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



## Synopsis

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  
DataPicking from a Drop-Down ListSelecting CellsResizing Column Width and Row HeightInserting and Deleting Rows, Columns and CellsClearing Cells, Clearing FormattingBorders, Shading, Text ColorFormatting Number CellsAligning and Merging Cell ContentsEntering DatesEntering a Sequence of NumbersEntering Formulas & FunctionsEntering SUM and Other Functions QuicklyAbsolute vs. Relative Cell ReferencesCopying and Moving Data: Copying to Adjacent Cells; Cut, Copy, Paste; Drag & DropSheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting Sheets; Editing Multiple Worksheets SimultaneouslyPreviewing, Printing and Page SetupScaling to PrintPrinting a Specific AreaUsing Page Break Preview to Adjust Page BreaksRepeating Rows/Columns on Every PageAlso 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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Spreadsheets

## Customer Reviews

I changed to 2016 Office and things have changed too. This helps me when I'm tired and do not want to think about what I'm trying to find :)

Perfect as a quick reminder guide to the different tasks excel can do

Really appreciated the easy access to Excel 2016 program features

Just what I needed for a quick introduction.

One stop answer sheet. Great for everyone.

helps get me through most of my daily's

Needed Tips for Microsoft 2016 Office

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