

Study Guide On New Perspective Excel

Microsoft®

Excel 2016

Quick Reference Card

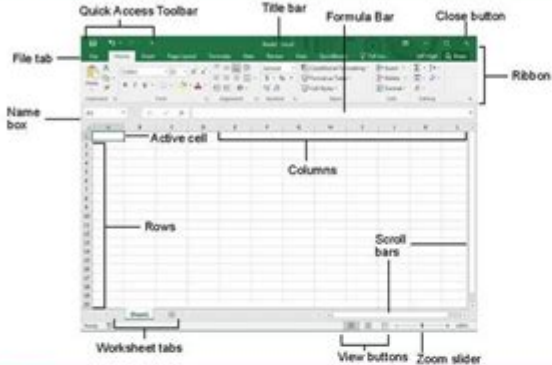
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The Excel 2016 Screen



The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.
- To Create a New Workbook: Click the **File** tab, select **New**, and double-click **Workbook**, or press **Ctrl + N**.
- To Open a Workbook: Click the **File** tab and select **Open**, or press **Ctrl + O**.
- To Save a Workbook: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**.
- To Preview and Print a Workbook: Click the **File** tab and select **Print**, or press **Ctrl + P**.
- To Undo: Click the **Undo** button on the Quick Access Toolbar, or press **Ctrl + Z**.
- To Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar, or press **Ctrl + Y**.
- To Close a Workbook: Click the **Close** button, or press **Ctrl + W**.
- To Get Help: Press **F1** to open the Help window. Type your question and press **Enter**.
- Cell addresses: Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box** under the clipboard.
- To Select a Cell: Click a cell or use the keyboard arrow keys to select it.
- To Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the **arrow** keys to move the mouse pointer to the last cell of the range.
- To Select an Entire Worksheet: Click the **Select All** button where column and row headings meet. Or press **Ctrl + A**.
- To Minimize the Ribbon: Click the **Minimize Ribbon** button on the Ribbon. Or, press **Ctrl + F1**. Or, right-click a tab and select **Unpin the Ribbon** from the contextual menu.
- To Change Program Settings: Click the **File** tab and select **Options**.
- To Use Zoom: Click and drag the zoom slider to the left or right. Or, click the **Zoom Out** and **Zoom In** buttons on the slider.
- To Change Views: Click a **View** button in the status bar. Or, click the **View** tab and select a view.

Keyboard Shortcuts

General

Open a Workbook	Ctrl + O
Create New	Ctrl + N
Save	Ctrl + S
Preview and Print	Ctrl + P
Close a Workbook	Ctrl + W
Help	F1
Run Spelling Check	F7
Calculate worksheets	F9
Create an absolute, normal, or mixed reference	F4

Navigation:

Move Between Cells	↑, ↓, ←, →
Right One Cell	Tab
Left One Cell	Shift + Tab
Down One Cell	Enter
Up One Cell	Shift + Enter
Down One Screen	Page Down
Up One Screen	Page Up
To Cell A1	Ctrl + Home
To Last Cell	Ctrl + End
Go To Dialog Box	F5

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A
Edit active cell	F2
Clear cell contents	Delete

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Open Format Cells Dialog Box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

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Study Guide on New Perspective Excel

Microsoft Excel is an indispensable tool for data management and analysis in various fields. With the advent of new features and updated functionalities, a study guide on new perspective Excel can greatly enhance your proficiency and efficiency in using this software. This guide will delve into the latest enhancements, tips, and techniques to help you harness the full power of Excel, whether you're a beginner or an advanced user.

Understanding the New Features of Excel

The latest versions of Excel have introduced several new features and enhancements that improve usability and functionality. Understanding these features is essential for maximizing your productivity.

1. Dynamic Arrays

Dynamic Arrays are among the most significant updates in Excel. They allow formulas to return multiple values, which spill over into adjacent cells automatically.

- Key Functions:
- `FILTER`: Allows you to filter a range based on criteria.
- `SORT`: Sorts a range or array.
- `UNIQUE`: Extracts unique values from a range.
- `SEQUENCE`: Generates a list of sequential numbers.

2. XLOOKUP Function

The XLOOKUP function is a powerful replacement for older lookup functions like VLOOKUP and HLOOKUP.

- Advantages:
- Searches both vertically and horizontally.
- Allows for exact matching by default.
- Can return multiple results.

3. Improved Collaboration Features

Excel has enhanced its collaboration tools, making it easier for teams to work together in real-time.

- Co-Authoring: Multiple users can edit a document simultaneously.
- Comments: Improved comment features allow users to have threaded discussions directly in the document.

