

Office of Instructional Technology

Microsoft Excel 2016

Contact Information: 718-254-8565 ITEC@citytech.cuny.edu

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Introduction to Excel 2016

Opening Excel 2016

- Begin by clicking on the bottom left corner icon on the desktop.
- From All Programs, click on Excel 2016
- You have the option of selecting a blank workbook, opening a recent workbook, or choosing a template.
- Apple Software Update
 Blackboard Collaborate Launcher
 Default Programs
 Desktop Gadget Gallery
 Excel 2016
 Google Chrome
 Internet Explorer

• Blank Workbook is generally selected.

Excel	Search for online templates		م	Lissette Jo lissette.jolalpa@mail.citytech.o	
Excer	Suggested search Business Persona	I Industry Financial Management	Logs Calculator Lists	Switch	account
Recent	•				
Yesterday					
Basic_Excel_Workshop Desktop » MS handouts_Final	A B C 1 2	(\mathbf{a})	My Cashflow	Stock Analysis	
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Advance Excel Desktop » MS Workshop Handouts	Calendar insights *	Travel expense calculator	Project to do list	Inventory list	

Office 2016 "Ribbon"

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Clipboard 52 Font 52 Alignment 52	Number 🖬 Styles Cells Editing			^		

- Ribbon: The work bar at the top of the Excel workbook, contains several tabs and commands.
- The tabs located within the ribbon are the following:

File	Home	Insert	Page Layout	Formulas	Data	Review	View	ACROBAT	${\mathbb Q}$ Tell me what you want to do
------	------	--------	-------------	----------	------	--------	------	---------	---

• There are various features allocated inside the ribbon such as style formatting, paragraphs, formatting numbers, formula insertion, and setting up pages before printing them out.

• Hiding and unhiding the ribbon from the page is possible by going to the upper right hand corner of the page.



The "Quick Access" toolbar

- Located on the upper left hand corner of the Excel workbook.
- Used to save a file, undo or redo any changes made to the worksheet.

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File	Home	Inse	rt	Page	Layout	Formulas	Data	Review	View	ACROBAT	Ş
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• Can be customized to add or remove buttons from the quick access toolbar.



File Tab

File Home Insert Page Layout Formulas Data Review View ACROBAT Q Tell me what you want to do	Sign in 🔎 Share	G
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New

- Templates are ready made documents with different styles offered by Excel which can be modified to suit your needs.
- To open a new template, click on



- Select any template installed on your computer or download templates by searching for them.
- A Blank Workbook can also be created by selecting it.

New			- Oceret		
Search for online templates		Q	earch ⊨		
Suggested searches: Business Person	al Industry Financial Management	Logs Calculator Lists			
-	Blank Work	book			
A B C 1 2 3 4 5 6	Take a tour	My Cashflow	Stock Analysis	My Calendar	
Ilank workbook	Welcome to Excel 8	Cashflow analysis	Stock symbols comparison 8	Colendar insights	Travel expense calculator
Project To Do List	Inventory List				
Project to do list	Inventory list	Loan comparison calculator	Personal expenses calculator	Family budget (monthly)	To do list

Save As

- **Save As** is used to save your workbook into a specific location. You can save it on your desktop or anywhere within your computer.
- Workbooks can be saved to have a backwards compatibility with previous versions of Microsoft Office, such as Office 2003 and /or PDF formats.



Save Save As

Print

Share

Publish

Options

Save as Adob PDF

Print

- You can preview the document before printing. There are multiple options offered to print out your workbook or individual worksheets.
- To print you can go into FILE \rightarrow Print
- Print Entire Workbook Drop-Down:
 - Print the worksheet you are currently in. (Active Sheets)
 - Print the entire Workbook. (Entire Workbook)
 - Specifically selecting a section from the worksheet to print. (Selection)
- Landscape Orientation Drop-Down: By default the orientation of the page is set to landscape (horizontal) but can be changed to print in a portrait (vertical) layout.
- Custom Margins Drop-Down: The margins on the printed page are set to an inch but can be changed to wide or narrow, customization is also available.
- No Scaling Drop-Down:
 - Worksheets do not have a scaling by default.(No Scaling)
 - They can be set to fit the entire worksheet on one page, recommended.
 (Fit Sheet on One Page)
 - Worksheets can be reduce to fit all columns in which data exist (represented by letters)
 A
 B
 C
 Columns on One Page)
 - Worksheets can be reduce to fit all rows in which data exist (represented by numbers) on one page (Fit all Rows on One Page).

