

Excel® 2016 Introduction

Need to know general things that apply to all Office products like opening and saving files, or how to undo a mistake? See our [Office 2016 Essentials](#) guide.

Entering New Data

1. [Click] on a cell, or move to it with the arrow keys.
2. Type the data. If you make a mistake while typing, press <Backspace> to delete characters.
3. Press <Enter> or [Click]  in the Formula Bar. The Formula Bar is located above your workspace, and displays the data or formula stored in the active cell. If Excel suggests an entry, press <Enter> to accept, <Delete> to remove, or ignore it by continuing to type.

Picking from a Drop-Down List

To pick from a list of text values already entered in cells below or above the active cell, press <Alt-D> then use arrows and <Enter> to select. Or, [Right Click] the cell, then choose **PICK FROM DROP-DOWN LIST**.

Editing the Contents of a Cell

1. [Click] on the cell to change.
2. [Click] in the Formula Bar. Or to edit directly in the cell, [Double Click] the cell or press <F2>.
3. Use arrow keys to move, <Backspace> to delete left, <Delete> to delete right, or type text to insert.
4. When finished, press <Enter> or [Click] .

To cancel editing: [Click]  or press <Esc>.

Replacing the Contents of a Cell

1. [Click] on or move to the cell to change.
2. Type new data, then press <Enter> or [Click] .

Selecting Cells

When you type, the value is inserted in the active cell. To select a single cell: [Click] the cell, or use the arrow keys to move to the cell.

To select a range of cells: [Drag] across cells, or

- <Shift>-[Click] a cell other than the active cell.
- Hold <Shift> while using the arrow keys.
- Tap, Drag .

To select entire rows/columns: [Click] headings  or .

To select entire worksheet: [Click] where  where the row and column headings meet.

To select multiple ranges: Select a range, press <Ctrl> while selecting more ranges.

Resizing Column Width or Row Height

1. [Point] at the dividing line between the column or row headings. The mouse pointer changes into a double-headed arrow  or .
2. [Drag] to change the width or height. Or to Autofit to the widest/highest cell, [Double Click] the line.

Or to enter a measurement:

1. Select a cell in the row/column to adjust.
2. Choose **HOME**, **FORMAT** , either **ROW HEIGHT** or **COLUMN WIDTH**.
3. Enter a height or width, then [Click] OK.

To change several columns or rows, select them first.

Inserting Rows or Columns

1. Select a row or column heading. New columns insert to the left, and rows above the selection. To insert several rows or columns, select that number of rows or columns.
2. Choose **HOME**, then **INSERT** .

Inserting Cells

1. Select the cells where you wish to insert new ones.
2. Choose **HOME**, , then **INSERT CELLS**.
3. Specify direction to shift the selected cells. [Click] OK.

Clearing Cells

You can clear the contents of cells, cell formatting, or both content and formatting.

1. Select the cells to clear.
2. To clear contents only (not formatting): Choose **HOME**, , **CLEAR CONTENTS**. Or, press <Delete>.
- To clear only formatting: Choose **CLEAR FORMATS**.
- To clear everything: Choose **CLEAR ALL**.

Deleting Rows, Columns, or Cells

As compared to clearing (described above) this removes the cells and moves surrounding cells to fill the gap.

To delete rows or columns:

1. Select the row(s) or column(s), using headings.
2. Choose **HOME**, then **DELETE** .

To delete cells:

1. Select the cell(s).
2. Choose **HOME**, , then **DELETE CELLS**.
3. Specify direction to shift surrounding cells. [Click] OK.

Borders, Shading, Text Color

Select cells, then choose **HOME**, and [Click] one of:



Drawing a Border Grid

1. Choose **HOME**, then [Click] drop-down arrow of , then select **DRAW BORDER**, or to draw a grid, select **DRAW BORDER GRID**.
2. [Drag] to create one or more borders, then [Click]  or press <Esc>.

Erasing a Border

1. Choose **HOME**, then [Click] drop-down arrow of , then select **ERASE BORDER**.
2. [Drag] across or [Click] the borders to erase.
3. [Click]  or press <Esc>.

Formatting Number Cells

A cell's format affects the way its value is displayed, but it doesn't change the underlying value, or the way it is filtered, sorted, or calculated.

1. Select the cells to format. This can be done before or after the data has been entered.
2. Choose **HOME**, then a format from the Number Format list , found in the **NUMBER** group. Or, [Click] one of the following buttons:

-  Formats as default currency with 2 decimals. [Click] drop-down arrow for other currencies.
-  Formats as a percentage.
-  Displays commas between thousands, and two decimal places.
-  Adds a decimal place with each [Click].
-  Removes a decimal place.

Aligning and Merging Cells

To align within the cell, select the cells to align, then choose **HOME**, then one of  or .

