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**Excel 2016: Core Data Analysis,
Manipulation, and Presentation
Study Guide
Exam 77-727**

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Exam 77-727. Microsoft Excel 2016



Microsoft Office Specialist

This book covers the skills you need to have for certification as a Microsoft Office Specialist in Excel 2016. Specifically, you need to be able to complete tasks that demonstrate the following skill sets:

- 1 Create and manage worksheets and workbooks
- 2 Manage data cells and ranges
- 3 Create tables
- 4 Perform operations with formulas and functions
- 5 Create charts and objects

With these skills, you can create and populate Excel workbooks, and format, organize, and present the types of data most commonly used in a business environment.

Prerequisites

We assume that you have been working with Excel 2016 for at least six months and that you know how to carry out fundamental tasks that are not specifically mentioned in the objectives for this Microsoft Office Specialist exam. Before you begin studying for this exam, you might want to make sure you are familiar with the information in this section.

Select content

To select all the content in a worksheet

- At the junction of the row and column headings (above row 1 and to the left of column A), click the **Select All** button.

To select an individual worksheet column or row

- Click the column heading (labeled with the column letter) or the row heading (labeled with the row number).

To select data in a table, table column, or table row

- Point to the upper-left corner of the table. When the pointer changes to a diagonal arrow, click once to select only the data, or twice to select the data and headers.

Tip

This method works only with tables, not with data ranges.

- Point to the top edge of the table column. When the pointer changes to a downward-pointing arrow, click once to select only the data, or twice to select the data and header.

Tip

You must point to the edge of the table, not to the column heading or row heading.

- Point to the left edge of the table row. When the pointer changes to a right-pointing arrow, click once to select the data.

Manage data entry

You enter text or a number in a cell simply by clicking the cell and entering the content. When entering content, a Cancel button (an X) and an Enter button (a check mark) are located between the formula bar and Name box, and the indicator at the left end of the status bar changes from Ready to Enter.

Excel allows a long text entry to overflow into an adjacent empty cell and truncates the entry only if the adjacent cell also contains an entry. However, unless you tell it otherwise, Excel displays long numbers in their simplest form, as follows:

- If you enter a number with fewer than 12 digits in a standard-width cell (which holds 8.43 characters), Excel adjusts the width of the column to accommodate the entry.
- If you enter a number with 12 or more digits, Excel displays it in scientific notation. For example, if you enter 12345678912345 in a standard-width cell, Excel displays 1.23457E+13 (1.23457 times 10 to

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the thirteenth power).

- If you enter a value with many decimal places, Excel might round it. For example, if you enter 123456.789 in a standard-width cell, Excel displays 123456.8.
- If you manually set the width of a column and then enter a numeric value that is too large to be displayed in its entirety, Excel displays pound signs (#) instead of the value.

To complete data entry

- Click the **Enter** button (the check mark) on the formula bar to complete the entry and stay in the same cell.
- Press **Enter** or the **Down Arrow** key to complete the entry and move down to the next cell in the same column.
- Press the **Tab** key or the **Right Arrow** key to complete the entry and move (to the right) to the next cell in the same row, or to the next cell in the table (which might be the first cell of the next row).
- Press **Shift+Enter** or the **Up Arrow** key to complete the entry and move up to the previous cell in the same column.
- Press **Shift+Tab** or the **Left Arrow** key to complete the entry and move (to the left) to the previous cell in the same row.

Manage worksheets

To delete a worksheet

- Right-click the worksheet tab, and then click **Delete**.
- With the worksheet active, on the **Home** tab, in the **Cells** group, click the **Delete** arrow, and then click **Delete Sheet**.

Reuse content

Excel offers several methods of cutting and copying content. After selecting the content, you can click buttons on the ribbon, use a keyboard shortcut, or right-click the selection and click commands on the shortcut menu. Cutting or copying content places it on the Microsoft Office Clipboard, which is shared by Excel and other Office programs such as Word and PowerPoint. You can paste content that is stored on the Clipboard into a workbook (or any Office file) by using commands from the ribbon, shortcut menu, or keyboard, or

directly from the Clipboard.

Experienced users might find it fastest to use a keyboard shortcut. The main keyboard shortcuts for editing tasks are shown in the following table.

| Task | Keyboard shortcut |
|-------------|-------------------|
| Cut | Ctrl+X |
| Copy | Ctrl+C |
| Paste | Ctrl+V |
| Undo | Ctrl+Z |
| Repeat/Redo | Ctrl+Y |

Exam Strategy

When you paste content onto an Excel worksheet, the Paste Options menu presents options for formatting the pasted content. Exam 77-727 requires that you demonstrate the ability to use common paste options, including pasting values, pasting without formatting, and transposing data.

Excel shares the Office Clipboard with Word and other programs in the Microsoft Office suite of products. You can easily reuse content from one Office file in another.

To paste cells from the Clipboard to a data range

1. Select the upper-left cell of the area into which you want to insert the cut or copied cells.
2. On the **Home** tab, in the **Cells** group, click the **Insert** arrow, and then click **Insert Cut Cells** or **Insert Copied Cells**.
3. In the **Insert Paste** dialog box, click **Shift cells right** or **Shift cells down** to move the existing data. Then click **OK**.

To paste cells from the Clipboard over existing data

1. Select the upper-left cell of the area into which you want to insert the cut or copied cells.
2. Do either of the following:
 - On the **Home** tab, in the **Clipboard** group, click **Paste**.
 - Press **Ctrl+V**.