Microsoft® Excel 2016
Quick Reference Card

The Excel 2016 Screen

Quick Access Toolbar — Title bar — Formula Bar — Close button — File tab — Ribbon — Name box — Active cell — Columns — Rows — Scroll bars — Worksheet tabs — View buttons — Zoom slider

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	Tab
Left One Cell	Shift + Tab
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.

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Connie Hyslop

Microsoft Excel 2007 User Guide:

A Guide to Microsoft Excel 2007 for Scientists and Engineers Bernard Liengme,2008-11-27 Completely updated guide for scientists engineers and students who want to use Microsoft Excel 2007 to its full potential Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data This text provides a straightforward guide to using these functions of Microsoft Excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel brought fully up to date with the new Microsoft Office release of Excel 2007 Features of Excel 2007 are illustrated through a wide variety of examples based in technical contexts demonstrating the use of the program for analysis and presentation of experimental results Updated with new examples problem sets and applications   Excel 2007 Matthew MacDonald,2007 Publisher description   Office and SharePoint 2010 User's Guide Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment   **The Unofficial Guide to Microsoft Office Excel 2007** Julia Kelly,Curt Simmons,2007-02-05 This title helps readers get the most from Excel 2007 s update with insider guidance and valuable tips It is ideal for Excel users looking for smart tips cool insider secrets and interesting hacks to make the most of Microsoft Excel 2007 It includes handy checklists and charts to get readers started in Excel right away It shows readers the best way to enter format and organize data use PivotTables and PivotCharts to summarize data dynamically work with charts to illustrate data points and learn how to automate common and repetitive tasks by writing macros with VBA   **A Simplified User's Guide for Microsoft Office Excel 2007** Joan F. Ballantyne,2010   **Excel 2007 Pocket Guide** Curtis D. Frye,2007-10-25 Moving to Excel 2007 is not a routine upgrade

Microsoft s radical redesign of the application s user interface has led to confusion among many who people who have relied on Excel for years Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost With this book in hand you ll be able to find your favorite Excel tools quickly It s packed with information to guide beginners through the basics of creating spreadsheets and entering data while providing advanced users with information on formulas pivot tables and more Inside you ll find A visual guide to the new Ribbon interface that helps users find familiar tools A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately Quick answers about how to perform specific tasks in Excel such as working with files editing data formatting summarizing and displaying data Convenient techniques for connecting data across worksheets and projects Help for moving from the basics of spreadsheet construction to more advanced features This edition also includes an extensive reference on commonly used formulas which reveal at a glance the many possibilities Excel 2007 provides for easy calculation Tasks in the book are presented as answers to How do I questions such as How do I change the formatting of part of a cell s contents followed by concise instructions for performing the task You ll learn ways to customize Excel to fit your needs and how to share workbooks and collaborate with others And much more Don t let Excel 2007 baffle you Pick up this convenient pocket guide and learn to navigate this redesigned application with ease **Look Smarter Than You Are with Essbase - An End User's Guide** Edward Roske,Tracy McMullen,2008-06-01 How Can I Use Essbase to Analyze Data With millions of users world wide Essbase seems to be everywhere these days and now it s a part of your life You want to slice and dice data analyze information and make highly formatted spreadsheet retrievals You re sure Essbase is the answer and thank goodness your boss bought copies of this book for your entire department This book is your key to unlocking the world of analysis through Essbase You will learn How to connect to Essbase databases and retrieve data What is multi dimensionality and why should you care The basics of Essbases end user add ins for adhoc analysis Steps to creating highly formatted reports and templates that you can use month after month Creation and saving of advanced analytic queries using the query designers **Microsoft Office Excel 2007 a Beginner's Guide** W. r. Mills,2010 A training book for Microsoft Excel 2007 **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 *Excel 2007 for Starters* Matthew MacDonald,2007 A comprehensive beginner s guide to using Microsoft Excel 2007 that covers basic functions and worksheets adding information and moving data formatting cells viewing and printing basic formulas tables charts and other topics **Excel 2007** Helen Dixon,2007-05-29 Many experienced users may initially find Excel 2007 rather disorientating But Excel 2007 Beyond the Manual will introduce those who are already familiar with Excel basics to more advanced features

like consolidation what if analysis PivotTables sorting and filtering and some commonly used functions You ll learn how to maximize your efficiency at producing professional looking spreadsheets and charts and become competent at analyzing data using a variety of tools The book includes practical examples to illustrate advanced features It also covers new features of Excel 2007 along with ways to access old features You ll even gain timesaving tips and shortcuts **MS-DOS User's Guide** Chris DeVoney,Allen Wyatt,1988 Guides Users of Victor Zenith Eagle TI Professional or Other Computers Through the MS DOS Operating System iPad Survival Guide: Step-by-Step User Guide for Apple iPad: Getting Started, Downloading FREE eBooks, Using eMail, Photos and Videos, and Surfing Web Toly K,2011-01-01 The iPad Survival Guide organizes the wealth of knowledge about the iPad into one place where it can be easily accessed and navigated for quick reference Unlike the official iPad manual the survival guide is not written like a book in paragraph form Instead every instruction is broken down into clear and concise steps The iPad Survival Guide provides useful information not discussed in the iPad manual such as tips and tricks hidden features troubleshooting advice as well as advice on how to solve various Wi Fi issues You will also learn how to download FREE games and FREE eBooks how to PRINT right from your iPad and how to make VOICE CALLS with the use of a simple application Whereas the official iPad manual is stagnant this guide goes above and beyond by discussing recent known issues and solutions that may be currently available This information is constantly revised for a complete up to date manual This iPad guide includes Getting Started Button Layout Before First Use Navigating the Screens Setting Up Wi Fi Setting Up an Email Account Using Email Setting Up Your Email Application Logging In to the Application Store Photos and Videos Using iTunes to Import Videos Sending Pictures via Email Setting a Picture as Wallpaper Viewing a Slideshow Importing Pictures Using iPhoto Importing Pictures Using a PC Viewing a Video Using Skype for Voice Calls and Text Messages Advanced topics Downloading Free Applications Downloading Free Books Adding Previously Purchased and Free eBooks to iBooks app Using the Kindle Reader for iPad Using the iBooks Application Turning On VoiceOver Printing Directly from the iPad Printing Web Pages Moving a Message to Another Mailbox or Folder Changing the Default Signature Setting the Default Account Changing How You Receive Email Saving a Picture or Attachment Managing Contacts Using Safari Web Browser Blocking Pop Up Windows Managing Applications Setting a Passcode Lock Changing Keyboard Settings Tips and Tricks Maximizing Battery Life Solving WiFi issues Troubleshooting Altova® MapForce® 2009 User & Reference Manual , **Microsoft Excel 2007 Quick Source Guide** Quick Source (Firm),2007-01-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Excel 2007 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software Topics include using the ribbon customizing the Quick Access toolbar and creating opening and saving a workbook This guide also covers inserting renaming moving copying and deleting a worksheet as well as creating headers and footers color coding worksheet tabs selecting rows and columns and inserting rows and columns It covers selecting inserting and formatting cells working with cells borders and merged cells

The guide also includes instructions for entering and working with data creating a formula inserting a function using formula auditing tools and using the Watch Window This guide also covers how to change the view zoom split panes freeze a row or column as well as various methods of output such as printing and e mailing a workbook and much more An excellent instructional tool for the user new to Excel 2007 it also serves as a handy reference for the more experienced user

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