



Microsoft®

Excel Quick Reference

Basic Skills

The Excel Program Screen



Getting Started

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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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Excel 2015 Reference Guide

**Pratyush Banerjee, Jatin
Pandey, Manish Gupta**



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SolidWorks 2015 Reference Guide David Planchard, 2014-11-02 The SolidWorks 2015 Reference Guide is a comprehensive reference book written to assist the beginner to intermediate user of SolidWorks 2015 SolidWorks is an immense software package and no one book can cover all topics for all users This book provides a centralized reference location to address many of the tools features and techniques of SolidWorks 2015 This book covers the following System and Document properties FeatureManagers PropertyManagers ConfigurationManagers RenderManagers 2D and 3D Sketch tools Sketch entities 3D Feature tools Motion Study Sheet Metal Motion Study SolidWorks Simulation PhotoView 360 Pack and Go 3D PDFs Intelligent Modeling techniques 3D printing terminology and more Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SolidWorks 2015 software If you are completely new to SolidWorks you should read Chapter 1 in detail and complete Lesson 1 Lesson 2 and Lesson 3 in the SolidWorks Tutorials If you are familiar with an earlier release of SolidWorks you still might want to skim Chapter 1 to become acquainted with some of the commands menus and features that you have not used or you can simply jump to any section in any chapter Each chapter provides detailed PropertyManager information on key topics with individual stand alone short tutorials to reinforce and demonstrate the functionality and ease of the SolidWorks tool or feature The book provides access to over 240 models their solutions and additional support materials Learn by doing not just by reading Formulate the skills to create modify and edit sketches and solid features Learn the techniques to reuse features parts and assemblies through symmetry patterns copied components design tables configurations and more The book is designed to compliment the Online Tutorials and Online Help contained in SolidWorks 2015 The goal is to illustrate how multiple design situations and systematic steps combine to produce successful designs The author developed the tutorials by combining his own industry experience with the knowledge of engineers department managers professors vendors and manufacturers He is directly involved with SolidWorks every day and his responsibilities go far beyond the creation of just a 3D model *Business Analytics* Stephen G. Powell, Kenneth R. Baker, 2019-02 *People Analytics* Pratyush Banerjee, Jatin Pandey, Manish Gupta, 2025-07-28 This book addresses the topic of people analytics focusing especially on demystifying analytics for managers from both statistical and computing points of view It presents the evolution and the importance of people analytics in today's workforce management and highlights the motivation for studying business analytics shows the different levels of analytic maturity and discusses real world success stories of business analytics in action through case studies The volume provides the readers with a step by step guide to analyze data and interpret the results for strategy formulation Each chapter of the book includes a vignette data driven exercises provided in a companion website and real world case studies The authors also introduce the readers to data visualization software Microsoft Power BI as well as elaborates on how to use Tableau Desktop This book would be useful to the students of human resource management organizational behaviour marketing management business research

methods applied psychology social work and sociology It would also serve as very good handbook for practicing business executives helping them to implement data analytics for effective decision making in all kinds of business situations around the world

Medical-Surgical Nursing - E-Book Donna D. Ignatavicius,M. Linda Workman,Cherie R. Rebar,Nicole M. Heimgartner,2020-10-01 Master the essential medical surgical nursing content you ll need for success on the Next Generation NCLEX Exam NGN and safe clinical practice Medical Surgical Nursing Concepts for Interprofessional Collaborative Care 10th Edition uses a conceptual approach to provide adult health knowledge and help you develop the clinical nursing judgment skills that today s medical surgical nurses need to deliver safe effective care Iggy emphasizes three emerging trends in nursing interprofessional collaborative care concept based learning and clinical judgment and systems thinking trends that will ground you in how to think like a nurse and how to apply your knowledge in the classroom simulation laboratory and clinical settings A perennial bestseller Iggy also features NCLEX Exam style Challenge and Mastery questions to prepare you for success on the NGN Consistent use of interprofessional terminology promotes interprofessional collaboration through the use of a common healthcare language instead of using isolated nursing specific diagnostic language UNIQUE Enhanced conceptual approach to learning integrates nursing concepts and exemplars providing a foundation in professional nursing concepts and health and illness concepts and showing their application in each chapter Unparalleled emphasis on clinical reasoning and clinical judgment helps you develop these vital skills when applying concepts to clinical situations Emphasis on QSEN and patient safety focuses on safety and evidence based practice with Nursing Safety Priority boxes including Drug Alert Critical Rescue and Action Alert boxes Direct easy to read writing style features concise sentences and straightforward vocabulary Emphasis on health promotion and community based care reflects the reality that most adult health care takes place in environments outside of high acuity hospital settings [Quick Start Reference Guide for MicroStrategy 9.5](#) MicroStrategy Product Manuals, MicroStrategy,2015-02-01 The Quick Start Reference Guide provides an overview of the installation and evaluation process and additional resources

