

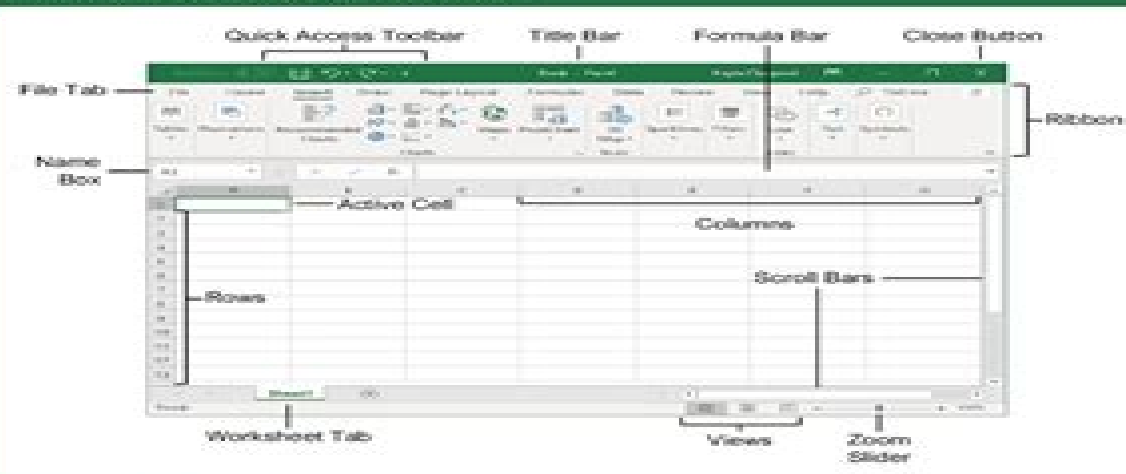


Microsoft®

Excel Cheat Sheet

Basic Skills

The Excel Program Screen



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
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

Getting Started

- Home
- File
- Open
- File
- Save
- Save As
- Save as Another Format
- Print
- Share
- Export
- Publish
- Close
- Account
- Feedback
- Options

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.

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Christian G. Meyer



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Excel 2003: The Missing Manual Matthew MacDonald, 2004-12-22 Whether you are an Excel neophyte a

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John Walkenbach, 2013-05-06 The most comprehensive guidebook available on the most popular spreadsheet program fully updated to include all new X features Written by the leading Excel guru known as Mr Spreadsheet John Walkenbach who has written more than thirty books and 300 articles on related topics and maintains the popular Spreadsheet Page at www.jwalk.com ss The definitive reference book for beginning to advanced users featuring expert advice and hundreds of examples tips techniques shortcuts work arounds and more Covers expanded use of XML and Web services to facilitate data reporting analysis importing and exporting information Explores Excel programming for those who want advanced information CD ROM includes all templates and worksheets used in the book as well as sample chapters from all Wiley Office X related Bibles and useful third party software including John Walkenbach s Power Utility Pak Note CD ROM DVD and other supplementary materials are not included as part of eBook file Special Edition Using Microsoft Office 2003 Ed Bott, Woody Leonhard, 2003 A guide to the integrated software package for experienced users delves into hundreds of undocumented secrets hidden tools and little known field codes **Excel for Chemists** E. Joseph Billo, 2011-11-01 Reviews from previous editions Excel for Chemists should be part of any academic library offering courses and programs in Chemistry Choice I highly recommend the book treat yourself to it assign it to a class give it as a gift The Nucleus The newly revised step by step guide to using the scientific calculating power of Excel to perform a variety of chemical calculations Chemists across all subdisciplines use Excel to record data in tabular form but few have learned to take full advantage of the program Featuring clear step by step instructions Excel for Chemists illustrates how to use the scientific calculating power of Excel to perform a variety of chemical calculations Including a CD ROM for Windows this new edition provides chemists and students with a detailed guide to using the current versions of Excel Excel 2007 and 2010 as well as Excel 2003 Additional features in this third edition include How to perform a variety of chemical calculations by creating advanced spreadsheet formulas or by using Excel s built in tools How to automate repetitive tasks by programming Excel s Visual Basic for Applications New chapters show how to import data from other language versions of Excel and how to create automatic procedures The accompanying CD contains a number of Excel macros to facilitate chemical calculations including molecular weight nonlinear regression statistics and data interpolation Several appendices provide extensive lists of useful shortcut keys and function descriptions **Microsoft Office 2003 in 10 Simple Steps or Less** Michael Desmond, 2003-11-10 If you are looking to perform specific activities in Microsoft Office 2003 fast then this book is for you whether you re new to Microsoft Office or you re just upgrading to the 2003 version This comprehensive guide delivers the answers you need with clear easy to follow instructions for more than 250 key Microsoft Office 2003 tasks that cover everything from adding formulas in Excel to managing contacts in Outlook to graphing data and building presentations Each task is presented in ten quick steps or less on easy to navigate pages with lots of screen shots and to the point directions to guide you through every common and not so common Microsoft Office 2003 challenge and help you get more done in less time Each solution is ten steps or less to help

you get the job done fast Self contained two page spreads deliver the answers you need without flipping pages A no fluff approach focuses on helping you achieve results A resource packed with useful and fun ways to get the most out of Microsoft Office 2003

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O'Leary Series: Microsoft Office Excel 2003 Brief Timothy O'Leary,Linda O'Leary,2003-10-17 The goal of the O Leary Series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life The O Leary Microsoft Office 2003 texts are crafted to be the true step by step way for students to develop Microsoft Office application skills The text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed Each Tutorial chapter combines conceptual coverage with detailed software specific instructions A running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution

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