



Microsoft®

# Excel Quick Reference

## Basic Skills

### The Excel Program Screen



### Getting Started

- Home
- Insert
- Formulas
- References
- Layout
- Send To
- Save As
- Print
- Review
- 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.

### 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         |

# Excel 20quick Reference Guide

**Jessica J Manson**



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