Modeling Innovation Sustainability and Technologies Albertina Dias,Bror Salmelin,David Pereira,Miguel Sales Dias,2018-02-01 This book gathers a diverse range of novel research on modeling innovation policies for sustainable economic development based on a selection of papers from a conference on modeling innovation systems and technologies MIST It aims at encouraging interdisciplinary and comparative approaches bringing together researchers and professionals interested in sustainable economic technological development and open innovation as well as their dissemination and practical application The respective contributions explore a variety of topics and cases including regional innovation policy the effects of open innovation on firms innovation and sustainability in tourism and the use of information and communication technologies All chapters share a strong focus on new research and innovation methodologies in keeping with the Experimentation and Application Research EAR and Open Innovation 2 0 principles

Invasive Species Andrew P. Robinson,Terry Walshe,Mark

A. Burgman, Mike Nunn, 2017-06-08 With climate change and increasing globalisation of trade and travel the risks presented by invasive pests and pathogens to natural environments agriculture and economies have never been greater and are only increasing with time Governments world wide are responding to these increased threats by strengthening quarantine and biosecurity This book presents a comprehensive review of risk based techniques that help policy makers and regulators protect national interests from invasive pests and pathogens before at and inside national borders Selected from the research corpus of the Centre of Excellence for Biosecurity Risk Analysis at the University of Melbourne this book provides solutions that reflect scientific rigour coupled with practical hands on applications Focusing on surveillance stochastic modelling intelligence gathering decision making and risk communication the contents combine the strengths of risk analysts mathematicians economists biologists and statisticians The book presents tested scientific solutions to the greatest challenges faced by quarantine and biosecurity policy makers and regulators today

Reference Architecture for the Telecommunications Industry Christian Czarnecki, Christian Dietze, 2017-01-26 This book reflects the tremendous changes in the telecommunications industry in the course of the past few decades shorter innovation cycles stiffer competition and new communication products It analyzes the transformation of processes applications and network technologies that are now expected to take place under enormous time pressure The International Telecommunication Union ITU and the TM Forum have provided reference solutions that are broadly recognized and used throughout the value chain of the telecommunications industry and which can be considered the de facto standard The book describes how these reference solutions can be used in a practical context it presents the latest insights into their development highlights lessons learned from numerous international projects and combines them with well founded research results in enterprise architecture management and reference modeling The complete architectural transformation is explained from the planning and set up stage to the implementation Featuring a wealth of examples and illustrations the book offers a valuable resource for telecommunication professionals enterprise architects and project managers alike

SouthPro, 1998 SouthPro is a Microsoft Excel add in program that simulates the management growth and yield of uneven aged loblolly pine stands in the Southern United States The built in growth model of this program was calibrated from 991 uneven aged plots in seven states covering most growing conditions and sites Stands are described by the number of trees in 13 size classes for softwood soft hardwood and hard hardwood species SouthPro allows managers to predict stand development by year and for many decades from a specific initial diameter distribution Cutting regimes are specified by the timing and intensity of harvest Cutting intensity can be set by a free target distribution or a basal area maximum diameter q ratio BDq target distribution or as a diameter limit cut Diameter distribution basal area volume income net present value and stand diversity by species group and size class are shown in tabulated and graphic form This manual provides suggestions for working with Excel describes program installation and activation of SouthPro and gives background information on the SouthPro growth model The

manual includes a comprehensive tutorial that explains how to start the program enter simulation data generate BDq distributions add delete and retrieve setup files execute single and multiple simulations plot summary statistics and produce stock and cut tables and marking guides Limitations of the model and appropriate interpretations of its predictions are discussed *Dictionary of Mathematical Geosciences* Richard J. Howarth,2017-05-27 This dictionary includes a number of mathematical statistical and computing terms and their definitions to assist geoscientists and provide guidance on the methods and terminology encountered in the literature Each technical term used in the explanations can be found in the dictionary which also includes explanations of basics such as trigonometric functions and logarithms There are also citations from the relevant literature to show the term s first use in mathematics statistics etc and its subsequent usage in geosciences

