

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.



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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MicroStrategy Analytics Desktop User Guide MicroStrategy Product Manuals, MicroStrategy, 2013-10-31 The MicroStrategy Analytics Desktop User Guide describes the steps for a business analyst to execute and analyze a Visual Insight dashboard in MicroStrategy Analytics Desktop. It provides the information necessary for a business analyst to import data from a data source and use that data to create and modify dashboards

Office User Guide for MicroStrategy 9.3.

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Desktop User Guide for MicroStrategy 10 MicroStrategy Product Manuals, 2015-06-04 *WinSIRP Version 2.0 User Manual*, 2009 [Microsoft Excel 2008 for Mac Quick Source Guide](#) The ReSource Network, 2008

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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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