



Microsoft®

Excel 2021 Basic

Quick Reference Guide

The Excel 2021 Program Screen



Getting Started



New

Open

Save

Print

Undo

Redo

Find

Replace

Format

Tools

Help

File

Home

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Formulas

References

Layout

Developer

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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Ms Excel 20quick Reference Guide

Yan Bai



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The Ultimate Microsoft Office Book Eric Stroo,1996 This colorful interesting fact filled guide shows intermediate users how to use Office applications together to realize the full power and versatility they offer Users will learn how to share data through linking and embedding objects and how to choose the right tools from any application to complete a task intelligently Includes an updated and revised Q A section Guide for Experienced Spreadsheet Users ,1991 Excel 2007 Miracles Made Easy Bill Jelen,2008-07-01 In this addendum to Learn Excel from Mr Excel the amazing new features offered in Excel 2007 are introduced Revealing the features that make this new version the best new release of Excel since 1997 this guide provides the necessary information to teach users to quickly unleash the powerful new features in Excel 2007 create incredible looking charts customize color themes to match their corporate logo utilize data visualization tools and learn Pivot Table improvements *Microsoft Excel 2000* Karl Schwartz,Cathy Vesecky,1999 **Excel for Everyone** Roderick Edwards,2020-09-21 An Excel guide that teaches you to be an Excel guru instead of just throwing a bunch of geek speak at you This book is backed with over 20 years of Excel and data analysis experience in a wide field of industries Written in a casual and entertaining style which readers of all levels can appreciate This isn t your grandpa s Excel for dummies book

Microsoft Office Excel 2003 Robert T. Grauer,Maryann M. Barber,2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **Microsoft Excel** Microsoft,1985

Macworld ,1988 *American Blacksmith, Auto & Tractor Shop* ,1903 *Microsoft Excel Quick Reference Guide* ,1989
The Church Times ,1904 Microsoft Excel 97 : Quick Reference Guide Nevada Learning Series Inc,1998 The United States Army and Navy Journal and Gazette of the Regular and Volunteer Forces ,1897 **Cooking for Profit** ,1999

101 Tip Dan Trik Word 2010 Jubilee Enterprise,2013-09-24 Hampir setiap hari kita menggunakan MS Word Kali ini MS Word telah beranjak ke versi 2010 Apakah Anda yakin sudah menguasai software ini walaupun bertahun tahun menggunakan MS Word seri sebelumnya Untuk mengujinya silakan jawab pertanyaan pertanyaan di bawah ini Bagaimana caranya mengetahui adanya perubahan pada dokumen Agar elemen gambar tidak keluar dari margin apa yang harus dilakukan Apakah kita bisa mengganti warna gambar Caranya bagaimana Apa yang harus dilakukan agar ukuran file dari dokumen kita tidak terlalu gemuk meskipun di dalamnya terdapat banyak gambar Bagaimana caranya memberi garis tepi atau efek glow pada teks Apakah ada cara untuk membuat teks agar seperti melayang di udara Nge blog pakai MS Word 2010 bisakah Menyimpan dokumen di Skydrive Caranya bagaimana Dan lain sebagainya Apabila Anda tidak tahu jawaban dari pertanyaan pertanyaan di atas maka Anda membutuhkan buku ini Di dalam buku ini Anda bisa mempelajari tiap tiap aspek dalam MS Word 2010 yang tersembunyi dan dapat diungkap untuk membantu pekerjaan Anda sehari hari Microsoft Excel 97

Nevada Learning Series Inc,1998-09-01 **Word 2007** Connie Morrison,2007-05-02 If you're familiar with Word but not Word 2007 this is the book for you Word 2007 Beyond the Manual focuses on features of Word 2007 as well as older features that were once less accessible than they are now This book also makes a point to include examples of practical applications for all the new features Written by Connie Morrison a university instructor of Microsoft applications this book will help you grow into a confident Word 2007 user The book assumes familiarity with Word 2003 or earlier versions so you can work effectively with the material here Overall this book cuts to the chase by skipping over basic or obvious features to get you up and running with Word 2007 in the shortest possible time **Exploring Microsoft Office 2003** Robert T. Grauer,Maryann Barber,2005 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems *Microsoft Excel 2019 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide* TeachUcomp,2019-01-17 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Excel 2019 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 59 topics covered this guide is perfect for someone new to Excel or upgrading from a previous version Topics Include Interface Basics File Management Data Entry Formulas Copying and Pasting Formulas Adjusting Columns and Rows Formatting Worksheets Worksheet Tools Worksheet Layout Printing Touch Actions and Keyboard Shortcuts **Microtimes**,1994

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