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## **Microsoft Excel 2016 Step by Step: Frye, Curtis ...**

Exploring the Excel 2016 Environment Open Excel by using the Start menu or by double-clicking the Desktop icon for Excel 2016. Title Bar 1. Note the Title Bar section which has window controls at the right end, as in other Microsoft Office programs. 2. Note that a blank workbook opens with a default file name of Book1. Quick Access Toolbar

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Curtis Frye is the author of more than 30 books, including Microsoft Excel 2013 Step by Step for Microsoft Press and Brilliant Excel VBA Programming for Pearson, UK. He has also created and recorded more than three dozen courses for lynda.com, including Excel for Mac 2016 Essential Training and Excel 2013: PivotTables in Depth. In addition to his work as a writer, Curt is a popular conference ...

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Select cell D1 to make it the active cell and type the equal sign followed by a left bracket (=). Select cell C2 to enter the cell reference in the formula, then type the minus sign (-). Select cell C4 to enter this cell reference into the formula, then type a right bracket ()).

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The Quick Analysis tool (available in Excel 2016 and Excel 2013 only) let you total your numbers quickly. Whether it's a sum, average, or count you want, Excel shows the calculation results right below or next to your numbers. Select the cells that contain numbers you want to add or count.

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Install Office for the first time. Some Office 2016 and Office 2013 products come with a product key. If yours did, before installing Office for the first time, sign in with an existing or new Microsoft account and enter your product key at [office.com/setup](https://office.com/setup). Redeeming your key is what links your account with Office so you only have to do this once.

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