2 3





Portrait Orie



EXCEL Worksheets

Worksheet

• The name of the first Excel file will be Book1 by default and contains one worksheet labeled sheet1,

Title Bar

• The title of the workbook is located on the top middle section of the workbook : Bookl - Excel

Adding and Renaming Worksheets

- At the bottom of the workbook you will see your current sheet. To add more worksheets to the workbook, click on the + option.
- To give your worksheet a new name, you need to double-click on the sheet name or right-click on the sheet for options on this particular worksheet:

Cell Reference

• Formatting information: Columns are vertical and are represented by letters. Rows are horizontal and are represented by numbers. The corner of your worksheet will be a

Cell Reference

"Cell" with a reference address of A1:



• Another way to make text fit within a given cell is to single click on the column, find the double pointed arrow, click and drag to the right for the desired width.

Copying/Pasting

- To copy information over to another cell, make sure your cursor looks like a white cross.
 Hold the mouse down, drag and select the desired information you need to copy, when you are finish selecting, release the mouse.
- To move information to another cell, select the information you want to move and make sure the pointer looks like a four arrow cross. ⁴ Drag the cell until you reach the desired destination to paste it to.







• Another method of copying information over to another cell is by selecting the data to be copied over into another cell, click on **COPY** from the **HOME Tab**, select the cell to place the data in, and click on **PASTE**.

Mini Toolbar

Allows you to format your information as you go by simply right-clicking on the cell where the desired information to be formatted is located:

 Calibri - 11 - A A A S - % A

AutoFill

- Information can be completed for you automatically through the creation of a pattern.
- To auto fill (complete) the remaining cells, select the range of cells where the information to be filled is located, make sure to see the plus sign arrow on the bottom right corner of the cell. +
- Left click, hold and drag the plus sign across the cells.

D

С

1 Monday Tuesday Wednesday Thursday Friday

В

1 5

Cell Reference when copying Formulas or Functions

 When copying information such as equations or formulas across several cells, there are two types of referencing that can be made: Relative reference and absolute reference.

Е

• **Relative reference** is used by default in Excel when auto filling information to other cells. Whenever formulas or functions are copied to other cells, the reference of the formula will change to match the location where it is currently located.

C

=SUM(A1:B1)

• Example:

	2	10	20	=SUM(A2:B2)					
	3	20	30	=SUM(A3:B3)					
	4	30	40	=SUM(A4:B4)					
	11								
When adding two cells, the formulas adjust to the location of both cells to perform the calculation.									

R

10





- Absolute reference makes the location of the cell used in a formula remain constant through the use of the \$. Place it in front of the cell reference when typing it into the formula, and your data to be calculated does not adjust automatically to its location.
- For example:

	A B		С
1		40%	Storewide
2	Price	Item	Final Price
3	100	Jeans	60
4	150	Jacket	90
5	50	Shirt	30

	А	В	С
1		0.4	Storewide
2	Price	Item	Final Price
3	100	Jeans	=A3-(A3*\$B\$1)
4	150	Jacket	=A4-(A4*\$B\$1)
5	50	Shirt	=A5-(A5*\$B\$1)

The cell B1 contains the value 40% that will be used throughout the cells in order to calculate the final price after the 40% has been deducted. Formulas without a \$ positioned in front of it changes in order to adjust to a new location when auto filling. A \$ placed in front of B and 1 to keep the value constant when auto filling.

The data located in \$B\$1 is used throughout the rest of cells.

Auto Complete

 Automatically completes information for you when it has been repeated by filling in the data within the cell. If it is not what you wanted to type, simply continue to type and the suggested entry will disappear.



Setting Up a Spreadsheet with Data

• For the most general part, headers are entered in the first column to describe the

information which will be typed into the cells, followed by data within the rows.

