

A large, white, stylized letter 'E' is centered within a dark green square. The background of the entire page is a lighter green with a pattern of faint, overlapping concentric circles.

Excel 2016

Excel 2016

Second Edition

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Session I Fill-in-the-Blanks

Instructions: While watching Session I, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Create Worksheets and Workbooks

1. Excel is known as an Office _____ program. [Tour of Excel]
2. The _____ is used to store shortcuts within Excel. [Create a Blank Workbook]
3. _____ are unavailable to unregistered copies of Excel. [Create a Workbook Using Templates]
4. The _____ and Enter keys on the keyboard are used to navigate within Excel. [Add Data to a Worksheet]
5. _____ data is required in order to import .csv files into Excel. [Import Data]
6. Excel worksheets can be inserted into a workbook using the _____ tab. [Add a Worksheet]

Navigate in Worksheets and Workbooks

7. The _____ button on the Excel ribbon is used to search for items in an Excel workbook. [Search for Data]
8. Cells and cell ranges in Excel can be given titles using the _____. [Navigate a Workbook]
9. The _____ feature in Excel allows users to navigate to the last cell of a worksheet. [Navigate a Workbook]
10. Hyperlinks can be added to text and other items in Excel from the _____ tab. [Insert and Remove Hyperlinks]

Format Worksheets and Workbooks

11. The _____ button under the Home tab is used to add color to worksheets. [Change Worksheet Tab Color]
12. Three ways to rename a sheet include using the ribbon, _____ the worksheet, or right-clicking the worksheet. [Rename a Worksheet]
13. When moving a worksheet in Excel, a _____ arrow will show where it will go. [Change Worksheet Order]
14. The _____ tab in Excel can be used to configure the margins of a worksheet. [Modify Page Setup]
15. Inserted columns are placed to the _____ of the selected column in an Excel worksheet. [Insert and Delete Columns or Rows]

Customize Options and Views

16. Under the _____ tab in Excel, worksheets and other items can be hidden or revealed using the Format button. [Hide and Unhide Worksheets]
17. In order to reveal hidden rows and columns in Excel, you must first select the _____ area. [Hide and Unhide Columns and Rows]
18. _____, Undo, and Redo are the only buttons on the Quick Access Toolbar in a brand new Excel installation. [Customize the Quick Access Toolbar]
19. The three main views in Excel include Normal, _____, and Page Break Preview. [Change Workbook]

20. The _____ will affect the way windows are viewed in Excel. [Change Window Views]

Prepare Files for Distribution

21. Performing a _____ will display the page breaks on an Excel document. [Set a Print Area]

22. Save As and _____ are two ways users can save Excel workbooks in different formats. [Save Workbooks in Other Formats]

23. Excel will only print the _____ by default. [Print All or Part of a Workbook]

24. Scaling an Excel worksheet will affect the size of the current _____. [Set Print Scaling]

25. A file inspection includes looking for hidden properties, _____ issues, and compatibility issues within an Excel document. [Inspect for Hidden Properties]

Creating Workbooks

Knowing how to create workbooks is the foundation of your Excel knowledge. Whether it is a blank workbook or one built using a template, you will need to know how to build them.

Purpose:

Upon completing this project, you will know how to create a blank workbook and create a workbook from a template.

Steps for Completion:

1. Launch Excel 2016.
2. Click the Blank workbook template to create a new workbook.
3. Click the File tab to return to the Backstage view.
4. Click New.
5. In the Suggested Searches area, click Business. Notice the business templates that display.
6. Click in the search box above the templates.
7. Type: **checklist**
8. Click the search button (the magnifying glass). Notice that many checklists appear, with not all of them being business checklists.
9. Click one of the checklist templates.
10. Click the Create button. A new file, based off of the template chosen, will be created.
11. Close the file. There is no need to save changes.

Project Details

Project File:

N/A

Estimated Completion Time:

10 minutes

Video Reference:

Session 1

Topic: Create Worksheets and Workbooks

Subtopics: Create a Blank Workbook; Create a Workbook Using Templates

Objectives Covered:

1.0 Create and Manage Worksheets and Workbooks

1.1 Create Worksheets and Workbooks

1.1.1 Create a workbook

Importing Data

Importing data into Excel documents is a common way to get data into an Excel file without having to retype it. There are two basic types of Excel import files: .txt and .csv files. After completing this project, you will know how to import both types of files.

