

New Horizons
Computer Learning Centers

Microsoft Office 2016



City of Newport Beach

What's New- Office 2010 to 2016

Presented by:
Sean Golriz

January 24, 2017



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Microsoft Word 2016



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Word
Recent

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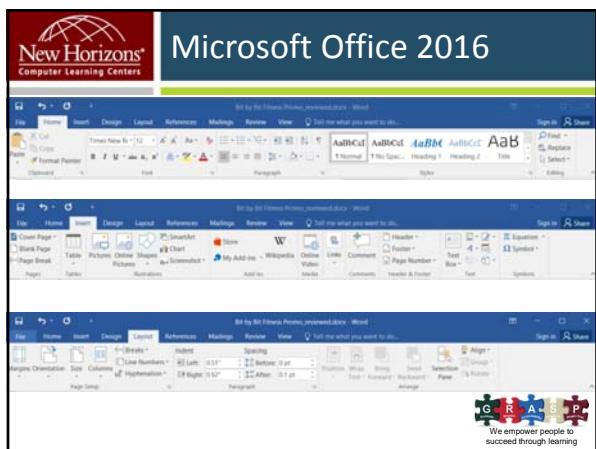
Suggested searches: Business, Industry, Personal, Design, Self, Events, Education, Library

Blank document, Welcome to Word, Single spaced docx, Create new...

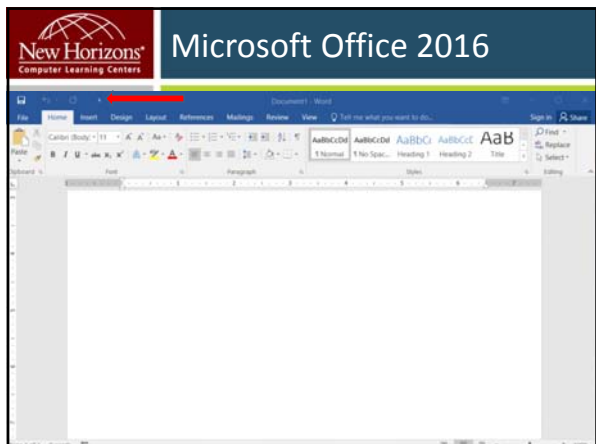


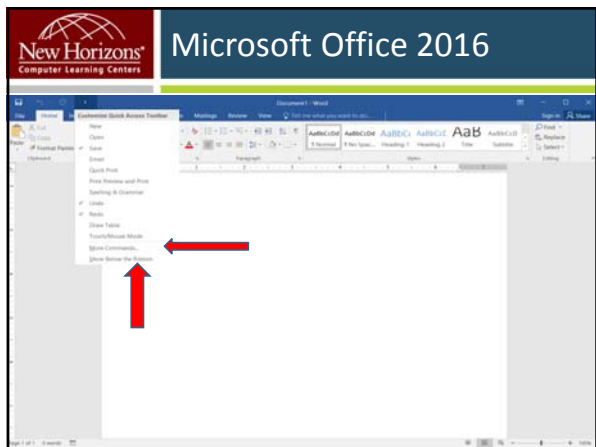
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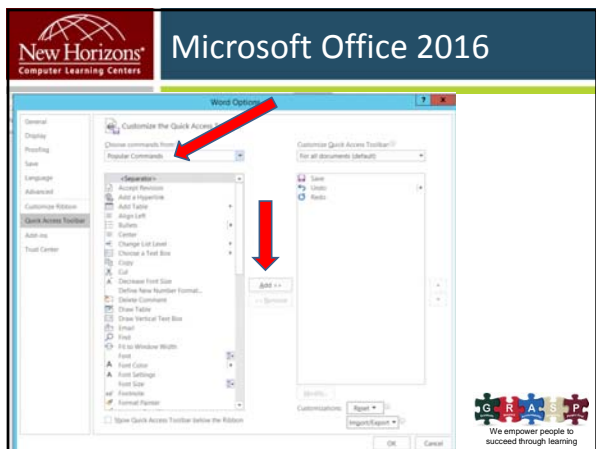


