Excel 2016 Expert

Define a Named Range

1. Highlight the cell references you want to name.
2. Select the **Formulas** tab.
3. Select **Define Name**. Select **Define Name** from the drop down list.
4. In the **New Name** dialog box, enter a **Name** for the cell reference range.
5. Select a different scope for the reference to define where the name will be available.
6. Enter a **Comment**, if desired.
7. Change the **Refers to** area, if desired.
8. Select **OK**.

Configure a Data Validation Rule

1. Select the **Data** tab from the Ribbon.
2. Select **Data Validation**.
3. Select **Data Validation** from the drop down list.
4. On the **Settings** tab of the *Data Validation* dialog box, set up the **Validation Criteria**. Use the drop down lists to help you build your criteria. In this example, we are requiring a three-digit number.
5. Select the **Input Message** tab.
6. Enter a **Title** and **Message** that the user will see when he or she selects the cell.
7. Select the **Error Alert** tab.
8. Select the **Style** of error from the drop down list. Enter a **Title** and **Error** message to display if the user enters invalid data.
9. Select **OK**.

Record a Macro

1. Select the **VIEW** tab from the Ribbon.
2. Select **MACROS**.
3. Select **RECORD MACRO**.

The *Record Macro* dialog box is displayed.

4. Enter a **NAME** for your macro. The name cannot contain spaces.
5. Indicate a keyboard shortcut, if desired.
6. Select the location where you would like to **Store** your macro from the drop down list.
7. If desired, enter a **DESCRIPTION** of what your macro accomplishes.
8. Select **OK**.

Set Calculation Options

1. Select the **Formulas** tab from the Ribbon.
2. Select **Calculation Options**.
3. Select one of the calculation options.
4. If you do not use **Automatic calculation**, you can use the **Calculate Now** and **Calculate Sheet** commands in the same group on the **Formulas** tab.

Define Conditional Format Rule

1. Highlight the cell or cell range where you want to use conditional formatting.
2. Select the **Conditional Formatting** tool from the **Home** tab on the Ribbon.
3. Select **New Rule**.
4. In the **New Formatting Rule** dialog box, select **Type**.
5. Enter the Rule Description and type of formatting.
6. Select **OK**.

Create Dual-Axis Chart

1. Select the **Chart Tools Design** tab on the Ribbon.
2. Select **Change Chart Type**.
3. Select the **Combo** option in the **Change Chart Type** dialog box.
4. Select one of the combination options from the top.
5. Below the preview, check the Secondary Axis box for each data series in your chart that you want to plot on a separate axis. Select the **Chart Type** for each item.
6. Select **OK**.

Add Calculated Field to PivotTable

1. Place your cursor anywhere in the PivotTable.
2. Select the **PivotTable Tools Analyze** tab from the Ribbon.
3. Select **Fields, Items & Sets**.
4. Select **Calculated Field**.
5. In the **Insert Calculated Field** dialog box, enter a **Name** for your new field.
6. Enter the **Formula** to calculate the new field. You can highlight an item in the **Fields** list and select **Insert Field** to use an existing field as part of your formula.
7. Select **Add**.

Enter a Nested Function

1. Enter a function in a cell.
2. As one of the function's arguments, in parenthesis, enter the entire function syntax, including arguments, for the nested function.

Functions

AND – Logical function that returns TRUE if ALL arguments are true

OR – Logical function that returns TRUE if any ONE or more arguments is true

NOT – Logical function that determines if one items is NOT equal to another

SUMIFS – Math&Trig function that adds cells in a range if criteria pairs (range and criteria) are met for multiple arguments

AVERAGEIFS – Math&Trig function that averages cells in a range if criteria pairs (range and criteria) are met for multiple arguments

COUNTIFS – Math&Trig function that counts cells in a range if criteria pairs (range and criteria) are met for multiple arguments

VLOOKUP – Lookup&Reference function that returns the value in a specified column in the same row as a cell indicated in the first column

HLOOKUP – Lookup&Reference function that returns the value in a specified row in the same column as a cell indicated in the first row

MATCH – Lookup&Reference function that returns the relative position of a specified item in a range of cells

INDEX – Lookup&Reference function that returns an intersection between a specified row and column in a given range

GETPIVOTDATA – function that extracts data from a PivotTable to use in formulas and further analysis