

## 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.

# Microsoft Excel 20quick Reference Guide

**Connie Hyslop**



## **Microsoft Excel 20quick Reference Guide:**

**Using Microsoft Excel 2007** Connie Hyslop,2009-01-01 A Quick Reference Guide to Microsoft Excel Includes tips tricks and shortcuts Easy to follow steps written in non technical terms Many computer manuals are TMI Too Much Info The steps in this guide are brief and to the point Using Microsoft Excel 2007 is the desk reference every user needs to become proficient in the new version of Excel

**Computer Vision, Imaging and Computer Graphics. Theory and Applications** Paul Richard, José Braz,2012-02-25 This book constitutes the refereed proceedings of the International Conference VISIGRAPP 2010 the Joint Conference on Computer Vision Theory and Applications VISAPP on Imaging Theory and Applications IMAGAPP and on Computer Graphics Theory and Applications GRAPP held in Angers France in May 2010 The 19 revised full papers presented together with two invited papers were carefully reviewed and selected The papers are organized in topical sections on computer vision theory and applications imaging theory and applications computer graphics theory and applications and information visualization theory and applications

*The Publishers Weekly* ,1996

**Bibliographic Guide to Business and Economics** New York Public Library. Research Libraries,1991

**U.S. Coast Guard Engineering, Electronics & Logistics Quarterly** ,2008

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**PC Mag** ,1988-12-27 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

**PC/Computing** ,1991-10

*Whitaker's Book List* ,1991

A Manual of AACR 2 Examples for Microcomputer Software with MARC Tagging and Coding Nancy B. Olson,Minnesota AACR 2 Trainers,1988

**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

*School Library Journal* ,1989

The Cumulative Book Index ,1999

**InfoWorld** ,1988-11-07 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

*PC Magazine* ,1991

Basic Statistics for Business & Economics Douglas A. Lind,2004 Welcome to First Canadian Edition of Basic Statistics for Business and Economics As the name implies the objective of this textbook is to provide Canadian business students majoring in economics finance marketing accounting management and other fields of business administration with an introductory survey of the many business applications of descriptive and inferential statistics Basic Statistics for Business and Economics introduces students to essential business applications while maintaining a student oriented environment learning environment Examples and problems are designed to teach the basics while remaining relevant to the real world

**El-Hi Textbooks and Serials in Print** ,2003

*American Book Publishing Record* ,1998

**Subject Guide to Books in Print** ,1993

**User's Guide**

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## **Microsoft Excel 20quick Reference Guide** Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Microsoft Excel 20quick Reference Guide**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence.

Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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