

*Teach Yourself*  
**VISUALLY**™

# Excel® 2016

The Fast and Easy Way to Learn



Paul McFedries

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**VISUALLY**

Excel® 2016

by Paul McFedries



## Teach Yourself VISUALLY™ Excel® 2016

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# About the Author

**Paul McFedries** is a full-time technical writer. He has been authoring computer books since 1991 and has more than 85 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Windows 10*, *Windows 10 Simplified*, *The Facebook Guide for People Over 50*, *iPhone 6 Portable Genius*, and *iPad Portable Genius*. Paul is also the proprietor of Word Spy ([www.wordspy.com](http://www.wordspy.com)), a website that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal website at [www.mcfedries.com](http://www.mcfedries.com) or follow him on Twitter @wordspy.

# Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you will read in this book. However, this book is more than just the usual collection of words and phrases designed to educate and stimulate the mind. A quick thumb through the pages will show you that this book is also chock-full of treats for the eye, including copious screenshots, beautiful colors, and sharp fonts. Those sure make for a beautiful book, and that beauty comes from a lot of hard work by the production team at SPi Global. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that I got to work with directly, including project and copy editor Lynn Northrup and technical editor Donna Baker. Thanks to both of you for your exceptional competence and hard work. Thanks, as well, to Aaron Black for asking me to write this book.

# How to Use This Book

## Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

## The Conventions in This Book

### 1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

### 2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

### 3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

## 4 Tips

Tips offer additional information, including warnings and shortcuts.

## 5 Bold

**Bold** type shows command names, options, and text or numbers you must type.

## 6 Italics

*Italic* type introduces and defines a new term.

**Insert a Clip Art Image** CHAPTER 13  
Adding Worksheet Graphics

You can improve the look of an Excel worksheet by adding a clip art image to the sheet. Clip art refers to small images or artwork that you can insert into your documents. Excel 2016 does not come with its own clip art, but it does give you access to online clip art collections that contain thousands of images from various categories, such as business, people, nature, and symbols. By default, these images are licensed under Creative Commons, so you can use them without charge.

- 1 Display the worksheet on which you want to insert the clip art image.
- 2 Click the cell where you want the image to appear.
- 3 Click the Insert tab.
- 4 Click Illustrations.
- 5 Click Online Pictures.

The Insert Pictures window appears.

- 6 Click Bing Image Search.
- 7 Use the text box to type a word that describes the kind of clip art image you want to use.
- 8 Click Search (🔍).

Excel displays a list of clip art images that match your search term.

- 9 Click the clip art image you want to use.
- 10 The address of the website that offers the image appears here.
- 11 Click Insert.

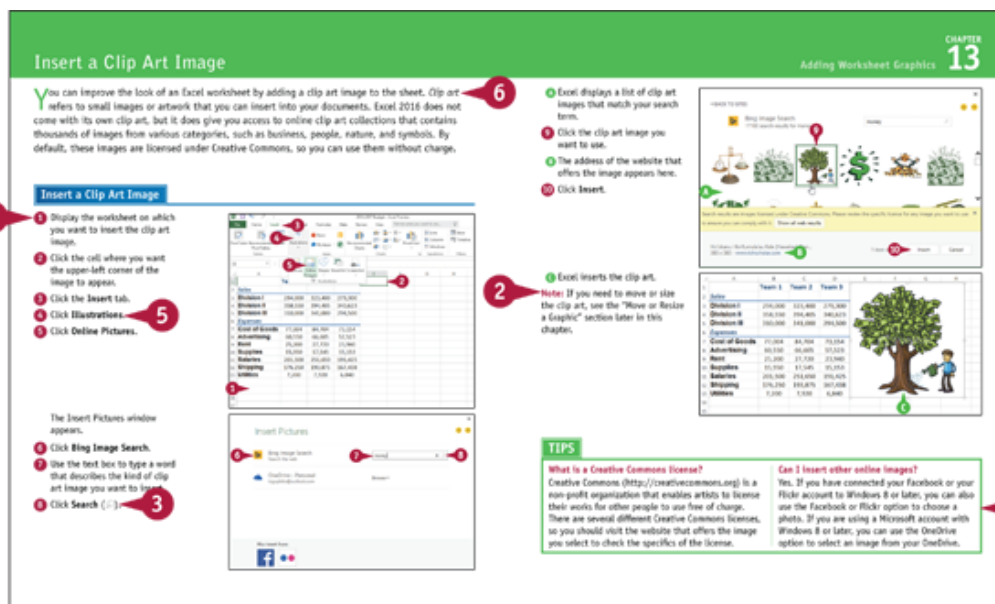
Excel inserts the clip art.

