

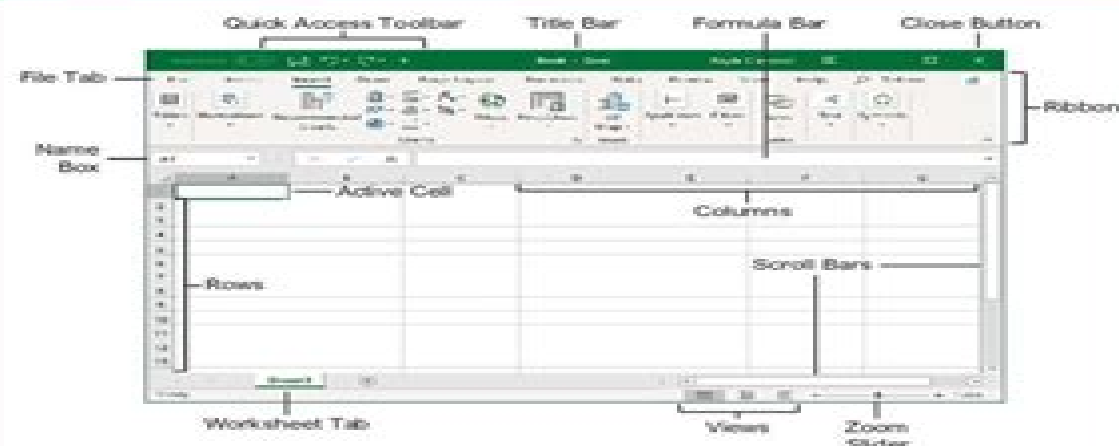


Microsoft®

Excel Quick Reference

Basic Skills

The Excel Program Screen



Getting Started



Home

Insert

Formulas

References

Layout

Send To

Save As

Print

Review

Tools

Options

Help

File

Home

Insert

Formulas

References

Layout

Send To

Print

Review

Tools

Create a Workbook: Click the **File** tab and select **New** or press **Ctrl + N**. Double-click a workbook.

Open a Workbook: Click the **File** tab and select **Open** or press **Ctrl + O**. Select a recent file or navigate to the location where the file is saved.

Preview and Print a Workbook: Click the **File** tab and select **Print**.

Undo: Click the **Undo** button on the Quick Access Toolbar.

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** button where the column and row headings meet.

Select Non-Adjacent Cells: Click the first cell or cell range, hold down the **Ctrl** 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 Cell: 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 Unsaved Workbook: Restart Excel. If a workbook can be recovered, it will appear in the Document Recovery pane. Or, click the **File** tab, click **Recover unsaved workbooks** to open the pane, and select a workbook from the pane.

Keyboard Shortcuts

General

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Activate Tell Me field	Alt + Q
Spell check	F7
Calculate worksheets	F9
Create absolute 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
To first cell of active row	Home
Enable End mode	End
To cell A1	Ctrl + Home
To last cell	Ctrl + End

Editing

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

Formatting

Bold	Ctrl + B
Italic	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
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Table of Contents How To Use Excel Quick Guide

1. Understanding the eBook How To Use Excel Quick Guide
 - The Rise of Digital Reading How To Use Excel Quick Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying How To Use Excel Quick Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an How To Use Excel Quick Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from How To Use Excel Quick Guide
 - Personalized Recommendations
 - How To Use Excel Quick Guide User Reviews and Ratings
 - How To Use Excel Quick Guide and Bestseller Lists
5. Accessing How To Use Excel Quick Guide Free and Paid eBooks
 - How To Use Excel Quick Guide Public Domain eBooks
 - How To Use Excel Quick Guide eBook Subscription Services
 - How To Use Excel Quick Guide Budget-Friendly Options
6. Navigating How To Use Excel Quick Guide eBook Formats

- ePub, PDF, MOBI, and More
- How To Use Excel Quick Guide Compatibility with Devices
- How To Use Excel Quick Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of How To Use Excel Quick Guide
 - Highlighting and Note-Taking How To Use Excel Quick Guide
 - Interactive Elements How To Use Excel Quick Guide
- 8. Staying Engaged with How To Use Excel Quick Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers How To Use Excel Quick Guide
- 9. Balancing eBooks and Physical Books How To Use Excel Quick Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection How To Use Excel Quick Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine How To Use Excel Quick Guide
 - Setting Reading Goals How To Use Excel Quick Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of How To Use Excel Quick Guide
 - Fact-Checking eBook Content of How To Use Excel Quick Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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