

Microsoft Excel 2016

Step

by

Step

Curtis Frye



PRACTICE FILES

Contents

I Introduction

[Who this book is for](#)

[The *Step by Step* approach](#)

[Download the practice files](#)

[Sidebar: Adapt exercise steps](#)

[Ebook edition](#)

[Get support and give feedback](#)

[Errata and support](#)

[We want to hear from you](#)

[Stay in touch](#)

[Part 1: Create and format workbooks](#)

1 Set up a workbook

[Explore the editions of Excel 2016](#)

[Excel 2016](#)

[Excel Online](#)

[Excel Mobile Apps](#)

[Become familiar with new features in Excel 2016](#)

[Create workbooks](#)

[Modify workbooks](#)

[Modify worksheets](#)

[Merge and unmerge cells](#)

[Customize the Excel 2016 app window](#)

[Zoom in on a worksheet](#)

[Arrange multiple workbook windows](#)

[Add buttons to the Quick Access Toolbar](#)

[Customize the ribbon](#)

[Skills review](#)

[Practice tasks](#)

2 Work with data and Excel tables

[Enter and revise data](#)

[Manage data by using Flash Fill](#)

[Move data within a workbook](#)

[Find and replace data](#)

[Correct and expand upon data](#)

[Define Excel tables](#)

[Skills review](#)

[Practice tasks](#)

3 Perform calculations on data

[Name groups of data](#)

[Create formulas to calculate values](#)

[Sidebar: Operators and Precedence](#)

[Summarize data that meets specific conditions](#)

[Set iterative calculation options and enable or disable automatic calculation](#)

[Use array formulas](#)

[Find and correct errors in calculations](#)

[Skills review](#)

[Practice tasks](#)

4 Change workbook appearance

[Format cells](#)

[Define styles](#)

[Apply workbook themes and Excel table styles](#)

[Make numbers easier to read](#)

[Change the appearance of data based on its value](#)

[Add images to worksheets](#)

[Skills review](#)

[Practice tasks](#)

Part 2: Analyze and present data

5 Manage worksheet data

[Limit data that appears on your screen](#)

[Manipulate worksheet data](#)

[Sidebar: Select list rows at random](#)

[Summarize data in worksheets that have hidden and filtered rows](#)

[Find unique values within a data set](#)

[Define valid sets of values for ranges of cells](#)

[Skills review](#)

[Practice tasks](#)

[6 Reorder and summarize data](#)

[Sort worksheet data](#)

[Sort data by using custom lists](#)

[Organize data into levels](#)

[Look up information in a worksheet](#)

[Skills review](#)

[Practice tasks](#)

[7 Combine data from multiple sources](#)

[Use workbooks as templates for other workbooks](#)

[Link to data in other worksheets and workbooks](#)

[Consolidate multiple sets of data into a single workbook](#)

[Skills review](#)

[Practice tasks](#)

[8 Analyze alternative data sets](#)

[Examine data by using the Quick Analysis Lens](#)

[Define an alternative data set](#)

[Define multiple alternative data sets](#)

[Analyze data by using data tables](#)

[Vary your data to get a specific result by using Goal Seek](#)

[Find optimal solutions by using Solver](#)

[Analyze data by using descriptive statistics](#)

[Skills review](#)

[Practice tasks](#)

[9 Create charts and graphics](#)

[Create charts](#)

[Create new types of charts](#)

[Customize chart appearance](#)

[Find trends in your data](#)

[Create dual-axis charts](#)

[Summarize your data by using sparklines](#)

[Create diagrams by using SmartArt](#)

[Create shapes and mathematical equations](#)

[Skills review](#)

[Practice tasks](#)

10 Create dynamic worksheets by using PivotTables

[Analyze data dynamically by using PivotTables](#)

[Filter, show, and hide PivotTable data](#)

[Edit PivotTables](#)

[Format PivotTables](#)

[Create PivotTables from external data](#)

[Create dynamic charts by using PivotCharts](#)

[Skills review](#)

[Practice tasks](#)

Part 3: Collaborate and share in Excel

11 Print worksheets and charts

[Add headers and footers to printed pages](#)

[Prepare worksheets for printing](#)

[Fit your worksheet contents to the printed page](#)

[Change page breaks in a worksheet](#)

[Change the page printing order for worksheets](#)

[Print worksheets](#)

[Print parts of worksheets](#)

[Print charts](#)

[Skills review](#)

[Practice tasks](#)

12 Automate repetitive tasks by using macros

[Enable and examine macros](#)

[Set macro security levels in Excel 2016](#)

[Examine macros](#)

[Create and modify macros](#)

[Run macros when you click a button](#)

[Run a macro when you open a workbook](#)

[Insert form controls into a worksheet](#)

[Skills review](#)

[Practice tasks](#)

13 Work with other Microsoft Office apps

[Include Office documents in workbooks and other files](#)

[Link Office documents to Excel workbooks](#)

[Embed files in Excel and other Office apps](#)

[Create hyperlinks](#)

[Paste charts into documents](#)

[Skills review](#)

[Practice tasks](#)

14 Collaborate with colleagues

[Share workbooks](#)

[Save workbooks for electronic distribution](#)

[Manage comments](#)

[Track and manage colleagues' changes](#)

[Add protection to workbooks and worksheets](#)

[Finalize workbooks](#)

[Authenticate workbooks](#)

[Save workbooks for the web](#)

[Import and export XML data](#)

[Work with OneDrive and Excel Online](#)

[Skills review](#)

[Practice tasks](#)

Part 4: Perform advanced analysis

15 Perform business intelligence analysis

[Enable the Data Analysis add-ins](#)

[Define relationships between tables](#)

[Analyze data by using Power Pivot](#)

[View data by using timelines](#)

[Bring in external data by using Power Query](#)

[Skills review](#)

[Practice tasks](#)

[16 Create forecasts and visualizations](#)

[Create Forecast Worksheets](#)

[Define and manage measures](#)

[Define and display Key Performance Indicators](#)

[Create 3D maps](#)

[Skills review](#)

[Practice tasks](#)

[Keyboard shortcuts](#)

[Glossary](#)

[Index](#)

[About the author](#)



Give us feedback

Tell us what you think of this book and help Microsoft improve our products for you. Thank you! <http://aka.ms/tellpress>