**Note:** If you need to move or size the clip art, see the "Move or Resize a Graphic" section later in this chapter.

**TIPS**

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**Can I insert other online images?**  
Yes. If you have connected your Facebook or your Flickr account to Windows 8 or later, you can also use the Facebook or Flickr option to choose a photo. If you are using a Microsoft account with Windows 8 or later, you can use the OneDrive option to select an image from your OneDrive.



# Teach Yourself VISUALLY™ Excel® 2016

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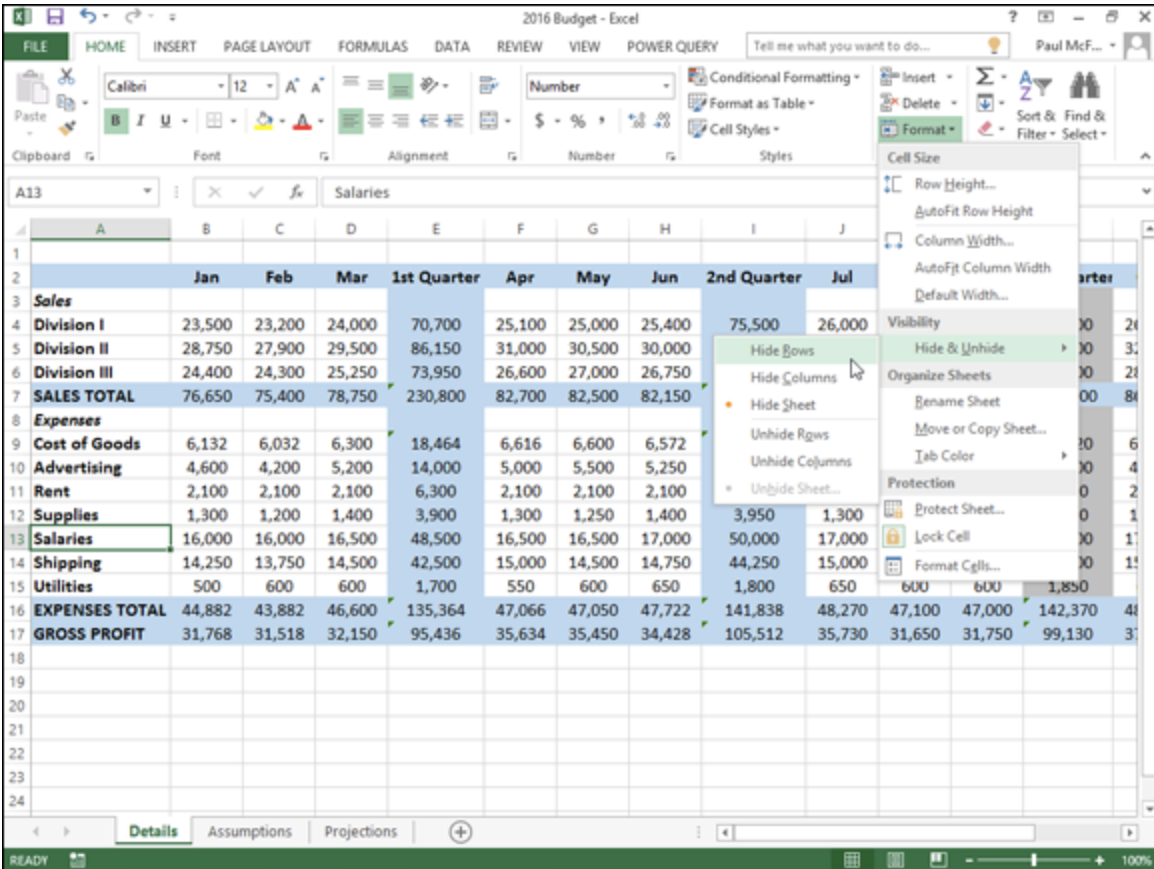
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## **End User License Agreement**

# CHAPTER 1

## Working with Ranges



The screenshot shows the Excel interface with a financial table. The table has columns for months (Jan, Feb, Mar, Apr, May, Jun, Jul) and quarters (1st Quarter, 2nd Quarter). The rows are categorized into Sales, Expenses, and Totals. A context menu is open over the 'Salaries' row (row 13), showing options like 'Hide Rows', 'Hide Columns', 'Hide Sheet', 'Unhide Rows', 'Unhide Columns', and 'Unhide Sheet...'. The 'Salaries' row is highlighted in blue.

