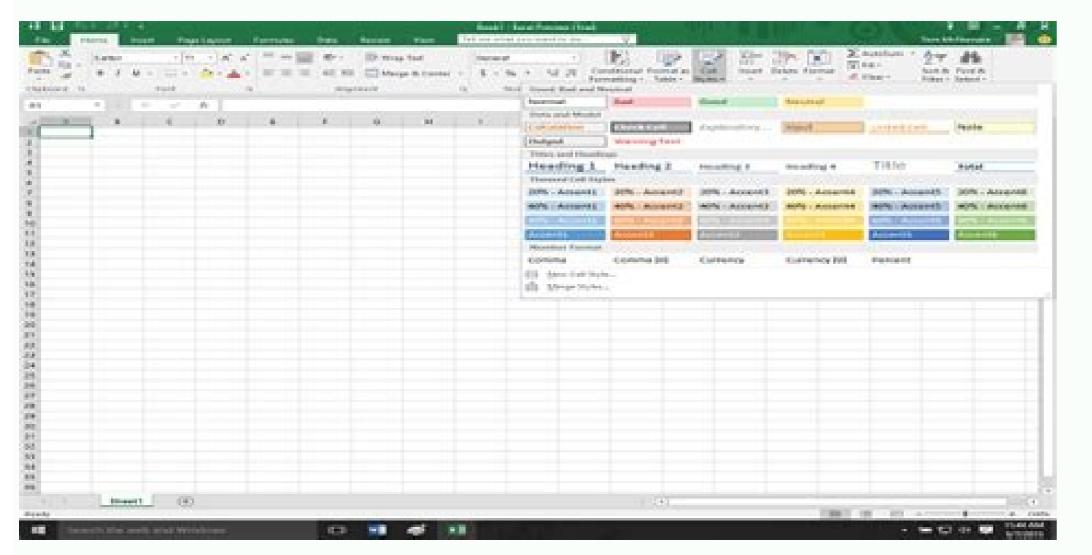
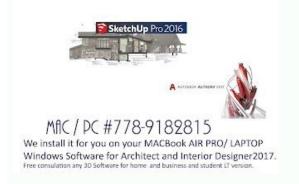
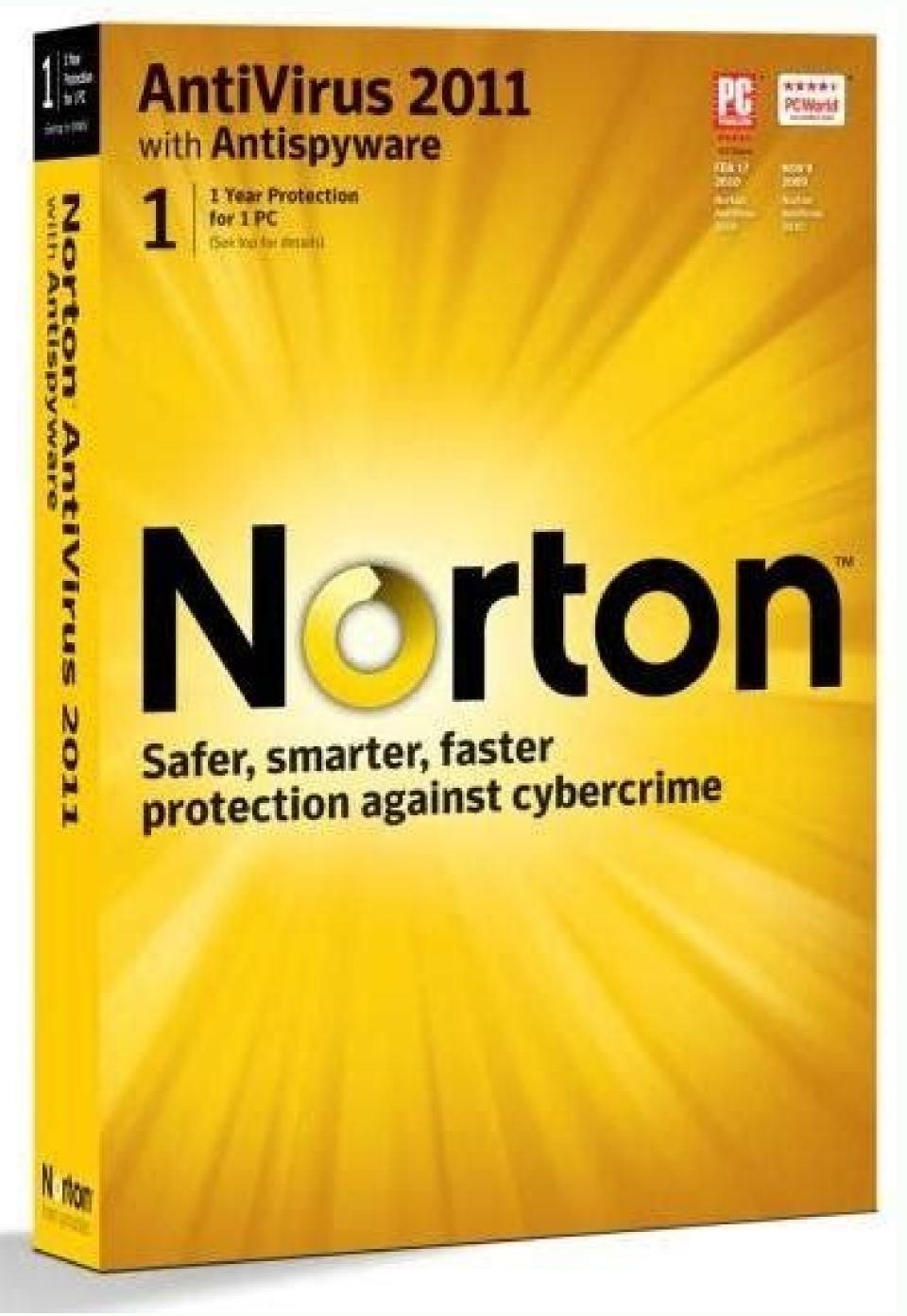
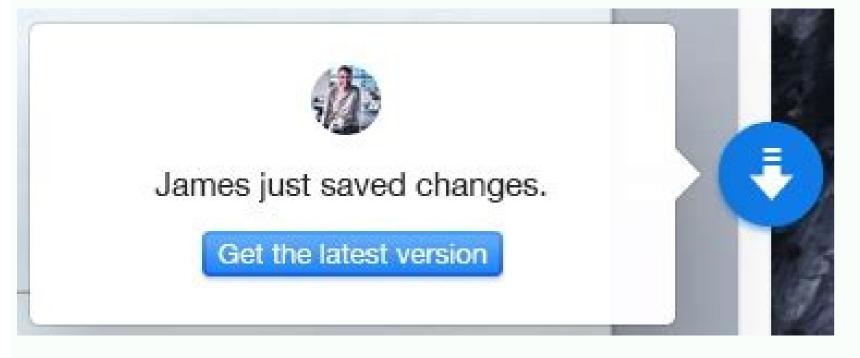
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or example, in a bookstore it could show the distribution of prices of different genres of books. Also see the nifty new Tell Me feature described below. Just as in previous versions of Excel, if you want the Ribbon to go away, press Ctrl-F1. Page 2 Spreadsheet pros will be pleased with four new features built into Excel 2016 and 2019 — Quick Analysis.	lveic
precast Sheet, Get & Transform and 3D Maps.Quick AnalysisIf you're looking to analyze data in a spreadsheet, the new Quick Analysis tool will help. IDG Get & Transform lets you pull in and shape data from a wide variety of sources. Click a name to see the location of the cell they're currently working on (for example, G11). And when I searched	
Steel output United States," Smart Lookup pulled up the Wikipedia entry for the United States. Note that in order to use Smart Lookup in Excel or any other Office app, you might first need to enable Microsoft's intelligent services feature, which collects your search terms and some content from your spreadsheets and other documents. Once you	
one that, to create the chart, select the data, then select Insert > Recommended Charts > All Charts > Funnel.Map charts Map charts do exactly what you think they should: They let you compare data across different geographical regions, such as countries, regions, states, countries or postal codes. Each location now displays its associated email	
ldress underneath it. You'll need to first have data suitable for mapping, and then prepare that data for 3D Maps. Those steps are beyond the scope of this article, but here's advice from Microsoft about how to get and prepare data for 3D Maps. It displays a running total of the positive and negative contributions toward a final net value. To start,	
ead to Excel Online by going to office.com; then sign in using your Microsoft ID and click the Excel button. iDG Excel 2019's map charts display data by location. (Microsoft calls this "co-authoring.") When you collaborate with others live, everyone with access to a document can work on it simultaneously, with everyone seeing what everyone else	
oes as they edit. But Excel was left out in the cold for live collaboration. Show Tabs: This shows the tabs but hides the commands underneath them. Formerly known as Power Query, it was made available as a free add-in to Excel 2013 and worked only with the PowerPivot features in Excel Professional Plus. When you've downloaded the workbook	
pen it up, select Insert > 3D Map > Open 3D Maps and click the map to launch it. The screenshot shown here is from Microsoft's Dallas Utilities Seasonal Electricity Consumption Simulation demo. When you're ready, click the Share button. When you're done, a screen pops up confirming to whom you've sent the email, and whether they can edit	
and the document. They can then edit the document right in their browser window. Everyone using the document sees the changes that other people make in real time. Then, back on the first pop-up, click Send. Excel now sends an email to all the people with whom you want to collaborate. (Click image to enlarge.) Pareto. Then type in a note	
ou want. If you're signed in with an individual Microsoft account, the people you share the document by default; however, you can give them read-only access instead by clicking the "Recipients can edit" link under the "Add a quick note" area and choosing "Recipients can only view" from the drop-down list. A small icon	
