

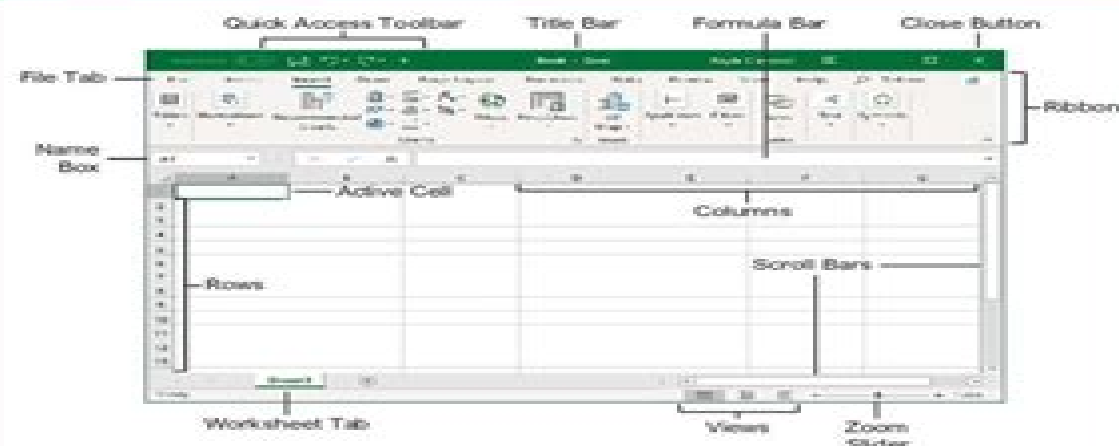


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# Excel Quick Reference

## Basic Skills

### The Excel Program Screen



### Getting Started

- Home
- Insert
- Formulas
- References
- Layout
- Send To
- Table & Outline
- Tools
- Window
- Help
- File
- 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.

### 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         |



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**Huangqi Zhang**



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## **Table of Contents How To Use Excel Quick Guide**

1. Understanding the eBook How To Use Excel Quick Guide
  - The Rise of Digital Reading How To Use Excel Quick Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying How To Use Excel Quick 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 How To Use Excel Quick Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from How To Use Excel Quick Guide
  - Personalized Recommendations
  - How To Use Excel Quick Guide User Reviews and Ratings
  - How To Use Excel Quick Guide and Bestseller Lists
5. Accessing How To Use Excel Quick Guide Free and Paid eBooks
  - How To Use Excel Quick Guide Public Domain eBooks
  - How To Use Excel Quick Guide eBook Subscription Services
  - How To Use Excel Quick Guide Budget-Friendly Options

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