

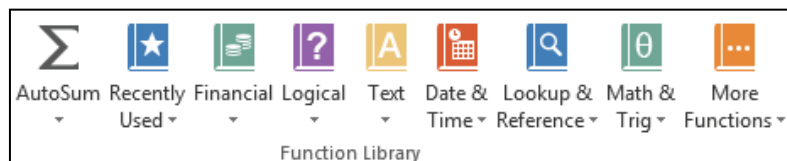
Excel 2016 Intermediate – Quick Tips

Formulas

Formula Structure: All formulas start with an = sign. The following symbols perform the various calculations:

+	Add	*	Multiply
-	Subtract	/	Divide

Function Library: For help in creating a formula for simple and advanced calculations and operations. Located on the **Formulas** tab in Excel



AutoSum: To automatically add cells in a series

1. Click cell that the formula will be in
2. Click the **AutoSum** button (Function Library)
3. Press **Enter** if the default cells highlighted are the desired ones, if not, drag select the preferred cells.



IF Statements (IF fuction):

The IF Statement function allows you to calculate specific formulas only if certain statements or conditions are true. Its syntax looks like: IF(Logic test, Value if true, Value if false). For example: **=IF(D6="order",C6-B6,0)**. In this case it looks to see if the text in cell D6 is "order" and if it is, it subtracts the amount in B6 from C6. If it doesn't read "order" in cell D6, then it just displays zero.

Nesting IF Statements:

Nesting IF formula logically looks something like this: **"IF Condition then, Else IF Condition then, Else IF Condition then, False then"**. This means that you can have multiple logic tests with matching true values, but then 1 false value if all of the other tests are not true. For example: **=IF(D6="order",C6-B6,0, IF(D6="xtra",C6-B6+100,0))**

3-D Reference: A 3-D reference allows you to write a formula that uses data from other worksheets. A 3-D reference is designated by an ! in a formula. For example a formula that says **=Sheet2!B12** would mean the data is pulling from cell B12 on sheet2.

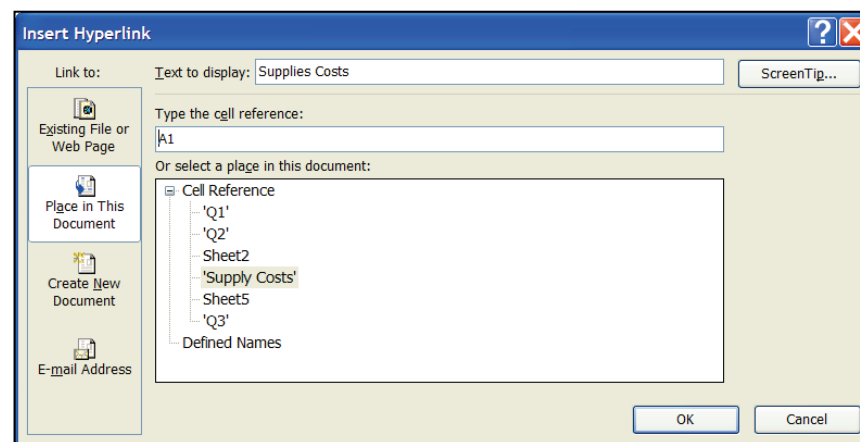
Additional Tips

Custom Lists: To create a pre-set auto fill list

1. Drag-select the series of data you want in your list
2. Click the **File Tab**
3. Click **Options**. Select **Advanced** from the left hand list.
4. Select **Edit Custom Lists** under the **General** section
5. Click **Import**. Click **OK**

Hyperlinks: Hyperlinks allow you to link one document to another or one spreadsheet to another within the same document.

1. Click on the cell where you want to insert the hyperlink
2. On the **Insert** tab, in the **Links** group, click on **Hyperlink**
3. Select where you would like to hyperlink to in the dialog box
4. Add a screen tip if you would like a pop-up tip to display when you hover over the hyperlink



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Using the Format Painter (Home Tab): Copy the format from one cell to another

1. Click on the cell to be copied
2. Click on the **Format Painter** button once to copy the format for a single-use, double-click for multiple use
3. Click on the cell(s) to copy the format
4. Click on the **Format Painter** or press **ESC** to turn it off



Conditional Formatting (Home Tab): To automatically format a cell based on conditions

1. Click on the cell to be formatted
2. In the **Styles** group, click **Conditional Formatting**
3. Select the rule. Type your value and repeat if necessary
4. Select the formatting for your cell. Click **OK**

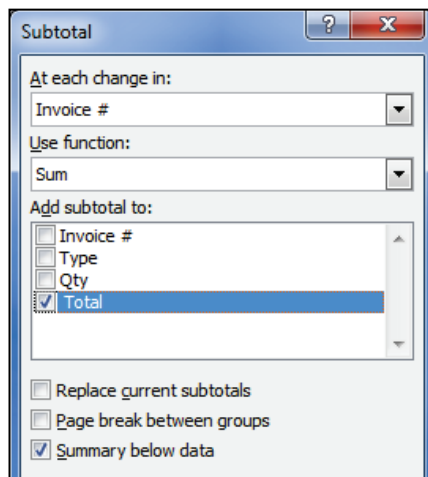


Cell Comments: To create post-it note comments related to cell

1. Right-click on the cell. Click **Insert Comment** to add, **Edit Comment** to change content, or **Delete Comment** to delete

Subtotals: you can create subtotals based on multiple data types while also creating grouping of those sub types.

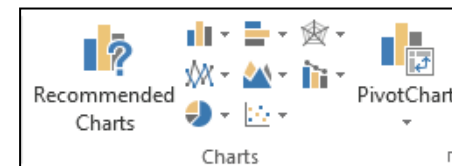
1. Click in the table of data where you would like to create subtotals
2. On the **Data** tab, in the **Outline** group, click the **Subtotal** button
3. In the **Subtotal** dialog box, ensure the first field has the column displayed that you want to subtotal by
4. Select Sum in the second field to have it give a sum type subtotal
5. Check the other options to customize how you want it displayed



Charts

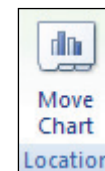
Creating Charts (Insert Tab): Define labels and data by selecting cells that have label text as well as data to be charted

1. Drag-select data to include in the chart
2. In the **Charts** group, choose chart type (column, pie, etc)



Moving Charts:

1. Click-and-drag the chart to another location on the worksheet
2. To move to another worksheet, click on the chart
3. On the **Design** tab, in the **Location** group, click **Move Chart**
4. Choose either a **New Sheet** or **Object in** and select the worksheet to embed the chart. Click **OK**



Editing Charts:

1. **Re-sizing chart** - Click-and-drag sizing handles to resize
2. **Add a title** - Click the chart. On the **Layout** tab, in the **Labels** group, click **Chart Title**. Choose the location. Double-click the **Chart Title** and enter text.
3. **Change the chart type** - On the **Design** tab, in the **Type** group, click **Change Chart Type**. Choose chart, click **OK**
4. **Rotate pie chart** - Right-click a white area on the chart, trace to and click **3-D Rotation**, change the Rotation for each axis
5. **Extract a slice of the pie chart** - Click on a slice of the pie, click it again so the black handle bars frame just the slice (not the entire pie). Click-and-drag the slice where desired, then release the mouse button.
6. **Formatting Data Series** - Add labels to the chart and format data. On the **Design** tab, click on the **Add Chart Element** button, then select **Data Labels**. Use options available in the list to change locations or click **More Data Label Options** for formatting options.