spreadsheet with a lightning bolt on it appears. IDG The backstage area shows which cloud-based services you've connected to your Office account. For example, you can use the tool to highlight the cells with a value greater than a specific number, get the numerical average for the selected cells, or create a chart on the fly. That turns on the 3D appears. In the selected cells with a value greater than a specific number, get the numerical average for the selected cells, or create a chart on the fly. That turns on the 3D appears in the convenience of doing research from right within the app.) In the selected cells with a value greater than a specific number, get the numerical average for the selected cells, or create a chart on the fly. That turns on the 3D appears in the cells with a value greater than a specific number, get the numerical average for the selected cells, or create a chart on the fly. That turns on the 3D appears in the cells with a value greater than a specific number, get the numerical average for the selected cells, or create a chart on the fly. That turns on the 3D appears in the cells with a value greater than a specific number, get the numerical average for the selected cells, or create a chart on the fly. That turns on the 3D appears in the cells with a value greater than a specific number, get the numerical average for the selected cells, or create a chart on the fly in the cells with a value greater than a specific number, get the numerical average for the selected cells, or create a chart on the fly in the cells with a value greater than a specific number, get the numerical average for the numerical average for the selected cells.	
bu haven't enabled it, you'll see a screen when you click Smart Lookup asking you to turn it on. (Click image to enlarge.) Get things done quickly with Tell MeExcel has never been the most user-friendly of applications, and it has so many powerful features it can be tough to use. But it still works in the same way, and you'll find most of the comma	
the same locations as in earlier versions. (Click image to enlarge.) Even if you consider yourself a spreadsheet jockey, it'll be worth your while trying out Tell Me. It's a big time-saver, and far more efficient than hunting through the Ribbon to find a command. Put your cursor in one of the data cells, go to the Data tab on the Ribbon and select	ands
precast Sheet from the Forecast group toward the right. In this instance, the top result is a direct link to the form for creating a PivotTable — select it and you'd like more information about your task, the last two items that appear in the Tell Me	;
enu let you select from related Help topics or search for your phrase using Smart Lookup. It could, for example, show the number of books sold in specific price ranges in a bookstore. To display the commands underneath the tabs when they're hidden, press Ctrl-F1, click a tab, or click the Ribbon display icon and select "Show Tabs and Comman	nds."
how Tabs and Commands: Selecting this shows both the tabs and commands. IDG Excel 2016 includes six new chart types, including waterfall. (Click image to enlarge.) To create a map chart, then select the data you want to chart, then select Insert > Maps, then select the map chart. In the "Personalize your copy of Microsoft Office" section, click the	
own arrow next to Office Theme, and select Dark Gray or White (or Black) from the drop-down menu. There's also a checkbox to allow them to edit the workbook or not. If you want to share with more than one person, enter multiple email addresses. IDG The Quick Analysis feature gives you a variety of tools for analyzing your data instantly. IDG	You د
