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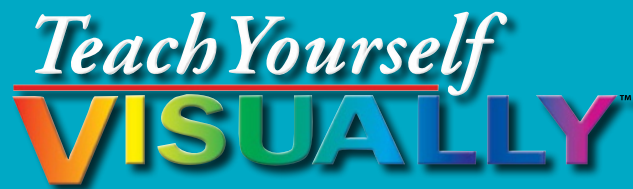
Excel® 2016

The Fast and Easy Way to Learn



Paul McFedries

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by Paul McFedries

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About the Author

Paul McFedries is a full-time technical writer. He has been authoring computer books since 1991 and has more than 85 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Windows 10*, *Windows 10 Simplified*, *The Facebook Guide for People Over 50*, *iPhone 6 Portable Genius*, and *iPad Portable Genius*. Paul is also the proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal website at www.mcfedries.com or follow him on Twitter @wordspy.

Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you will read in this book. However, this book is more than just the usual collection of words and phrases designed to educate and stimulate the mind. A quick thumb through the pages will show you that this book is also chock-full of treats for the eye, including copious screenshots, beautiful colors, and sharp fonts. Those sure make for a beautiful book, and that beauty comes from a lot of hard work by the production team at SPi Global. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that I got to work with directly, including project and copy editor Lynn Northrup and technical editor Donna Baker. Thanks to both of you for your exceptional competence and hard work. Thanks, as well, to Aaron Black for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Insert a Clip Art Image

You can improve the look of an Excel worksheet by adding a clip art image to the sheet. *Clip art* refers to small images or artwork that you can insert into your documents. Excel 2016 does not come with its own clip art, but it does give you access to online clip art collections that contains thousands of images from various categories, such as business, people, nature, and symbols. By default, these images are licensed under Creative Commons, so you can use them without charge.

- 1 Display the worksheet on which you want to insert the clip art image.
- 2 Click the cell where you want the upper-left corner of the image to appear.
- 3 Click the **Insert** tab.
- 4 Click **Illustrations**.
- 5 Click **Online Pictures**.

The Insert Pictures window appears.

- 6 Click **Bing Image Search**.
- 7 Use the text box to type a word that describes the kind of clip art image you want to insert.
- 8 Click **Search**.

Excel displays a list of clip art images that match your search term.

- 9 Click the clip art image you want to use.
- 10 The address of the website that offers the image appears here.
- 10 Click **Insert**.

Excel inserts the clip art.

Note: If you need to move or size the clip art, see the "Move or Resize a Graphic" section later in this chapter.

TIPS

What is a Creative Commons license?
Creative Commons (<http://creativecommons.org>) is a non-profit organization that enables artists to license their works for other people to use free of charge. There are several different Creative Commons licenses, so you should visit the website that offers the image you select to check the specifics of the license.

Can I insert other online images?
Yes. If you have connected your Facebook or your Flickr account to Windows 8 or later, you can also use the Facebook or Flickr option to choose a photo. If you are using a Microsoft account with Windows 8 or later, you can use the OneDrive option to select an image from your OneDrive.

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Adding Worksheet Graphics

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	A	B
1	Full Name	First Name
2	Maria Anders	Maria
3	Ana Trujillo	Ana
4	Antonio Moreno	Antonio
5	Thomas Hardy	Thomas
6	Christina Berglund	Christina
7	Hanna Moos	Hanna
8	Frédérique Citeaux	Frédérique
9	Martin Sommer	Martin
10	Laurence Leblan	Laurence
11	Elizabeth Lincoln	Elizabeth
12	Victoria Ashworth	Victoria
13	Patricio Simpson	Patricio
14	Francisco Chang	Francisco

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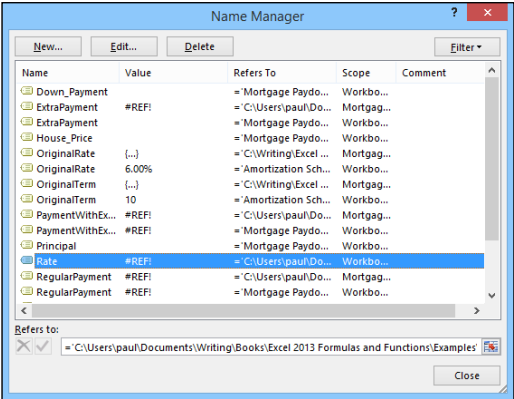
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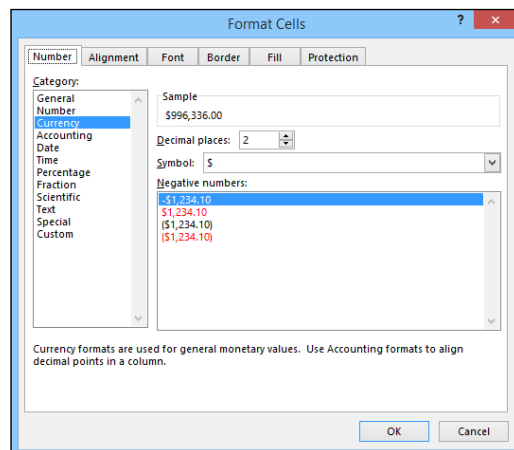
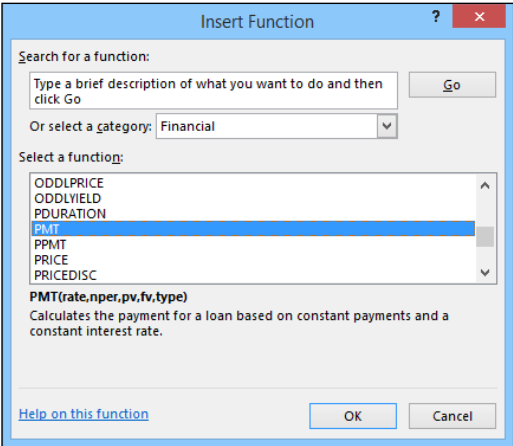