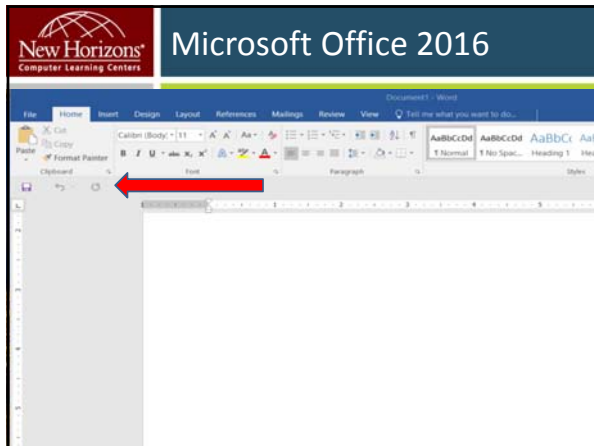


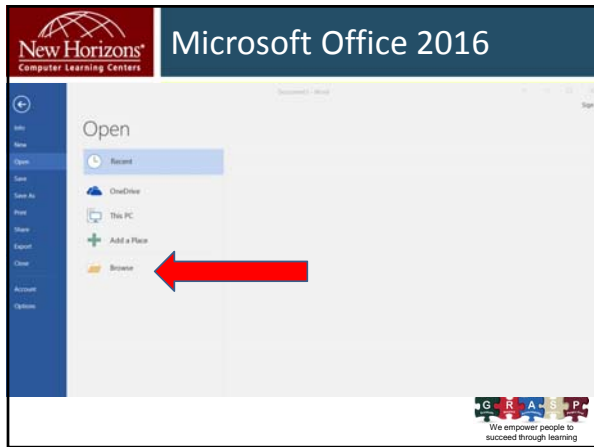


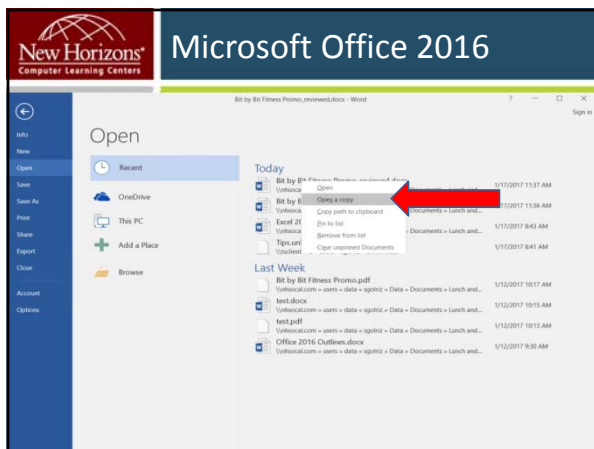