an change Excel's green title bar: In the "Personalize your copy of Microsoft Office" section, click the down arrow next to Office Theme and pick a color. If you want more information, click the Explore tab in the pane. (Click image to enlarge.) On the upper right of the screen is a list of everyone collaborating on the document. To get live	
ollaboration in the Excel desktop client, you have to be an Office 365 subscriber. Perpetual-license Excel 2016 and 2019 users can, however, collaborate live using the web-based version of Excel, and I'll show you how to do that here. (See "How to use Excel's new live collaboration features" for a complete walkthrough of how to use them.) Many expected that Excel 2019 would get co-authoring features, but that's not the case. Right-click a cell with a word or group of words in it, and from the menu that appears, select Smart Lookup. When you do that, Excel uses Microsoft's Bing search engine to do a web search on the word or words, then displays definitions, and the case is a cell with a word or group of words in it, and from the menu that appears is a cell with a word or group of words in it, and from the word or words, then displays definitions, and the case is a cell with a word or group of words in it, and from the word or words, then displays definitions are considered to the case.	177
elated Wikipedia entries, and other results from the web in the Smart Lookup pane that appears on the right. You'll find the new charts, mixed in with the older ones. (Click image to enlarge.) There's a very useful feature in what Microsoft calls the backstage area that appears when you click File on the Ribbon: If you click Open or Save As from the	
enu on the left, you can see the cloud-based services you've connected to your Office account, such as SharePoint and OneDrive. (Click image to enlarge.) To find out which commands reside on which tabs on the Ribbon, download our Excel 2016 and 2019 Ribbon guick reference. Microsoft sells Office under two models: Individuals and business	
an pay for the software license up front and own it forever (what the company calls the "perpetual" version of the suite), or they can purchase an Office 365 subscription fee. When you purchase a perpetual version of the suite — say, Office 2016 or	
ffice 2019 — its applications will never get new features, whereas Office 365 apps are continually updated with new features. In Office 365, Excel has all those features and click Apply. If you're using Excel Online, everybody can make changes (assuming you've given them editing privileges). Once you have	ave
roperly prepared data, open the spreadsheet and select Insert > 3D Map > Open 3D Maps. When you do that, you'll also see an option to designate whether recipients need to be signed in with a Microsoft account to see the workbook. Select any to create the chart. (Click image to enlarge.) New features in Excel 2019Excel 2019 has a few new	
atures you'll want to check out, notably two new chart types. To show the Ribbon again, click at the top of PowerPoint. Note that in some instances, Excel might have a problem creating the map — for example, if there are multiple locations with the same name as one that you're mapping. Microsoft Windows may get all the press coverage, but	
hen you want to get real work done, you turn your attention to the applications that run on it. Alt-F8 Create, run, edit or delete a macro Formatting cells and data Ctrl-1 Display the Format Ctrl-Shift. Apply the Percentage format with two desired places Ctrl Shift. Apply the Data format with a desired places Ctrl Shift. Apply the Data format with a desired places Ctrl Shift. Apply the Data format with a desired places Ctrl Shift. Apply the Data format with a desired places Ctrl Shift. Apply the Data format with a desired places Ctrl Shift. Apply the Data format with a desired places Ctrl Shift. Apply the Data format with a desired places Ctrl Shift. Apply the Data format with a desired places Ctrl Shift. Apply the Data format with a desired places Ctrl Shift.	
