Microsoft Excel 2016 Guide

How to start Excel 2016

1. Click on the Windows Start Button.
2. Click on All Programs.
Using Excel 2016

Excel 2016 allows you to create spreadsheets of information for the purpose of recording and analysing (generally numeric) data in a number of ways. It is an application that can be used for calculating, graphing and manipulating data in different ways to provide analysis of inputted information. See below for explanations of the Excel viewing pane features:

The **Title Bar** – displays the name of the workbook that you are currently working on.

The **Ribbon** displays Excel’s many commands on various tabs.

The **Home tab**

**Position of selected cell**

**Name of current worksheet**

**Status bar**

**View Options**

**Zoom level**
The Ribbon

The Ribbon displays the various commands in Excel on a number of tabs. The **Home** tab on the ribbon displays the most commonly used commands in different groups, such as Cut, Copy, Paste (in the Clipboard group), font size and style options (in the Font group), Sort & Filter (in the Editing group) and other options for formatting and editing data and worksheets.

The **Insert** tab displays commands for inserting pictures, charts and other objects into your worksheet.

Certain tabs only appear on the ribbon when they become relevant to the task that you are carrying out. These are known as **contextual** tabs. For example, a Picture Tools tab becomes visible on the ribbon after you insert a picture into your workbook.

The **Picture Tools** tab becomes visible only after inserting and clicking on a picture.
Finally, notice that there are small arrows at the bottom right of certain groups on the ribbon. Click on these to open a dialogue box with further options.

For example, if you click on this arrow in the Font group on the Home tab, the window below is displayed:

This is an alternative way to access the commands on the ribbon within Excel 2016.
Keyboard Commands

Microsoft Office allows you to use keyboard shortcuts to access commands. When you press the Alt key, key tips are displayed over the various functions on the ribbon.

To use a keyboard shortcut, just press the letter identified in the key tip. If two letters appear, press the letter on the left first, then the letter on the right in order to use that particular command.
Backstage View

In Office 2016, the **Open**, **Save** and **Print** commands are accessible via the **File** tab on the ribbon. After clicking on this tab, MS Office **Backstage** view is displayed:

- **File Tab**
- **Open** document button
- **Save** buttons
- **Protect Workbook** settings – control what others are able to do with your saved workbook.
- **Workbook Properties** summary
Creating a chart in Excel

1. Select the data you want to chart by dragging the mouse over the cells.

2. Click on the Insert tab.

3. Select a chart type and style (i.e. Column, Line, Pie, Bar, Scatter or Other).

If you decide to use a 2-D Column chart, the following is displayed in your worksheet:

![2D Column Chart](image)
Printing your worksheet

1. Select the area of the worksheet that you want to print by dragging the mouse over the cells.

2. Click on the Page Layout tab.

3. Click on the Print Area button and choose Set Print Area.

4. Click on the File tab.
5. Click on **Print**

6. Print Preview Pane

7. Select the Printer that you want to send your work to.

8. Click on the **Print** button.

9. Click on the arrows to preview your worksheets if you have more.
You will notice a text box on the ribbon in Excel 2016 that says **Tell me what you want to do**. This is a text field where you can enter words and phrases about what you want to do next and quickly get to features you need to use or actions you want to perform.

Simply type a topic or a question into the **Tell me what you want to do** text box. Excel 2016 will then respond with the closest matches to your query.

E.g. Clicking on **Insert Function** will now take you directly to the Insert Function menu.

Similar features which may be related to your query will be displayed below.

If you still require more help, then click on **Get Help on...** to open up the help menu.

For further information and support contact:
Tel: 020 7815 6678
Email: llr-ithelpdesk@lsgu.ac.uk
Visit: 1 West, Perry Library

Produced by LLR 12/08/2016