



Microsoft®

Excel Quick Reference

Basic Skills

The Excel Program Screen



Getting Started

- Home
- Insert
- Formulas
- References
- Layout
- Send To
- Task Pane
- Review
- Tools
- Help
- File
- 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.

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
Hide selected columns	Ctrl + 0

How To Use Excel Quick Guide

Greg Harvey



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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
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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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