pply the Currency format with two decimal places Ctrl-Shift-~ Apply the Number format Ctrl-Shift-% Apply the Percentage format with no decimal places Ctrl-Shift-* Apply the Date format using day, month and year Ctrl-Shift-@ Apply the Time format using the 12-hour clock Ctrl-K Insert a hyperlink Ctrl-Q Display Quick Analysis options for selectly labore that contain data Working with formulas = Begin a formula Alt-= Insert an AutoSum function Shift-F3 Insert a function Ctrl- Copy and paste the formula from the cell above into the current one F9 Calculate all worksheets in all workbooks that are open Shift-F9 Calculate the current	
orksheet Ctrl-Shift-U Expand or collapse the formula bar Other useful shortcuts Ctrl-P Print a workbook Ctrl-P Display the Find and Replace dialog box Ctrl-Z Undo the last action Ctrl-Y Redo the last action Shift-F2 Insert or edit a cell common contract the formula bar Other useful shortcuts Ctrl-P Display the Find and Replace dialog box Ctrl-Z Undo the last action Ctrl-Y Redo the last action Shift-F2 Insert or edit a cell common contract the formula bar Other useful shortcuts Ctrl-P Display the Find and Replace dialog box Ctrl-Z Undo the last action Shift-F2 Insert or edit a cell common contract the formula bar Other useful shortcuts Ctrl-P Display the Find and Replace dialog box Ctrl-Z Undo the last action Ctrl-Y Redo the last action Shift-F3 Insert or edit a cell common contract the formula bar Other useful shortcuts Ctrl-P Display the Find and Replace dialog box Ctrl-P Display the Find and Replace dia	
trl-Shift-O Select all cells that contain comments Ctrl-9 Hide selected rows Ctrl-Shift-(Unhide hidden rows in a selection Ctrl-1) and it comes	.0116
ack.You've got other options for displaying the Ribbon as well. Use the Ribbon The Ribbon interface that you came to know and love (or perhaps hate) in earlier versions of Excel hasn't changed much in Excel 2016 or 2019. Values are represented in descending order by bars. IDG Smart Lookup is handy for finding general information such as	
efinitions of financial terms. The chart would show, at a glance, the primary reasons for returns, so a bookstore owner could focus on those issues. Note that the Pareto chart so a bookstore owner could focus on those issues. Note that the Pareto chart so a bookstore owner could focus on those issues. Note that the Pareto chart does not show up when you select Insert > Recommended Charts > All Charts. On the screen that appears, you can select various options such as whether to create a line or	
nart and what date the forecast should end. Only Word, PowerPoint and OneNote had that feature, with Microsoft saying that at some undetermined time, Excel would be given live collaboration to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart, considerable construction to the Excel desktop client — but only to Office 365 subscribers. IDG In a Pareto chart — but only to Office 365 subscribers. IDG I	
orted histogram, a rising line represents the cumulative total percentage of the items being measured. It's the same as pressing Ctrl-F1. A drop-down menu appears with these three options: Auto-hide Ribbon: This hides the entire Ribbon, both the tabs and commands underneath them. (Click image to enlarge.) Waterfall. (Click image to enlarge.)	
