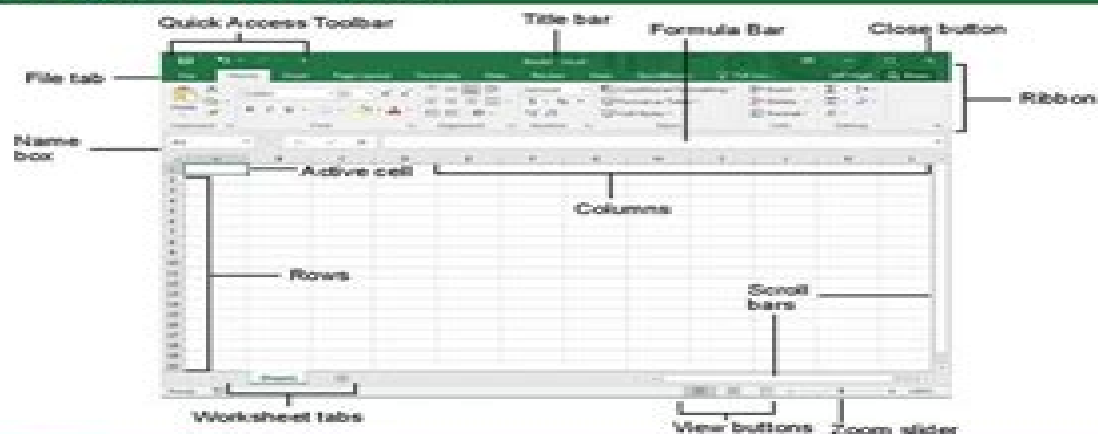


The Excel 2016 Screen



Keyboard Shortcuts

General

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

Navigation:

Move Between Cells	↑, ↓, ←, →
Right One Cell	Tab
Left One Cell	Shift + Tab
Down One Cell	Enter
Up One Cell	Shift + Enter
Down One Screen	Page Down
Up One Screen	Page Up
To Cell A1	Ctrl + Home
To Last Cell	Ctrl + End
Go To Dialog Box	F5

Editing

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

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Open Format Cells Dialog Box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

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.

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Annelies Wilder-Smith



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web these ions are called spectator ions because they do not participate in the actual reaction canceling the spectator ions gives the net ionic equation which shows only those species that participate in the chemical reaction 2ag aq cr 2o 7 2 aq rightarrow ag 2cr 2o 7 s label 4 2 3

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web the six no 3 aq ions and the six na aq ions that appear on both sides of the equation are spectator ions that can be canceled to give the net ionic equation 3ba 2 aq 2po 4 3 aq rightarrow ba 3 po 4 2 s

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web these spectator ions ions whose presence is required to maintain charge neutrality are neither chemically nor physically changed by the process and so they may be eliminated from the equation to yield a more succinct representation called a

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web the equation below is the final net ionic equation after elimination of the spectator ions which yields water $\text{h}^+ \text{aq} + \text{oh}^- \text{aq} \rightarrow \text{h}_2\text{O} \text{l}$ the spectator ions in $\text{koh} \text{aq}$ and $\text{hno}_3 \text{aq}$ are $\text{k}^+ \text{aq}$ and $\text{no}_3^- \text{aq}$ how to identify and list the

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web the $\text{ag}^+ \text{aq}$ and $\text{cl}^- \text{aq}$ ions become $\text{agcl} \text{s}$ but the $\text{na}^+ \text{aq}$ ions and the $\text{no}_3^- \text{aq}$ ions stay as $\text{na}^+ \text{aq}$ ions and $\text{no}_3^- \text{aq}$ ions these two ions are examples of spectator ions ions that do nothing in the overall course of a chemical reaction

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web aug 8 2022 a spectator ion is an ion that does not take part in the chemical reaction and is found in solution both before and after the reaction the net ionic equation is the chemical equation that shows only those elements compounds and ions that are directly involved in the chemical reaction

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web the new format requires students to write balanced chemical equations showing only the reacting substances excluding spectator ions for three different sets of reactants and to answer a short question requiring no calculator about each reaction the questions are intended to test the students understanding of the meaning of the reactions

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web jun 2 2023 the spectator ions are cut out from a reaction hence the net ionic equation for the above reaction would be $2\text{Cl}^- + \text{Cu}^{2+} + 2\text{aq} \rightarrow \text{CuCl}_2 + 2\text{s}$ these spectator ions are not actively involved in the reaction the existence of spectator ions affects the debye length

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