Getting Started with New Perspective Excel

To effectively utilize the new features in Excel, it's important to familiarize yourself with its interface and tools.

1. Navigating the Ribbon

The Ribbon is the primary interface in Excel, where you access various features and functions. Understanding how to navigate it is crucial.

- Tabs: Home, Insert, Page Layout, Formulas, Data, Review, View, and Help.
- Groups: Each tab contains groups of related functions. For example, the Home tab includes Clipboard, Font, Alignment, and Number groups.

2. Customizing the Quick Access Toolbar

You can customize the Quick Access Toolbar to include your most-used commands, making your workflow more efficient.

- Adding Commands:

1. Click the drop-down arrow on the Quick Access Toolbar.
2. Select "More Commands."
3. Choose the commands you frequently use and click "Add."

3. Utilizing Templates

Excel offers a variety of templates that can save you time. Whether you need a budget planner, project tracker, or invoice, templates can be a great starting point.

- Finding Templates:

- Go to the File tab.
- Click on "New."
- Browse through the available templates or search for specific ones using keywords.

Advanced Techniques for Enhanced Productivity

Once you have a grasp on the new features and basic functionalities, you can explore advanced techniques that will further enhance your productivity.

1. Using PivotTables for Data Analysis

PivotTables allow you to summarize and analyze large datasets quickly.

- Creating a PivotTable:

1. Select your data range.
2. Go to the Insert tab and click on "PivotTable."
3. Choose where you want the PivotTable to be placed.

- Tips:

- Use slicers for easy filtering of data.
- Refresh PivotTables when the source data changes.

2. Automating Tasks with Macros

Macros can automate repetitive tasks in Excel, saving you a significant amount of time.

- Creating a Macro:

1. Go to the View tab and click on "Macros."
2. Select "Record Macro."
3. Perform the actions you want to automate.
4. Stop recording when done.

- Considerations:

- Use VBA (Visual Basic for Applications) for more complex automation.
- Always save your work before running a macro, as changes cannot be undone.

3. Data Visualization with Charts and Graphs

Visualizing data can help in better understanding and presenting information.

- Types of Charts:

- Column and Bar Charts: Best for comparing categories.
- Line Charts: Ideal for showing trends over time.
- Pie Charts: Useful for displaying proportions.

- Creating a Chart:

1. Select the data you want to visualize.
2. Go to the Insert tab and choose the desired chart type.
3. Customize your chart using the Chart Tools that appear.

Best Practices for Working with Excel

In addition to mastering new features and techniques, adhering to best practices can significantly improve your efficiency and accuracy.

1. Organizing Your Data

Proper data organization is crucial for effective analysis.

- Use Tables: Convert data ranges into tables for easier management and analysis.
- Consistent Formatting: Keep your data formatted consistently (e.g., date formats, currency).

2. Regularly Backing Up Your Work

Data loss can happen unexpectedly. Regularly back up your Excel files to prevent losing important information.

- Cloud Storage: Use OneDrive or SharePoint for automatic backups.
- Manual Backups: Save copies of your files periodically.

3. Learning Resources

Continuous learning is vital to mastering Excel.

- Online Courses: Platforms like Coursera, Udemy, and LinkedIn Learning offer a variety of Excel courses.
- YouTube Tutorials: Many channels provide free tutorials on Excel tips and tricks.
- Excel Forums: Websites like Stack Overflow and Reddit have active communities where you can ask questions and share knowledge.

Conclusion

A study guide on new perspective Excel encompasses the latest features, techniques, and best practices that can elevate your Excel skills to new heights. Whether you're using Excel for personal finance, business analysis, or data management, understanding the new functionalities will enable you to work more efficiently and effectively. By continuously exploring and learning about Excel, you can unlock a world of possibilities in data management and analysis, making you an invaluable asset in any professional setting. Embrace the power of Excel and transform the way you work with data.

Frequently Asked Questions

What is the New Perspective in Excel and how does it differ from traditional methods?

The New Perspective in Excel emphasizes a more intuitive and visual approach to data analysis, focusing on dynamic data visualizations and interactive dashboards, rather than just static spreadsheets and formulas.

What are essential features of Excel that support the New Perspective?

Key features include Power Query for data transformation, Power Pivot for advanced data modeling, and Excel's new data types that allow for rich data integration and analysis, enhancing the overall analytical capabilities.

How can I effectively use PivotTables in the New Perspective?

In the New Perspective, PivotTables can be used to create dynamic reports that can be easily updated and manipulated, allowing users to quickly explore data relationships and trends without deep technical knowledge.

What role do charts and data visualization play in the New

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