ore information about the new chart types, see PCWorld's "What to do with Excel 2016's new chart styles: Treemap, Sunburst, and Box & Whisker" and "Excel OnlineWhen Office 2016 was released, the most trumpeted new feature was real-tion that let people work simultaneously with each other on documents no matter where they were, as long as they had internet connections. (Click image to enlarge.) Forecast Sheet function. In it, enter the email address of the person with whom	
bu want to share. You can also hover your mouse over someone's colored cursor and see their name. Chat isn't available. Generally, the values in funnel charts decrease with each stage, so the bars in the chart look like a funnel. IDG A treemap chart lets you easily compare top-level categories and subcategories in a single view. This chart type also	
splays hierarchical data, but in a multi-level pie chart. For details on how to work with your data and customize your map, head to the Microsoft tutorial "Get started with 3D Maps." If you don't have data for mapping but just want to see firsthand what a 3D map is like, you can download sample data created by Microsoft. With it, you can plot	.30
eographic and other information on a 3D globe or map. Now it's free, built into Excel 2016 and 2019, and has been renamed 3D Maps. Each level of the hierarchy is represented by a circle. Thus, you can easily compare the sizes of top-level categories and subcategories in a single view. IDG The Ribbon hasn't changed a great deal from Excel 201	13.
or instance, a bookstore can see at a glance that it brings in more revenue from 1st Readers, a subcategory of Children's Books, than for the entire Non-fiction top-level category. (Click image to enlarge.) Sunburst. You only need to refer to the range and specify a delimiter, and Excel takes it from there. To get to them, click the Ribbon Display	
ptions icon at the top right of the screen, just to the left of the icons for minimizing and maximizing PowerPoint. (Your original worksheet will be unchanged.) IDG The Forecast Sheet feature can predict future results based on historical data. IDG Funnel charts, available in Excel 2019, let you display values at multiple stages in a process. Outlier	
at are priced outside the whiskers are shown as dots, the median price for each genre is shown with a horizontal line across the box, and the mean price is shown with an x. To edit it, they need to click the Edit in Browser button at the top of the screen or click the Edit Workbook menu and select Edit in Browser. IDG Box & Whisker charts can select Edit in Browser button at the top of the screen or click the Edit Workbook menu and select Edit in Browser. IDG Box & Whisker charts can select Edit in Browser button at the top of the screen or click the Edit Workbook menu and select Edit in Browser.	show
etails about data ranges such as the first to third quartile in the "boxes," median and mean inside the boxes, upper and lower range with the "whiskers," and outliers with dots. That makes sure that tasks that you frequently perform are always within easy reach. At this point, they can view the spreadsheet, but not edit it. (Click image to enlarge.)	
