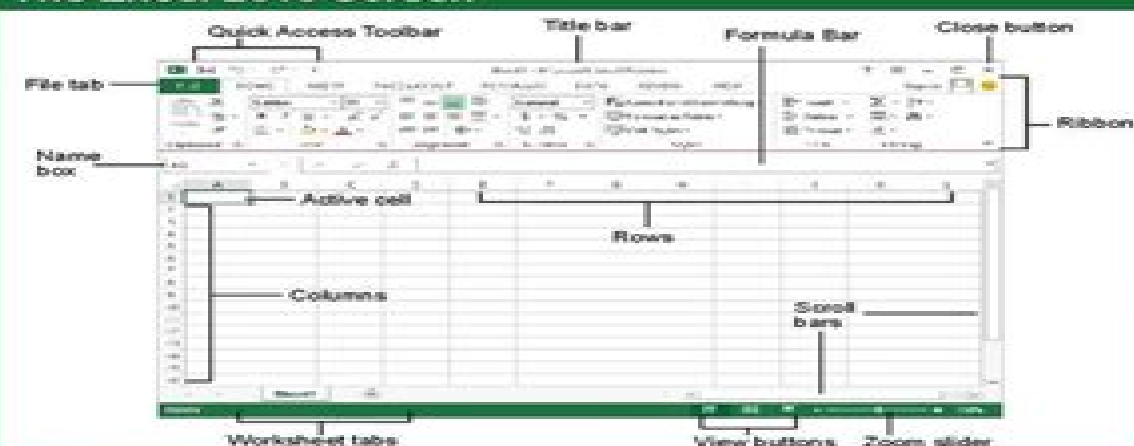


# Excel 2013

## Quick Reference Card

### The Excel 2013 Screen



### The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Workbook:** Click the **File** tab, select **New**, and double-click workbook, or press **<Ctrl> + <N>**.
- To Open a Workbook:** Click the **File** tab and select **Open**, or press **<Ctrl> + <O>**.
- To Save a Workbook:** Click the **Save** button on the Quick Access Toolbar, or press **<Ctrl> + <S>**.
- To Preview and Print a Workbook:** Click the **File** tab and select **Print**, or press **<Ctrl> + <P>**.
- To Undo:** Click the **Undo** button on the Quick Access Toolbar, or press **<Ctrl> + <Z>**.
- To Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar, or press **<Ctrl> + <Y>**.
- To Close a Workbook:** Click the **Close** button, or press **<Ctrl> + <W>**.
- To Get Help:** Press **<F1>** to open the Help window. Type your question and press **<Enter>**.
- Cell addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the Name Box under the clipboard.
- To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.
- To 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 mouse pointer to the last cell of the range.
- To Select an Entire Worksheet:** Click the **Select All** button where column and row headings meet. Or press **<Ctrl> + <A>**.
- To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl> + <F1>**. Or, right-click a tab and select **Unpin the Ribbon** from the contextual menu.
- To Change Program Settings:** Click the **File** tab and select **Options**.
- To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the **Zoom Out** and **Zoom In** buttons on the slider.
- To Change Views:** Click a **view** button in the status bar. Or, click the **View** tab and select a view.

### Keyboard Shortcuts

#### General

Open a Workbook	<b>&lt;Ctrl&gt; + &lt;O&gt;</b>
Create New	<b>&lt;Ctrl&gt; + &lt;N&gt;</b>
Save	<b>&lt;Ctrl&gt; + &lt;S&gt;</b>
Preview and Print	<b>&lt;Ctrl&gt; + &lt;P&gt;</b>
Close a Workbook	<b>&lt;Ctrl&gt; + &lt;W&gt;</b>
Help	<b>&lt;F1&gt;</b>
Run Spelling Check	<b>&lt;F7&gt;</b>
Calculate worksheets	<b>&lt;F9&gt;</b>
Create an absolute, normal, or mixed reference	<b>&lt;F4&gt;</b>

#### Navigation:

Move Between Cells	<b>&lt;↑&gt;, &lt;↓&gt;, &lt;←&gt;, &lt;→&gt;</b>
Right One Cell	<b>&lt;Tab&gt;</b>
Left One Cell	<b>&lt;Shift&gt; + &lt;Tab&gt;</b>
Down One Cell	<b>&lt;Enter&gt;</b>
Up One Cell	<b>&lt;Shift&gt; + &lt;Enter&gt;</b>
Down One Screen	<b>&lt;Page Down&gt;</b>
Up One Screen	<b>&lt;Page Up&gt;</b>
To Cell A1	<b>&lt;Ctrl&gt; + &lt;Home&gt;</b>
To Last Cell	<b>&lt;Ctrl&gt; + &lt;End&gt;</b>
Go To Dialog Box	<b>&lt;F5&gt;</b>

#### Editing

Cut	<b>&lt;Ctrl&gt; + &lt;X&gt;</b>
Copy	<b>&lt;Ctrl&gt; + &lt;C&gt;</b>
Paste	<b>&lt;Ctrl&gt; + &lt;V&gt;</b>
Undo	<b>&lt;Ctrl&gt; + &lt;Z&gt;</b>
Redo	<b>&lt;Ctrl&gt; + &lt;Y&gt;</b>
Find	<b>&lt;Ctrl&gt; + &lt;F&gt;</b>
Replace	<b>&lt;Ctrl&gt; + &lt;H&gt;</b>
Select All	<b>&lt;Ctrl&gt; + &lt;A&gt;</b>
Edit active cell	<b>&lt;F2&gt;</b>
Clear cell contents	<b>&lt;Delete&gt;</b>

#### Formatting

Bold	<b>&lt;Ctrl&gt; + &lt;B&gt;</b>
Italics	<b>&lt;Ctrl&gt; + &lt;I&gt;</b>
Underline	<b>&lt;Ctrl&gt; + &lt;U&gt;</b>
Open Format Cells Dialog Box	<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;F&gt;</b>
Select All	<b>&lt;Ctrl&gt; + &lt;A&gt;</b>
Select entire row	<b>&lt;Shift&gt; + &lt;Space&gt;</b>
Select entire column	<b>&lt;Ctrl&gt; + &lt;Space&gt;</b>
Hide selected rows	<b>&lt;Ctrl&gt; + &lt;9&gt;</b>
Hide selected columns	<b>&lt;Ctrl&gt; + &lt;0&gt;</b>

# Excel 2013 Instruction Manual

**Ying Liu**



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