

## Microsoft\*

# **Excel Quick Reference**

Basic Skills



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# The Excel Program Screen



## **Getting Started**



Create a Workbook, Click the Fille tab and select **New** or press **Ctrl** + **N**. Double-click a workbook.

Open a Workbook, Click the File taband select Open or press Ctrl + O. Select a recent file or navigate to the tocation where the file is saved.

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

Undo: Click the **Undo** 5 button on the Quick Access Toolbiar.

Redo or Repeat, Click the Redo © button on the Quick Access Toolbar. The button turns to Repeat © once everything has been ne-done.

Use Zoom, Click and drag the zoom slider to the left or right.

Select a Celt Click a cell or use the keyboard arrow keys to select it.

Select a Cell Bange; 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 rance.

Select an Entire Worksheet, Click the Select All Lik button where the column and row headings meet.

Seizert 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** taband 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

The second second	Comments and Comments
Open a workbook	Ctrl + O
Create a new workbook	Cast + N.
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook.	CHI + W
Help	F1
Activate Tell Me field	Alt - Q
Spell check	F7
Calculate worksharets	F-0

Create absolute reference ... F4

### Navigation

Move between cells	_ t. +. +. +. ·
Right one cel	Tab
Left one cell	Shift + Tab
Down one cell	Enter
Up one cell	Shift - Enter
Drown one screen	Page Down
To first cell of active row	
Enable End mode	_ End
To cell A1	Ctrl = Home
To last cell	Cited - Food

#### Editing

Cut	CHI+X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Edit active cell	F2
Characteristic constants	Charleston.

### Formatting

Bold	Ctrt + B
Italies	Otrl = I
Underline	Otrl + U
Open Format Cells dialog box	Ctrl + Shift
Select All	Ctrl + A
Select online row	Shift - Space
Select entire column	Ctrl - Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

# **How To Use Excel Quick Guide**

**CL Gary** 

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Unveiling the Energy of Verbal Art: An Psychological Sojourn through How To Use Excel Quick Guide

In a world inundated with screens and the cacophony of instant communication, the profound energy and mental resonance of verbal artistry frequently fade into obscurity, eclipsed by the constant onslaught of sound and distractions. However, located within the lyrical pages of **How To Use Excel Quick Guide**, a fascinating perform of fictional elegance that pulses with raw feelings, lies an unique journey waiting to be embarked upon. Published by way of a virtuoso wordsmith, this magical opus manuals readers on an emotional odyssey, lightly exposing the latent possible and profound impact stuck within the intricate internet of language. Within the heart-wrenching expanse of this evocative evaluation, we will embark upon an introspective exploration of the book is main themes, dissect its fascinating writing fashion, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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