

Microsoft® Excel 2016

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The Excel 2016 Screen



The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Workbook: Click the File tab, select New, and double-click workbook, or press Ctrl + N.
- To Open a Workbook: Click the File tab and select Open, or press Ctrl + O.
- To Save a Workbook: Click the Save button on the Quick Access Toolbar, or press Ctrl + S.
- To Preview and Print a Workbook: Click the File tab and select Print, or press Ctrl + P.
- To Undo: Click the Undo button on the Quick Access Toolbar, or press Ctrl + Z.
- To Redo or Repeat: Click the Redo button on the Quick Access Toolbar, or press Ctrl + Y.
- To Close a Workbook: Click the Close button, or press Ctrl + W.
- To Get Help: Press F1 to open the Help window. Type your question and press Enter.
- Cell addresses: Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the Name Box under the clipboard.
- To Select a Cell: Click a cell or use the keyboard arrow keys to select it.
- To Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the Shift key while using the arrow keys to move the mouse pointer to the last cell of the range.
- To Select an Entire Worksheet: Click the Select All button where column and row headings meet. Or press Ctrl + A.
- To Minimize the Ribbon: Click the Minimize Ribbon button on the Ribbon. Or, press Ctrl + F1. Or, right-click a tab and select Unpin the Ribbon from the contextual menu.
- To Change Program Settings: Click the File tab and select Options.
- To Use Zoom: Click and drag the zoom slider to the left or right. Or, click the Zoom Out and Zoom In buttons on the slider.
- To Change Views: Click a View button in the status bar. Or, click the View tab and select a view.

Keyboard Shortcuts

General

Open a Workbook	Ctrl + O
Create New	Ctrl + N
Save	Ctrl + S
Preview and Print	Ctrl + P
Close a Workbook	Ctrl + W
Help	F1
Run Spelling Check	F7
Calculate worksheets	F9
Create an absolute, normal, or mixed reference	F4

Navigation:

Move Between Cells	↑, ↓, ←, →
Right One Cell	Tab
Left One Cell	Shift + Tab
Down One Cell	Enter
Up One Cell	Shift + Enter
Down One Screen	Page Down
Up One Screen	Page Up
To Cell A1	Ctrl + Home
To Last Cell	Ctrl + End
Go To Dialog Box	F5

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A
Edit active cell	F2
Clear cell contents	Delete

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Open Format Cells Dialog Box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

Using Microsoft Office Excel Exam Guide

Paul McFedries

Using Microsoft Office Excel Exam Guide:

MOS Study Guide for Microsoft Excel Exam MO-200 Joan Lambert,2020 **Microsoft Office Specialist Excel Associate 365/2019 Exam Preparation** Daniel John Stine,2020-06-02 Explains everything current Excel users need to know about the exam process Covers the five main categories of the exam Includes practice exam software videos and flashcards Reviews the Excel user interface and terminology Internationally recognized certification in Microsoft Excel can open up a world of benefits to you and Microsoft Office Specialist Excel Associate 365 2019 Exam Preparation includes everything you need to prepare for the exam Designed for those already familiar with Excel this book provides detailed information about how and where to take the exam and exactly what to expect Each chapter is built on one of the five exam topics Ample study material is provided including practice examsoftware and video tutorials for every outcome in the book The author will guide you like a personal Excel coach helping you to boost your knowledge pinpoint skills you need to work on and gain the confidence to be able to pass the exam Why certification is important Microsoft Excel Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your Excel skills it can help you get hired boost academic performance prepare for the demands of a job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft Office Specialist Excel Associate certification is the first step to prove your skill level and open doors to career opportunities Outline of the book This book leads you through the exam process from beginning to end The first chapter includes the exact steps to take to register for the exam and find an exam center tips on using your time wisely during the exam and an overview of Excel s user interface and important terminology The next five chapters thoroughly cover the main topics in the Microsoft Office Specialist Excel Associate exam Manage Worksheets and Workbooks Manage Data Cells and Ranges Manage Tables and Table Data Perform Operations by using Formulas and Functions and Manage Charts Short video tutorials are included for every single outcome in the book 70 in all for when you need extra help or learn best by observation Excel practice exam software included Unlike any other Excel exam manual available this book includes Excel practice exam software The final chapter focuses on the practice exam which closely mimics the format of the real exam Custom built and specially designed by SDC Publications the practice exam can be taken multiple times so you are comfortable with the test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam Software 70 short narrated video tutorials for every outcome in the book 70 Flashcards Exam Day Study Guide About the author Daniel John Stine AIA CSI CDT is a registered architect with over twenty years of experience in the field of architecture Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all

written using Microsoft Word and published by SDC Publications

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the exam process the user interface and the four main topics Creating and Modifying Components Modeling and Modifying Elements Managing Views and Managing Documentation The specific topics you need to be familiar with to pass the test are explained in greater detail throughout the book At the end of the book there is a sample multiple choice practice test to self assess your readiness for the exam You also get access to sample exam software which simulates the actual exam This book will help you pass the Autodesk Certified User exam on the first try so you can avoid repeatedly taking the exam and obtain your certification sooner Practice Exam Software In addition to the sample test questions included in the book practice exam software is also provided The practice exam software is meant to simulate the actual Revit Architecture Certified User exam It can be downloaded and run from any computer The practice exam software will get you familiar with the official exam and check your skills prior to taking the official exam The practice exam software requires you to use Autodesk Revit to perform actions in order to formulate the answer to questions just like the actual exam The questions in the practice exam software are categorized into four groups which align with the four official main topics Creating and Modifying Components Modeling and Modifying Elements Managing Views and Managing Documentation Upon completing the quiz an overall score is provided as well as a score for each topic If you get a question wrong a page number in the book is provided to help you further review the topic The practice exam software will help you with the following Understanding the test software How to mark and return to questions Exam question format Live in application steps How the results are presented at the exam conclusion

Autodesk Revit for Architecture Certified User Exam Preparation (Revit 2023 Edition) Daniel John Stine, 2022-07 This book will prepare you to pass the Revit Certified User Exam on your first try Designed for users with about 150 hours of instruction and real world Revit experience Gives an overview of the exam process Describes the main topics you need to be familiar with to pass the exam Comes with practice exam software that simulates an actual exam In the competitive world in which we live it is important to stand out to potential employers and prove your capabilities One way to do this is by passing one of the Autodesk Certification Exams A candidate who passes an exam has credentials from the makers of the software which indicate you know how to use their software This can help give you an edge over other potential interviewees when applying for a job Autodesk Revit for Architecture Certified User Exam Preparation is intended for the Revit user who has about 150 hours of instruction and real world experience with Autodesk Revit software This book will help guide you in your preparation for the Autodesk Certified User Revit for Architecture exam By passing this exam you are validating your Revit skills and are well on your way to the next level of your education or career Throughout the book you will find an overview of the exam process the user interface and the four main topics Creating and Modifying Components Modeling and Modifying Elements Managing Views and Managing Documentation The specific topics you need to be familiar with to pass the test are explained in greater detail throughout the book At the end of the book there is a sample multiple choice practice test to self assess your readiness for the exam You also get access to sample exam software

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