	Jan	Feb	Mar	1st Quarter	Apr	May	Jun	2nd Quarter	Jul			
<b>Sales</b>												
Division I	23,500	23,200	24,000	70,700	25,100	25,000	25,400	75,500	26,000			
Division II	28,750	27,900	29,500	86,150	31,000	30,500	30,000					
Division III	24,400	24,300	25,250	73,950	26,600	27,000	26,750					
<b>SALES TOTAL</b>	<b>76,650</b>	<b>75,400</b>	<b>78,750</b>	<b>230,800</b>	<b>82,700</b>	<b>82,500</b>	<b>82,150</b>					
<b>Expenses</b>												
Cost of Goods	6,132	6,032	6,300	18,464	6,616	6,600	6,572					
Advertising	4,600	4,200	5,200	14,000	5,000	5,500	5,250					
Rent	2,100	2,100	2,100	6,300	2,100	2,100	2,100					
Supplies	1,300	1,200	1,400	3,900	1,300	1,250	1,400	3,950	1,300			
Salaries	16,000	16,000	16,500	48,500	16,500	16,500	17,000	50,000	17,000			
Shipping	14,250	13,750	14,500	42,500	15,000	14,500	14,750	44,250	15,000			
Utilities	500	600	600	1,700	550	600	650	1,800	650			
<b>EXPENSES TOTAL</b>	<b>44,882</b>	<b>43,882</b>	<b>46,600</b>	<b>135,364</b>	<b>47,066</b>	<b>47,050</b>	<b>47,722</b>	<b>141,838</b>	<b>48,270</b>	<b>47,100</b>	<b>47,000</b>	<b>142,370</b>
<b>GROSS PROFIT</b>	<b>31,768</b>	<b>31,518</b>	<b>32,150</b>	<b>95,436</b>	<b>35,634</b>	<b>35,450</b>	<b>34,428</b>	<b>105,512</b>	<b>35,730</b>	<b>31,650</b>	<b>31,750</b>	<b>99,130</b>

In Excel, a *range* is a collection of two or more cells that you work with as a group rather than separately. This enables you to fill the range with values, move or copy the range, sort the range data, and insert and delete ranges. You learn these and other range techniques in this chapter.

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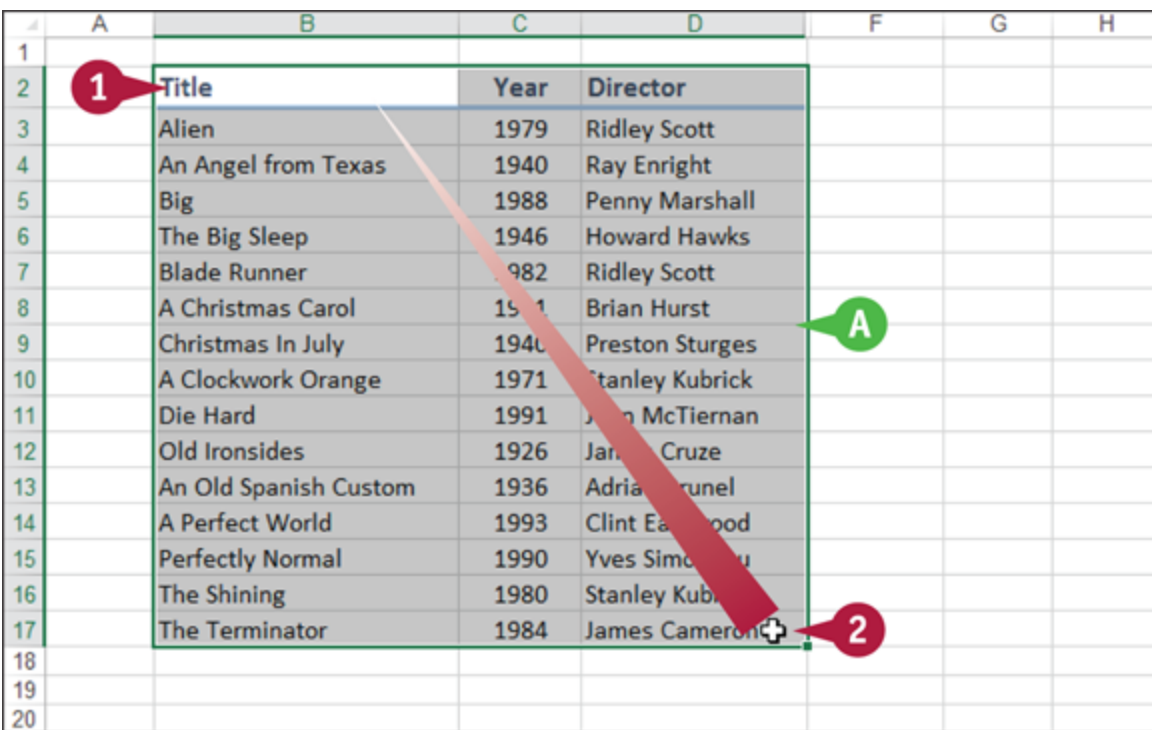
[Select and Enter Data Using Touch Gestures](#)

