

Microsoft*

Excel Quick Reference

Basic Skills



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The Excel Program Screen



Getting Started



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

Open a Workbook, Click the File taband select Open or press Ctrl + O. Select a recent file or navigate to the tocation where the file is saved.

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

Undo: Click the **Undo** 5 button on the Quick Access Toolbiar.

Redo or Repeat, Click the Redo © button on the Quick Access Toolbar. The button turns to Repeat © once everything has been ne-done.

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

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

Select a Cell Range; Olick 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 rance.

Select an Entire Worksheet, Click the Select All Lik button where the column and row headings meet.

Seizet 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** taband 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	Otri + O
Create a new workbook	Cart + N
Save a workbook	Chris
Print a workbook	Carl + P
Close a workbook.	CHH + W
Help	. F1
Activate Tell Me field	Alt - Q
Spell check	. F7
Calculate worksheets	Fig.
Create absolute reference	F-4

Navigation:

Move between cells	- t. 4. +. +.
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.	Ctrl - End

Editing

CLA	CHI+X
Gopy	Ctrl + C
Paste	Ctrl + V
Undo	Otri + Z
Riedo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Edit active cell	F2
Clear cell contents	Delete

Formating

Blokd	Ctrt - B
Italies	Otri + I
Underline	Ctrl + U
Open Format Cells dialog box	CHI+SNR
Select Alt	Ctrl = A
Select online now	Shift - Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Otrl + 0

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