns

1. Select a number of column headers equal to the number of columns you want to insert.

2. Right-click any selected column header, and then click **Insert**.

To insert a row

1. Right-click a row header, and then click Insert.

To insert multiple rows

- **1.** Select a number of row headers equal to the number of rows you want to insert.
- 2. Right-click any selected row header, and then click Insert.

To delete one or more columns

- 1. Select the column headers of the columns you want to delete.
- 2. Right-click any selected column header, and then click **Delete**.

To delete one or more rows

- 1. Select the row headers of the rows you want to delete.
- **2.** Right-click any selected row header, and then click **Delete**.

To hide one or more columns

- 1. Select the column headers of the columns you want to hide.
- 2. Right-click any selected column header, and then click Hide.

To hide one or more rows

- 1. Select the row headers of the rows you want to hide.
- 2. Right-click any selected row header, and then click **Hide**.

To unhide one or more columns

- 1. Select the column headers to the immediate left and right of the column or columns you want to unhide.
- 2. Right-click any selected column header, and then click Unhide.

Or

- **1.** Press **Ctrl+A** to select the entire worksheet.
- 2. Right-click anywhere in the worksheet, and then click Unhide.

To unhide one or more rows

- 1. Select the row headers immediately above and below the row or rows you want to unhide.
- 2. Right-click any selected column header, and then click Unhide.

Or

1. Press Ctrl+A to select the entire worksheet.

2. Right-click anywhere in the worksheet, and then click **Unhide**.

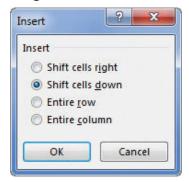
To insert one or more cells

- 1. Select a cell range the same size as the range you want to insert.
- **2.** On the **Home** tab of the ribbon, in the <u>Cells</u> group, click **Insert**.

Or

Right-click a cell in the selected range, and then click **Insert**.

3. If necessary, use the controls in the **Insert** dialog box to tell Excel how to shift the existing cells.



Indicate how Excel should move existing cells when you insert new cells into a worksheet

4. Click OK.

To move one or more cells within a worksheet

- 1. Select the cell range you want to move.
- **2.** Point to the edge of the selected range.
- **3.** When the pointer changes to a four-headed arrow, drag the cell range to its new position.
- **4.** If necessary, click **OK** to confirm that you want to delete data in the target cells.

Merge and unmerge cells

Most Excel worksheets contain data about a specific subject. One of the best ways to communicate the contents of a worksheet is to use a label.

4	Α	В	C	D		
1						
2		Distribution Center Hub				
3		Listed by region name and city				
4		Northeast	Boston			
5		Atlantic	Baltimore			
6		Southeast	Atlanta			
7		North Central	Cleveland			
8		Midwest	St. Louis			
9		Southwest	Albuquerque			
10		Mountain West	Denver			
11		Northwest	Portland			
12		Central	Omaha			
13						

Merge and center cell contents to create effective labels

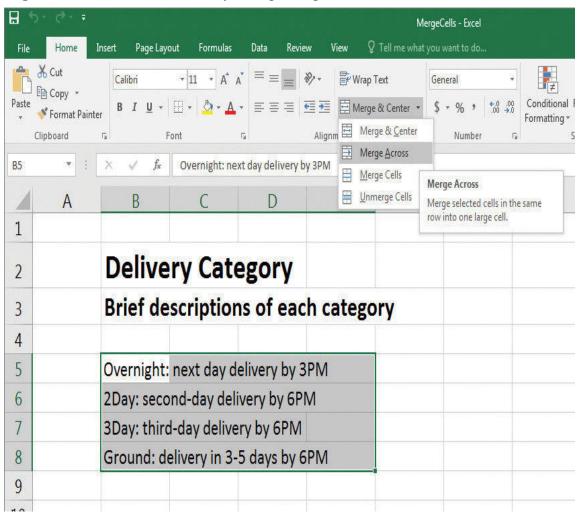
For example, consider a worksheet in which the label text *Distribution Center Hubs* appears to span three cells, B2:D2, but is in fact contained within cell B2. If you select cell B2, Excel highlights the cell's border, which obscures the text. If you want to combine cells B2:D2 into a single cell, you can do so by merging the cells into a single cell.

