Microsoft®

Excel Quick Reference

Basic Skills

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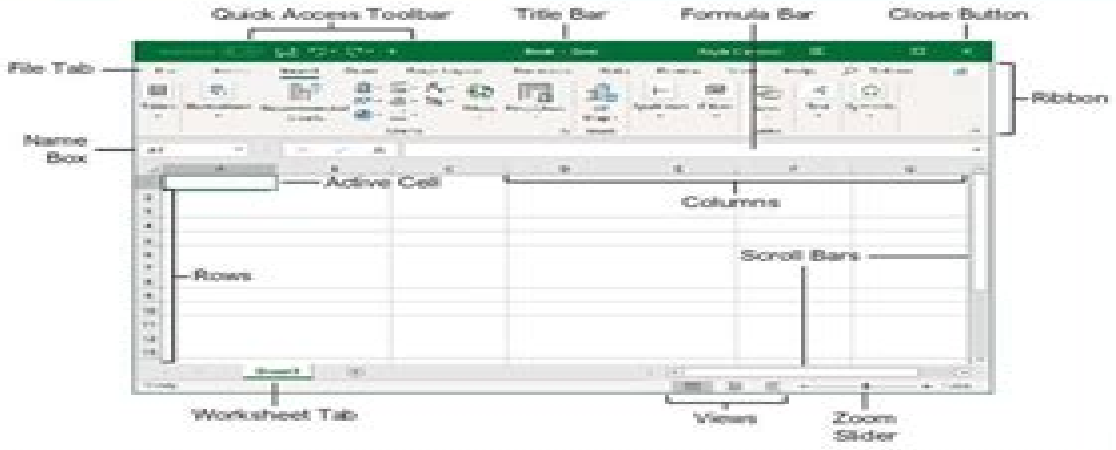
The Excel Program Screen



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.

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**
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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Table of Contents Microsoft Excel 20quick Reference Guide

1. Understanding the eBook Microsoft Excel 20quick Reference Guide
    - The Rise of Digital Reading Microsoft Excel 20quick Reference Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 20quick 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 20quick Reference Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 20quick Reference Guide

- Personalized Recommendations
- Microsoft Excel 20quick Reference Guide User Reviews and Ratings
- Microsoft Excel 20quick Reference Guide and Bestseller Lists

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

- Fact-Checking eBook Content of Microsoft Excel 20quick 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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