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:

   ![QAT Image]

   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:

   ![Move QAT Image]

   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:

   ![Customize QAT Image]

       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 picture:

![Excel Options](image1.png)

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

![Customize the Quick Access Toolbar](image2.png)
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
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*10^307 and 1*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 14th 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:

<table>
<thead>
<tr>
<th>By default, words are aligned left Excel</th>
<th>Numbers</th>
<th>Dates &amp; Time</th>
<th>Employee Names</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>By default, numbers are aligned right</td>
<td>43</td>
<td>100.75</td>
<td>12/2/2017</td>
<td>Sioux 20</td>
</tr>
<tr>
<td>By default, TRUE/FALSEs are aligned center</td>
<td>TRUE</td>
<td>100.75</td>
<td>14/2/2017</td>
<td>Tyrone 10</td>
</tr>
<tr>
<td>By default, errors are aligned center</td>
<td>#DIV/0!</td>
<td>12/2/2017</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>Empty Cells are empty cells</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

1) New Keyboard Shortcut:
   xi. None.