



Microsoft®

Excel 2021 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.....	↑, ↓, ←, →
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

Getting Started



New



Open



Save



Print



Zoom



View



Format



Help



Account



Feedback



Options

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.



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Microsoft Excel Test Study Guide

RJ Shavelson



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Moore,2010-07-27 The Basic Practice of Statistics has become a bestselling textbook by focusing on how statistics are gathered analyzed and applied to real problems and situations and by confronting student anxieties about the course's relevance and difficulties head on With David Moore's pioneering data analysis approach emphasizing statistical thinking over computation engaging narrative and case studies current problems and exercises and an accessible level of mathematics there is no more effective textbook for showing students what working statisticians do and what accurate interpretations of data can reveal about the world we live in In the new edition you will once again see how everything fits together As always Moore's text offers balanced content beginning with data analysis then covering probability and inference in the context of statistics as a whole It provides a wealth of opportunities for students to work with data from a wide range of disciplines and real world settings emphasizing the big ideas of statistics in the context of learning specific skills used by professional statisticians Thoroughly updated throughout the new edition offers new content features cases data sources and exercises plus new media support for instructors and students including the latest version of the widely adopted StatsPortal The full picture of the contemporary practice of statistics has never been so captivantly presented to an uninitiated audience Prentice Hall's MOUS Test Preparation Guide for Excel 2000 Emily Ketcham,Carolyn Monroe,2001 Based on

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ISTQB: Int. Software Testing Qualifications Board Certification Study Guide: Covers ISEB, ISTQB/ITB, QAI certification (2008 Edition) w/CD Dr.K.V.K.K.Prasad,2006-11 This book aims at providing the

necessary knowledge in understanding the concepts of software testing and software quality assurance so that you can take any internationally recognized software testing quality assurance certification examination and come out with flying colors Also equipped with this knowledge you can do a great job as a testing and quality assurance professional in your career and contribute in developing reliable software for different applications which in turn improves the quality of life of everyone on this earth Introduction Software Development Life Cycle and Quality Assurance Fundamentals of Testing Testing Levels and Types Static Testing Techniques Dynamic Testing and Test Case Design Techniques Managing the Testing Process Software Testing Tools Code of Ethics for Software Professionals *MCSE Windows 2000 Network Infrastructure Administration Study Guide* Paul E. Robichaux, 2006-02-20 Here s the book you need to prepare for Exam 70 216 Implementing and Administering a Microsoft Windows 2000 Network Infrastructure This study guide provides In depth coverage of every exam objective all the information you need Practical information on managing a Windows 2000 network infrastructure Hundreds of challenging review questions in the book and on the CD Leading edge exam preparation software including a testing engine electronic flashcards and simulation software Authoritative coverage of all exam objectives including DNS in a Windows 2000 network infrastructure DHCP in a Windows 2000 network infrastructure Remote access in a Windows 2000 network infrastructure Network protocols in a Windows 2000 network infrastructure WINS in a Windows 2000 network infrastructure IP routing in a Windows 2000 network infrastructure Certificate Services Note CD ROM DVD and other supplementary materials are not included as part of eBook file Wiley CMAexcel Learning System Exam Review 2015 + Test Bank IMA, 2014-08-04 Wiley CMA Learning System Part 1 Financial Planning Performance and Control covers the topics of Planning Budgeting and Forecasting Performance Management Cost Management Internal Controls and Professional Ethics Many of these topics also provide a foundation for the concepts and methodologies that will be the subject of the Part 2 exam Containing key formulas knowledge checks at the end of each topic study tips and practice questions Wiley CMA Learning System Part 1 provides a candidate with what they need to pass Part 1 of the CMA It includes access to the CMA test bank which has over 900 multiple choice questions Also included is a one year access to the Part 1 test bank

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chapter includes two multiple choice practice questions Work through the detailed explanations to evaluate each answer option and understand the reason for the best answer Pass On exam day use the critical knowledge you ve learned when you re ready to take the test You ll feel ready and confident to pass the exam and earn your certification With a laser focus on getting you job and exam ready the book skips the fluff and gets right to the point of getting you familiar with IT basics and on the road to an in demand IT certification and a new career in tech You ll also get complimentary access to additional online study tools complete with a bonus practice exam and audio recordings of the CertMike Exam Essentials Banish test anxiety and feel ready to pass the test the first time around An indispensable resource for anyone preparing for their A certification CompTIA A CertMike Prepare Practice Pass the Test Get Certified Core 1 Exam 220 1101 is also a must read for hardware and PC technicians seeking to upgrade their skillset **Wiley CMA Learning System Exam Review 2013, Test Bank** IMA,2013-02-12 Wiley CMA Learning System consists of Part 1 Financial Planning Performance and Control which covers the topics of Planning Budgeting and Forecasting Performance Management Cost Management Internal Controls and Professional Ethics As well as Part 2 Financial Decision Making covers the topics of Financial Statement Analysis Corporate Finance Decision Analysis and Risk Management Investment Decisions and Professional Ethics It contains key formulas knowledge checks at the end of each topic study tips and practice questions providing candidates with what they need to pass the CMA Exam Also included is access to the CMA test bank which contains over 2 000 questions *IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide* Ciprian Rusen,2015-04-22 Master word processing spreadsheets and presentations ahead ofthe IC3 exam IC3 Internet and Computing Core Certification KeyApplications Study Guide is your ideal study guide when youwant to focus on the Key Applications exam module in preparationfor the IC3 This book covers common features and functions wordprocessing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam andthe companion website offers a diverse set of study tools includingthe Sybex test engine a preassessment test hundreds of practicequestions videos and access to over one hundred electronicflashcards Test your skills and solidify your understanding of KeyApplications for the IC3 Master the functions common to all programs and the mostcommon features Review the basics of word processing with formatting andautomation Understand spreadsheets and how to manipulate data withformulas Brush up on the creation and formatting of simplepresentations When you are serious about certification IC3 providesthe practice that inspires self confidence **Measurement and Evaluation in Human Performance, 5E** Morrow, Jr., James R.,Mood, Dale,Disch, James,Kang, Minsoo,2015-08-25 Measurement and Evaluation in Human Performance Fifth Edition leads students through the fundamentals of collecting and analyzing human performance data by focusing on the core concepts of reliability and validity and helping students apply their results to real life situations *Handbook of Research on Effective Electronic Gaming in Education* Ferdig, Richard E.,2008-07-31 This book presents a

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