# Select a Range

To work with a range in Excel, you must first select the cells that you want to include in the range. After you select the range, you can fill it with data, move it to another part of the worksheet, format the cells, and perform the other range-related tasks that you learn about in this chapter.

You can select a range as a rectangular group of cells, as a collection of individual cells, or as an entire row or column.

## Select a Range



	A	B	C	D	F	G	H
1							
2	1	Title	Year	Director			
3		Alien	1979	Ridley Scott			
4		An Angel from Texas	1940	Ray Enright			
5		Big	1988	Penny Marshall			
6		The Big Sleep	1946	Howard Hawks			
7		Blade Runner	1982	Ridley Scott			
8		A Christmas Carol	1911	Brian Hurst	A		
9		Christmas In July	1940	Preston Sturges			
10		A Clockwork Orange	1971	Stanley Kubrick			
11		Die Hard	1991	John McTiernan			
12		Old Ironsides	1926	James Cruze			
13		An Old Spanish Custom	1936	Adrian Brunel			
14		A Perfect World	1993	Clint Eastwood			
15		Perfectly Normal	1990	Yves Simon			
16		The Shining	1980	Stanley Kubrick			
17		The Terminator	1984	James Cameron	2		
18							
19							
20							

## Select a Rectangular Range

- 1 Position the mouse (☒) over the first cell you want to include in the range.
  - 2 Click and drag the ☒ over the cells that you want to include in the range.
- A Excel selects the cells.

**3** Release the mouse button.

	A	B	C	D	F	G	H
1							
2		Title	Year	Director			
3	<b>1</b>	Alien	1979	Ridley Scott			
4		An Angel from Texas	1940	Ray Enright			
5		Big	1988	Penny Marshall			
6		The Big Sleep	1946	Howard Hawks			
7	<b>2</b>	Blade Runner	<b>B</b>	Ridley Scott			
8		A Christmas Carol	1951	Brian Hurst			
9		Christmas In July	1940	Preston Sturges			
10		A Clockwork Orange	1971	Stanley Kubrick			
11	<b>2</b>	Die Hard	<b>B</b>	John McTiernan			
12		Old Ironsides	1926	James Cruze			
13		An Old Spanish Custom	1936	Adrian Brunel			
14		A Perfect World	1993	Clint Eastwood			
15		Perfectly Normal	1990	Yves Simoneau			
16		The Shining	1980	Stanley Kubrick			
17	<b>2</b>	The Terminator +	<b>B</b>	1984	James Cameron		
18							
19							
20							

## Select a Range of Individual Cells

- 1** Click in the first cell that you want to include in the range.
  - 2** Hold down **Ctrl** and click in each of the other cells that you want to include in the range.
- B** Each time you click in a cell, Excel adds it to the range.
- 3** Release **Ctrl**.