	А	В	С		Headers
1	Course	Professor	Time	Credits	1
2	CST1101	B. Ross	M,W: 10:00 -11:40 am		3
з	Physics 1101	K. Doe	T, Th: 3:00 -4:30 pm		3
4	English 1101	L. Abramowitz	F: 10:00 -11:40 am	3	3

Activity 1

- **1.** Open up a blank Excel 2016 workbook.
- 2. Type Monday into cell A1.
- **3.** Type **Tuesday** into cell B1.
- 4. Type Wednesday into cell C1.
- 5. Select cells A1-C1.

	Α	В	С
1	Monday	Tuesday	Wednesday



- 6. Change Font Size to 16.
- 7. Click the Bold button to change text to bold.
- 8. Click the Center button to center text.
- **9.** Adjust cell widths by using the auto fit feature.
 - a. Select the cell containing Wednesday.
 - b. From the Home Tab under Cells group, click on Format →AutoFit Column Width



- **10.** Fill out the remaining days of the week in cells D1-G1 by using the auto fill feature.
- 11. Select cells A1-G1 and add borders around it (All Borders).

Home Tab

File Home Insert	t Page Layout Formulas	Data Review View ACROBAT	${\mathbb Q}$ Tell me what you want to do	Sign in 👂 Share
Cut	Calibri • 11 • A A	= = 😸 🇞 - 🕞 Wrap Text	General	
Paste * * Format Painter	B I U - 🖽 - 🕹 - 🔺 -	🚍 🚍 🗮 🗮 🗮 Merge & Center 🔹	\$ - % , ‰ , Gonditional Format as Cell Insert Delete Format Formatting - Table - Styles - Verter - Ve	
Clipboard 🕞	Font 🖓	Alignment 🕞	Number 🗔 Styles Cells Editing	~

Sorting Information

- Sort & filter utility
- Tool used to quickly organize data.
 - $_{\odot}$ Click on any cell where the information needs to be sorted.
 - $_{\odot}$ From the home tab, go to the Editing group, click on Sort & Filter
 - \circ Click on $\mbox{Custom Sort}$



 You will also need to check the box that reads: My data has headers, if you have any titles in the first row.

1	Α	В	С	D	E		F	G		Н	I	_
1	Last Name	First Name	Course Enrolled	Sort								? ×
2	Doe	John	Chemistry	► Add	Level X Delet	te Level	Copy I	evel 🔺 🤋	Optio	ns	My data	has <u>h</u> eaders
3	Jane	Mary	English	Column			Sort On			Order		
4				COURSE OF THE	Last Name	-	Values			A to Z		
5					First Name Course Enrolled	1			1			
6												
7												
8												
9											ОК	Cancel
10												

Sorting by columns is available. In addition to values, cell color, font color, and cell icon which are located under **Sort On**. The information can also be ordered from A to Z or Z to A.

Filtering information

Feature use to obtain specific information from a worksheet.

- $\circ\,$ Select desired information to be filtered:
- Use the Sort & Filter utility.
- o Select Filter.
- o A drop-down menu will be placed at the end of every heading:
 - Several options for filtering information are available in the dropdown menu on every header.
 - To clear the filter, click on the drop-down menu heading.





	А	В	С
1	Last Name 💌	First Name 💌	Course Enrolled 💌
2	Doe	John	Chemistry
3	Jane	Mary	English





Number Formatting

- Numbers can be formatted into various formats:
 - **Number:** Provides an option to add or remove decimal places to a number.
 - **Currency:** Adds a **\$** symbol to number values, as well as 2 decimal places.
 - Accounting: Formats number values to fit the entire column while adding a \$ symbol and 2 decimal places.
 - Date: Formats the visual display of date values.
 - **Time:** Formats the visual display of time and date values.
 - Percentage: Multiplies the value by 100 while adding 2 decimal places along with a % symbol at the end of the value.

Example #1: Changing the format of the date: 11/21/2014 to show the day of the week and the month spelled out.

- Select the cell where the value exists: 1 11/21/2014
- Select the number icon
 Number

Format Cell	s						?	×	
Number	Alignment	Font	Border	Fill	Protection				
Category: General Number Currency Accounti Date Time Percenta Fraction Scientific Text Special Custom	ng ge	Sample 11/21/2014 Type: *Wednesday, March 14, 2012 3/14 3/14/12 03/14/12 03/14/12 14-Mar 14-Mar 14-Mar 14-Mar 12 Locale (location): English (United States)							
an asteris	ats display dai k (*) respond t system. Forma	o changes	in regiona	al date and	time setting	gs that are sp	ecified for	the	
						ОК	Car	ncel	

• Choose which format you would like the date to be formatted into and select **OK**.



