# **Excel 2016**

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#### The Fundamentals

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- 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
    - 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 Guick 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 olipboard
- 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 contestual 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.

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 refere	F4 moe

Navigation:	
Move Between Cells	T, 4,
	4-,
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

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

Edition

Formatting Bold	Ctrl + B
Italies	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

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**David Planchard** 

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