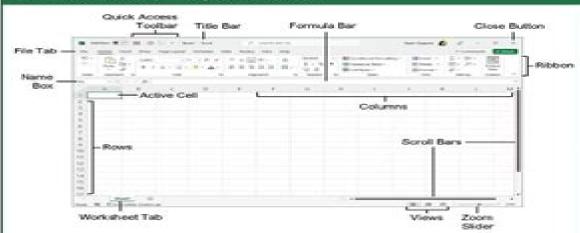




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### The Excel 2021 Program Screen



#### **Getting Started**



Create a Warisbook, Click the Fille tab and select **New** or press **Ctrl** \* **N.** Double-click a workbook.

Open a Workbook: Click the File taband safect Open or press Ctrl + O. Select a recent file or newligate to the location where the file is saved.

Preview and Frint a Workbook, Click the File tab and select Print.

thron; Click the **Undo** <sup>10</sup> button on the Quick Access Toolber.

Redo or Repeat, Click the **Redo** <sup>©</sup> button on the Quick Access Toolbar. The button turns to Repeat ○ once everything has been re-done.

Use Zoons Click and drag the zoom sider to the left or right.

Select a Cel; 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 Lit button where the column and row headings meet.

Select Non-Adjacent Cells: Click the first cell or cell range, hold down the Carl 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 Coli. 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 Unserved Workbook.
Restart Excel. If a workbook can be recovered, it will appear in the Document Recovery pane. Or, click the File tip, click Recover unserved workbooks to open the pane, and select a workbook from the pane.

## Keyboard Shortcuts

#### Gienieral.

Open a workbook	Ctrl + O
Create a new workbook	Otri + N
Save a workbook	Ctrl + S
Print a workbook	Otrl = P
Close a workbook	Otrl = W
Help	F1
Activate Tell Me field	Alt = Q
Spell check	- 97
Calculate worksheets	FP
Create shark to reference	84

#### Navigation:

Move between cells	_ 1, 4, +-, -+
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

#### Editino

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Otrl + Z
Redo	Otri + Y
Find	Ctrl - F
Replace	Ctrl + H
Edit active cel:	F2
Clear cell contents	Delete

#### Formatting

- 8
- 1
· U
Shift
- A.
· Space
Space
. 9

# **Microsoft Excel Test Study Guide**

**Craig T. Smith** 

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