Investment Adviser's Legal and Compliance Guide Terrance J. O'Malley,John H. Walsh,2013-01-01 Investment Adviser s Legal and Compliance Guide Second Edition is an invaluable guide written to assist attorneys and investment advisers in both drafting their compliance policies and procedures and reviewing them annually In addition the book serves as a practical tool for experienced attorneys and compliance officers for fulfilling their changing responsibilities under new rules adopted under the Investment Advisers Act of 1940 as well as new staff interpretations and guidance For the Second Edition the original author Terrance J Oand Malley is joined by John H Walsh While both authors are seasoned practitioners and acknowledged experts in the area of investment adviser compliance matters Mr Walshand s years of experience including at the SEC are reflected in the enhanced practical discussion of relevant legal and compliance issues including increased numbers of compliance tips enforcement and regulatory alerts and compliance tools Investment Adviser s Legal and Compliance Guide Second Edition covers in detail such topics as Filings and amendments that an adviser must make to maintain its SEC registration Major rules and requirements dealing with marketing and attracting new clients Issues arising in connection with the management of private funds The SEC s examination process New clients and the management of client accounts The book also covers requirements relating to the adviser s obligation to its customers including preventing insider trading and other trading abuses as well as an adviser s recordkeeping which is a major factor in meeting the requirements of the Investment Advisers Act In addition Investment Adviser s Legal and Compliance Guide Second Edition provides registered investment advisers and their legal counsel with a comprehensive review of their compliance responsibilities that arise under the Investment Advisers Act Experimental Methods for Science and Engineering Students Les Kirkup,2019-09-05 An overview of experimental methods providing practical advice to students seeking guidance with their experimental work An Applied Guide to Research Designs W. Alex Edmonds,Thomas D. Kennedy,2016-04-20 The Second Edition of An Applied Guide to Research Designs offers researchers in the social and behavioral sciences guidance for selecting the most appropriate research design to apply in their study Using consistent terminology authors W Alex Edmonds and Thomas D Kennedy visually present a range of research designs used in

quantitative qualitative and mixed methods to help readers conceptualize construct test and problem solve in their investigation The Second Edition features revamped and expanded coverage of research designs new real world examples and references a new chapter on action research and updated ancillaries

Proceedings of the Eleventh International Network Conference (INC 2016) Paul Dowland, Oliver Schneider, Bogdan Ghita, Sergej Alekseev, 2016 This book contains the proceedings of the Eleventh International Network Conference INC 2016 which was held in Frankfurt Germany in July 2016 A total of 30 papers were accepted for inclusion in the conference The main topics of the book include Network Technologies Mobile and Wireless Networking Security and Privacy Applications and Impacts The papers address state of the art research and applications of network technology arising from both the academic and industrial domains These proceedings should consequently be of interest to network practitioners researchers academics and technical managers involved in the design development and use of network systems

Limiting Global Warming to Well Below 2 °C: Energy System Modelling and Policy Development George Giannakidis, Kenneth Karlsson, Maryse Labriet, B. Ó Gallachóir, 2018-03-31 This book presents the energy system roadmaps necessary to limit global temperature increase to below 2 °C in order to avoid the catastrophic impacts of climate change It provides a unique perspective on and critical understanding of the feasibility of a well below 2 °C world by exploring energy system pathways technology innovations behaviour change and the macro economic impacts of achieving carbon neutrality by mid century The transformative changes in the energy transition are explored using energy systems models and scenario analyses that are applied to various cities countries and at a global scale to offer scientific evidence to underpin complex policy decisions relating to climate change mitigation and interrelated issues like energy security and the energy water nexus It includes several chapters directly related to the Nationally Determined Contributions proposed in the context of the recent Paris Agreement on Climate Change In summary the book collates a range of concrete analyses at different scales from around the globe revisiting the roles of countries cities and local communities in pathways to significantly reduce greenhouse gas emissions and make a well below 2 °C world a reality A valuable source of information for energy modellers in both the industry and public sectors it provides a critical understanding of both the feasibility of roadmaps to achieve a well below 2 °C world and the diversity and wide applications of energy systems models Encompassing behaviour changes technology innovations macro economic impacts and other environmental challenges such as water it is also of interest to energy economists and engineers as well as economic modellers working in the field of climate change mitigation

Applied Meta-Analysis with R and Stata Ding-Geng (Din) Chen, Karl E. Peace, 2021-03-31 Review of the First Edition The authors strive to reduce theory to a minimum which makes it a self learning text that is comprehensible for biologists physicians etc who lack an advanced mathematics background Unlike in many other textbooks R is not introduced with meaningless toy examples instead the reader is taken by the hand and shown around some analyses graphics and simulations directly relating to meta analysis A useful hands on

guide for practitioners who want to familiarize themselves with the fundamentals of meta analysis and get started without having to plough through theorems and proofs *Journal of Applied Statistics* *Statistical Meta Analysis with R and Stata* Second Edition provides a thorough presentation of statistical meta analyses MA with step by step implementations using R Stata The authors develop analysis step by step using appropriate R Stata functions which enables readers to gain an understanding of meta analysis methods and R Stata implementation so that they can use these two popular software packages to analyze their own meta data Each chapter gives examples of real studies compiled from the literature After presenting the data and necessary background for understanding the applications various methods for analyzing meta data are introduced The authors then develop analysis code using the appropriate R Stata packages and functions What's New in the Second Edition Adds Stata programs along with the R programs for meta analysis Updates all the statistical meta analyses with R Stata programs Covers fixed effects and random effects MA meta regression MA with rare event and MA IPD vs MA SS Adds five new chapters on multivariate MA publication bias missing data in MA MA in evaluating diagnostic accuracy and network MA Suitable as a graduate level text for a meta data analysis course the book is also a valuable reference for practitioners and biostatisticians even those with little or no experience in using R or Stata in public health medical research governmental agencies and the pharmaceutical industry