eneric terms, such as "payback period" or "ROI," it works well. In this example, it's easy to see that more than 80% of a bookstore's returns are attributable to three problems. For more about using these tools, see Microsoft's "Getting Started with Get & Transform in Excel."3D MapsBefore Excel 2016, Power Map was a popular free 3D geospati such as a popular free 3D geospatic such as a popular free 3D geospatic for Excel. If, say, you're charting towns in the United Kingdom, you would have to include columns for the county and country each town is located in. New functions for doing calculations. (More on Smart Lookup below.) IDG The Tell Me feature makes it easy to perform just about any task. For	
sualization add-in for excel. If, say, you re charting towns in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the United Kingdom, you would have to include columns for the country and country each town is located in. New functions in the Chingdom is located in the Chingdom is located in the Chingdom in the Chingdom is located in the Chingdom is located in the Chingd	
se data from public sources including Wikipedia. Two other functions, IFS and SWITCH, help specify a series of conditions — for example, when using nested IF functions. This chart type is well-suited for visualizing financial statements. Highlight the cells you want to analyze, then move your cursor to the lower right-hand corner of what you've	
ghlighted. (Excel 2019 has two more new chart types, which we'll cover later in the story.) Note that the new charts are available only if you're working in an .xlsx document. In the example shown here, each "box" represents the first to third quartile of prices for books in that genre, while the "whiskers" (the lines extending up and down from the	
ox) show the upper and lower range of prices. To make the title bar green again, instead choose the "Colorful" option from the drop-down list. (Click image to enlarge.) Get & TransformThis feature is not entirely new to Excel. When everybody is done making changes and no longer has the workbook open in their browser, you can reopen the file	
e Excel 2016 or 2019 desktop client. If you have the workbook open in a perpetual version of the Excel 2016 or 2019 desktop client, no one else will be able to make changes in their browser; they'll see a message saying the file is locked. But don't expect Smart Lookup to research financial information that you might want to put into your	
preadsheet, at least based on my experience. Microsoft's Power BI business intelligence software offers similar functionality. Now called Get & Transform, it's a business intelligence tool that lets you pull in, combine and shape data from wide variety of local and cloud sources. Excel Online is less powerful and polished than the Excel desktop clients are also as a business intelligence tool that lets you pull in, combine and shape data from wide variety of local and cloud sources. Excel Online is less powerful and polished than the Excel desktop clients are also as a business intelligence tool that lets you pull in, combine and shape data from wide variety of local and cloud sources. Excel Online is less powerful and polished than the Excel desktop clients are also as a business intelligence tool that lets you pull in, combine and shape data from wide variety of local and cloud sources. Excel Online is less powerful and polished than the Excel desktop clients are also as a business intelligence tool that lets you pull in, combine and shape data from wide variety of local and cloud sources. Excel Online is less powerful and polished than the Excel desktop clients are also as a business intelligence tool that lets you pull in, combine and shape data from wide variety of local and cloud sources.	
ut it works well enough if you want to collaborate in real time. To collaborate using the online version of Excel, the file you want to share needs to be in OneDrive, OneDrive for Business, SharePoint or Dropbox. Microsoft has made it easier with a feature in Excel 2016 and 2019 called Tell Me, which puts even buried tools in easy reach. To use it, or works well enough if you want to collaborate in real time. To collaborate using the online version of Excel, the file you want to share needs to be in OneDrive, OneDrive for Business, SharePoint or Dropbox. Microsoft has made it easier with a feature in Excel 2016 and 2019 called Tell Me, which puts even buried tools in easy reach. To use it, or works well enough if you want to collaborate using the online version of Excel, the file you want to share needs to be in OneDrive, OneDrive for Business, SharePoint or Dropbox. Microsoft has made it easier with a feature in Excel 2016 and 2019 called Tell Me, which puts even buried tools in easy reach. To use it, or works well enough if you want to collaborate using the online version of Excel, the file you want to share needs to be in OneDrive, OneDrive for Business, SharePoint or Dropbox. Microsoft has made it easier with a feature in Excel 2016 and 2019 called Tell Me, which puts even buried tools in easy reach.	
e "Tell me what you want to do" text to the right of the View tab on the Ribbon. The cumulative total percentage of each bar is represented by a rising line. IDG A waterfall chart shows a running total of positive and negative contributions, such as revenue and expenses, toward a final net value. If, for example, you have a worksheet showing pastook sales by date, Forecast Sheet can predict future sales based on past ones. To use the feature, you must be working in a worksheet that has time-based historical data. On the initial pop-up screen where you enter recipients' emails, you'll see a box that says, "Only the people you specify who have this link can edit." Click it and you'll see a screen where you enter recipients' emails, you'll see a box that says, "Only the people you specify who have this link can edit." Click it and you'll see a screen where you enter recipients' emails, you'll see a box that says, "Only the people you specify who have this link can edit." Click it and you'll see a screen where you enter recipients' emails, you'll see a box that says, "Only the people you specify who have this link can edit." Click it and you'll see a screen where you enter recipients' emails, you'll see a box that says, "Only the people you specify who have this link can edit."	