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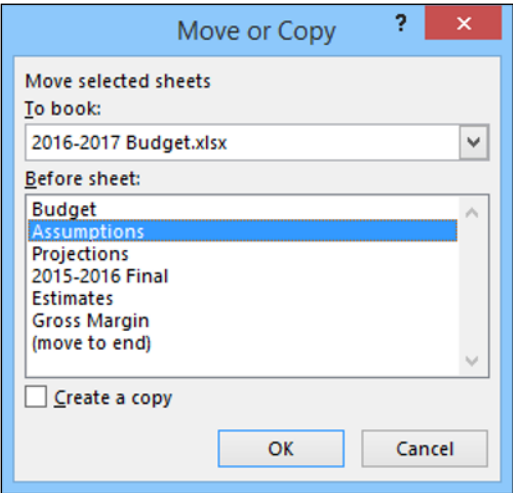
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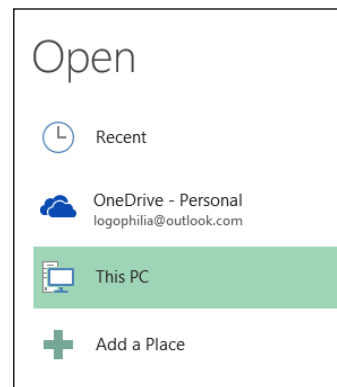
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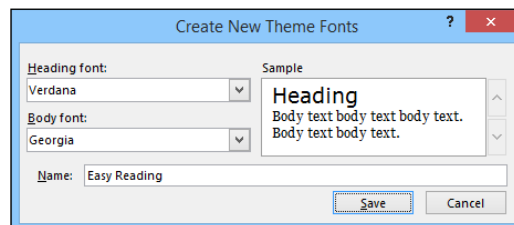
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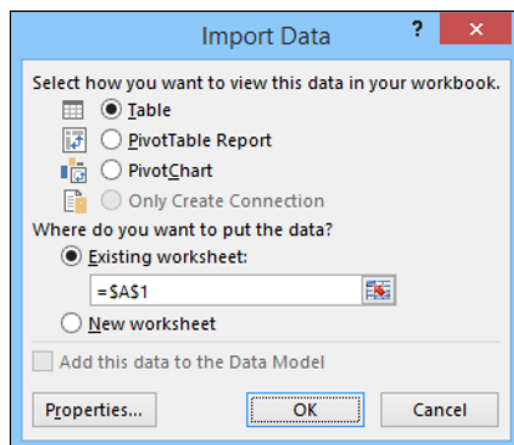
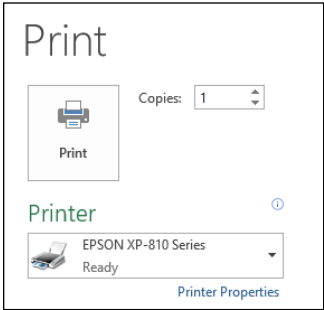


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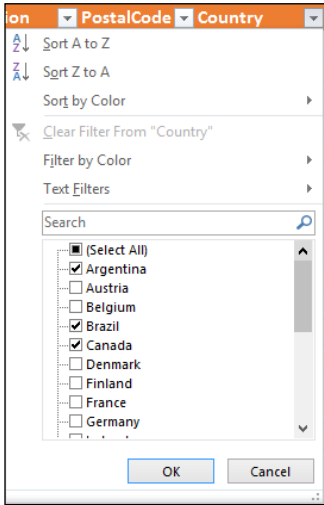
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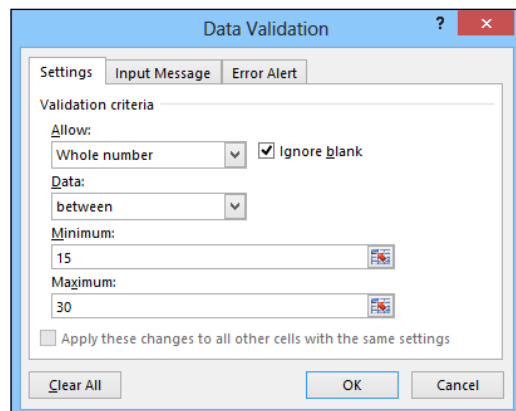
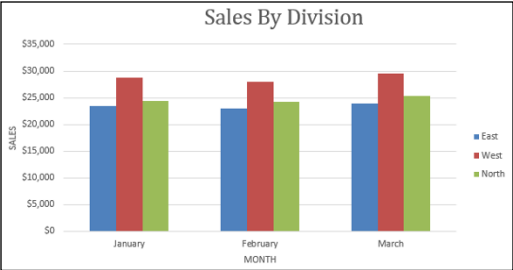


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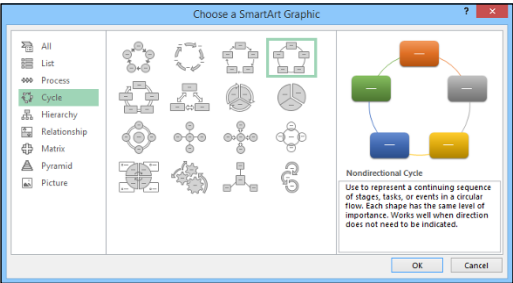
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