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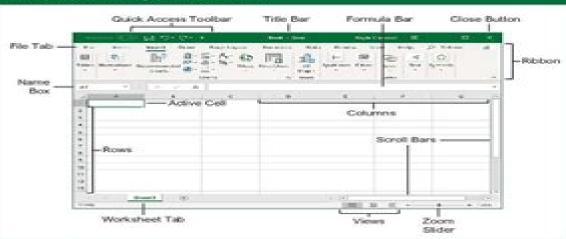
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Select a Celt Click a cell or use the keyboard arrow keys to select it.

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The second second	Comments and Comments
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Close a workbook.	CHI + W
Holp	F1
Activate Tell Me field	Alt - Q
Spell check	F7
Calculate worksharets	87.0

Create absolute reference ... F4

Navigation

Move between cells	_ t. +. +. +. ·
Right one cel	Tab
Left one cell	Shift + Tab
Down one cell	Enter
Up one cell	Shift - Enter
Drown one screen	Page Down
To first cell of active row	
Enable End mode	_ End
To cell A1	Ctrl = Home
To last cell	Cited - Food

Editing

Cut	CHI+X
Gopy	Ctrl + C
Poste	Ctrl + V
Undo	Otrl + Z
Riedo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Edit active cell	F2
Characteristic constants	Charleston.

Formatting

Bold	Ctrt + B
Italies	Otrl = I
Underline	Otrl + U
Open Format Cells dialog box	Ctrl + Shift
Select All	Ctrl + A
Select online row	Shift - Space
Select entire column	Ctrl - Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

Excel 20quick Reference Guide

Greg Harvey

Excel 20quick Reference Guide:

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