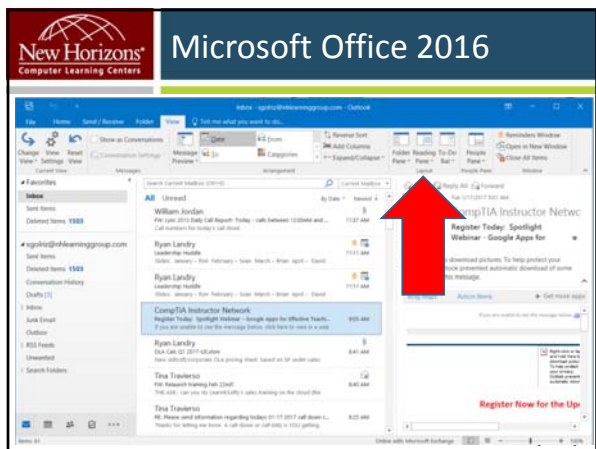


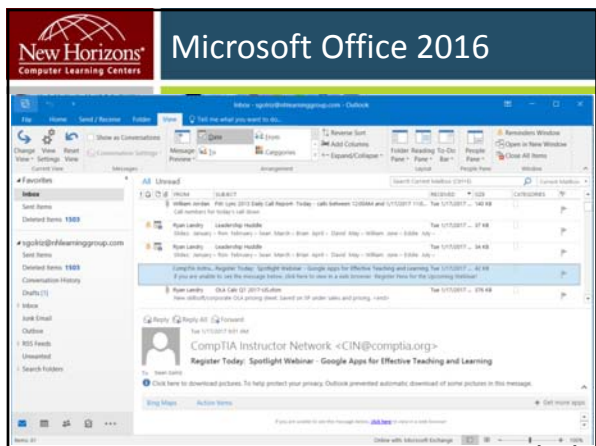
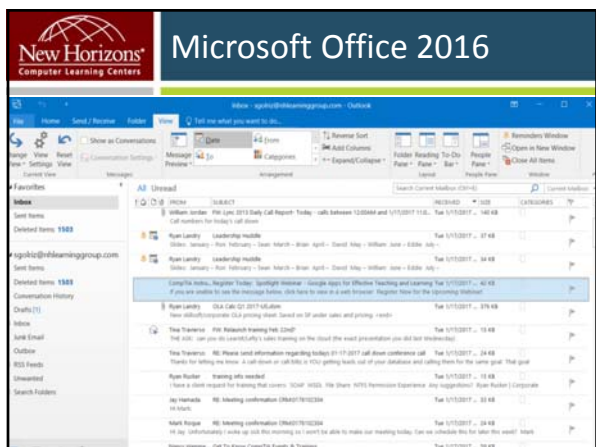
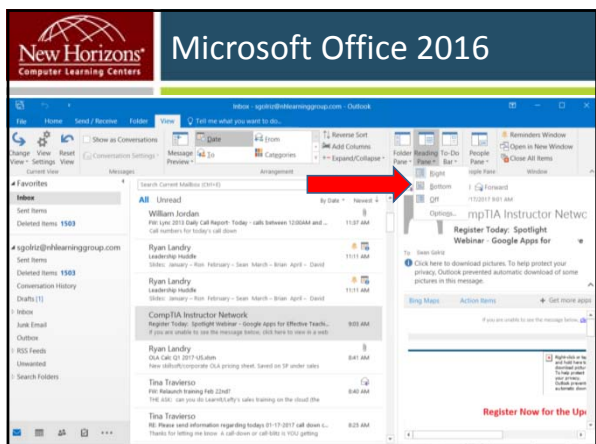