Purpose:

After completing this project, you will know how to import files, specifically .txt and .csv files.

Steps for Completion:

1. Create a blank Excel workbook.
2. To import a text file, click the File tab and then Open.
3. Browse to your Session 1 student folder.
4. Change the type of file to look for from All Excel Files to All Files.
5. Click the **I12-Gourmet Weekly Sales .txt** file.
6. Click Open. The following Text Import Wizard will appear:

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.
 Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437: OEM United States

My data has headers.

Preview of file C:\Users\jmanibog\Dropbox\Learnkey\Pending W... \I12-Gourmet Weekly Sales.txt.

1	Weekly Sales
2	
3	TruckMonTueWedThuFri
4	2011501900850800600500
5	2011502750390680900650

Buttons: Cancel, < Back, Next >, Finish

7. Make sure the Delimited option is chosen and then click the Next button.
8. Make sure the Delimiter is set to Tab and click the Next button.
9. Click the Finish button.
10. Save the file as **I12-Gourmet Weekly Sales.xlsx**.
11. Import the **I12-Dessert Weekly Sales .csv** file. Notice that with a .csv file, there is no import wizard.
12. Save the file as **I12-Dessert Weekly Sales.xlsx**.

Project Details

Project File:

I12-Gourmet Weekly Sales.txt
I12-Dessert Weekly Sales.xlsx

Estimated Completion Time:

15 minutes

Video Reference:

Session 1

Topic: Create Worksheets and Workbooks

Subtopic: Import Data

Objectives Covered:

I.0 Create and Manage Worksheets and Workbooks

I.1 Create Worksheets and Workbooks

I.1.2 Import data from a delimited text file

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Adding, Moving, and Copying Worksheets

Worksheets help you organize Excel workbooks. By default, a workbook starts with just one worksheet. Worksheets can easily be added, however. Worksheets with existing data can also be copied and/or moved to different locations in the same file or even to different files.

Purpose:

After completing this project, you will be able to add worksheets to an existing file, move worksheets, and copy worksheets.

Steps for Completion:

1. Open the **113-Dessert Weekly Sales** file from your Session 1 student folder.
2. Add three new worksheets to the right of the current worksheet.
3. Select the 112-Dessert Weekly Sales worksheet.
4. Make a copy of the worksheet.
5. Move the copy of the worksheet to the end of the workbook (make it the last worksheet in the workbook). Your row of worksheets should look like this:



The screenshot shows a row of five worksheet tabs in an Excel workbook. From left to right, the tabs are labeled: '112-Dessert Weekly Sales', 'Sheet1', 'Sheet2', 'Sheet3', and '112-Dessert Weekly Sales (2)'. The '112-Dessert Weekly Sales (2)' tab is highlighted with a green border, indicating it is the active worksheet.

6. Save the file as **113a-Dessert Weekly Sales**.

Project Details

Project File:

113-Dessert Weekly Sales.xlsx

Estimated Completion

Time:

15 minutes

Video Reference:

Session 1

Topic: Create Worksheets and Workbooks

Subtopics: Add a Worksheet; Copy a Worksheet; Move a Worksheet

Objectives Covered:

1.0 Create and Manage Worksheets and Workbooks

1.1 Create Worksheets and Workbooks

1.1.3 Add a worksheet to an existing workbook

1.1.4 Copy and move a worksheet

Search and Navigation

Excel 2016 has a versatile search tool. It can be used to find specific words, characters, and numbers across multiple worksheets. You can also navigate to specific areas in a workbook and create a named range, which allows you to have a specific spot to navigate to at any given time while working in a workbook.

Purpose:

After completing this project, you will know how to search for a word or phrase, explore navigation techniques, and create a named range.

