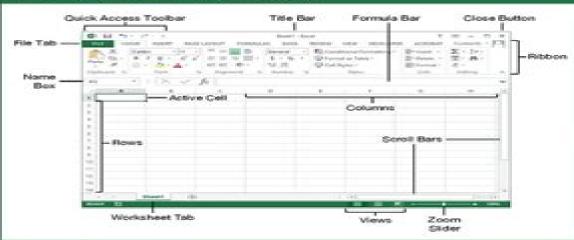




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#### **Getting Started**



Parketon

-

The Rie tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Prort, Share, and Oose.

Oreate a Workbook: Click the File tab and select New or press Otrl + N. Double-click a workbook.

Open a Workbook: Click the File tab and select Open or press CM + 0. Select a recent file or navigate to the location where the file is saved.

#### The Excel 2013 Screen

Preview and Print a Workbook: Click the File tab and select Print.

Under Click the Unde \*9 button on the Curck Access Toolbar.

Redo or Repeat: Click the Redo button on the Quick Access Toober.
The button turns to Repeat © once sverything has been re-done.

Close a Workbook: Olck the Close × button in the upper-right corner. Use Zoom: Click and drag the zoom sider to the left or right.

**Cell Address:** Cells are referenced by an address made from their column letter and row number, such as cell A1, B2, etc. Find the address of a cell by looking at the Name Box to the left of the formula bar.

Select a Oelt: 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. Use the Otrl key to select nonadjacent cell ranges.

Select an Entire Worksheet: Click the Select All III outton where the column and row headings meet.

Change Program Settings: Olckthe File 1st) and select Options.

Change Views: Click a View button in the status bar, Or, click the View tab and select a view.

#### Keyboard Shortcuts General

Open a workbook	Ctrl - O
Create a new workbook	Otri - N
Save a workbook	Otrl - S
Print a workbook	Otrl - P
Close a workbook	Otal = W
Help	_ P1
Spell check	_F7
Calculate worksheets	P9
Create absolute reference	F4

#### Novigation

Move between cells	1. d. +
Right one cell	Tarb
Left one cell	Shift = Tab
Down one cell	Enter
Up one set	Shift - Enter
Down one screen	Page Down
To first cell of active row	Home
Enable End mode	End
To cell A1	Otri - Home
To last cell	Otri - End

#### Editing:

Out	Otrl + X
Gooy	Otrl + O
Paste	Otrl + V
Undo	Otrl + 2
Pledio	Otrl + Y
Find	Otrl - F
Ptoplace	Otrl - H
Edit active cel	F2
Chear nell companie	Delete

#### Fermatting

Bold	Otri - B
Italion	Otri - I
Underline	Otrl + U
Open Format Cells dislog box	Otrl - Shift
Select At	Otrl + A
Select entire row	Shift - Space
Select entire column	Otrl - Space
Hide selected rows	Otri + 9
Hide selected columns	Otrl = 0

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Andrew P. Robinson, Terry
Walshe, Mark A. Burgman, Michael
Nunn

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