Excel 2019 Introduction

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Quick Reference Guide

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The Excel 2019 Environment



Interface Basics

Using the Ribbon

- To hide and show the contents in the Ribbon, double-click the active tab in the Ribbon.
- To change button groups shown in the Ribbon, slick the tets at the top of the Ribbon.
 To show or hide "Contestual" table, click to unlest
- or click away to de-select the object.
- 4. To access commands, click a filtition tab and use

on tab and use in the command

Enabling and Disabling Touch Mode

 Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.

187's self-advent power

Opening Workbooks

- To open a workloock when Excel first launches, click a file listed under the "Recent," "Pinned," or "Shared with Me" tabs at the light, er click the "Open" button at the left, navigate to the file, select it, and click the "Open" button.
- To open a workbook from within Excel, click the "File" tob in the Ribbon, choose "Open" at the left of Backstage View, then either click a "Recent" file or select "DesCrive," "This PC," or other location, click "Browne," navigate to the file, and click "Open."

Recovering Unsaved Workbooks

- Select the "File" tab in the Ribbon and choose the "Open" command at the left.
- 2. Select "Review" in the "Open" area.
- Scroll to the bottom of the "Recent" pane at the right and click the "Recover Unsueed Workbooks" buffort. In home more trained.
- Select the file in the "Open" duling box in the "UnsavedFiles" folder and click the "Open" buffon.

Data Entry

Selecting Cells

- To select a single cell, click the cell, or use the arrow keys to move to the cell.
- To select a range of cells with the mouse. (Not and drag with the mouse, as hold down the "Chif" or "Shift key while clicking other cells.
- To select a range of cells with the keyboard, hold down the "Shift" key while using the arms keys.
- To select multiple ranges, select a range with the mouse, press the "Ctil" key, and select other ranges.
- To select a range of cells with touch, top and drag the selection handle.

Entering New Data

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Instructions

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stage View

Online Key Card

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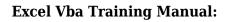
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Excel Vba Training Manual

Jason Jay



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