

# Table of Contents

Preface	vii	Managing Multiple Worksheets	30
<b>Excel 2016 Chapter 1: Tracking Customer Data</b>		<i>Insert and Delete Worksheets</i>	30
Introducing Excel	2	<i>Rename Worksheets</i>	31
<i>What Is a Worksheet?</i>	2	<i>Move a Worksheet</i>	32
<i>Cell Ranges</i>	3	<i>Change the Worksheet Tab Color</i>	32
Entering and Editing Data	3	<i>Hide a Worksheet</i>	32
<i>Completing Cell Entries</i>	4	<i>Create a Cell Reference to Another Worksheet</i>	33
<i>Navigating Around a Worksheet</i>	4	<i>Create a Copy of a Worksheet</i>	35
Adjust Column Width and Row Height	7	<i>Edit Multiple Sheets at One Time</i>	35
Formatting Cells	8	Using Functions in Formulas	36
<i>Borders and Fill</i>	8	<i>Use the AutoSum Feature</i>	37
<i>Cell Alignment</i>	10	<i>Sum, Average, Count, Max, and Min</i>	37
<i>Clear Formatting and Clear All</i>	11	<i>Use Insert Function</i>	37
Working with Numbers and Dates	11	Understanding Relative and Absolute Cell References	39
<i>Negative Numbers</i>	12	<i>Absolute Cell References</i>	40
<i>Date Entries</i>	13	<i>Mixed Cell References</i>	40
Enter a Series Using AutoFill	14	<i>Display and Print Formulas</i>	40
Perform Worksheet Calculations	15	Define Names for Cells and Ranges	43
<i>Mathematical Operators</i>	15	<i>Use a Cell Name in a Formula</i>	44
<i>BEDMAS</i>	15	Reinforce Your Skills	46
<i>Cell References</i>	16	Apply Your Skills	50
Print a Worksheet	18	Extend Your Skills	53
Reinforce Your Skills	20	<b>Excel 2016 Chapter 3: Data Visualization and Images</b>	
Apply Your Skills	23	Create Charts to Compare Data	56
Extend Your Skills	26	<i>Choosing a Chart Type</i>	56
<b>Excel 2016 Chapter 2: Recording Student Grades</b>		<i>Selecting Chart Data</i>	58
Rearrange Data on a Worksheet	28	<i>Chart Elements</i>	59
<i>Insert and Delete Rows, Columns, and Cells</i>	28	Working with Chart Tools	60
<i>Hide and Unhide Rows and Columns</i>	29	<i>Chart Design Tools</i>	60
<i>Sort Data by Column</i>	30	<i>Chart Format Tools</i>	62
		Move and Size Charts	64
		Edit Chart Data	65
		Add Images to a Worksheet	67
		Use Conditional Formatting	68
		Reinforce Your Skills	71
		Apply Your Skills	74
		Extend Your Skills	76

## Excel 2016 Chapter 4: Organizing Large Amounts of Data

Starting with a Template	78
Importing and Exporting Data	79
Adjust View Options for Large Worksheets	81
<i>Freeze Panes</i>	81
<i>Split a Window</i>	81
<i>Change the Workbook View</i>	82
Sort and Filter to Organize Data	83
<i>Sort Data</i>	83
<i>Filter Data</i>	84
Perform Advanced Calculations	87
<i>The IF Function</i>	87
Controlling Data Entry with Data Validation	90
Printing Options for Large Worksheets	92
<i>Add a Header or Footer</i>	93
Create Tables	96
Reinforce Your Skills	98
Apply Your Skills	101
Extend Your Skills	103

## Excel 2016 Chapter 5: Advanced Workbook Formatting

Formatting with Themes	106
<i>Customizing Themes</i>	106
Applying Cell Styles	108
Using the Format Cells Dialog Box	110
<i>Cell Borders and Fill</i>	110
Creating Custom Number Formats	112
Customizing the Page Setup	114
<i>Adding a Worksheet Background Image</i>	114
Using Zoom Tools	115
Editing Document Properties	116
Reinforce Your Skills	118
Apply Your Skills	121
Extend Your Skills	123

