



Microsoft®

Excel 2021 Basic

Quick Reference Guide

The Excel 2021 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
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

Getting Started



New

Open

Save

Print

Undo

Redo

Find

Replace

Format

Tools

Help

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.



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Excel Test Skills James A. Athanasou,2000

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Year 5 Basic Skills Tests Alan Horsfield,2005

Software Testing Practice: Test Management Andreas Spillner,Tilo Linz,Thomas Rossner,Mario Winter,2007-08-24 Aimed at experts who are dedicated to software testing The Software Testing Process Test Management addresses the major issues related to advanced state of the art test management This book covers the syllabus required to pass the Certified Tester Examination Advanced Level as defined by the International Software Testing Qualifications Board ISTQB Software developers project managers quality managers and team leaders will benefit from the comprehensive coverage of risk oriented management and the way testing is shown to be an integral though independent part of software development Included are best practices in the field of testing as well as detailed descriptions of involved tasks roles and responsibilities Well suited for self study the reader is taken by the hand and guided through the key concepts and terminology of software testing in a variety of scenarios and case studies as featured in the first book in this series Software Testing Foundations Not only will testers and test managers find this a must read but anyone requiring advanced professional knowledge and skills in this field anyone wanting to become a true testing professional will find this book a must for a successful well founded education in advanced test management Topics include Test process and test toolsTesting in the software life cycleTest policy and test manualTest plan and test planningTest controlIncident managementRisk management risk based testingStaff qualificationsTest metrics

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