



Microsoft®

Excel Quick Reference

Basic Skills

The Excel Program Screen



Getting Started

- Home
- Insert
- Formulas
- References
- Layout
- Send To
- Table Tools: Design
- Table Tools: Layout
- Table Tools: Styles
- Review
- Help
- 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



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Paul McFedries



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Excel 2007 Pocket Guide Curtis D. Frye,2007-10-25 Moving to Excel 2007 is not a routine upgrade Microsoft s radical redesign of the application s user interface has led to confusion among many who people who have relied on Excel for years Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost With this book in hand you ll be able to find your favorite Excel tools quickly It s packed with information to guide beginners through the basics of creating spreadsheets and entering data while providing advanced users with information on formulas pivot tables and more Inside you ll find A visual guide to the new Ribbon interface that helps users find familiar tools A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately Quick answers about how to perform specific tasks in Excel such as working with files editing data formatting summarizing and displaying data Convenient techniques for connecting data across worksheets and projects Help for moving from the basics of spreadsheet construction to more advanced features This edition also includes an extensive reference on commonly used formulas which reveal at a glance the many possibilities Excel 2007 provides for easy calculation Tasks in the book are presented as answers to How do I questions such as How do I change the formatting of part of a cell s contents followed by concise instructions for performing the task You ll learn ways to customize Excel to fit your needs and how to share workbooks and collaborate with others And much more Don t let Excel 2007 baffle you Pick up this convenient pocket guide and learn to navigate this redesigned application with ease

Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet

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The Unofficial Guide to Microsoft Office Excel 2007 Julia Kelly,Curt Simmons,2008-03-11 The inside scoop for when you want more than the official line Microsoft Office Excel 2007 may be just what you need to crunch numbers but to use it with confidence you ll need to know its quirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Excel in the real world What are the secrets of pro users Are there shortcuts for repetitive tasks From writing formulas to using charts first get the official way then the best way from two experts Unbiased coverage of how to get the most out of Excel 2007 from creating workbooks and writing formulas to comparing data Savvy real world advice to help you set up enter format and organize your data Time saving techniques and practical guidance on creating custom macros with VBA and using PivotTables and PivotCharts Tips and hacks with practical ways to save time avoid pitfalls and

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Office 2007 All-in-One Desk Reference For Dummies Peter Weverka, 2011-03-01 Revised and updated to cover changes to all of Office's applications and productivity tools Offers beyond the basics coverage of Office word processing spreadsheets presentations e mail databases and desktop publishing Covers Word Excel Access PowerPoint Outlook Publisher productivity tools such as Microsoft OneNote and SharePoint Thoroughly updated to cover the new Office interface as well as new features in each application

AutoCAD 2007 For Dummies David Byrnes, Mark Middlebrook, 2011-04-22 AutoCAD 2007 is a premiere computer aided designing program that lets you organize the objects you draw their properties and their files It also helps you create great looking models But it's not always easy to figure out how to perform these functions and many users end up missing out on AutoCAD's full potential AutoCAD 2007 For Dummies will show you how to perform these tasks and more This hands on guide lets you discover how to navigate around all the complications and start creating cool drawings in no time Soon you'll have the tools you need to use DWG set up drawings add text and work with lines as well as Draw a base plate with rectangles and circles Organize a successful template Zoom and pan with glass and hand Use the AutoCAD design center Navigate through your 3 D drawing projects Plot layout lineweights and colors Design block definitions Slice and dice your drawings to create new designs Create a Web format using AutoCAD This book also features suggestions and tips on how to touch up your creations as well as ways to swap drawing data with other people and programs Written in a friendly straightforward tone that doesn't try to overwhelm you AutoCAD 2007 For Dummies shows you the fun and easy way to draw precise 2 D and 3 D drawings

Comprehension and Written Expression Year 4 Alan Horsfield, 2013 Excel Comprehension and Written Expression Year 4 is essential for any student wishing to improve their comprehension skills It allows students to practice skills such as finding facts making references isolating relevant information understanding questions and paragraphs and using tables of contents indexes maps and graphs to find information The extracts are from a wide variety of genres to allow students to gain confidence in reading different materials When the student completes the exercises in this book she/he will have worked through a number of question types from a variety of text types Rather than give a range of question types based on each passage the focus in this book will be on developing the student's skill with a particular question type The book is structured so that if there is a weakness then the student can concentrate on that particular weakness and become competent without working through passages that may not contribute to the student's progress In this book your child will find over 60 graded units of stimulating exercises and extracts a wide variety of questions including true or false multiple

choice short answer and sentence completion extracts from many different literary and factual text types a lift out answer section

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and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

Creating Web Pages For Dummies Bud E. Smith, Arthur Bebak, 2007-01-23 Chances are you're already a Web user and use the Internet on a regular basis You've probably seen a few impressive Web sites and now you're inspired to create a Web page of your own but you're not sure where to start The answer is right here Creating Web Pages For Dummies guides you through the process of making your own Web pages without hassle or confusion This straightforward book shows you just how easy it is to launch a site specialize a page making your site interactive and much more In no time you will become a pro in Web publishing basics Geocities Google page creator and AOL Web publishing Using Flickr creating blogs and selling products on eBay HTML and other handy tools to beef up your site Writing and formatting Web text Creating and adding graphics for your site Adding links animation and multimedia Designing a great looking complete Web site Besides getting to know the ins and outs of building a Web page this guide offers suggestions on Web publishing ranging from testing out your Web site and advertising your site to legal permission and displaying borrowed content This resourceful guide also includes Web lingo worth knowing and a quick guide to HTML tags which points out some lesser known but nevertheless useful tags Now in its 8th edition Creating Web Pages For Dummies will help make your Web page stand out in the crowd

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