## Excel 2016 Chapter 6: Date Functions and Conditional Formatting

Understanding Date Serial Numbers	126
<i>Applying Custom Date Formatting</i>	126
Entering Time Information in Excel	128
Using Date Functions	129
Entering Date and Time Calculations	130
Working with Conditional Formatting	132
<i>Conditional Formatting with Graphics</i>	132
<i>Using the Conditional Formatting Rules Manager</i>	133
Reinforce Your Skills	136
Apply Your Skills	139
Extend Your Skills	141

## Excel 2016 Chapter 7: Advanced Functions for Text and Analysis

Using Functions to Modify Text	144
<i>Changing Case</i>	144
<i>Extracting Text</i>	145
<i>Combining and Separating Text</i>	145
<i>Other Text Functions</i>	146
Creating Conditional Functions Using IF Criteria	149
<i>Function Syntax</i>	149
Nested Functions	152
Troubleshooting Formulas	154
<i>Trace Precedents and Dependents</i>	154
<i>Checking for Errors</i>	155
<i>Evaluate a Formula</i>	156
3-D Cell References	159
Reinforce Your Skills	161
Apply Your Skills	165
Extend Your Skills	168

## Excel 2016 Chapter 8: Lookup Functions and Outlines

Introducing Lookup Functions	170
<i>The VLOOKUP and HLOOKUP Functions</i>	170
Using the Outline Feature	173
Creating Subtotals	175
<i>The Subtotal Dialog Box</i>	176
Using the Quick Analysis Tool	178
Reinforce Your Skills	181
Apply Your Skills	185
Extend Your Skills	187

## Excel 2016 Chapter 9: Working with Tables

Working with Tables	190
<i>Insert and Delete Table Rows and Columns</i>	190
<i>Calculated Columns</i>	191
<i>Apply a Sort or Filter</i>	191
Special Table Features	193
<i>Table Name</i>	193
<i>Header Row</i>	193
<i>Table Style Options</i>	193
Understanding Structured References	195
<i>Formulas with Structured References</i>	196
Creating Sparklines	197
Reinforce Your Skills	199
Apply Your Skills	202
Extend Your Skills	204

## Excel 2016 Chapter 10: Financial Functions and What-If Analysis

Creating Financial Functions	206
<i>Financial Function Arguments</i>	207
<i>PMT Function</i>	208
<i>FV Function</i>	209
<i>NPER Function</i>	210
Using What-If Analysis Tools	211
<i>Using Data Tables</i>	212
Scenario Manager	215
Goal Seek	218
Reinforce Your Skills	220
Apply Your Skills	225
Extend Your Skills	228

## Excel 2016 Chapter 11: PivotTables and PivotCharts

Creating PivotTables	230
<i>What Is a PivotTable?</i>	230
<i>Arranging the Source Data</i>	231
<i>Remove Duplicates</i>	231
<i>Adding PivotTable Fields</i>	232
Working with PivotTables	234
<i>Formatting PivotTables</i>	235
<i>Changing Value Field Settings</i>	236
Filtering a PivotTable	239
<i>Filtering a PivotTable with AutoFilter</i>	239
<i>Filtering a PivotTable with a Filter Field</i>	240
<i>Filtering a PivotTable with Slicers</i>	240
Creating Calculated Fields	242
<i>Show Values As</i>	243
<i>Refreshing PivotTable Data</i>	243
Creating PivotCharts	245
<i>Filtering PivotCharts</i>	245
Reinforce Your Skills	247
Apply Your Skills	251
Extend Your Skills	253

## Excel 2016 Chapter 12: Workbook Completion

Alternative Navigation Methods	256
<i>Using Find</i>	256
<i>Using Go To or the Name Box</i>	258
<i>Inserting Hyperlinks for Navigation</i>	259
Inserting and Viewing Comments	261
Adding Alternative Text to Objects for Accessibility	262
Inspecting Your Workbook	264
<i>Inspect a Workbook for Hidden Properties or</i>	
<i>Personal Information</i>	264
<i>Inspect a Workbook for Accessibility</i>	265
<i>Inspect a Workbook for Compatibility</i>	265
Workbook Protection	267
<i>Protect Workbook Structure</i>	267
<i>Protect a Worksheet</i>	268
<i>Lock Cells and Hide Formulas</i>	268
<i>Mark as Final</i>	269
<i>Encrypt with a Password</i>	269
Reinforce Your Skills	272
Apply Your Skills	275
Extend Your Skills	277
Glossary	279
Index	283