4	Α	В	C	D	Е
1					
2		Distribution Center Hubs			
3		Listed by region name and city			
4		Northeast	Boston		
5		Atlantic	Baltimore		
6		Southeast	Atlanta		
7		North Central	Cleveland		
8		Midwest	St. Louis		
9		Southwest	Albuquerque		
10		Mountain West	Denver		
11		Northwest	Portland		
12		Central	Omaha		
13					
and the second					

A Important

When you merge two or more cells, Excel retains just the text in the range's upper-left cell. All other text is deleted.

When you click the Merge & Center button, a list of options appears. In addition to merging cells, you can click Merge & Center to combine the selected cells into a single cell and center the text within the merged cell. You should strongly consider using the Merge & Center option for label text, such as above a list of data where the title spans more than one column. You can also merge the cells in multiple rows at the same time by using Merge Across.



Merge cells in multiple rows by using Merge Across

M Important

Selecting the header cells, clicking the Home tab, clicking Merge & Center, and then clicking either Merge & Center or Merge Cells will delete any text that is not in the upper-left cell of the selected range.

If you want to split merged cells into their individual cells, you can always unmerge them.

To merge cells

- 1. Select the cells you want to merge.
- 2. On the **Home** tab, in the **Alignment** group, click the **Merge & Center** arrow (not the button), and then click **Merge Cells**.

To merge and center cells

- **1.** Select the cells you want to merge.
- 2. Click the Merge & Center arrow (not the button), and then click Merge & Center.

To merge cells in multiple rows by using Merge Across

- **1.** Select the cells you want to merge.
- 2. Click the Merge & Center arrow (not the button), and then click Merge Across.

To split merged cells into individual cells

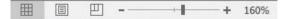
- 1. Select the cells you want to unmerge.
- 2. Click the Merge & Center arrow (not the button), and then click Unmerge Cells.

Customize the Excel 2016 app window

How you use Excel 2016 depends on your personal working style and the type of data collections you manage. The Excel product team interviews customers, observes how differing organizations use the app, and sets up the user interface so that many users won't need to change it to work effectively. If you do want to change the Excel app window, including the user interface, you can. You can change how Excel displays your worksheets; zoom in on worksheet data; add frequently used commands to the Quick Access Toolbar; hide, display, and reorder ribbon tabs; and create custom tabs to make groups of commands readily accessible.

Zoom in on a worksheet

One way to make Excel easier to work with is to change the app's zoom level. Just as you can "zoom in" with a camera to increase the size of an object in the camera's viewer, you can use the zoom setting to change the size of objects within the Excel 2016 app window. You can change the zoom level from the ribbon or by using the Zoom control in the lower-right corner of the Excel 2016 window.



Change worksheet magnification by using the Zoom control

The minimum zoom level in Excel 2016 is 10 percent; the maximum is 400 percent.

To zoom in on a worksheet

1. Using the **Zoom** control in the lower-right corner of the app window, click the **Zoom In** button (which looks like a plus sign).

To zoom out on a worksheet

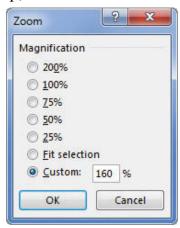
1. Using the **Zoom** control in the lower-right corner of the app window, click the **Zoom Out** button (which looks like a minus sign).