To merge cells and center the contents, select the cells to merge across, and [Click] . Other merge options, including **UNMERGE CELLS**, are available in the drop-down list.

Entering Dates

For dates to be used in formulas, enter them using one of Excel's date formats, e.g., 3/7/15 or 14-Mar-15.

To change how dates display for specific cells:

1. Select the cells containing dates.
2. Choose **HOME**, then **MORE NUMBER FORMATS** from the Number Format list .
3. From the **DATE** category, select a **TYPE**. "" indicates it matches the Windows date format. [Click] OK.

Entering a Sequence of Numbers

1. Enter the first two numbers or dates of the sequence into adjacent cells.
2. Select the two cells.
3. [Drag] the fill handle  into an adjacent range of cells. For options, [Click]  after filling.

For more series options, e.g., weekdays:

1. Enter the starting number or date in a cell.
2. Select the blank range to fill, including the cell(s) with the starting value(s).
3. Choose **HOME**, then , then **SERIES**.
4. Specify options, for example, to fill with weekdays: in **TYPE**, choose **DATE**, then **WEEKDAY**. [Click] OK.

Touch Actions

Click/Double Click	Tap/Double Tap
Scroll	Drag or Swipe
Select text	Tap, Drag
Zoom in/out	Stretch/Pinch
Right-Click menu	Touch and hold for box
Touch MiniBar	Tap text/picture/etc., then tap again.
	Or, touch and hold for box. Tap drop-down arrow to see more options.

To improve your touch experience, turn on the touch-optimized Ribbon and status bar (some buttons change to menu): in **Quick Access Toolbar** , then **TOUCH**.

Moving Within the Worksheet

One cell up or down	↑ or ↓
Cell to the right	→ or Tab
Cell to the left	← or Shift-Tab
Within selected cells	Tab, Enter, Shift-Tab, Shift-Enter
Beginning of the row	Home
Cell A1	Ctrl-Home
Intersection of the last used row and column	Ctrl-End
One screenful down/up	Page down/up
One screenful right/left	Alt-Page down/up
To the last filled cell in any direction, or if in a blank cell, to the next filled cell	Ctrl-Arrow Key
To a cell that you specify	F5, type cell, OK, or Shift-OK to select to the new cell

Next or previous sheet: Ctrl-PgDn or Ctrl-PgUp
<Shift> with any of these Movement shortcuts will select from the current cell to that location. E.g., <Shift-Ctrl-Home> selects from the current cell back to cell A1.

Selection Shortcuts

An entire row	Shift-Spacebar
An entire column	Ctrl-Spacebar
The entire worksheet	Ctrl-Shift-Spacebar, repeat if needed.

Windows 8 Quick User Guide

Marshall Koontz



Windows 8 Quick User Guide:

Windows 8.1 Update Quick Reference Guide Marshall Koontz, 2014-12-07 Windows 8 is the most complex form of Windows software to date. Many people have such a hard time working with Windows 8 that they have rolled back their software to Windows 7 which was a much easier platform. By using the Windows 8 1 Update Quick Reference Guide it can easily help you to find the answers to questions you have about Windows 8. Getting quick answers will help you to be able to learn how to use Windows 8 without too much reading. [Windows 8.1 Quick Reference Guide \(Speedy Study Guides\)](#) Speedy Publishing, 2014-06-18 Windows 8 1 is an all new version of Windows software that runs faster, sleeker and better than you've ever experienced. With all new built-in app features Windows 8 1 provides the same familiarity of Windows with an updated interface to keep up with the ever-changing times. Users would benefit from a chart about Windows 8 1 to help visually explain all of the new features of the software. A chart would allow clarification of how to navigate the new interface as smoothly as possible. *Adobe Analytics Quick-Reference Guide* Shane Closser, 2013-07-22 Companies face the challenge of measuring and analyzing the near overwhelming quantities of data generated from their online businesses and then using that data to gain critical insights into their customers to drive sales. Adobe Analytics formerly SiteCatalyst provides product and content managers, marketers and analysts with real-time intelligence on customers' online behavior. Helps businesses anticipate what their customers will want, personalizes their online experience and delivers relevant content across web and mobile channels. This quick lookup guide by Adobe Analytics expert Shane Closser uses clear, concise explanations and an easy-to-use format to jump in and start using Adobe's powerful web analytics tool. You'll learn the quickest way to Create metrics, Run and set options for reports, Measure the effectiveness of marketing campaigns, Engage and retain customers, Track customers through the conversion funnel, Share reports and set up dashboards. *MongoDB 4 Quick Start Guide* Doug Bierer, 2018-09-28 A fast-paced guide that will help you to create, read, update and delete data using MongoDB. Key Features: Create secure databases with MongoDB, Manipulate and maintain your database, Model and use data in a NoSQL environment with MongoDB. Book Description: MongoDB has grown to become the de facto NoSQL database with millions of users from small start-ups to Fortune 500 companies. It can solve problems that are considered difficult if not impossible for aging RDBMS technologies. Written for version 4 of MongoDB, this book is the easiest way to get started with MongoDB. You will start by getting a MongoDB installation up and running in a safe and secure manner. You will learn how to perform mission-critical create, read, update and delete operations and set up database security. You will also learn about advanced features of MongoDB such as the aggregation pipeline, replication and sharding. You will learn how to build a simple web application that uses MongoDB to respond to AJAX queries and see how to make use of the MongoDB programming language driver for PHP. The examples incorporate new features available in MongoDB version 4 where appropriate. What you will learn: Get a standard MongoDB database up and running quickly, Perform simple CRUD operations on the database using the

