

Microsoft*

Excel Quick Reference

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.

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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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Table of Contents Microsoft Excel Quick Reference Guide

- 1. Understanding the eBook Microsoft Excel Quick Reference Guide
 - The Rise of Digital Reading Microsoft Excel Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Excel Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Excel Quick Reference Guide
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Excel Quick Reference Guide
 - Personalized Recommendations
 - Microsoft Excel Quick Reference Guide User Reviews and Ratings
 - Microsoft Excel Quick Reference Guide and Bestseller Lists
- 5. Accessing Microsoft Excel Quick Reference Guide Free and Paid eBooks

- Microsoft Excel Ouick Reference Guide Public Domain eBooks
- Microsoft Excel Quick Reference Guide eBook Subscription Services
- Microsoft Excel Quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Excel Quick Reference Guide eBook Formats
 - o ePub, PDF, MOBI, and More
 - Microsoft Excel Quick Reference Guide Compatibility with Devices
 - Microsoft Excel Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Excel Quick Reference Guide
 - Interactive Elements Microsoft Excel Quick Reference Guide
- 8. Staying Engaged with Microsoft Excel Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Excel Quick Reference Guide
 - Benefits of a Digital Library
 - o Creating a Diverse Reading Collection Microsoft Excel Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel Quick Reference Guide
 - Setting Reading Goals Microsoft Excel Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel Quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Excel Quick Reference Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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