To set the zoom level to 100 percent

1. On the **View** tab of the ribbon, in the **Zoom** group, click the **100%** button.

To set a specific zoom level

1. In the **Zoom** group, click the **Zoom** button.



Set a magnification level by using the Zoom dialog box

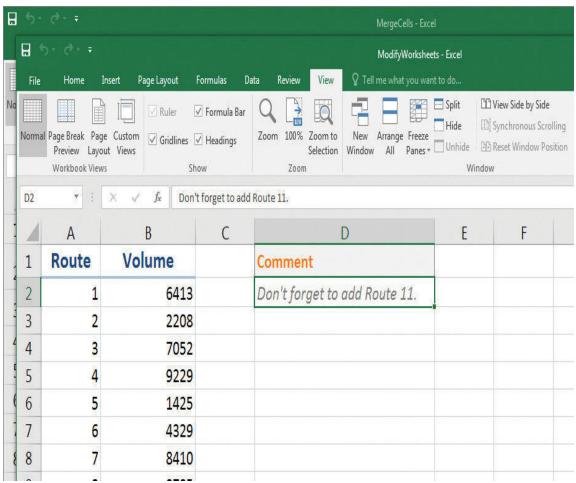
- **2.** In the **Zoom** dialog box, enter a value in the **Custom** box.
- 3. Click OK.

To zoom in on specific worksheet highlights

- **1.** Select the cells you want to zoom in on.
- **2.** In the **Zoom** group, click the **Zoom to Selection** button.

Arrange multiple workbook windows

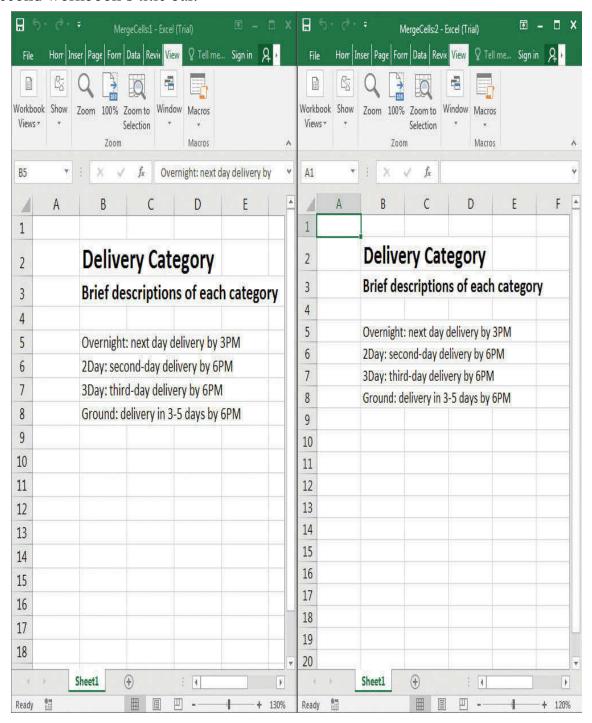
As you work with Excel, you will probably need to have more than one workbook open at a time. For example, you could open a workbook that contains customer contact information and copy it into another workbook to be used as the source data for a mass mailing you create in Word 2016. When you have multiple workbooks open simultaneously, you can switch between them or arrange your workbooks on the desktop so that most of the active workbook is shown prominently but the others are easily accessible.



Arrange multiple Excel windows to make them easier to access

Many Excel 2016 workbooks contain formulas on one worksheet that derive their value from data on another worksheet, which means you need to change between two worksheets every time you want to see how modifying your data changes the formula's result. However, an easier way to approach this is to display two copies of the same workbook simultaneously, displaying the worksheet that contains the data in the original window and displaying the worksheet with the formula in the new window. When you change the data in either copy of the workbook, Excel updates the other copy.

If the original workbook's name is *Merge Cells*, Excel 2016 displays the name *Merge Cells:1* on the original workbook's title bar and *Merge Cells:2* on the second workbook's title bar.



Display two copies of the same workbook side by side

To switch to another open workbook

- 1. On the View tab, in the Window group, click Switch Windows.
- 2. In the Switch Windows list, click the workbook you want to display.