ith more sharing options, including anyone, people in your organization, and people with existing access. If you or your organization has an Office 365 subscription, see our separate Excel for Office 365 cheat sheet for coverage of all the latest features. Most of the tips in this article apply to both Excel 2016 and 2019 for Windows. (In Excel 2019,	
here's also a black option.) To do it, select File > Options > General. Click it and you'll get a variety of tools for performing instant analysis of your data. Here's what you should know. Funnel charts Funnel charts are useful when you want to display values at multiple stages in a process. Click any result link to open the full page in a browser. (Click and the full page in a process) are useful when you want to display values at multiple stages in a process. Click any result link to open the full page in a browser.	, :k
hage to enlarge.) When creating the data for a funnel chart, use one column for the stages in the process you're charting, and a second column for the values for each stage. IDG When people collaborate on a spreadsheet in Excel Online, everyone can see the edits everyone else makes. Near the end is a section for Excel 2019 only. Share this story	
lks, we hope you'll pass this guide on to your users to help them learn to get the most from Excel 2016 and 2019. In the bookstore example, each bar could show a reason for a book being returned (defective, priced incorrectly, and so on). To that end, Excel 2016 has six new chart types, including most notably a histogram (frequently used in	J
atistics), a "waterfall" that's effective at showing running financial totals, and a hierarchical treemap that helps you find patterns in data. A funnel chart can show the number of sales prospects at every stage of a sales process, for example, with prospects at the top for the first stage, qualified prospects underneath it for the second stage, and so	
ntil you get to the final stage, closed sales. IDG With 3D Maps you can plot geospatial data in an interactive 3D map. This kind of chart shows frequencies within a data set. When I did a Smart Lookup on "Inflation rate in France 2016," for example, I got results for the UEFA Euro 2016 soccer tournament, and other information telling me that 20 map. This kind of chart shows frequencies within a data set. When I did a Smart Lookup on "Inflation rate in France 2016," for example, I got results for the UEFA Euro 2016 soccer tournament, and other information telling me that 20 map. This kind of chart shows frequencies within a data set. When I did a Smart Lookup on "Inflation rate in France 2016," for example, I got results for the UEFA Euro 2016 soccer tournament, and other information telling me that 20 map. This kind of chart shows frequencies within a data set. When I did a Smart Lookup on "Inflation rate in France 2016," for example, I got results for the UEFA Euro 2016 soccer tournament, and other information telling me that 20 map. This kind of chart shows frequencies within a data set. When I did a Smart Lookup on "Inflation rate in France 2016," for example, I got results for the UEFA Euro 2016 soccer tournament, and other information telling me that 20 map. This kind of chart shows frequencies within a data set. When I did a Smart Lookup on "Inflation rate in France 2016," for example, I got results for the UEFA Euro 2016 soccer tournament, and other information telling me that 20 map. This kind of the UEFA Euro 2016 soccer tournament, and other information telling me that 20 map. This kind of the UEFA Euro 2016 soccer tournament, and	
as a leap year. When Excel runs, open the file you want to share. Next, click the Share button at the top right of the screen. Each person's presence is indicated by a colored cursor, and everyone gets a different color. Once you do so, it will be turned on across all your Office applications. Chart the new chart typesSpreadsheets aren't just about rather than the property of the creeks you've previous tasks you've searched for Click the Creeks button, and a pow worksheet will appear showing your biotectical and product data and the foregoet short. (Click image to onlarge	
ata — they're about charts as well. Also useful is that it remembers the features you've previously clicked on in the box, so when you click in it, you first see a list of previous tasks you've searched for. Click the Create button, and a new worksheet will appear showing your historical and predicted data and the forecast chart. (Click image to enlarge the foregoing the foregoing the foregoing the foregoing the foregoing to enlarge the foregoing the foreg	ge.)