Navy Staff Officer's Guide Dale C Rielage, 2022-11-15 Continuing the tradition of Naval Institute Blue and Gold series classics such as *Command at Sea* and the *Watch Officer's Guide* the *Navy Staff Officer's Guide* will equip naval leaders for success in the challenging professional environment of a Navy staff Navy staffs build and equip the Navy plan its future and guide its current operations During a staff tour a savvy Navy leader can have positive reach beyond the lifelines of a single command with impact across the fleet and years into the future Staff duty emphasizes a different set of tools from those typically employed in sea duty billets It has its own formal and informal expectations and its own opportunities challenges and pitfalls This guide provides and explains those tools and marks the shoals that can wreck the unaware enabling both new and seasoned staff officers to be prepared for the unique requirements of staff duty Through extensive use of historical examples and sea stories it introduces the reader to why staffs exist how they impact the Navy and how they can offer both professional development and meaningful accomplishment Recognizing that Navy staffs vary in their purposes and organization The *Navy Staff Officer's Guide* synthesizes those differences into meaningful guidance for all staff officers civilians and Sailors whether assigned to a destroyer squadron staff operating from a DDG or to the OPNAV staff in the Pentagon Effective coordination clear communication and an understanding of the commander and their mission are central to staff success and are clearly articulated In twenty three chapters covering the many aspects of Navy staff work including The Staff Command Triad Communicating as a Staff Officer Civilian Personnel Fleet Commands and the Maritime Operations Centers and TYCOMs and SYSCOMs Captain Rielage has covered the waterfront in Sailor speak with this comprehensive and readable guide Staffs may

not win the fight but good staff work creates the conditions for victory before the first shot is fired This guide is the key to ensuring the success of Navy staffs and all those who serve them

Data Visualization and Statistical Literacy for Open and Big Data Prodromou, Theodosia, 2017-03-20 Data visualization has emerged as a serious scholarly topic and a wide range of tools have recently been developed at an accelerated pace to aid in this research area Examining different ways of analyzing big data can result in increased efficiency for many corporations and organizations Data Visualization and Statistical Literacy for Open and Big Data highlights methodological developments in the way that data analytics is both learned and taught Featuring extensive coverage on emerging relevant topics such as data complexity statistics education and curriculum development this publication is geared toward teachers academicians students engineers professionals and researchers that are interested in expanding their knowledge of data examination and analysis

Water Loss Assessment in Distribution Networks Taha M. Al-Washali, 2021-06-07 Water utilities worldwide lose 128 billion cubic meters annually causing annual monetary losses estimated at USD 40 billion Most of these losses occur in developing countries 74% This calls for rethinking the challenges facing water utilities in developing countries foremost of which is the assessment of water losses in intermittent supply networks Water loss assessment methods were originally developed in continuous supply systems and their application in intermittently operated networks in developing countries is hindered by the widespread use of household water tanks and unauthorised consumption This study provides an extensive review of existing methods and software tools for water loss assessment In addition several new methods were developed which offer improved water loss assessment in intermittent supply As the volume of water loss varies monthly and annually according to the amount of supplied water this study proposes procedures to normalise the volume of water loss in order to enable water utilities to monitor and benchmark their performance on water loss management The study also developed a novel method of estimating apparent losses using routine data of WWTP inflows enabling future real time monitoring of losses in networks Different methods have also been suggested to estimate the unauthorised consumption in networks This study found that minimum night flow analysis can still be applied in intermittent supply if an area of the network is supplied for several days Furthermore this study concluded that water meter performance is enhanced in intermittent supply conditions However continuous supply in the presence of float valves significantly reduces the accuracy of water meters Finally this study provides guidance and highlights several knowledge gaps in order to improve the accuracy of water loss assessment in intermittent supply Accurate assessment of water loss is a prerequisite for reliable leakage modelling and minimisation as well as planning for and monitoring of water loss management in distribution networks

1993 Applications Reference Manual Analog Devices, inc, 1993

Excel 2015 Reference Guide: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the fascinating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Excel 2015 Reference Guide : Delia Owens' "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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