



Microsoft®

# Excel 2013 Basic

## Quick Reference Card

### The Excel 2013 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
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

### Getting Started



Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close

Account

Options

The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close.

**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.

#### The Excel 2013 Screen

**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.

**Close a Workbook:** Click the **Close** (X) button in the upper-right corner.

**Use Zoom:** Click and drag the zoom slider to the left or right.

**Cell Address:** Cells are referenced by an address made from their column letter and row number, such as cell A1, B2, etc. Find the address of a cell by looking at the Name Box to the left of the formula bar.

**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. Use the **Ctrl** key to select non-adjacent cell ranges.

**Select an Entire Worksheet:** Click the **Select All** (⌵) button where the column and row headings meet.

**Change Program Settings:** Click the File tab and select **Options**.

**Change Views:** Click a **View** button in the status bar. Or, click the **View** tab and select a view.

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# Microsoft Excel 2013 User Guide

**Yi-Tong Ma**



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