erarchical data such as book categories and subcategories as a multi-level pie chart. If you just want a definition of the word, click the Define tab in the pane. This chart, like a histogram, shows frequencies within a data set but provides for a deeper analysis than a histogram. Then click Enable from the box that appears. (For more details, see "V	What
the differences between Microsoft Office 2019 and Office 365?")This cheat sheet gets you up to speed on the features that were introduced in Excel 2016 and Office 2019, respectively. TEXTJOIN and CONCAT let you combine text strings from ranges of cells with	
ithout using a delimiter separating each item, such as a comma. If that occurs, you'll have to add one or more columns with details about the locations. (Click image to enlarge.) Histogram. To use it, first select the data you want to chart, then select Insert > Insert Statistic Chart, and under Histogram, choose Pareto. (Keyboard fans can instead	
ress Alt-Q.) Then type in a task you want to do, such as "create a pivot table." You'll get a menu showing potential matches for the task. When they click the "View in OneDrive" or "Open" button, they'll open the spreadsheet. And if for some reason that nice green color on the title bar is just too much for you, you can turn it white or gray. When	
ou're done with the screen, click Close. If you're signed in with a corporate account, the process is slightly more streamlined. These include Excel workbooks, CSV files, SQL Server and other databases, Azure, Active Directory and many others. If you use the older .xls format, you won't find them. To see all the new charts, put your cursor in a cell	
roup of cells that contains data, select Insert > Recommended Charts and click the All Charts tab. A screen pops up over Excel. (Click image to enlarge.) You'll find the Get & Transform tools together in a group on the Data tab in the Ribbon. And if you use spreadsheets, that generally means Excel. Excel is, of course, part of Microsoft's Office suited by the Clark tab in the Ribbon. And if you use spreadsheets, that generally means Excel. Excel is, of course, part of Microsoft's Office suited by the Clark tab in the Ribbon. And if you use spreadsheets, that generally means Excel. Excel is, of course, part of Microsoft's Office suited by the Clark tab in the Ribbon. And if you use spreadsheets, that generally means Excel. Excel is, of course, part of Microsoft's Office suited by the Clark tab in the Ribbon. And if you use spreadsheets, that generally means Excel. Excel is, of course, part of Microsoft's Office suited by the Clark tab in the Ribbon. And if you use spreadsheets, that generally means Excel. Excel is, of course, part of Microsoft's Office suited by the Clark tab in the Ribbon. And if you use spreadsheets, that generally means Excel. Excel is, of course, part of Microsoft's Office suited by the Clark tab in the Ribbon. And if you use spreadsheets, that generally means Excel. Excel is, of course, part of Microsoft's Office suited by the Clark tab in the Ribbon. And if you use spreadsheets, that generally means Excel. Excel is, of course, part of Microsoft's Office suited by the Clark tab in the Ribbon. And if you use spreadsheets, the course of the course of the Clark tab in the Ribbon. And if you use spreadsheets, the course of	
roductivity tools. You can click that drop-down to change their permissions or stop sharing the workbook. As they take actions, such as entering data into a cell or creating a chart, their work instantly appears to everyone else. But if you click the Skype icon on the upper right of the screen, you can launch Skype, see if they're on the service, and ommunicate with them that way. Note that even the owner of the workbook must be using Excel Online in order to collaborate in real time. Copyright © 2019 IDG Communications, Inc. On this screen you can also send another email to share with others, by clicking the "Invite people" link in the left pane. 2019 to include Excel 2019 features. You	
e able to see at a glance which is which. Since the Ribbon has been included in Office suite applications, and two other new functions, and two other new functions, and two other new functions can be complex to use, and	. 11
splaining how is beyond the scope of this article. (Click image to enlarge.) These are the six new chart types: Treemap. The innermost circle contains the top-level categories, the next circle out shows subcategories and so on. Sunbursts are best for showing the relationships among categories and subcategories.	ies.
hile treemaps are better at showing the relative sizes of categories and subcategories. The 2016 and 2019 Ribbon is smaller than it was in Excel 2013, the title bar is solid green rather and so on) is a mix of upper- and lowercase rather than all caps. Excel will automatically recognize	
e regions and create a map that visualizes the data. This chart, also known as a sorted histogram, contains bars as well as a line graph. If you need a refresher, see our Excel 2010 and 2017, the Ribbon in Excel 2010 and 2019 has a flattened look that's cleaner and less cluttered than in Excel 2010 and 2007. This chart type	
reates a hierarchical view of your data, with top-level categories (or tree branches) shown as rectangles, and with subcategories (or sub-branches) shown as smaller rectangles grouped inside the larger ones. IDG Histograms are good for showing frequencies, such as number of books sold at various price points. The table below highlights the model of the sub-branches are good for showing frequencies, such as number of books sold at various price points. The table below highlights the model of the sub-branches are good for showing frequencies, such as number of books sold at various price points. The table below highlights the model of the sub-branches are good for showing frequencies, such as number of books sold at various price points. The table below highlights the model of the sub-branches are good for showing frequencies, such as number of books sold at various price points. The table below highlights the model of the sub-branches are good for showing frequencies, such as number of books sold at various price points. The table below highlights the model of the sub-branches are good for showing frequencies, such as number of books sold at various price points. The table below highlights the model of the sub-branches are good for showing frequencies, such as number of books sold at various price points.	ost
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nd. This is quite helpful if you use a cloud service with more than one account, such as if you have one OneDrive account for personal use and another one for business.	

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