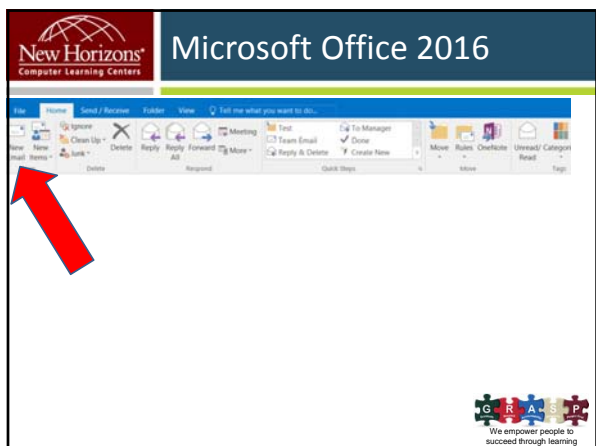


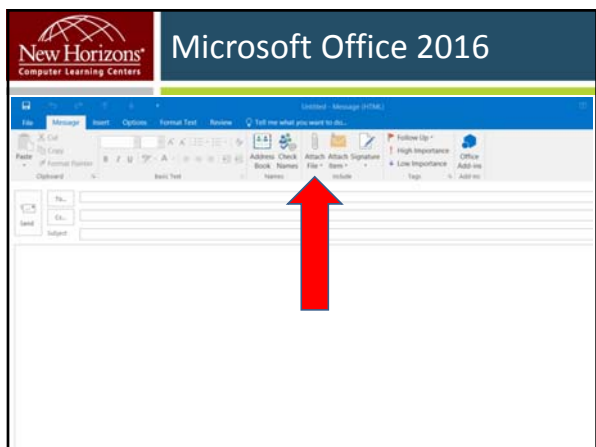


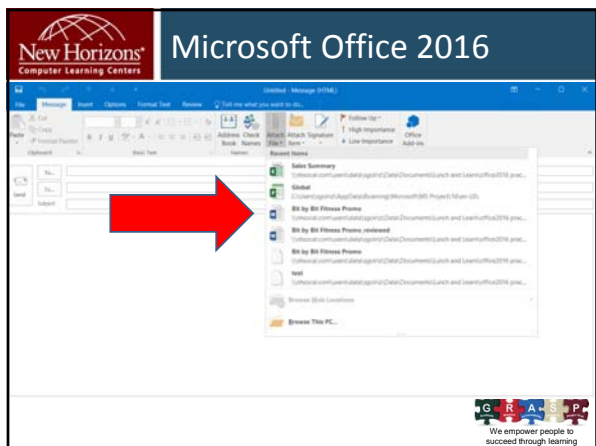


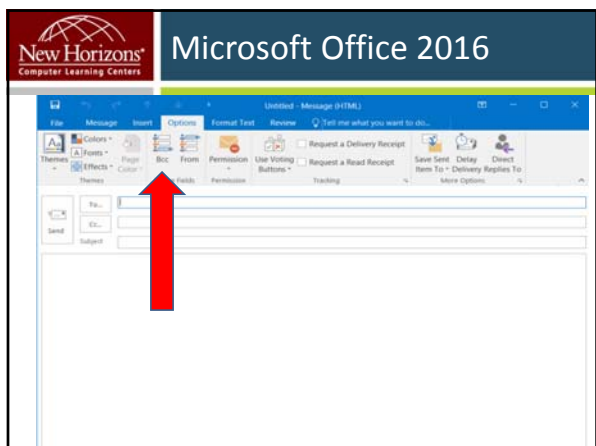




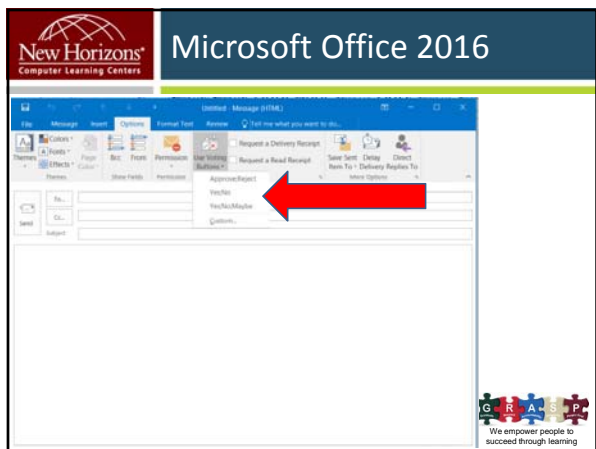


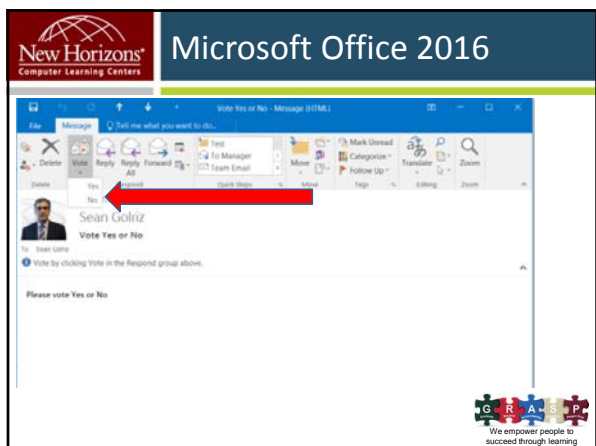


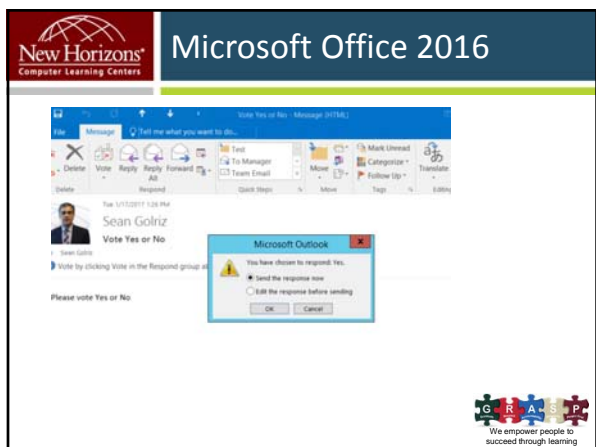


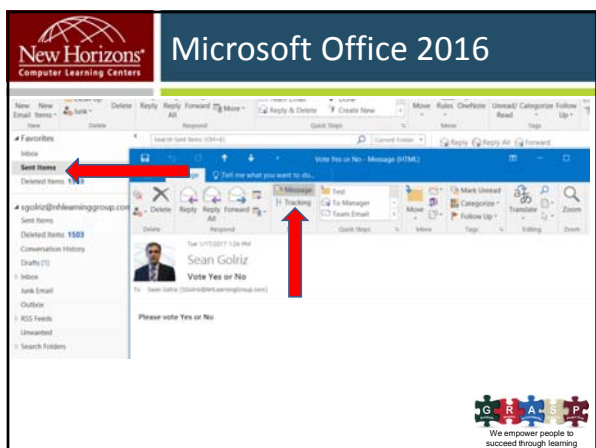


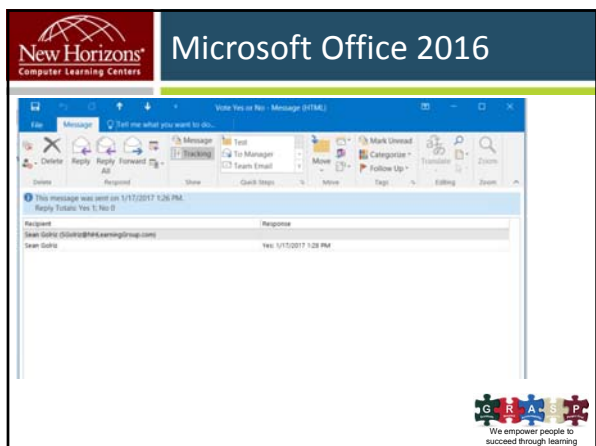




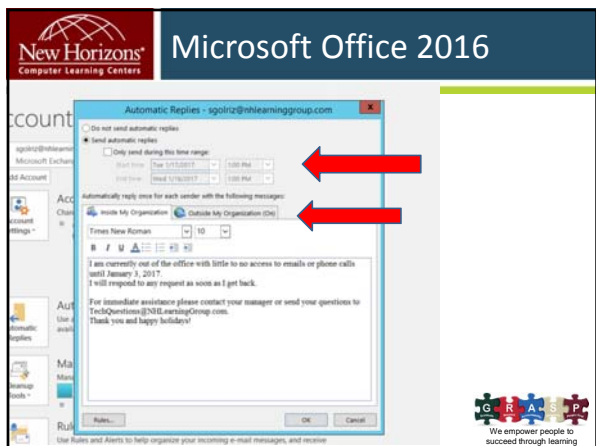


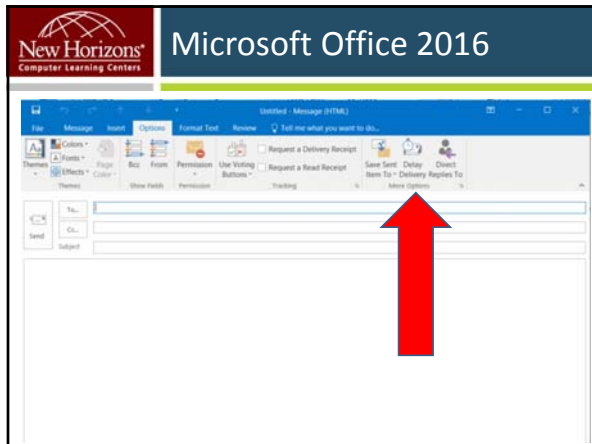


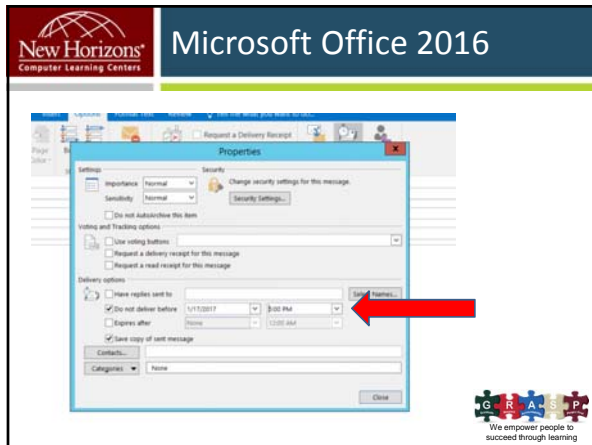


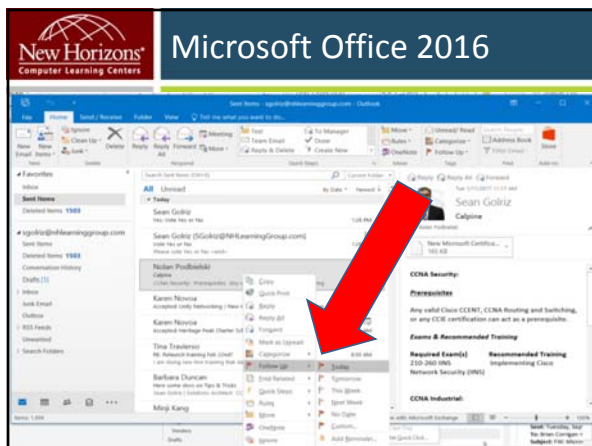




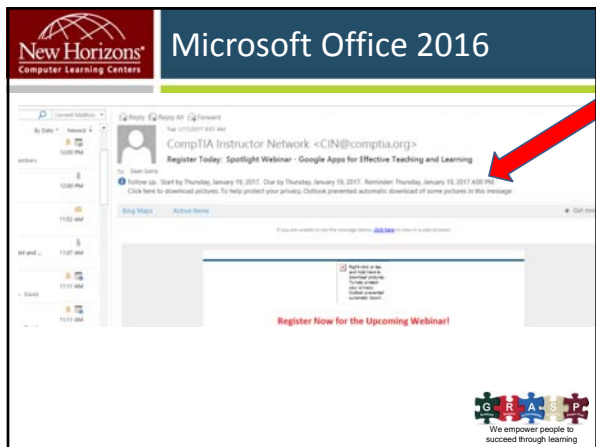


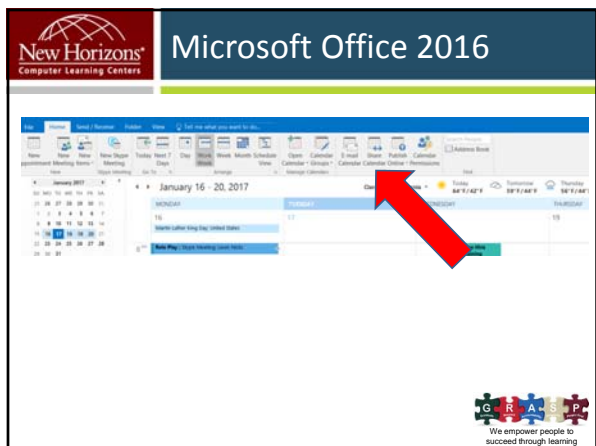


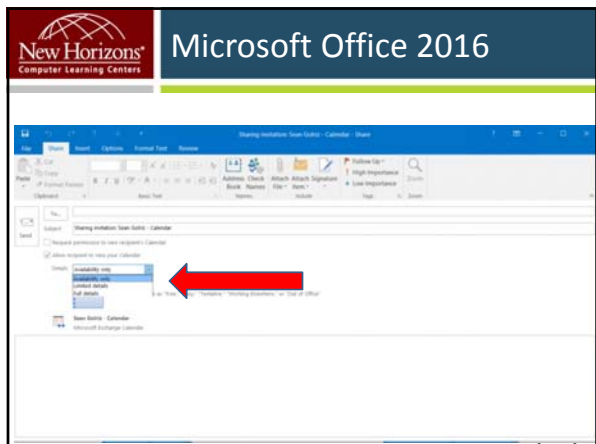


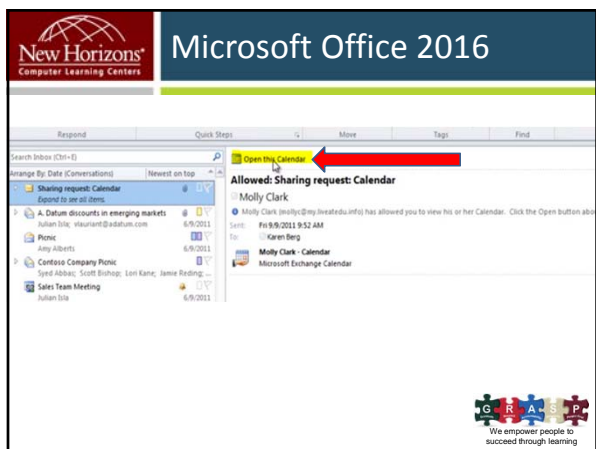




















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Protecting parts of a worksheet

If you want an end user to be able to edit some of the information within the worksheet, you will have to unlock the cells that you want to be edited. To do this, highlight the Cells that you want to be edited. When you have your selection, right click within that selection and select Format Cells.