Steps for Completion:

1. Open the **121-Menu Items** workbook from your Session I student folder.
2. On the Home tab, click Find & Select and then Find.
3. Click in the Find what field and type: **sandwich**
4. Click the Option button.
5. Click the drop-down arrow on the Within field and click Workbook.
6. Click the Find All button. You should find three instances of the word, sandwich.
7. Click each result to locate the three instances of the word, sandwich.
8. Close the Find and Replace dialog box.
9. If necessary, click the Gourmet tab.
10. Click Find & Select and then Go To.
11. Click in the Reference field and type: **A35**
12. Click the OK button. Your cursor should be on the cell with the text, Potential Menu Items.
13. To create a named range, click in the Name box and type **PotentialItems**
14. Press the Enter key to finish creating the named range.
15. Click the General worksheet tab.
16. To navigate to the potential items on the Gourmet sheet, click the drop-down arrow on the Name box and click PotentialItems.
17. Save the file as **121a-Menu Items**.

Project Details

Project File:

121-Menu Items

Estimated Completion Time:

15 minutes

Video Reference:

Session 1

Topic: Navigate in Worksheets and Workbooks

Subtopics: Search for Data;
Navigate a Workbook

Objectives Covered:

1.0 Create and Manage Worksheets and Workbooks

1.2 Navigate in Worksheets and Workbooks

1.2.1 Search for data within a workbook

1.2.2 Navigate to a named cell, range, or workbook

Hyperlinks

Hyperlinks are used to navigate outside of the currently open Excel workbook. They can be used to navigate to a website or another Excel workbook.

Purpose:

After completing this project, you will know how to create two hyperlinks: one to an external website and one to a named range.

Steps for Completion:

1. Open the **I23-Menu Items** file from your Session 1 student folder.
2. If necessary, click the General tab.
3. Select cell A10.
4. To create a hyperlink to an external website, click the Insert tab on the ribbon and then click Hyperlink.
5. Click in the Text to display field.
6. Type: **LearnKey**
7. Click in the Address field.
8. Type: **http://www.learnkey.com**
9. Click the OK button.
10. To test the link, click it. A web browser will open and navigate to the LearnKey website.
11. Close your web browser.
12. Return to your Excel file.
13. Select cell A12.
14. Display the Hyperlink dialog box.
15. Click Place in this Document.
16. Click PotentialItems.
17. Click the OK button.
18. Click the PotentialItems link to navigate to the potential items area.
19. Save the file as **I23a-Menu Items**.

Project Details

Project File:

I23-Menu Items

Estimated Completion Time:

10-15 minutes

Video Reference:

Session 1

Topic: Navigate in Worksheets and Workbooks

Subtopic: Insert and Remove Hyperlinks

Objectives Covered:

1.0 Create and Manage Worksheets and Workbooks

1.2 Navigate in Worksheets and Workbooks

1.2.3 Insert and remove hyperlinks

Coloring, Renaming, and Reordering Worksheets

To best organize worksheets, worksheet tabs can be color coded, renamed, and reordered. The two main methods to color and rename worksheets involve using the Format button on the ribbon or through right-clicking a tab.

Purpose:

After completing this project, you will know how to color code worksheet tabs, rename worksheets, and reorder worksheets.

Steps for Completion:

1. Open the **131-Sales Goals** workbook from your Session 1 student folder.
2. If necessary, select the Sheet 1 tab.
3. Click the Format button on the Home tab of the ribbon.
4. Click Tab Color and then click a shade of orange.
5. Change the color of the Sheet 1 (2) tab to a shade of green.
6. Change the color of the Sheet 1 (3) tab to a shade of blue.
7. Change the color of the Sheet 1 (4) tab to a shade of gray.
8. Select the Sheet 1 tab.
9. Click the Format button on the Home tab of the ribbon.
10. Click Rename Sheet.
11. Type: **North** and press the Enter key.
12. Rename Sheet 1 (2) to the name, **South**.
13. Rename Sheet 1 (3) to the name, **East**.
14. Rename Sheet 1 (4) to the name, **West**.
15. Click and drag the East sheet to the right of the West sheet.
16. Save the file as **131a-Sales Goals**.