To display two copies of the same workbook

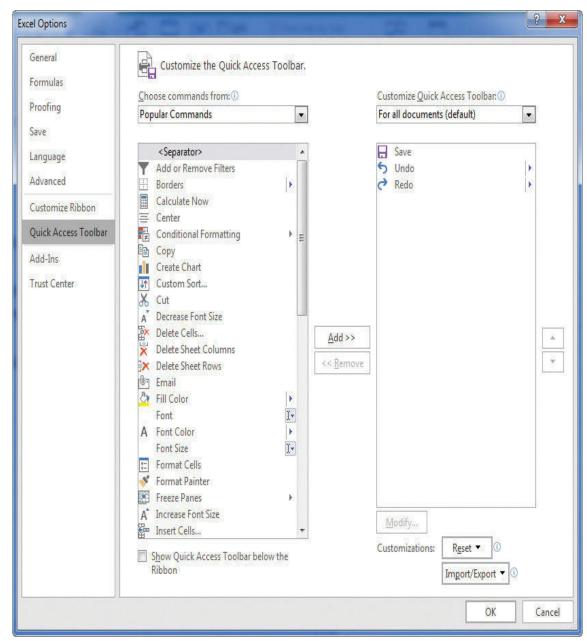
1. In the Window group, click New Window.

To change how Excel displays multiple open workbooks

- 1. In the Window group, click Arrange All.
- **2.** In the **Arrange Windows** dialog box, click the windows arrangement you want.
- 3. If necessary, select the Windows of active workbook check box.
- 4. Click OK.

Add buttons to the Quick Access Toolbar

As you continue to work with Excel 2016, you might discover that you use certain commands much more frequently than others. If your workbooks draw data from external sources, for example, you might find yourself using certain ribbon buttons much more often than the app's designers might have expected. You can make any button accessible with one click by adding the button to the Quick Access Toolbar, located just above the ribbon in the upper-left corner of the Excel app window. You'll find the tools you need to change the buttons on the Quick Access Toolbar in the Excel Options dialog box.



Control which buttons appear on the Quick Access Toolbar

You can add buttons to the Quick Access Toolbar, change their positions, and remove them when you no longer need them. Later, if you want to return the Quick Access Toolbar to its original state, you can reset just the Quick Access Toolbar or the entire ribbon interface.

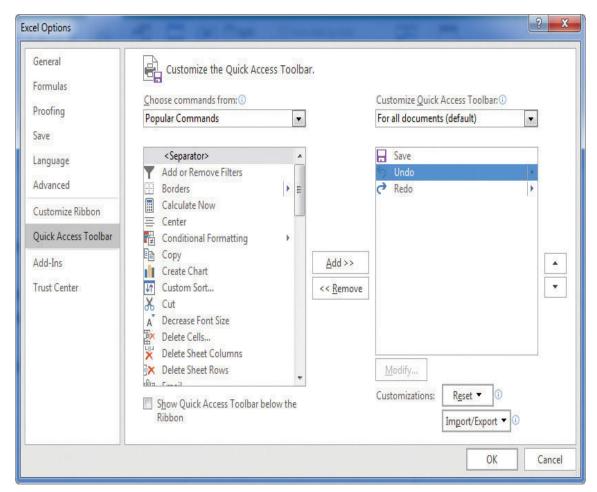
You can also choose whether your Quick Access Toolbar changes affect all your workbooks or just the active workbook. If you'd like to export your Quick Access Toolbar customizations to a file that can be used to apply those changes to another Excel 2016 installation, you can do so quickly.

To add a button to the Quick Access Toolbar

- 1. Display the Backstage view, and then click **Options**.
- 2. In the Excel Options dialog box, click Quick Access Toolbar.
- **3.** If necessary, click the **Customize Quick Access Toolbar** arrow and select whether to apply the change to all documents or just the current document.
- **4.** If necessary, click the **Choose commands from** arrow and click the category of commands from which you want to choose.
- **5.** Click the command to add to the **Quick Access Toolbar**.
- 6. Click Add.
- 7. Click OK.

To change the order of buttons on the Quick Access Toolbar

- 1. Open the Excel Options dialog box, and then click Quick Access Toolbar.
- 2. In the right pane, which contains the buttons on the **Quick Access Toolbar**, click the button you want to move.