In the Format Cells dialog box, click on the Protection tab, then click on the Locked checkbox so it is unchecked.

Next, protect the worksheet as you did in the previous section. All cells except the ones that are unlocked will be protected. Users are now able to enter data into the unlocked cells only.

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Tables

Tables can be very beneficial when you are working with large amounts of data and the data is being added and subtracted from. Tables will give you a nice visual layout or your data and will allow for your data to grow without effects to any formulas that are created on the data.

Benefits of using tables:

- 1) Integrated Filter and Sort functionality
- 2) Header row remains visible while scrolling, if your cursor is within the Table
- 3) Automatic expansion of the table when new data is entered
- 4) Automatic reformatting of the table when new data is entered
- 5) Automatic adjustment of formulas, charts when new data is entered

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To convert your data into a Table, make sure your cursor is someplace within the data, navigate to the Insert Tab and select Table. Excel will display a Format As Table dialog box confirming your selection in which the formatting should be applied.

Tip: When selecting the option for My table has headers, Excel will automatically add column filtering when applying the format as a table.

You will now see that the look of the data has changed. Excel has added colored rows for easy navigation and added in filtering for each column.

Count	Last Name	First Name	Address	City	Zip	Cellar	Station Amount	Year Graduated
1	2	Foxke	Fanny	999 Broad St	Wellington	AHS	2500	1978
2	3	Jay	Blake	222 Main St	Fort Collir	Engineerin	3000	1945
3	33	Smith	Owen	1744 E. Mtai	Fort Collir	Vet Med	240	1967
4	34	Bergeron	Cheryl	2821 Rawhi	La Porte	Business	1700	1956
5	35	Frydendall	Max	401 Clydes	Greeley	Natural Sc	1500	1967

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Table Tools
Design Tell me what you want to do...

Filter Button

Table Styles

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Insert functions, build formulas

On the **Formulas** tab, click **Insert Function** to display the **Insert Function** dialog box. Here, you can search for and insert functions, look up the correct syntax, and even get in-depth Help about how your selected functions work.

Insert Function

Search for a function:

Enter a brief description of what you want to do and then click Go.

Or, select a category from the category list.

Select a function:

- AVERAGE
- CONCATENATE
- COUNT
- DATE
- LEN

Available function categories:

Returns the average arithmetic mean of its arguments, which can be numbers or names, arrays, or references that contain numbers.

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