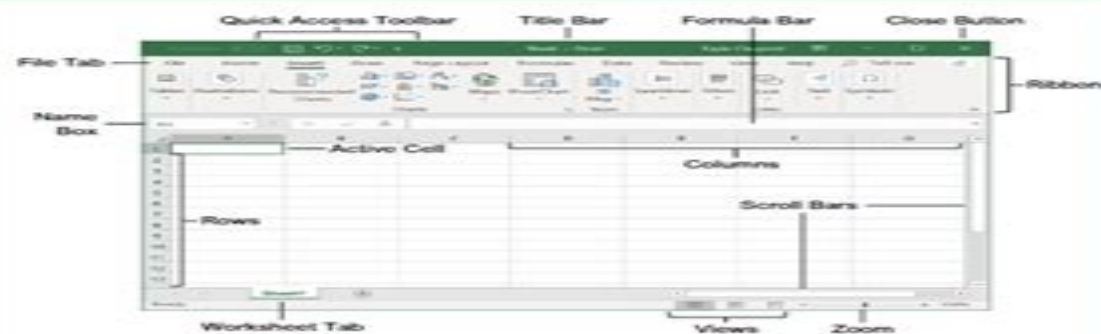




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The Excel Program Screen



Getting Started



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.

Download 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 Addresses: 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	T, ↓, ←, →
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
Italics	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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Edit a Workbook

Edit a Cell's Contents: Select a cell and click in the Formula Bar or double-click the cell. Edit the cell's contents and press **Enter**.

Clear a Cell's Contents: Select the cell(s) and press the **Delete** key. Or, click the **Clear** button on the Home tab and select **Clear Contents**.

Cut or Copy Data: Select cell(s) and click the **Cut** or **Copy** button on the Home tab.

Paste Data: Select the cell where you want to paste the data and click the **Paste** button in the Clipboard group on the Home tab.

Preview an Item Before Pasting: Place the insertion point where you want to paste, click the **Paste** button list arrow in the Clipboard

Basic Formatting

Format Text: Use the commands in the Font group on the Home tab, or click the dialog box launcher in the Font group to open the dialog box.

Format Numbers: Use the commands in the Number group on the Home tab, or click the dialog box launcher in the Number group to open the Format Cells dialog box.

Wrap Text in a Cell: Select the cell(s) that contain text you want to wrap and click the **Wrap Text** button on the Home tab.

Merge Cells: Select the cells you want to merge. Click the **Merge & Center** button list arrow on the Home tab and select a merge option.

Cell Borders and Background Color: Select the cell(s) and click the **Cell Styles** button on the Home tab, and then click the **Cell Styles** button list arrow in the Cell Styles group.

Insert Objects

Complete a Series Using AutoFill: Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.

Insert an Image: Click the **Insert** tab on the ribbon, click either the **Pictures** or **Online Pictures** button in the Illustrations group, select the image you want to insert, and click **Insert**.

Insert a Shape: Click the **Insert** tab on the ribbon, click the **Shapes** button in the Illustrations group, and select the shape you wish to insert.

Hyperlink Text or Images: Select the text or image you want to hyperlink, click the **Insert** tab on the ribbon, click the **Links** button in the Links group, and then click the **Hyperlink** button.

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Minjie Lin



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