MongoDB command shell Set up a simple aggregation pipeline to return subsets of data grouped sorted and filtered Safeguard your data via replication and handle massive amounts of data via sharding Publish data from a web form to the database using a program language driver Explore the basic CRUD operations performed using the PHP MongoDB driver Who this book is for Web developers IT professionals and Database Administrators DBAs who want to learn how to create and manage MongoDB databases User's Guide ,1994 Developing User Assistance for Mobile Apps - 2nd Edition Joe Welinske,2014-09-19 Smartphones have sparked a huge new software segment the mobile app This creates an important pair of questions for user assistance professionals What is our role going forward in mobile and how can we prepare to take that on User Assistance does have a role in supporting mobile apps As the mobile app market continues to soar this is becoming the next frontier for user assistance professionals This book provides unique and detailed instruction and guidance regarding design writing tools and planning of your mobile UA This edition is fully revised with over 300 pages of new content The AT&T Documentation Guide ,1993-06 Catalog of the most often requested AT T documents *Ansible Quick Start Guide* Mohamed Alibi,2018-09-28 Configure Ansible and start coding YAML playbooks using the appropriate modules Key Features Create and use Ansible Playbook to script and organise management tasks Benefit from the Ansible community roles and modules to resolve complex and niche tasks Write configuration management code to automate infrastructure Book Description Configuration Management CM tools help administrators reduce their workload Ansible is one of the best Configuration Management tools and can act as an orchestrator for managing other CMs This book is the easiest way to learn how to use Ansible as an orchestrator and a Configuration Management tool With this book you will learn how to control and monitor computer and network infrastructures of any size physical or virtual You will begin by learning about the Ansible client server architecture To get started you will set up and configure an Ansible server You will then go through the major features of Ansible Playbook and Inventory Then we will look at Ansible systems and network modules You will then use Ansible to enable infrastructure automated configuration management followed by best practices for using Ansible roles and community modules Finally you will explore Ansible features such as Ansible Vault Ansible Containers and Ansible plugins What you will learn Implement Playbook YAML scripts and its capacities to simplify day to day tasks Setup Static and Dynamic Inventory Use Ansible predefined modules for Linux Windows networking and virtualisation administration Organize and configure the host filesystem using storage and files modules Implement Ansible to enable infrastructure automated configuration management Simplify infrastructure administration Search and install new roles and enable them within Ansible Secure your data using Ansible Vault Who this book is for This book is targeted at System Administrators and Network Administrators who want to use Ansible to automate an infrastructure No knowledge of Ansible is required *SOLIDWORKS 2017 Reference Guide* David Planchard,2017 The SOLIDWORKS 2017 Reference Guide is a comprehensive reference book written to assist the beginner to intermediate user of SOLIDWORKS 2017 SOLIDWORKS is an immense software package and no one book

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Reference Guide David Planchard, 2018-12-05 The SOLIDWORKS 2019 Reference Guide is a comprehensive reference book written to assist the beginner to intermediate user of SOLIDWORKS 2019 SOLIDWORKS is an immense software package and no one book can cover all topics for all users This book provides a centralized reference location to address many of the tools features and techniques of SOLIDWORKS 2019 This book covers the following System and Document properties FeatureManagers PropertyManagers ConfigurationManagers RenderManagers 2D and 3D Sketch tools Sketch entities 3D Feature tools Motion Study Sheet Metal Motion Study SOLIDWORKS Simulation PhotoView 360 Pack and Go 3D PDFs Intelligent Modeling techniques 3D printing terminology and more Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SOLIDWORKS 2019 software If you are completely new to SOLIDWORKS you should read Chapter 1 in detail and complete Lesson 1 Lesson 2 and Lesson 3 in the SOLIDWORKS Tutorials If you are familiar with an earlier release of SOLIDWORKS you still might want to skim Chapter 1 to become acquainted with some of the commands menus and features that you have not used or you can simply jump to any section in any chapter Each chapter provides detailed PropertyManager information on key topics with individual stand alone short tutorials to reinforce and

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The Enigmatic Realm of **Windows 8 Quick User Guide**: Unleashing the Language is Inner Magic

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