

**\*\*These pdf Notes are for video 6-8. Scroll down to see notes for all three videos.**

## Office 2016– Excel Basics 06

### Video/Class Project #18

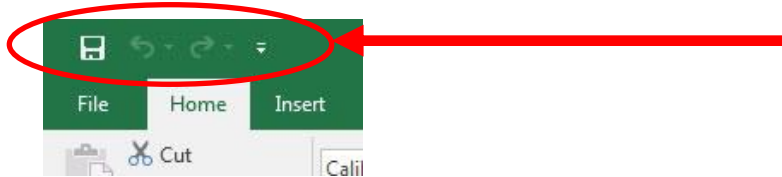
#### Excel Basics 6: Customize Quick Access Toolbar (QAT) and Show New Ribbon Tabs

**Goal in video # 6:** Create Custom QAT with buttons that fit your need and Show Ribbon Tabs

Topics Covered in Video:

1) Quick Access toolbar = QAT

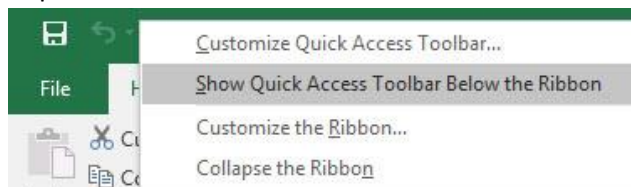
- i. QAT by default is above Ribbon and looks like this:



ii. Why customize QAT?

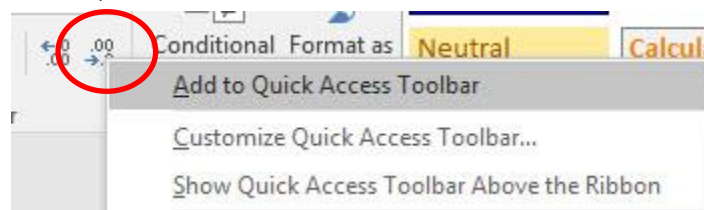
1. Buttons are always available no matter what Ribbon Tab you are working in
2. Some features are not in Ribbon

- iii. Move QAT Below Ribbon: Right-click QAT and click on “Show Quick Access Toolbar Below the Ribbon”, like in this picture:



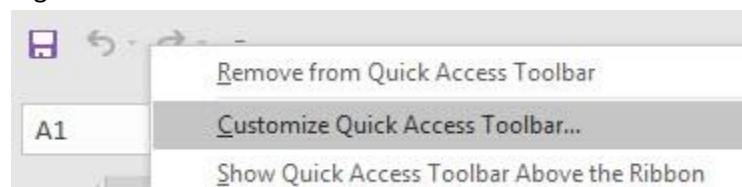
iv. Customize QAT:

1. You can add a button from the Ribbon Tabs to the QAT by right-click command in Ribbon, and click on “Add to Quick Access Toolbar”, like this this picture when we add the Decrease Decimal button to the QAT:

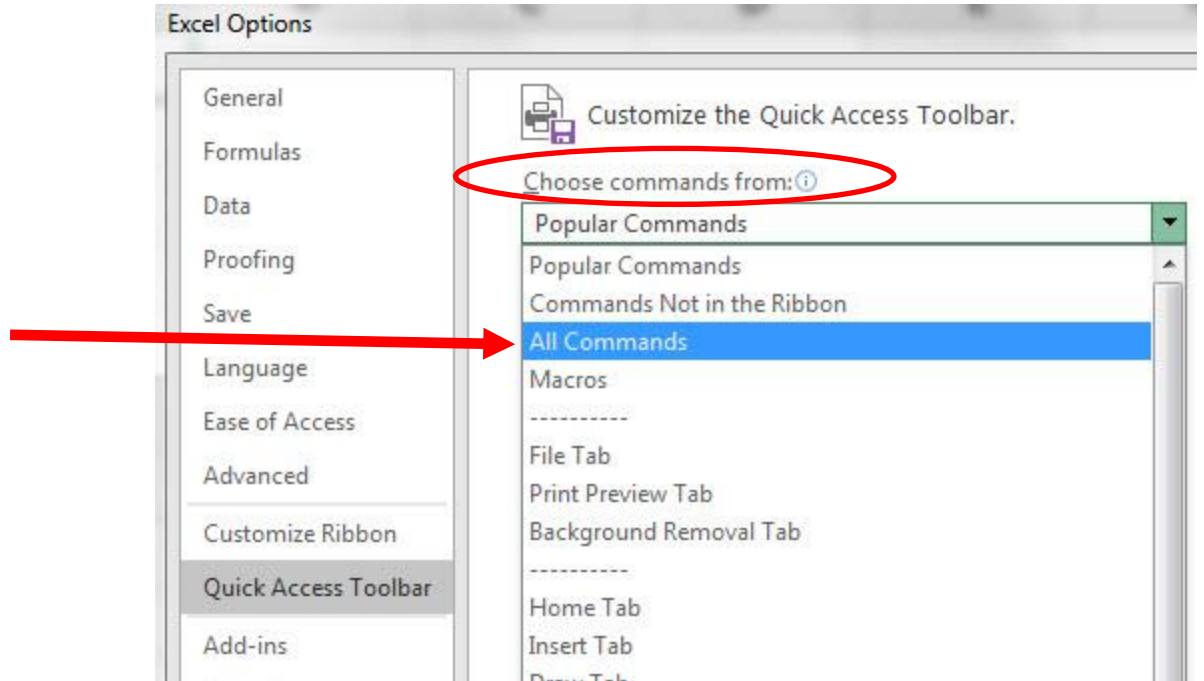


2. You can add buttons to the QAT from the options list of “All Commands”, by following these steps:

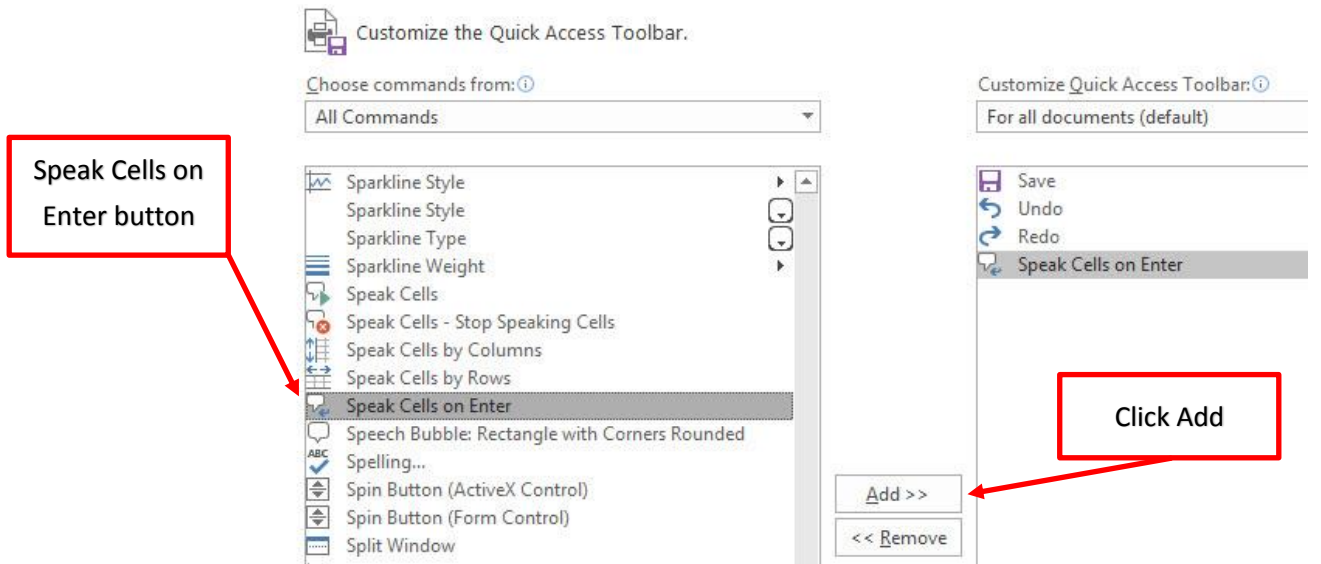
- i. Right-click QAT and click on “Customize Quick Access Toolbar”, like in this picture:



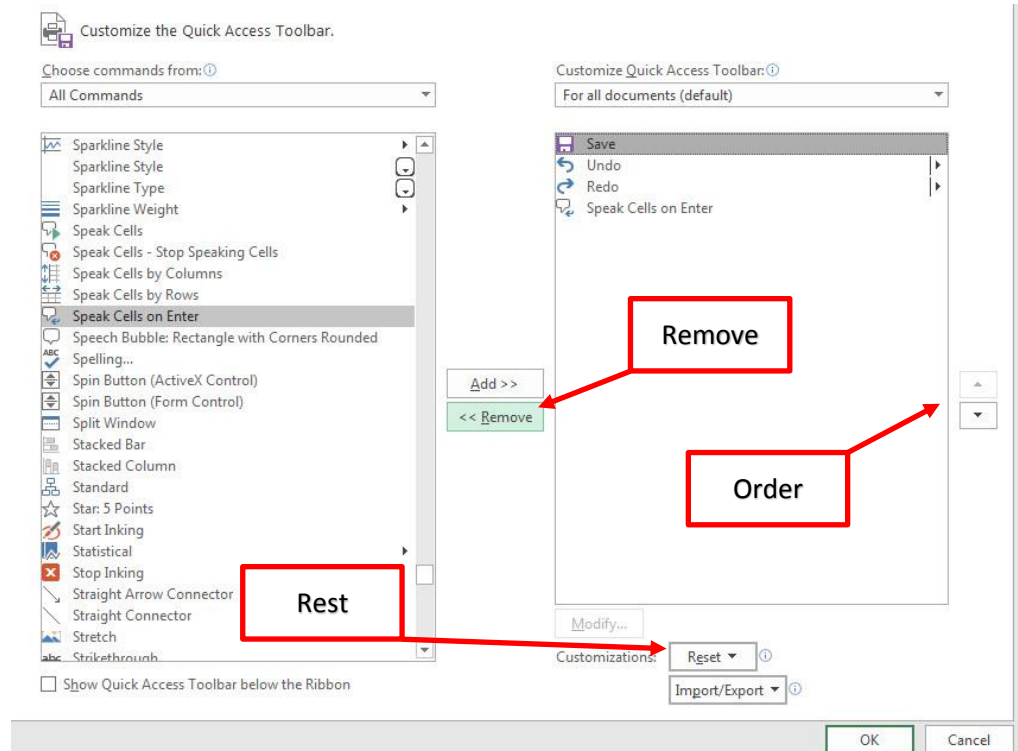
- ii. From “Choose commands from” select “All Commands” or “Commands not in Ribbon”, like this this picture:



- iii. Select buttons from the list to Add, like in this picture where we add “Speak Cells On Enter” button:



- iv. You can also “Remove” and “Order” Buttons and even revert back to Default QAT with the “Reset” button:



## 2) Ribbon:

### i. Customize Ribbon:

1. Right-click Ribbon and click on Customize the Ribbon
  - i. Check or uncheck check boxes for Ribbon Tabs
2. Sometimes you need to go to File, Options, and Add-ins to add new Ribbons.

## 3) New Keyboard Shortcut:

- i. None.

**Office 2016– Excel Basics 07**  
**Video/Class Project #19**  
**Excel Basics 7: Keyboard Shortcuts Are Fast!**

**Goal in video # 6:** Learn that keyboard shortcuts save a lot of time.

Topics Covered in Video:

## 1) New Keyboard Shortcut:

- i. Ctrl + Arrow Key ==>> Jump to end. If all empty, jump to last empty
- ii. Ctrl + Home ==>> Go To A1
- iii. Ctrl + Shift + Arrow Key ==>> Select column or row (go until it sees an empty cell). Works in cells, formulas, and dialog boxes.
- iv. Alt, 1 ==>> get first command in QAT
- v. Ctrl + \* ==>> Select Current Region (go in all directions until it sees an empty cells)
- vi. Alt + = ==>> SUM function
- vii. Shift + Enter ==>> Puts "Thing" in cell and moves selected cell up (above cell with formula).
- viii. F4 = puts dollar signs in cell references. And it jumps screen back in view.
- ix. Alt, N, V ==>> PivotTable dialog box
- x. Alt, P, S, P ==>> Page Setup

Entering “things” into cells:

- 1) Enter = down
- 2) Tab = Right
- 3) Shift + Tab = Left
- 4) Shift + Enter = Up
- 5) Ctrl + Enter = keep cell selected

# Office 2016– Excel Basics 08

## Video/Class Project #20

### Excel Basics 8: Default Data Alignment In Excel & How it Can Help

**Goal in video # 8:** Learn about Default Alignment and how it can help.

Topics Covered in Video:

1) Default Alignment:

- i. Text = Left
- ii. Numbers = Right
- iii. TRUE and FALSE = Center and all capitals
  - 1. TRUE and FALSE values are referred to as either:
    - i. Boolean values
    - ii. Logical values
- iv. Errors from formulas = Center
  - 1. #DIV/0! = Divide by zero
  - 2. #REF! = Formula is using cell reference that has been deleted, or other invalid cell reference
  - 3. #NAME? = Excel built-in function misspelled, Defined Name misspelled, or "text" (word data) in formula is not in double quotes.
  - 4. #N/A = Not Available/ No Answer
  - 5. #VALUE! = Invalid operand or argument type (argument in a function), or Array Formula was entered without Ctrl + Shift + Enter
  - 6. #NULL! = No Intersection
  - 7. #NUM! = Invalid numeric values in a formula or function, or an iterative function like IRR cannot find an answer, or the number is too big or small (number must be between  $-1 \times 10^{307}$  and  $1 \times 10^{307}$ )

2) Knowing Default alignment is helpful because it gives you a visual cue that there may be trouble.

i. Examples:

- 1. If you type "100..75", it will be aligned to the Left as Text rather than a Number because there are two decimals rather than just one.
- 2. If you type the date "14/2/2017", it will be aligned to the Left as Text rather than a Date Number because there is no 14<sup>th</sup> month.
- 3. If numbers are stored as text formulas may not work: SUM function will not add numbers stored as text.

ii. Examples in video:

By default, words are aligned left				
Excel				
By default, numbers are aligned right		Numbers	Dates & Time	Employee Names
43	100..75	12/2/2017	Sioux	20
By default, TRUE/FALSEs are aligned center	100.75	14/2/2017	Tyrone	10
TRUE		12/2/20017		30
By default, errors are aligned center				10
#DIV/0!				0
Empty Cells are empty cells				

1.

## 1) New Keyboard Shortcut:

- xi. None.