Insert Tab

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File Home Insert P	Page Layout Formulas	Data Review View A	ACROBAT Q Tell me what you want to do.						Sign in 🖓	Share
PivotTable Recommended Table		🖥 Store 🕑 Bing Maps	Recommended			Slicer Timeline	- CD	Text Header	π Equation + Ω Symbol	
PivotTables	Pictures 🗠 🎽	Iviy Add-Ins * S People Graph	Charts	Map •	Loss			Box & Footer 🗖		
Tables	Illustrations	Add-ins	Charts 5	Tours	Sparklines	Filters	Links	Text	Symbols	~

Inserting a Header and Footer

• Click on the Header & Footer button.



When the header is selected you get a new formatting tab called "Design" tab:

File	Ho	me Iı	nsert	Page Lay	out	Formul	as	Data	Review	Vie	w A	CROBAT		Design	$\ensuremath{\underline{O}}$ Tell me what you want to do
		#		7	╚		x						Diffe	rent First Page	Scale with Document
Header •		Page Number	Number of Pages		Current Time			Sheet Name	Picture F	Format Picture		Go to Footer	Diffe	rent Odd & Even F	Pages 🗹 Align with Page Margins
Header &	& Footer			He	eader & F	ooter El	ements				Navig	ation			Options

- Click on the header to add a header. Various options are offered from which you can choose from.
- When you are done, click on the Design tab to add a footer.
- Excel will keep you in the Design tab until you click on another cell.

Table



Using Tables to Sort Information

- Click on the Table button.
- Tell the table where your data is located. You can select the data with your mouse or enter the cells into the prompt.



• Tables have filter and sorting capabilities:

				1 Nar	A ne 💌
1	Α	В	2↓ ⊼↓	Sort A to Z	
1	Name 💌	Test 🛛 🔻	T _×	Sort by Color Clear Filter From "Name"	
2	Lissette	80		Filter by Color Text <u>Filters</u>	
3	Daniel	90		Search	
4	Miguel	90		✓ Daniel ✓ Lissette ✓ Miguel	

When the table is selected you get a new formatting tab called "Design" tab:

File Hon	ne Insert Page Layout	Formula	s Data	Review	View	ACROBAT	Power Pivot Design	📃 🛛 🖓 Tell me w	/hat you want to	o do				
Table Name:	🕼 Summarize with PivotTable			E Properti	es	Header Row	First Column	✓ Filter Button			 		 	-
Table1	Remove Duplicates		Export Refres	🖉 🕞 Open in	Browser	🗌 Total Row	Last Column				 		 	-
🕀 Resize Table	🔄 Convert to Range	Slicer		unlink		✓ Banded Row	/s 🗌 Banded Columns				 		 	1 =
Properties	Tools		Exter	mal Table Data			Table Style Options				Table Style	s		

Creating Charts

- The following charts are now offered in Excel 2016:
- Select the information to be included:

	А	В
1	Name 💌	Test 🛛 💌
2	Lissette	80
3	Daniel	90
4	Miguel	90







When the chart is selected a new formatting tab pertaining to charts is displayed - Chart tools:

File	Home	Insert	Page Layout	Formulas	Data	Review	View	ACROBAT	Design	Format	♀ Tell me what you want	to do		
Add Chart Element •		Change Colors •	. İI	Ĭ1								Switch Row/ Select Column Data	Change Chart Type	Move
Chart La		COIOIS					Chart St	/les				Data	Туре	Location

Activity 2: Creating a Line Chart

- **1.** Open a new worksheet.
- 2. Enter the following information:

	Α	В	С	D		
1	Name	Exam 1	Exam 2	Exam 3		
2	Lissette	80	85	90		
3	Daniel	90	95	100		
4	Miguel	90	95	100		

3. Select cells A1 to D4.



- 4. From the Insert Tab, click on the Recommended Charts icon:
- 5. Go to the All Charts Tab.
- 6. Select the Line option.



