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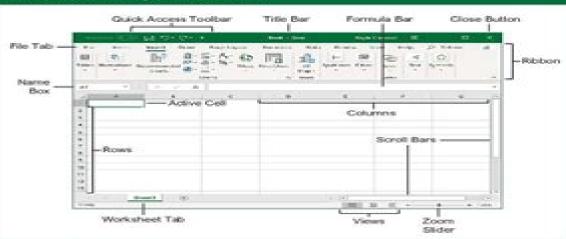
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Basic Skills



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The Excel Program Screen



Getting Started



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

Open a Workbook, Click the File taband select Open or press Ctrl + O. Select a recent file or navigate to the tocation where the file is saved.

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

Undo: Click the **Undo** 5 button on the Quick Access Toolbiar.

Redo or Repeat, Click the Redo © button on the Quick Access Toolbar. The button turns to Repeat © once everything has been ne-done.

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

Select a Celt Click a cell or use the keyboard arrow keys to select it.

Select a Cell Bange; 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 rance.

Select an Entire Worksheet, Click the Select All Lik button where the column and row headings meet.

Seizert 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** taband 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

| The second second | Comments and Comments |
|------------------------|-----------------------|
| Open a workbook | Ctrl + O |
| Create a new workbook | Chr. + N. |
| Save a workbook | Ctrl + S |
| Print a workbook | Ctrl + P |
| Close a workbook. | CHI + W |
| Holp | F1 |
| Activate Tell Me field | Alt - Q |
| Spell check | F7 |
| Calculate worksharets | 87.0 |

Create absolute reference ... F4

Navigation

| Move between cells | _ t. +. +. +. · |
|-----------------------------|-----------------|
| Right one cel | Tab |
| Left one cell | Shift + Tab |
| Down one cell | Enter |
| Up one cell | Shift - Enter |
| Drown one screen | Page Down |
| To first cell of active row | |
| Enable End mode | _ End |
| To cell A1 | Ctrl = Home |
| To last cell | Cited - Food |

Editing

| Cut | CHI+X |
|--------------------------|-------------|
| Gopy | Ctrl + C |
| Poste | Ctrl + V |
| Undo | Otrl + Z |
| Riedo | Ctrl + Y |
| Find | Ctrl + F |
| Replace | Ctrl + H |
| Edit active cell | F2 |
| Characteristic constants | Charleston. |

Formatting

| Bold | Ctrt + B |
|------------------------------|---------------|
| Italies | Otrl = I |
| Underline | Otrl + U |
| Open Format Cells dialog box | Ctrl + Shift |
| Select All | Ctrl + A |
| Select online row | Shift - Space |
| Select entire column | Ctrl - Space |
| Hide selected rows | Ctrl + 9 |
| Hide selected columns | Ctrl + 0 |

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R Pring

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