Microsoft®

Excel 2007

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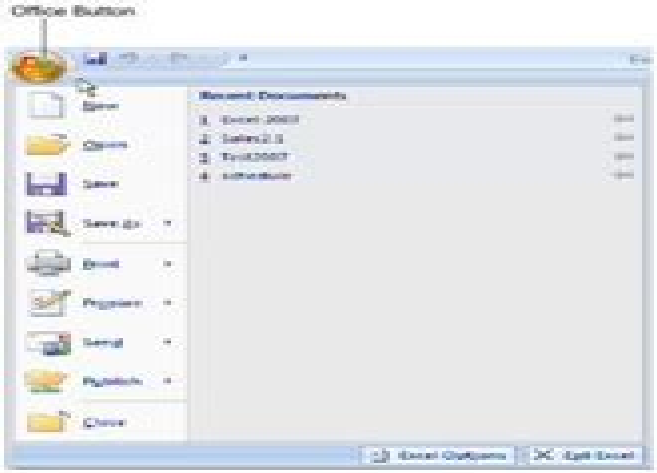
The Excel 2007 Screen

The Fundamentals

The **Office Button**, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Excel. The Office Button menu contains basic file management commands, including New, Open, Save, Print and Close.



- **To Create a New Workbook:** Click the **Office Button**, select **New**, and click **Create**, or press **Ctrl + N**.
- **To Open a Workbook:** Click the **Office Button** 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 Save a Workbook with a Different Name:** Click the **Office Button**, select **Save As**, and enter a new name for the presentation.
- **To Preview a Workbook:** Click the **Office Button**, point to **Print**, and select **Print Preview**.
- **To Print a Workbook:** Click the **Office Button** and select **Print**, or press **Ctrl + P**.
- **To Quick Print:** Click the **Office Button**, point to **Print**, and select **Quick Print**.
- **To Undo:** Click the **Undo** button on the Quick Access Toolbar or press **Ctrl + Z**.
- **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**.
- **To Exit Excel:** Click the **Office Button** and click **Exit Excel**.

Keyboard Shortcuts

General

Open a Workbook	**Ctrl + O**
Create New	**Ctrl + N**
Save a Workbook	**Ctrl + S**
Print a Workbook	**Ctrl + P**
Close a Workbook	**Ctrl + W**
Help	**F1**
Run Spelling Check	**F7**

Navigation:

Move Between Cells	**↑, ↓, ←, →**
Go One Cell to the Right	**Tab**
Go One Cell to the Left	**Shift + Tab**
Down One Cell	**Enter**
Up One Cell	**Shift + Enter**
Up One Screen	**Page Up**
Down One Screen	**Page Down**
To Cell A1	**Ctrl + Home**
To Last Cell with Data	**Ctrl + End**
Open 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**

Formatting

Bold	**Ctrl + B**
Italics	**Ctrl + I**
Underline	**Ctrl + U**
Open Format Cells Dialog Box	**Ctrl + Shift + F**

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Ed Tittel,Justin Korelc

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