7. Click on OK.



Page Layout Tab

File	Home	Insert	Page Layo	ut	Formula	s Dat	ta Rev	view	View	ACROBA	Γ	2 Tell me w	hat you wan	t to do					
Themes	 Colors ▼ A Fonts ▼ Effects ▼ 	Margins	Orientation	Size	Print Area ▼	Breaks Ba	ackground	d Print Titles	💭 Widt 🕄 Heig	ht: Auto	natic *	✓ View	Headings View Print	Bring Forward	Send Backward	Selection Pane	⊂ Align	Group	Rotate
Т	hemes			Pa	ge Setup			- G	Sci	ale to Fit	5	Sheet O	ptions 🗔			Arrange			
Γ	Add effe	ects to	your inf	orm	nation	:]												

• Selecting the Themes, Colors, Fonts and Effects group:



- Margins are customizable according to your needs:
 - Margins Orientation Size Print Breaks Ba Area --Normal Top: 0.75" Bottom: 0.75' Right: 0.7" Left: 0.7" Footer: 0.3" Header: 0.3" Size Portrait Landscape
- Page Orientation Landscape or Portrait:
- Selection Pane allows you to see existing format located within the **Page Layout Tab** under the **Arrange Group**:



• Click on the "Eye" icon on the right hand side panel to view formats or items of your data.



Formula Tab

File	Home	Insert	Page Layout	Fo	rmulas	Data	Review	View	ACROB	AT Q Tell me what you	ı want to do		
fx Insert Function	AutoSum		Financial Logical	-	Date & I Time ≠ R	Lookup & Reference *	Hath & Trig ≁	More Functions *	Name Manager		 Book Precedents ∑ Show Formulas Trace Dependents Fror Checking Remove Arrows < Evaluate Formula Formula Auditing 	Watch Window	Calculate Now Calculation

Date & Time

- There are several ways to input date & time into an Excel worksheet.
- Select **Date & Time** \rightarrow **DATE** and enter the year, month and day.

	DAY
Function Arguments	- DAYS
DATE DATE	DAYS360
Vear Field - number	EDATE
Month E	EOMONTH
Day [56] = number	HOUR
Returns the number that represents the date in Microsoft Excel date-time code.	ISOWEEKNUM
Year is a number from 1900 to 9999 in Microsoft Excel for Windows or from 1904 to 9999 in Microsoft Excel for the Macintosh.	MINUTE
	MONTH
Formula result =	NETWORKDAYS
Hele on this function OK Cancel	. NETWORKDAYS.INTL
	NOW
	SECOND
	TIME
	TIMEVALUE
• Select Date & Time \rightarrow TODAY a function argument prompt appears,	TODAY
	WEEKDAY
A	WEEKNUM
select OK , today's date will be display. 1 6/27/2016	WORKDAY
	WORKDAY.INTL
	YEAR
	YEARFRAC
NOW	- f _X Insert <u>F</u> unction
• Select Date & Time \rightarrow . A function argument prompt appears,	
select OK , today's date and time will be display. 1 6/27/2016 15:08	

Adding Values

- Simple summation can be done by using the AutoSum feature.
 - $\circ\,$ Begin by typing numbers into the cells you would like to add.
 - \circ Choose a cell where the final summation will appear.
 - Go into the Formulas tab and select the AutoSum feature.
 - Select cells to be added. The sum will appear in the bottom blank cell along with the cell references of the cells added:
 - You can also add values manually by beginning to type = into the cell and click on each cell you want to add. Add a + sign in between the cells.

		Α	В	
	1	Books	Price	
	2	Biology	\$160.00	
	3	Mathemat	\$150.00	
	4	Nursing	\$210.00	
Σ	5	English	\$110.00	
AutoSum	6			4
-		1		

Date & Lookup & Math & Time * Reference * Trig *

DATEVALUE

18

Α	В	С	D
Books	Price		
Biology	\$160.00		
Mathema	\$150.00		
Nursing	\$210.00		
English	\$110.00		
	=SUM(B2:	35)	
	SUM(nun	ber1, num	ber2],)
	Books Biology Mathema Nursing English	Books Price Biology \$160.00 Mathema \$150.00 Nursing \$210.00 English \$110.00 =SUM(B2)	Books Price Biology \$160.00 Mathema \$150.00 Nursing \$210.00