Change the order of buttons on the Quick Access Toolbar

3. Click the **Move Up** button (the upward-pointing triangle on the far right) to move the button higher in the list and to the left on the **Quick Access Toolbar**.

Or

Click the **Move Down** button (the downward-pointing triangle on the far right) to move the button lower in the list and to the right on the **Quick Access Toolbar**.

4. Click OK.

To delete a button from the Quick Access Toolbar

- 1. Open the Excel Options dialog box, and then click Quick Access Toolbar.
- 2. In the right pane, click the button you want to delete.
- 3. Click Remove.

To export your Quick Access Toolbar settings to a file

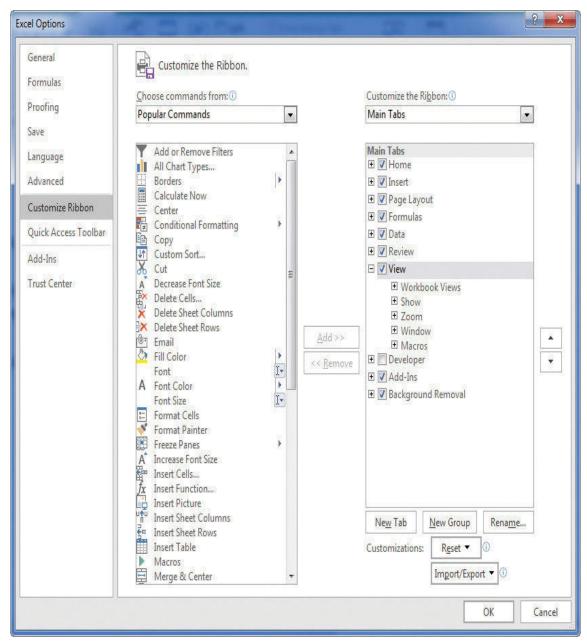
- 1. Display the Quick Access Toolbar page of the Excel Options dialog box.
- 2. Click Import/Export, and then click Export all customizations.
- **3.** In the **File Save** dialog box, in the **File name** box, enter a name for the settings file.
- 4. Click Save.

To reset the Quick Access Toolbar to its original configuration

- 1. Display the **Quick Access Toolbar** page of the **Excel Options** dialog box.
- 2. Click Reset.
- 3. Click Reset only Quick Access Toolbar.
- 4. Click OK.

Customize the ribbon

Excel 2016 enhances your ability to customize the entire ribbon: you can hide and display ribbon tabs, reorder tabs displayed on the ribbon, customize existing tabs (including tool tabs, which appear when specific items are selected), and create custom tabs. You'll find the tools to customize the ribbon in the Excel Options dialog box.



Control which items appear on the ribbon by using the Excel Options dialog box

From the Customize Ribbon page of the Excel Options dialog box, you can select which tabs appear on the ribbon and in what order. Each ribbon tab's name has a check box next to it. If a tab's check box is selected, that tab appears on the ribbon.

Just as you can change the order of the tabs on the ribbon, with Excel 2016, you can change the order in which groups of commands appear on a tab. For example, the Page Layout tab contains five groups: Themes, Page Setup, Scale To Fit, Sheet Options, and Arrange. If you use the Themes group less frequently than the other groups, you could move the group to the right end of the tab.



Change the order of items on built-in ribbon tabs

You can also remove groups from a ribbon tab. If you remove a group from a built-in tab and later decide you want to restore it, you can put it back without too much worry.

The built-in ribbon tabs are designed efficiently, so adding new command groups might crowd the other items on the tab and make those controls harder to find. Rather than adding controls to an existing ribbon tab, you can create a custom tab and then add groups and commands to it. The default New Tab (Custom) name doesn't tell you anything about the commands on your new ribbon tab, so you can rename it to reflect its contents.

You can export your ribbon customizations to a file that can be used to apply those changes to another Excel 2016 installation. When you're ready to apply saved customizations to Excel, import the file and apply it. And, as with the Quick Access Toolbar, you can always reset the ribbon to its original state.