	A	B	C	D	F	G	H
		Title	Year	Director			
3		Alien	1979	Ridley Scott			
4		An Angel from Texas	1940	Ray Enright			
5		Big	1988	Penny Marshall			
6		The Big Sleep	1946	Howard Hawks			
7		Blade Runner	1982	Ridley Scott			
8		A Christmas Carol	1951	Brian Hurst			
9		Christmas In July	1940	Preston Sturges			
10		A Clockwork Orange	1971	Stanley Kubrick			
11		Die Hard	1991	John McTiernan			
12		Old Ironsides	1926	James Cruze			
13		An Old Spanish Custom	1936	Adrian Brunel			
14		A Perfect World	1993	Clint Eastwood			
15		Perfectly Normal	1990	Yves Simoneau			
16		The Shining	1980	Stanley Kubrick			
17		The Terminator	1984	James Cameron			
18							
19							
20							

## Select an Entire Row

- 1 Position the mouse (☒) over the header of the row you want to select (☒ changes to →).
- 2 Click the row header.
- C Excel selects the entire row.

To select multiple rows, click and drag across the row headers or hold down **Ctrl** and click each row header.



	A	B	C	D	F	G	H	I
1								
2		<b>Title</b>	<b>Year</b>	<b>Director</b>				
3		Alien	1979	Ridley Scott				
4		An Angel from Texas	1940	Ray Enright				
5		Big	1988	Penny Marshall				
6		The Big Sleep	1946	Howard Hawks				
7		Blade Runner	1982	Ridley Scott				
8		A Christmas Carol	1951	Brian Hurst				
9		Christmas In July	1940	Preston Sturges				
10		A Clockwork Orange	1971	Stanley Kubrick				
11		Die Hard	1991	John McTiernan				
12		Old Ironsides	1926	James Cruze				
13		An Old Spanish Custom	1936	Adrian Brunel				
14		A Perfect World	1993	Clint Eastwood				
15		Perfectly Normal	1990	Yves Simoneau				
16		The Shining	1980	Stanley Kubrick				
17		The Terminator	1984	James Cameron				
18								
19								
20								
21								

## Select an Entire Column

- 1 Position the mouse (☞) over the header of the column you want to select (☞ changes to ⬇).
- 2 Click the column header.
- D Excel selects the entire column.

To select multiple columns, click and drag across the column headers, or hold down **Ctrl** and click each column header.

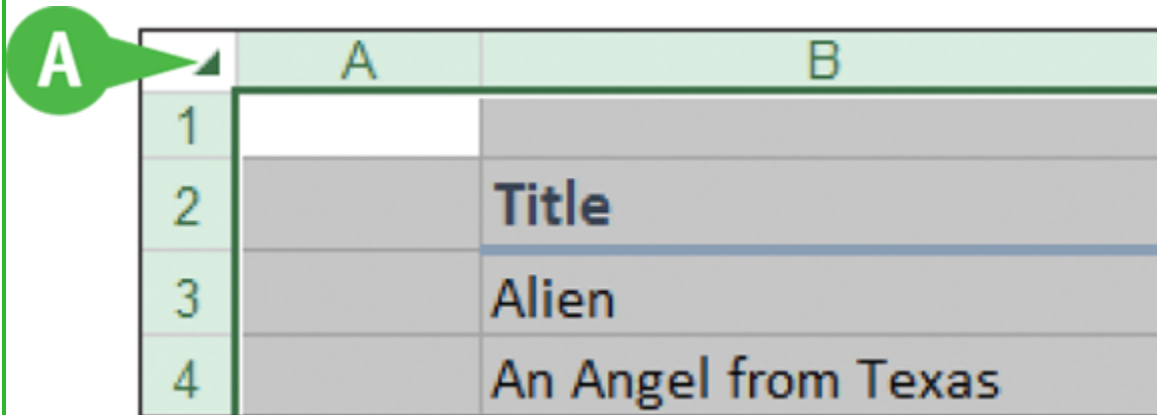
## TIPS

### Are there keyboard techniques I can use to select a range?

Yes. To select a rectangular range, navigate to the first cell that you want to include in the range, hold down **Shift**, and then press **←** or **↓** to extend the selection. To select an

entire row, navigate to any cell in the row and press **Shift** + **Spacebar**. To select an entire column, navigate to any cell in the column and then press **Ctrl** + **Spacebar**.

