

The Excel 2016 Screen



Keyboard Shortcuts

General

| | |
|--|----------|
| Open a Workbook | Ctrl + O |
| Create New | Ctrl + N |
| Save | Ctrl + S |
| Preview and Print | Ctrl + P |
| Close a Workbook | Ctrl + W |
| Help | F1 |
| Run Spelling Check | F7 |
| Calculate worksheets | F9 |
| Create an absolute, normal, or mixed reference | F4 |

Navigation:

| | |
|--------------------|---------------|
| Move Between Cells | ↑, ↓, ←, → |
| Right One Cell | → |
| Left One Cell | ← |
| Down One Cell | Enter |
| Up One Cell | Shift + Enter |
| Down One Screen | Page Down |
| Up One Screen | Page Up |
| To Cell A1 | Ctrl + Home |
| To Last Cell | Ctrl + End |
| Go To Dialog Box | F5 |

Editing

| | |
|---------------------|----------|
| Cut | Ctrl + X |
| Copy | Ctrl + C |
| Paste | Ctrl + V |
| Undo | Ctrl + Z |
| Redo | Ctrl + Y |
| Find | Ctrl + F |
| Replace | Ctrl + H |
| Select All | Ctrl + A |
| Edit active cell | F2 |
| Clear cell contents | Delete |

Formatting

| | |
|------------------------------|------------------|
| Bold | Ctrl + B |
| Italics | 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 |

The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Workbook:** Click the File tab, select New, and double-click workbook, or press Ctrl + N.
- To Open a Workbook:** Click the File tab and select Open, or press Ctrl + O.
- To Save a Workbook:** Click the Save button on the Quick Access Toolbar, or press Ctrl + S.
- To Preview and Print a Workbook:** Click the File tab and select Print, or press Ctrl + P.
- To Undo:** Click the Undo button on the Quick Access Toolbar, or press Ctrl + Z.
- To Redo or Repeat:** Click the Redo button on the Quick Access Toolbar, or press Ctrl + Y.
- To Close a Workbook:** Click the Close button, or press Ctrl + W.
- To Get Help:** Press F1 to open the Help window. Type your question and press Enter.

- Cell addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the Name Box under the clipboard.
- To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.
- To 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 mouse pointer to the last cell of the range.
- To Select an Entire Worksheet:** Click the Select All button where column and row headings meet. Or press Ctrl + A.
- To Minimize the Ribbon:** Click the Minimize Ribbon button on the Ribbon. Or, press Ctrl + F1. Or, right-click a tab and select Unpin the Ribbon from the contextual menu.
- To Change Program Settings:** Click the File tab and select Options.
- To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the Zoom Out and Zoom In buttons on the slider.
- To Change Views:** Click a View button in the status bar. Or, click the View tab and select a view.

How To Use Excel Quick Guide

Reginald O. York



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Excel Statistics Neil J. Salkind, 2015-06-11 Ideal for those already familiar with basic Excel features this updated Third Edition of Neil J Salkind s Excel Statistics A Quick Guide shows readers how to utilize Microsoft Excel s functions and Analysis ToolPak to answer simple and complex questions about data Part I explores 35 Excel functions while Part II contains 20 Analysis ToolPak tools To make it easy to see what each function or tool looks like when applied at a glance two page spreads describe each function and its use with corresponding screenshots In addition actual data files used in the examples are readily available online at an open access Student Study Site [Quick Guide to IBM® SPSS®](#) Alan C. Elliott, Wayne A. Woodward, 2019-07-22 A perfect supplement for an introductory statistics course Quick Guide to IBM SPSS Statistical Analysis With Step by Step Examples gives students the extra guidance with SPSS they need without taking up valuable in class time A practical accessible guide for using software while doing data analysis in the social sciences students can learn SPSS on their own allowing instructors to focus on the concepts and calculations in their lectures rather than SPSS tutorials Designed to work across disciplines the authors have provided a number of SPSS step by step examples in chapters showing the user how to plan a study prepare data for analysis perform the analysis and interpret the output from SPSS The new Third Edition covers IBM SPSS version 25 includes a new section on Syntax and all chapters have been updated to reflect current menu options along with many SPSS screenshots making the process much simpler for the user In addition helpful hints and insights are provided through the features Tips and Caveats and Sidebars *User's Guide*, 1994 **Microsoft Excel User's Guide**, 1994 **Microsoft Excel 97 Quick Reference** Joyce J. Nielsen, 1997 Task oriented and presented in a logical sequence Microsoft Excel 97 Quick Reference delivers beyond beginners books to get the problem solving job done for casual to advanced users The smaller trim size is ideal for desktop reference or travel yet the contents are comprehensive [Excel Quick Reference](#) Hy Bender, 1990 This compact reference provides immediate access to the essential commands and functions of Excel s powerful spreadsheet software Covers both IBM and Macintosh versions **Quick Reference Guide to Microsoft Word for the Apple Macintosh** Lisa Ann Jacobs, 1989 **User's Guide**, 1992 [Statistics for Human Service Evaluation](#) Reginald O. York, 2016-10-28 This practical book shows how both Excel and SPSS can be used for analyzing data for human service evaluation Assuming no prior instruction for statistics the text utilizes a learn by doing approach readers see the use of statistics demonstrated and then are encouraged to apply their own data to statistical analysis with step by step guidance Decision trees practice exercises and quizzes ensure readers will be well prepared to practice data analysis in a wide variety of human services situations **The Excel Advanced User's Guide** Richard Loggins, 1987 **VISUAL BASIC USER'S GUIDE MICROSOFT EXCEL VERSION 5.0** MICROSOFT CORPORATION, 1994 *user's guide 1; microsoft excel*, 1992 *SharePoint 2013 User's Guide* Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend

the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

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A User Guide for CUFIM, the Community and Urban Forest Inventory and Management Program Norman H. Pillsbury,Samantha J. Gill,2003

Look Smarter Than You Are with Essbase - An End User's Guide Edward Roske,Tracy McMullen,2008-06-01

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