Simple subtraction

- $_{\odot}\,$ Select a cell where the subtraction operation will be performed.
- Simply type = within the cell where the final subtraction will appear (B8).
 Click on cell B7, type the minus sign and then click on cell B6 (=B7-B6) = 280, an = sign is used at the beginning to initiate the operation.

fx

Insert

Complex Subtraction

- Click on the insert function button:
- Search for IMSUB (sum another sum)
- Identify the information to be subtracted from another.
- Subtract B7-SUM(B2:B4) = 280
- Other functions included in the AutoSum button menu are the following:

AutoSum

	2	<u>S</u> um
		<u>A</u> verage
		<u>C</u> ount Numbers
		Max
		Min
\rightarrow		More <u>F</u> unctions

Function Arg	uments		? ×
IMSUB			
Inumber1	В7	=	1000
Inumber2	sum(B2:B4)	=	720
		=	280
Returns the	difference of two complex numbers.		
	Inumber2 is the com	plex	x number to subtract from inumber1.

A

2 Rent

3 Gas

5

4 Metrocard

7 Checkings

8 Balance

6 Total Expenses

1 Monthly Espenses Amount

В

500

100

120

720

1000

Activity 3 : Performing Complex Subtraction

- **1.** Open a blank worksheet and Save As Activity4.
- 2. Type Name in cell A1.
- 3. Type Monday in cell B1.
- **4.** Type Tuesday in cell C1.
- 5. Type Wednesday in cell D1.
- 6. Type 3 names in cells A2-A4.
- 7. Type 3 amounts in cells B2-B4, C2-C4, and D2-D4.
- 8. Type Savings in cell A6.
- 9. Type 200 in cells B6-D6.
- 10. Type Total Spent in cell A8.
- **11.**Type Amount Remaining in cell A10.
- **12.** Select cell B8 and click on the AutoSum button.
- **13.** Select cells B2-B4 and hit Enter.
- 14. Select cell C8 and click on AutoSum.
- 15. Select cells C2-C4 and hit Enter.
- 16. Select cell D8 and click on Autosum.
- **17.** Select cells D2-D4 and hit Enter.
- **18.** Select cell B10 and click the Fx button.
- **19.** Search and Select IMSUB command.

IMSUB	
Inumber1	📷 = any
Inumber2	🄝 = any

- 20. Select B6 for Inumber1.
- **21.**Select B8 for Inumber2.
- 22. Click OK.
- 23. Repeat Steps 15-18 for cells C10 and D10.
- 24. Save and close.





Data Tab

File Home Insert Page Layout Formulas Data Re	view View ACROBAT Q Tell me what you want to	lo	Sign in 🛛 🞗 Share
From From Trom Other Existing New Character Connections	Image: Connections 2↓ Image: Connections Refresh Properties Refresh Edit Links Auto Edit Links	Text to Flash Remove Data Consolidate Relationships Manage Data Mode	What-If Forecast I Analysis' Sheet
Get External Data Get & Transform	Connections Sort & Filter	Data Tools	Forecast Outline

- Sorting and Filtering can also be found in the Data tab as well as copying information from access, the web, text or other sources.
 - o Select the Data Tab from the Ribbon
 - Add information from the Web by selecting the location where the information should go. Click on From Web icon:



New Web Query

Address: http://websupport1.citytech.cuny.edu/studentworkshops.html

- o Type in the address that you want to import from:
- o Click on Import:



o Always select the top left corner so that all of your information is visible:



▼ <u>G</u>o

Activity 4: Importing Data From the Web

- 1. Open a blank document and Save As DataImport.
- 2. Click on From Web button.
- 3. Type <u>http://websupport1.citytech.cuny.edu/studentworkshops.html</u> in address bar.



- 4. Click on the arrow next to the table.
- 5. Click Import.
- 6. Select cell A1 and click OK.



