

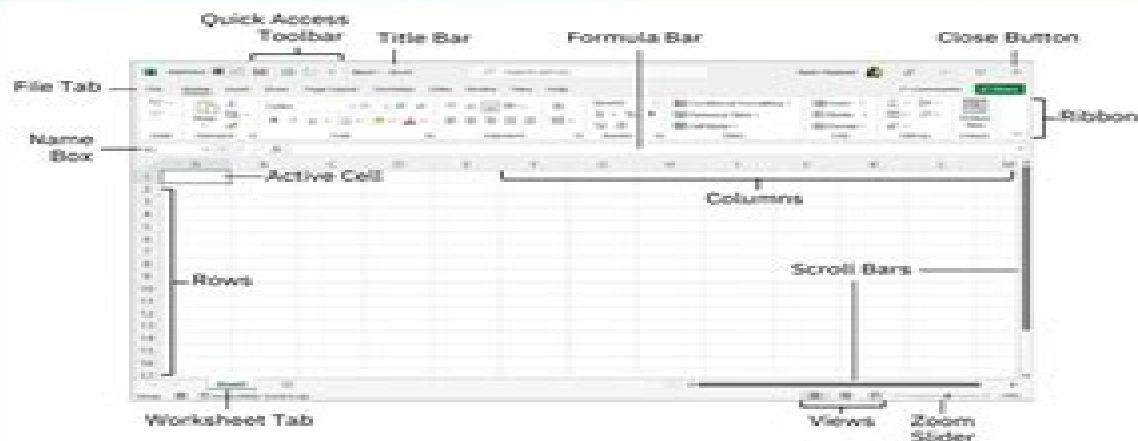


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# Excel 20 21 Basic

## 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	Tab
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

### Getting Started



Home

Insert

**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

**Select an Entire Worksheet:** Click the **Select All** button where the column and row headings meet.

**Select Non-Adjacent Cells:** Click the

Paste	Ctrl + V
Find	Ctrl + F
Replace	Ctrl + H
Undo	Ctrl + Z
Redo	Ctrl + Y
Print	Ctrl + P
Close	Ctrl + W
Save	Ctrl + S
Open	Ctrl + O
Help	F1

#### Navigation

Move between cells	Tab
Right one cell	Tab
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# Microsoft Excel 20guide

**Chao Zhang**



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## **Table of Contents Microsoft Excel 20guide**

1. Understanding the eBook Microsoft Excel 20guide
  - The Rise of Digital Reading Microsoft Excel 20guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 20guide
  - 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 20guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 20guide
  - Personalized Recommendations
  - Microsoft Excel 20guide User Reviews and Ratings
  - Microsoft Excel 20guide and Bestseller Lists

5. Accessing Microsoft Excel 20guide Free and Paid eBooks
  - Microsoft Excel 20guide Public Domain eBooks
  - Microsoft Excel 20guide eBook Subscription Services
  - Microsoft Excel 20guide Budget-Friendly Options
6. Navigating Microsoft Excel 20guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Excel 20guide Compatibility with Devices
  - Microsoft Excel 20guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Excel 20guide
  - Highlighting and Note-Taking Microsoft Excel 20guide
  - Interactive Elements Microsoft Excel 20guide
8. Staying Engaged with Microsoft Excel 20guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Excel 20guide
9. Balancing eBooks and Physical Books Microsoft Excel 20guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Excel 20guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Excel 20guide
  - Setting Reading Goals Microsoft Excel 20guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Excel 20guide
  - Fact-Checking eBook Content of Microsoft Excel 20guide
  - 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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