

Excel 2019 Introduction

Quick Reference Guide

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The Excel 2019 Environment



Interface Basics

Showing the Ribbon

1. To show the ribbon, click the ribbon tab in the Ribbon.
2. To show the ribbon, click the ribbon tab in the Ribbon.
3. To show the ribbon, click the ribbon tab in the Ribbon.
4. To show the ribbon, click the ribbon tab in the Ribbon.

Enabling and Disabling Ribbon Tabs

1. Click the "Customize Ribbon" button in the Ribbon.

Opening Workbooks

1. To open a workbook, click the "File" tab in the Ribbon.
2. To open a workbook, click the "File" tab in the Ribbon.

Recovering Unsaved Workbooks

1. Click the "File" tab in the Ribbon.
2. Click "Recent" in the "Open" pane.
3. Click the "Recover Unsaved Workbooks" button.
4. Click the "Recover" button.

Cells Entry

Selecting Cells

1. To select a single cell, click the cell or use the arrow keys to move to the cell.
2. To select a range of cells, click the top-left cell, hold down the mouse button, and drag to the bottom-right cell.
3. To select a range of cells, click the top-left cell, hold down the mouse button, and drag to the bottom-right cell.
4. To select multiple ranges, click the first range, hold down the mouse button, click the second range, and so on.
5. To select a range of cells, click the top-left cell, hold down the mouse button, and drag to the bottom-right cell.

Entering Data

Instructions



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Microsoft Excel Instruction Manual

Terry C. Jones



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