Review Tab

Adding comments

- · Comments can be added for each individual cell.
 - \circ Go to the Review tab on the ribbon, and select the cell where a comment is needed,

File	Home	Insert	Page L	ayout	Formulas	; Data	Review	View	ACRO	BAT	Power Pivot	Q	Tell me what you want to do	
ABC	Thesaurus	J Smart	Translate	New	Delete	Previous No	- Sho	w/Hide Co w All Com	ments	Protect	Protect	Share	Allow Users to Ealt hanges	
1 5		Lookup		Commer			A Show	w Ink		Sheet	Workbook V	Vorkbo	ok 🖗 Track Changes -	
Proofing Insights Language						Comm	ients						Changes	

○ Click on New Comment – a new comment box appears:

• Type your comment into the comment box.

Showing All Comments

• All comments are hidden by default unless you ask Excel to show all of them.

 \circ From the **Review tab**, select on the **Show All Comments**.

t -	X	É T	2	🖉 Show/Hide Comment
New		Previous	Nevt	C Show All Comments
Comment	Delete	Previous	Next	Show Ink
		C	omment	ts

 $_{\odot}$ The comment box can be deleted by selecting the cell containing a comment and pressing on the delete icon.

Protecting information in a Sheet

- Workbooks and individual spreadsheets can be protected with a password.
 - o Select the spreadsheet to be protected.
 - From the Review tab, click on Protect Sheet and assign a desired password.



 Remember your password or else you will not be able to access your workbook in the future.





• Also found under Review.

D

LissetteJ:

Student is passing

1 Name

2 Lissette

3 Daniel

4 Miguel

Test

80

90

90

View Tab Insert Formulas Data Review ACROBAT ♀ Tell me what you want to do. File Page Layout 🔤 Split CC View Side by Side → 100 Q \bigcirc =5 🗹 Ruler ✓ Formula Bar Hide E Synchronous Scrolling Normal Page Break Page Custom Zoom 100% Zoom to New Arrange Freeze Switch ✓ Gridlines ✓ Headings Macros Panes - Unhide Reset Window Position Selection Window Preview Layout Views All Windows Workbook Views Zoom Window Macros Creates the lines around the cells.

Workbook Views Group

- There are several ways a spreadsheet can be viewed while working with Excel:
- Normal: By default, Excel is viewed in this mode which adjusts to the size of the window.
- Page Break Preview: Allow sheet markers to be viewed when data is placed on different spread sheets.
- Page Layout: Allow all pages to be laid out on the screen.
- Custom Views: Allows queries of information on a worksheet to be saved by selecting on the desired information to be queried:



• The "Zoom to Selection" button will allow you to zoom into the location of your cursor or cell. Click on the "100%" zoom button to restore normal size and view.



New Features: Microsoft Excel 2016

Microsoft Excel 2013 has been optimized to function on more devices such as tablets and phones. There have been some enhancements made to Excel 2013 which are listed below.

New Charts

File																				Lissette Jolalpi	A Share
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PivotTa	ple Recommen PivotTable	ded Table es	Pictures Or Pic	nline Shapes S tures *	SmartArt S	creenshot *	🎝 My Add-i	ins - Bing Maps	People Graph	Recommende Charts	sd ₩ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	PivotChart	3D Map *	Line Column	Win/ Loss	Slicer Timeline	Hyperlink	Text Box	Header & Footer Object	Equation	Symbol
	Tables			Illustratio	ons			Add-ins			Charts	5	Tours	Sparklines		Filters	Links		Text	Symt	ols

• New charts have been added to 2016 such as:

Treemap	Sunburst	Histogram
Treemap	Sunburst	Histogram
Chart Tibe = fans 1 = fans 2 = fans 3 fans 4 fans 2 = fans 3	Chert Title	Chart Title
Box & Whisker	Waterfall Waterfall	Combo
Chart Title	Chart Trile	Chart Tile
		Daniel Ducterst Column Mopert Dire

Tell me what you want to do....



- You can now type into the textbox what you want to do to the worksheet.
- Type **insert a chart** into the search box. Options for various charts appear to choose from.



Ink Equation

- Ink equation converts handwritten equations into text. You can write an equation using your mouse, stylus, or pen.
- From the Insert select Equation→ Ink Equation.



• Write an equation using the mouse if you do not have a touch screen. Insert when done.



Smart Lookup

- Enables text written in Excel 2016 to be searched through Bing providing insights related to the text.
- Type Microsoft Office 2016. Highlight the cell.
- From the **Review** tab select **Smart Lookup**.



• Insights will appear on the right hand side.