Project Details

Project File:

131-Sales Goals

Estimated Completion Time:

15 minutes

Video Reference:

Session 1

Topic: Format Worksheets and Workbooks

Subtopic: Change Worksheet Tab Color; Rename a Worksheet; Change Worksheet Order

Objectives Covered:

1.0 Create and Manage Worksheets and Workbooks

1.3 Format Worksheets and Workbooks

1.3.1 Change worksheet tab

1.3.2 Rename a worksheet

1.3.3 Change worksheet order

Excel 2016 Lesson Plans

Each lesson plan is approximately 30 minutes and includes video training, fill-in-the-blanks, labs, projects, tests, as well as the course support files to follow along with the expert. There is also a note section for customizable lesson plans and extra notes. By adhering to the lesson plan, it will take approximately four weeks to complete the course, approximately 34.5 hours of time training.

Session I [Approximately 12 hours]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1				Session I Pre-Assessment	
Lesson 2	Introduction to Excel 2016	About This Course		Watch Session 1: Introduction to Excel 2016 [3 minutes]	
	Create Worksheets and Workbooks	Tour of Excel Create a Blank Workbook Create a Workbook Using Templates Add Data to a Worksheet Import Data Add a Worksheet Copy a Worksheet Move a Worksheet	1.0 Create and Manage Worksheets and Workbooks 1.1 Create Worksheets and Workbooks 1.1.1 Create a workbook 1.1.2 Import data from a delimited text file 1.1.3 Add a worksheet to an existing workbook 1.1.4 Copy and move a worksheet	Watch Session 1: Create Worksheets and Workbooks [25 minutes] Fill-in-the-Blanks Session 1: Questions 1-6	
Lesson 3	Create Worksheets and Workbooks	See Lesson 2	See Lesson 2	Session I Lab 1: Create a Workbook Session I Lab 2: Import Delimited Data Session I Lab 3: Text Import Wizard Session I Lab 4: Moving Worksheets Session I Project 1: Creating Workbooks Session I Project 2: Importing Data	
Lesson 4	Create Worksheets and Workbooks	See Lesson 2	See Lesson 2	Session I Project 3: Adding, Moving, and Copying Worksheets	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 5	Navigate in Worksheets and Workbooks	Search for Data Navigate a Workbook Insert and Remove Hyperlinks	1.0 Create and Manage Worksheets and Workbooks 1.2 Navigate in Worksheets and Workbooks 1.2.1 Search for data within a workbook 1.2.2 Navigate to a named cell, range, or workbook 1.2.3 Insert and remove	Watch Session 1: Navigate in Worksheets and Workbooks [11 minutes] Fill-in-the-Blanks Session 1: Questions 7-10 Session 1 Lab 5: Searching Worksheets Session 1 Lab 6: Create a Cell Reference Session 1 Lab 7: Create a Hyperlink	
Lesson 6	Navigate in Worksheets and Workbooks	See Lesson 5	See Lesson 5	Session 1 Project 4: Search and Navigation Session 1 Project 5: Hyperlinks	
Session 7	Format Worksheets and Workbooks	Change Worksheet Tab Color Rename a Worksheet Change Worksheet Order Modify Page Setup Insert and Delete Columns or Rows Change Workbook Themes Adjust Row Height and Column Width Insert Headers and Footers	1.0 Create and Manage Worksheets and Workbooks 1.3 Format Worksheets and Workbooks 1.3.1 Change worksheet tab 1.3.2 Rename a worksheet 1.3.3 Change worksheet order 1.3.4 Modify page setup 1.3.5 Insert and delete columns or rows 1.3.6 Change workbook 1.3.7 Adjust row height and column width 1.3.8 Insert headers and footers	Watch Session 1: Format Worksheets and Workbooks [20 minutes] Fill-in-the-Blanks Session 1: Questions 11-15 Session 1 Lab 8: Tab Color Session 1 Lab 9: Insert a Column Session 1 Lab 10: Change the Theme	
Session 8	Format Worksheets and Workbooks	See Lesson 7	See Lesson 7	Session 1 Lab 11: Auto Fit Column Width Session 1 Lab 12: Row Height Session 1 Lab 13: Add a Header Session 1 Project 6: Coloring, Renaming, and Reordering Worksheets	