

Microsoft® Excel 2016

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The Excel 2016 Screen



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.

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

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Gohn, 2009 In 2005 and 2006 an international deep drilling project conceived and organized under the auspices of the International Continental Scientific Drilling Program and the U.S. Geological Survey continuously cored three boreholes to a total depth of 1 766 km near the center of the Chesapeake Bay impact structure in Northampton County, Virginia This volume presents the initial results of geologic petrographic geochemical paleontologic geophysical hydrologic and microbiologic analyses of the Eyreville cores which constitute a step forward in our understanding of the Chesapeake Bay impact structure and marine impact structures in general The editors have organized this extensive volume into the following sections geologic columns borehole geophysical studies regional geophysical studies crystalline rocks impactites and impact models sedimentary breccias post impact sediments hydrologic and geothermal studies and microbiologic studies The multidisciplinary approach to the study of this impact structure should provide a valuable example for future scientific drilling investigations Publisher's description [The Software Encyclopedia](#), 1986 **Quantitative Methods in Tourism**

Rodolfo Baggio,Jane Klobas,2017-07-06 In this revised second edition Baggio and Klobas build upon the work of their previous volume offering a presentation of quantitative research methods for tourism researchers This accessible and rigorous guide goes beyond the approaches usually covered in introductory textbooks on quantitative methods to consider useful techniques for statistical inquiry into tourism matters of all but the most econometrically complex kind The first part of the book concerns common issues in statistical analysis of data and the most widely used techniques while the second part describes and discusses several newer and less common approaches to data analysis that are valuable for tourism researchers and analysts Updates to the second edition include a new chapter on Big Data consideration of data screening and cleaning the use of similarity and diversity indexes for comparing samples observations about the partial least squares PLS approach to path modelling a new section on multi group structural equation modelling a new section on common method variance and its treatment revised and updated section on software fully updated references and examples

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