# [PDF] Microsoft Excel 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

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## Description:

Laminated quick reference showing step-by-step instructions and shortcuts for how to use Microsoft Office Excel 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

**The following topics are covered:**

Entering and Editing Data
Picking from a Drop-Down List
Selecting Cells
Resizing Column Width and Row Height
Inserting and Deleting Rows, Columns and Cells
Clearing Cells, Clearing Formatting
Borders, Shading, Text Color
Formatting Number Cells
Aligning and Merging Cell Contents
Entering Dates
Entering a Sequence of Numbers
Entering Formulas & Functions
Entering SUM and Other Functions Quickly
Absolute vs. Relative Cell References
Copying and Moving Data: Copying to Adjacent Cells; Cut, Copy, Paste; Drag & Drop
Sheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting Sheets; Editing Multiple Worksheets Simultaneously
Previewing, Printing and Page Setup
Scaling to Print
Printing a Specific Area
Using Page Break Preview to Adjust Page Breaks
Repeating Rows/Columns on Every Page

Also includes a list of Touch Actions, Selection and Movement Shortcuts.

Recommended companion title covering Office basics: Office 2016 Essentials (ISBN 978-1939791900).

This guide is one of multiple titles available for Excel 2016, other Excel titles are: Excel 2016 Charts & Sparklines (ISBN 978-1939791955); Excel 2016 Tables, PivotTables, Sorting, Filtering & Inquire (ISBN 978-1939791962); Excel 2016 Business Analytics & Power BI (ISBN 978-1939791986).

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- Author: Beezix Inc
- Released:
- Language:
- Pages: 2
- ISBN: 1939791928
- ISBN13: 9781939791924
- ASIN: 1939791928