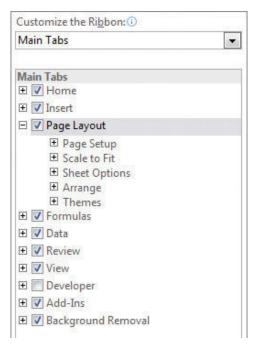
The ribbon is designed to use space efficiently, but you can hide it and other user interface elements such as the formula bar and row and column headings if you want to increase the amount of space available inside the app window.



Press Ctrl+F1 to hide and unhide the ribbon.

To display a ribbon tab

- **1.** Display the Backstage view, and then click **Options**.
- 2. In the Excel Options dialog box, click Customize Ribbon.
- **3.** In the tab list on the right side of the dialog box, select the check box next to the tab's name.



Select the check box next to the tab you want to appear on the ribbon

4. Click OK.

To hide a ribbon tab

- 1. In the Excel Options dialog box, click Customize Ribbon.
- **2.** In the tab list on the right side of the dialog box, clear the check box next to the tab's name.
- 3. Click OK.

To reorder ribbon elements

- 1. In the Excel Options dialog box, click Customize Ribbon.
- **2.** In the tab list on the right side of the dialog box, click the element you want to move.
- **3.** Click the **Move Up** button (the upward-pointing triangle on the far right) to move the button or group higher in the list and to the left on the ribbon tab.

Or

Click the **Move Down** button (the downward-pointing triangle on the far right) to move the button or group lower in the list and to the right on the ribbon tab.

4. Click OK.

To create a custom ribbon tab

1. On the **Customize Ribbon** page of the **Excel Options** dialog box, click **New Tab**.

To create a custom group on a ribbon tab

- **1.** On the **Customize Ribbon** page of the **Excel Options** dialog box, click the ribbon tab where you want to create the custom group.
- 2. Click New Group.

To add a button to the ribbon

- 1. On the **Customize Ribbon** page of the **Excel Options** dialog box, click the ribbon tab or group to which you want to add a button.
- 2. If necessary, click the Customize the Ribbon arrow and select Main Tabs or Tool Tabs.



Tip

The tool tabs are the contextual tabs that appear when you work with workbook elements such as shapes, images, or PivotTables.

- **3.** If necessary, click the **Choose commands from** arrow and click the category of commands from which you want to choose.
- **4.** Click the command to add to the ribbon.
- 5. Click Add.
- 6. Click OK.

To rename a ribbon element

- **1.** On the **Customize Ribbon** page of the **Excel Options** dialog box, click the ribbon tab or group you want to rename.
- 2. Click Rename.
- **3.** In the **Rename** dialog box, enter a new name for the ribbon element.
- 4. Click OK.

To remove an element from the ribbon

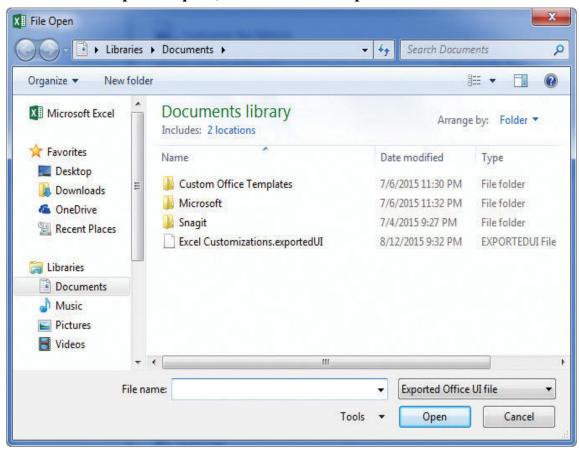
- 1. On the **Customize Ribbon** page of the **Excel Options** dialog box, click the ribbon tab or group you want to remove.
- 2. Click Remove.

To export your ribbon customizations to a file

- 1. On the Customize Ribbon page of the Excel Options dialog box, click Import/Export, and then click Export all customizations.
- **2.** In the **File Save** dialog box, in the **File name** box, enter a name for the settings file.
- 3. Click Save.