## Is there an easy way to select every cell in the worksheet?



The image shows a spreadsheet grid with columns A and B and rows 1 through 4. A green callout bubble with the letter 'A' points to the small square button in the top-left corner of the grid, which is used to select all cells in the worksheet. The grid contains the following data:

	A	B
1		
2		Title
3		Alien
4		An Angel from Texas

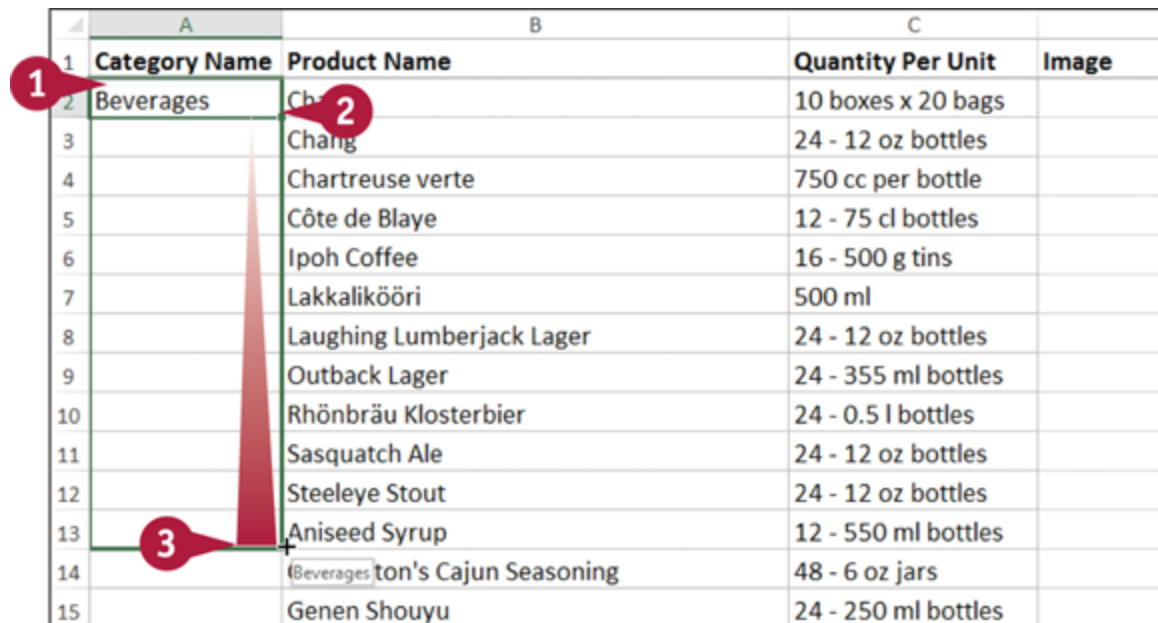
Yes. There are two methods you can use. Either press **Ctrl** + **A**, or click the **Select All** button (A) in the upper-left corner of the worksheet (A).

# Fill a Range with the Same Data

If you need to fill a range with the same data, you can save time by getting Excel to fill the range for you. The AutoFill feature makes it easy to fill a vertical or horizontal range with the same value, but you can also fill any selected range. This method is much faster than manually entering the same data in each cell.

See the previous section, "[Select a Range](#)," to learn how to select a range of cells.

## Fill a Range with the Same Data



	A	B	C	
1	Category Name	Product Name	Quantity Per Unit	Image
2	Beverages	Ch...	10 boxes x 20 bags	
3		Chang	24 - 12 oz bottles	
4		Chartreuse verte	750 cc per bottle	
5		Côte de Blaye	12 - 75 cl bottles	
6		Ipoh Coffee	16 - 500 g tins	
7		Lakkalikööri	500 ml	
8		Laughing Lumberjack Lager	24 - 12 oz bottles	
9		Outback Lager	24 - 355 ml bottles	
10		Rhönbräu Klosterbier	24 - 0.5 l bottles	
11		Sasquatch Ale	24 - 12 oz bottles	
12		Steeleye Stout	24 - 12 oz bottles	
13		Aniseed Syrup	12 - 550 ml bottles	
14		(Beverages) ton's Cajun Seasoning	48 - 6 oz jars	
15		Genen Shouyu	24 - 250 ml bottles	

## Fill a Vertical or Horizontal Range

- 1 In the first cell of the range you want to work with, enter the data you want to fill.
- 2 Position the mouse (☒) over the bottom-right corner of the cell (☒ changes to +).
- 3 Click and drag + down to fill a vertical range or across to fill a horizontal range.

