



Microsoft®

Excel Quick Reference

Basic Skills

The Excel Program Screen



Getting Started

- Home
- Insert
- Formulas
- References
- Layout
- Send To
- Table Tools
- Table
- Tools
- 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



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Excel 2015 Quick Reference Guide

Rosina Ehmann



Excel 2015 Quick Reference Guide:

Reviewing **Excel 2015 Quick Reference Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Excel 2015 Quick Reference Guide**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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Table of Contents Excel 2015 Quick Reference Guide

1. Understanding the eBook Excel 2015 Quick Reference Guide
 - The Rise of Digital Reading Excel 2015 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Excel 2015 Quick Reference 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 Excel 2015 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Excel 2015 Quick Reference Guide
 - Personalized Recommendations
 - Excel 2015 Quick Reference Guide User Reviews and Ratings
 - Excel 2015 Quick Reference Guide and Bestseller Lists

5. Accessing Excel 2015 Quick Reference Guide Free and Paid eBooks
 - Excel 2015 Quick Reference Guide Public Domain eBooks
 - Excel 2015 Quick Reference Guide eBook Subscription Services
 - Excel 2015 Quick Reference Guide Budget-Friendly Options
6. Navigating Excel 2015 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Excel 2015 Quick Reference Guide Compatibility with Devices
 - Excel 2015 Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Excel 2015 Quick Reference Guide
 - Highlighting and Note-Taking Excel 2015 Quick Reference Guide
 - Interactive Elements Excel 2015 Quick Reference Guide
8. Staying Engaged with Excel 2015 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Excel 2015 Quick Reference Guide
9. Balancing eBooks and Physical Books Excel 2015 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Excel 2015 Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Excel 2015 Quick Reference Guide
 - Setting Reading Goals Excel 2015 Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Excel 2015 Quick Reference Guide
 - Fact-Checking eBook Content of Excel 2015 Quick Reference 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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