



Microsoft®

Excel Quick Reference

Basic Skills

The Excel Program Screen



Getting Started



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Tools

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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JG Myers



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Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips) TeachUcomp Inc,2017-07-29 New to Microsoft Office 2016 or 2013? Upgrading from a previous version? Designed with the busy professional in mind, this two-page quick reference guide provides step-by-step instructions in the shared basic features of Microsoft Excel, Word, and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Simple and easy to use, quick reference guides are perfect for individuals, businesses, and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version.

The Unofficial Guide to Microsoft Office Excel 2007 Julia Kelly, Curt Simmons,2008-03-11 The inside scoop for when you want more than the official line. Microsoft Office Excel 2007 may be just what you need to crunch numbers, but to use it with confidence, you'll need to know its quirks and shortcuts. Find out what the manual doesn't always tell you in this insider's guide to using Excel in the real world. What are the secrets of pro users? Are there shortcuts for repetitive tasks? From writing formulas to using charts, first get the official way, then the best way from two experts. Unbiased coverage of how to get the most out of Excel 2007, from creating workbooks and writing formulas to comparing data. Savvy, real-world advice to help you set up, enter, format, and organize your data. Time-saving techniques and practical guidance on creating custom macros with VBA and using PivotTables and PivotCharts. Tips and hacks with practical ways to save time, avoid pitfalls, and

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Office 2007 All-in-One Desk Reference For Dummies Peter Weverka, 2011-03-01 Revised and updated to cover changes to all of Office's applications and productivity tools Offers beyond the basics coverage of Office word processing spreadsheets presentations e mail databases and desktop publishing Covers Word Excel Access PowerPoint Outlook Publisher productivity tools such as Microsoft OneNote and SharePoint Thoroughly updated to cover the new Office interface as well as new features in each application

AutoCAD 2007 For Dummies David Byrnes, Mark Middlebrook, 2011-04-22 AutoCAD 2007 is a premiere computer aided designing program that lets you organize the objects you draw their properties and their files It also helps you create great looking models But it's not always easy to figure out how to perform these functions and many users end up missing out on AutoCAD's full potential AutoCAD 2007 For Dummies will show you how to perform these tasks and more This hands on guide lets you discover how to navigate around all the complications and start creating cool drawings in no time Soon you'll have the tools you need to use DWG set up drawings add text and work with lines as well as Draw a base plate with rectangles and circles Organize a successful template Zoom and pan with glass and hand Use the AutoCAD design center Navigate through your 3 D drawing projects Plot layout lineweights and colors Design block definitions Slice and dice your drawings to create new designs Create a Web format using AutoCAD This book also features suggestions and tips on how to touch up your creations as well as ways to swap drawing data with other people and programs Written in a friendly straightforward tone that doesn't try to overwhelm you AutoCAD 2007 For Dummies shows you the fun and easy way to draw precise 2 D and 3 D drawings

Comprehension and Written Expression Year 4 Alan Horsfield, 2013 Excel Comprehension and Written Expression Year 4 is essential for any student wishing to improve their comprehension skills It allows students to practice skills such as finding facts making references isolating relevant information understanding questions and paragraphs and using tables of contents indexes maps and graphs to find information The extracts are from a wide variety of genres to allow students to gain confidence in reading different materials When the student completes the exercises in this book she/he will have worked through a number of question types from a variety of text types Rather than give a range of question types based on each passage the focus in this book will be on developing the student's skill with a particular question type The book is structured so that if there is a weakness then the student can concentrate on that particular weakness and become competent without working through passages that may not contribute to the student's progress In this book your child will find over 60 graded units of stimulating exercises and extracts a wide variety of questions including true or false multiple

choice short answer and sentence completion extracts from many different literary and factual text types a lift out answer section

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