	A	B	C	
1	<b>Category Name</b>	<b>Product Name</b>	<b>Quantity Per Unit</b>	<b>Image</b>
2	Beverages	Chai	10 boxes x 20 bags	
3	Beverages	Chang	24 - 12 oz bottles	
4	Beverages	Chartreuse verte	750 cc per bottle	
5	Beverages	Côte de Blaye	12 - 75 cl bottles	
6	Beverages	Ipoh Coffee	16 - 500 g tins	
7	Beverages	Lakkalikööri	500 ml	
8	Beverages	Laughing Lumberjack Lager	24 - 12 oz bottles	
9	Beverages	Outback Lager	24 - 355 ml bottles	
10	Beverages	Rhönbräu Klosterbier	24 - 0.5 l bottles	
11	Beverages	Sasquatch Ale	24 - 12 oz bottles	
12	Beverages	Steeleye Stout	24 - 12 oz bottles	
13	Beverages	Aniseed Syrup	12 - 550 ml bottles	
14	<b>A</b>	Chief Anton's Cajun Seasoning	48 - 6 oz jars	
15		Genen Shouyu	24 - 250 ml bottles	

4 Release the mouse button.

A Excel fills the range with the initial cell value.

	A	B	C	D	E	F	G	H	I	J	K
1	Test Data:										
2	0.75										
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											

### Fill a Selected Range

1 Select the range you want to fill.

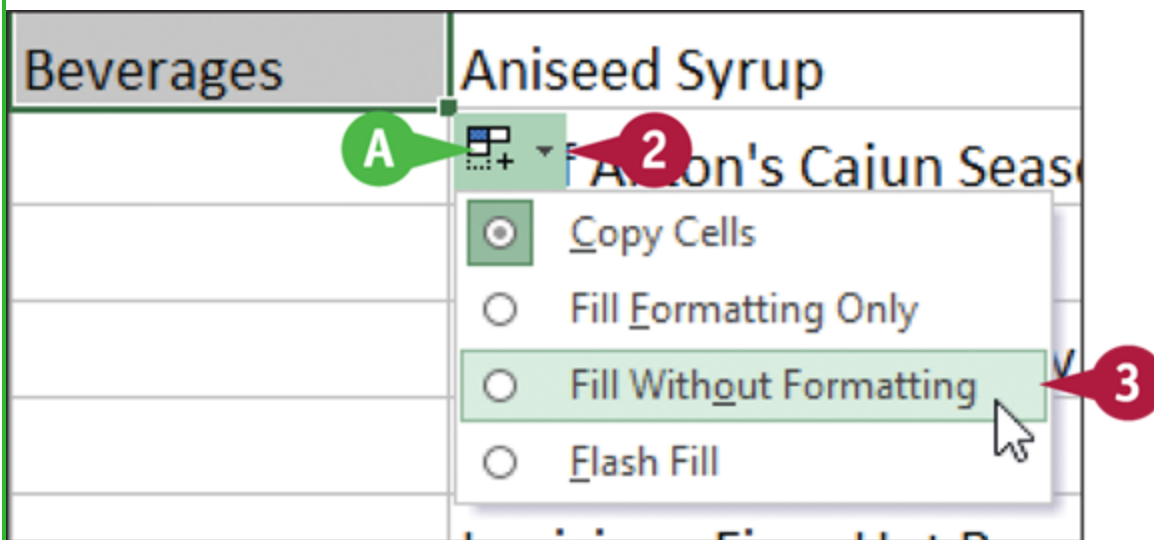
2 Type the text, number, or other data.

3 Press **Ctrl** + **Enter**.

	A	B	C	D	E	F	G	H	I	J	K
1	Test Data:										
2	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
3	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
4	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
5	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
6	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
7	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
8	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
9	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
10	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
11	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
12	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
13	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
14	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
15	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
16	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
17	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
18											
19											

B Excel fills the range with the value you typed.

## TIP



**How do I fill a vertical or horizontal range without also copying the formatting of the original cell?**

Follow these steps:

- 1 Perform steps **1** to **4** to fill the data.
- A Excel displays the AutoFill Options smart tag (🔍).
- 2 Click the **AutoFill Options** ▾.
- 3 Click **Fill Without Formatting**.

Excel removes the original cell's formatting from the copied cells.