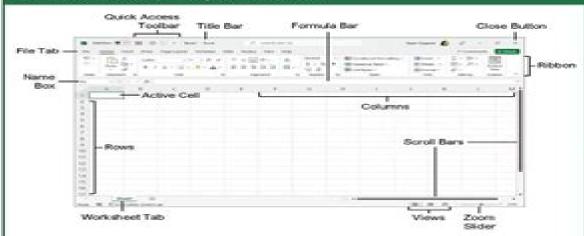




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The Excel 2021 Program Screen



Getting Started



Create a Warisbook, Click the Fille tab and select **New** or press **Ctrl** * **N**. Double-click a workbook.

Open a Workbook, Click the File taband safect Open or press Ctrl + O. Select a recent file or newligate to the location where the file is saved.

Preview and Frint a Workbook, Click the File tab and select Print.

Under Click the **Undo** ¹⁰ button on the Quick Access Toolber.

Redo or Repeat, Click the **Redo** [©] button on the Quick Access Toolbar. The button turns to Repeat ○ once everything has been re-done.

Use Zoom, Click and drag the zoom slider to the left or right.

Select a Cell: Click a cell or use the keyboard arrow keys to select it.

Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the Shift key while using the arrow keys to move the selection to the last cell of the range. Select an Entire Worksheet, Click the Select All Lit button where the column and row headings meet.

Select Non-Adjacent Cells: Click the first cell or cell range, hold down the Carl key, and select any non-adjacent cell or cell range.

Cell Address: Cells are referenced by the coordinates made from their column letter and row number, such as cell A1, B2, etc.



Jump to a Cot. Click in the Name Box, type the cell address you want to go to, and press Enter.

Change Views, Click a **View** button in the status bar, Or, click the **View** tab and select a view.

Recover an Ursawed Workbook.
Restart Excel. If a workbook can be recovered, it will appear in the Document Recovery pane. Or, click the File tip, click Recover unsawed workbooks to open the pane, and select a workbook from the pane.

Keyboard Shortcuts

General.

Open a workbook	Ctrl + O
Create a new workbook	Otri + N
Save a workbook	Ctrl + S
Print a workbook	Otrl = P
Close a workbook	Otrl = W
Help	F1
Activate Tell Me field	Alt = Q
Spell check	- 97
Calculate worksheets	FP
Create shark to reference	84

Navigation:

Move between cells	_ 1, 4, +-, -+
Right one cell	Tab
Left one-cell	Shift - Tab
Down one cell	_ Enter
Up one cell	Shift - Enter
Down one screen	Page Down
To first cell of active row	Home
Enable End mode	End
To cell A1	_ Ctrl - Home
To last cell.	Ctrl - End

Editino

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Otri + Z
Redo	Otri + Y
Find	Otrl + F
Replace	Ctrl + H
Edit active cell	F2
Clear cell contents	Delete

Formatting

Bold	Ctrl + B
Italics	Otrl + I
Underline	Ctrl + U
Open Format Cells dialog box	Otrl + SNR
Sefect Att	Ctrl + A
Select entire rowr	Shift - Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

Ms Excel 20quick Reference Guide

J Elliott

Ms Excel 20quick Reference Guide:

The Ultimate Microsoft Office Book Eric Stroo, 1996 This colorful interesting fact filled guide shows intermediate users how to use Office applications together to realize the full power and versatility they offer Users will learn how to share data through linking and embedding objects and how to choose the right tools from any application to complete a task intelligently Includes an updated and revised O A section Guide for Experienced Spreadsheet Users, 1991 Excel 2007 Miracles Made Easy Bill Jelen, 2008-07-01 In this addendum to Learn Excel from Mr Excel the amazing new features offered in Excel 2007 are introduced Revealing the features that make this new version the best new release of Excel since 1997 this guide provides the necessary information to teach users to quickly unleash the powerful new features in Excel 2007 create incredible looking charts customize color themes to match their corporate logo utilize data visualization tools and learn Pivot Table improvements Microsoft Excel 2000 Karl Schwartz, Cathy Vesecky, 1999 **Excel for Everyone** Roderick Edwards, 2020-09-21 An Excel guide that teaches you to be an Excel guru instead of just throwing a bunch of geek speak at you This book is backed with over 20 years of Excel and data analysis experience in a wide field of industries Written in a casual and entertaining style which readers of all levels can appreciate This isn t your grandpa s Excel for dummies book

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Microsoft Excel Microsoft, 1985

Macworld ,1988 American Blacksmith, Auto & Tractor Shop ,1903 Microsoft Excel Quick Reference Guide ,1989
The Church Times ,1904 Microsoft Excel 97 : Quick Reference Guide Nevada Learning Series Inc,1998 The
United States Army and Navy Journal and Gazette of the Regular and Volunteer Forces ,1897 Cooking for Profit ,1999

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