# Microsoft Excel 2016 Session 4: Managing Multiple Worksheets

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# Database Tricks (Cont.)

#### The COUNTIF Function

*Counts only certain cells in a table.*

1. Format: COUNTIF(range, criteria)
2. Example: COUNTIF(C2:C10, “Yes”)

#### SUMIF and AVERAGEIF Functions

*Considers only certain data in a table.*

1. Format: SUMIF(range, criteria, average\_range).
2. Example: SUMIF(C2:C10, “Yes”, D2:10): This sums the values in column D that have a value in column C equal to “Yes”.

#### Naming Cells for Easier Formulas

If you define names for cells, your formulas will be easier to create and understand.

1. Select a range of cells.
2. Click in the **Name Box**.
3. Enter a name (no spaces).
4. To use the name in a formula, press F3.

#### Create Names from a Selection

An easier way to name ranges of cells

1. Select a colum (or row) including the header label.
2. Click: Formula > Create from Selection
3. Check: Top row (or Left column for a row)

#### Use a Named Cell in a Formula

An easy way to insert a named cell in a formula:

1. Press the F3 key
2. Choose the desired named cell

# Managing Multiple Worksheets

#### Create New Worksheets

1. Click “Plus” (New Sheet) button in Status Bar

#### Rename a Worksheet

1. Double-click the Sheet tab, *or*
2. Rt-click the Sheet tab and choose Rename.

#### Moving Sheets

1. Click and hold the Sheet tab
2. Drag the tab to the desired location.

#### Apply Tab Colors

1. Rt-click the Sheet tab.
2. Choose: Tab Color
3. Choose the desired color

#### Select Multiple Sheets

1. Click the tab of the first Sheet
2. Press and hold the Ctrl key
3. Click the tabs of the other Sheets

To select adjoining sheets:

1. Click the tab of the first Sheet
2. Press and hold the Shift key
3. Click the tab of the last Sheet

#### Ungroup Sheets

1. Rt-click the tab of one grouped Sheet
2. Choose: Ungroup

#### Edit Multiple Worksheets

1. Select multiple Sheets
2. Edit one Sheet to edit all of them
3. Ungroup the Sheets
4. Note that some editing options are not allowed on grouped Sheets.

#### Format Multiple Sheets

1. Select multiple Sheets
2. Edit one Sheet to edit all of them
3. Ungroup the Sheets

#### Hide a Worksheet

1. Rt-click the tab of the Sheet
2. Choose: Hide

#### Unhide a Worksheet

1. Rt-click the tab of any Sheet
2. Choose: Unhide
3. Choose the Sheet to unhide

#### Paste Data with Special Paste Options

The Ribbon Method:

1. Click: Home > Paste ↓
2. Choose the desired option, or click Paste Special

The Paste Options Method:

1. Paste using Ctrl + V or Rt-click Paste
2. Click the Paste Options button
3. Choose the desired Paste option

#### Paste Link

1. Click: Home > Paste ↓
2. Choose: Paste Link, or press the N key

#### Refer to Other Worksheets in Formulas

1. Start creating a formula
2. Navigate to a Sheet
3. Click the desired cell on the Sheet
4. Continue creating the formula

#### Sparklines

Tiny Charts within a cell.

1. Select a cell
2. Click: Insert > Sparklines > Column
3. For Data Range, select the data cells

#### Hyperlink to a Webpage

1. Click a cell
2. Enter a Web address

#### Hyperlink to Other Worksheets

Create a Table of Contents

1. Click a cell
2. Click: Insert > Link
3. At the left, choose: Existing File or Web Page
4. In the Address box, enter the Web address

#### Remove a Hyperlink

1. Rt-click a cell with a Hyperlink
2. Choose: Remove Hyperlink

#### Print Multiple Worksheets

1. Select multiple Sheets
2. Click: File > Print
3. After printing, Ungroup the Sheets

#### Insert Sheet Names in a Header

Select multiple Sheets

Traditional Method:

1. Click: File > Print
2. Click: Page Setup
3. Click the tab: Header/Footer
4. Click: Custom Header [or Footer]

Ribbon Method:

1. Click: Insert > Header & Footer, or Text > Header & Footer
2. The Page Layout view will open
3. Click the desired Header/Footer area
4. Edit the area as desired
5. Click any cell in the Sheet grid
6. Click: View > Normal

# Charts (Cont.)

Some additional Chart skill that will probably be on the MOS Core Excel Exam.

#### Add additional data series

1. Select a Chart
2. Click: Chart Tools Design > Select Data
3. Edit the text box labeled Chart Data Range, or select a new data range with your mouse
4. Click: OK

#### Analyze data by using Quick Analysis

1. Select a Range of cells
2. Click the button: Quick Analysis
3. Choose the desired option

#### Apply Chart Layouts

1. Select a Chart
2. Click: Chart Tools Design > Quick Layout
3. Choose the desired layout

#### Apply Chart Styles

1. Select a Chart
2. Click: Chart Tools Design
3. Choose the desired Chart Style

#### Insert Images

1. Click: Insert > Pictures, or Illustrations > Pictures
2. Browse to the desired picture file

#### Modify Object Properties

Applies to Charts, Pictures, Shapes, Objects

1. Rt-click Object; Click: Format Object; Click: Size & Properties; Click: Properties

#### Add alternative text to objects for accessibility

For screen readers used by blind people. Applies to Charts, Pictures, Shapes, Objects, Pivot Tables

Method A:

1. Rt-click Object; Click Edit Alt Text

Method B:

1. Click: Picture Tools Format > Alt Text

Method C:

1. Rt-click Object
2. Click: Format Object
3. Click: Size & Properties
4. Click: Alt Text

Leave the Title blank unless there is a long Description

# Text Functions

#### Parse text with LEFT, RIGHT, and MID

LEFT("Test",2) 🡪 "Te"

RIGHT("Test",2) 🡪 "st"

MID("Test",2,1) 🡪 "e"

#### Format with UPPER, LOWER, and PROPER

UPPER("test case") 🡪 "TEST CASE"

PROPER("test case") 🡪 "Test Case"

#### Combine text with the CONCATENATE

CONCATENATE("Test", " ", "case") 🡪   
 "Test case"