To import ribbon customizations from a file

1. On the Customize Ribbon page of the Excel Options dialog box, click Import/Export, and then click Import customization file.



Import ribbon settings saved from another Office installation

- 2. In the File Open dialog box, click the configuration file.
- 3. Click Open.

To reset the ribbon to its original configuration

- 1. On the Customize Ribbon page of the Excel Options dialog box, click Reset, and then click Reset all customizations.
- 2. In the dialog box that appears, click Yes.

To hide or unhide the ribbon

1. Press Ctrl+F1.

To hide or unhide the formula bar

1. On the **View** tab, in the **Show** group, select or clear the **Formula Bar** check box.

To hide or unhide the row and column headings

1. In the **Show** group, select or clear the **Headings** check box.

To hide or unhide gridlines

1. In the **Show** group, select or clear the **Gridlines** check box.

Skills review

In this chapter, you learned how to:

- Explore the editions of Excel 2016
- Become familiar with new features in Excel 2016
- Create workbooks
- Modify workbooks
- Modify worksheets
- Merge and unmerge cells
- Customize the Excel 2016 app window



Practice tasks

The practice files for these tasks are located in the Excel2016SBS\Ch01 folder. You can save the results of the tasks in the same folder.

Create workbooks

Open the CreateWorkbooks workbook in Excel, and then perform the following tasks:

- 1. Close the **CreateWorkbooks** file, and then create a new, blank workbook.
- **2.** Save the new workbook as **Exceptions2015**.
- **3.** Add the following tags to the file's properties: **exceptions**, **regional**, and **percentage**.
- **4.** Add a tag to the **Category** property called **performance**.

- **5.** Create a custom property called **Performance**, leave the value of the **Type** field as **Text**, and assign the new property the value **Exceptions**.
- **6.** Save your work.

Modify workbooks

Open the ModifyWorkbooks workbook in Excel, and then perform the following tasks:

- 1. Create a new worksheet named 2016.
- **2.** Rename the **Sheet1** worksheet to **2015** and change its tab color to green.
- 3. Delete the **ScratchPad** worksheet.
- **4.** Copy the **2015** worksheet to a new workbook, and then save the new workbook under the name **Archive2015**.
- 5. In the ModifyWorkbooks, workbook, hide the 2015 worksheet.

Modify worksheets

Open the ModifyWorksheets workbook in Excel, and then perform the following tasks:

- 1. On the May 12 worksheet, insert a new column A and a new row 1.
- 2. After you insert the new row 1, click the Insert Options action button, and then click Clear Formatting.
- 3. Hide column E.
- **4.** On the **May 13** worksheet, delete cell **B6**, shifting the remaining cells up.
- **5.** Click cell **C6**, and then insert a cell, shifting the other cells down. Enter the value **4499** in the new cell **C6**.
- 6. Select cells E13:F13 and move them to cells B13:C13.

Merge and unmerge cells

Open the MergeCells workbook in Excel, and then perform the following tasks:

- 1. Merge cells B2:D2.
- 2. Merge and center cells B3:F3.
- 3. Merge the cell range B5:E8 by using Merge Across.
- 4. Unmerge cell **B2**.

Customize the Excel 2016 app window

Open the CustomizeRibbonTabs workbook in Excel, and then perform the following tasks:

- 1. Add the **Spelling** button to the **Quick Access Toolbar**.
- 2. Move the **Review** ribbon tab so it is positioned between the **Insert** and **Page Layout** tabs.
- **3.** Create a new ribbon tab named **My Commands**.
- 4. Rename the **New Group (Custom)** group to **Formatting**.
- **5.** In the list on the left side of the dialog box, display the **Main Tabs**.
- **6.** From the buttons on the **Home** tab, add the **Styles** group to the **My Commands** ribbon tab you created earlier.
- 7. Again using the buttons available on the **Home** tab, add the **Number** group to the **Formatting** group on your custom ribbon tab.
- **8.** Save your ribbon changes and click the **My Commands** tab on the ribbon.