



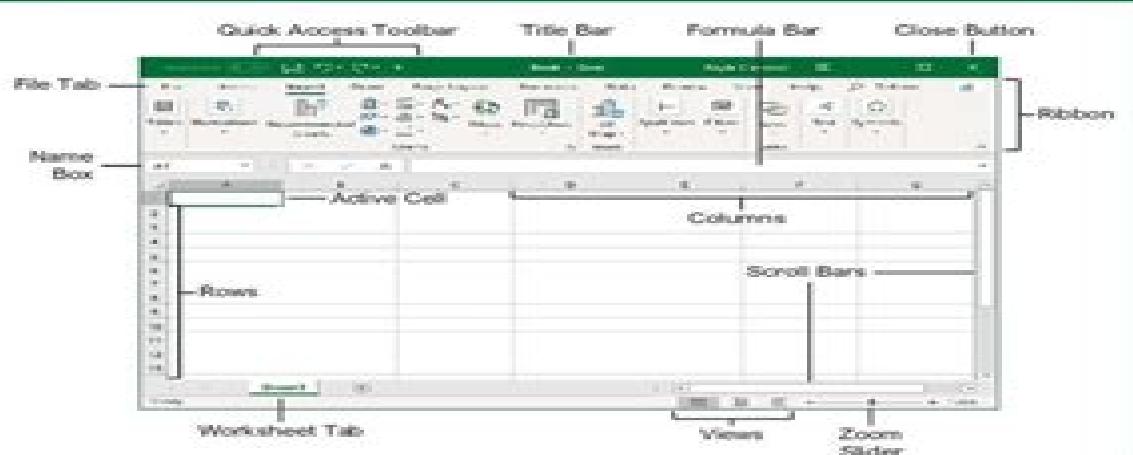
Microsoft®

Excel Quick Reference

Basic Skills



The Excel Program Screen



Getting Started



Create a Workbook: Click the **File** tab and select **New** or press **Ctrl + N**. Double-click a workbook.

Open a Workbook: Click the **File** tab and select **Open** or press **Ctrl + O**. Select a recent file or navigate to the location where the file is saved.

Preview and Print a Workbook: Click the **File** tab and select **Print**.

Undo: Click the **Undo**  button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo**  button on the Quick Access Toolbar. The button turns to **Repeat**  once everything has been re-done.

Use Zoom: Click and drag the zoom slider to the left or right.

Select a Cell: Click a cell or use the keyboard arrow keys to select it.

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 selection to the last cell of the range.

Select an Entire Worksheet: Click the **Select All**  button where the column and row headings meet.

Select Non-Adjacent Cells: Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

Cell Address: Cells are referenced by the coordinates made from their column letter and row number, such as cell A1, B2, etc.



Jump to a Cell: Click in the **Name Box**, type the cell address you want to go to, and press **Enter**.

Change Views: Click a **View** button in the status bar. Or, click the **View** tab and select a view.

Recover an Unsaved Workbook: Restart Excel. If a workbook can be recovered, it will appear in the **Document Recovery pane**. Or, click the **File** tab, click **Recover unsaved workbooks** to open the pane, and select a workbook from the pane.

Keyboard Shortcuts

General

| | |
|---------------------------|-----------------|
| Open a workbook | Ctrl + O |
| Create a new workbook | Ctrl + N |
| Save a workbook | Ctrl + S |
| Print a workbook | Ctrl + P |
| Close a workbook | Ctrl + W |
| Help | F1 |
| Activate Tell Me field | Alt + Q |
| Spell check | F7 |
| Calculate worksheets | F9 |
| Create absolute 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 |
| To first cell of active row | Home |
| Enable End mode | End |
| To cell A1 | Ctrl + Home |
| To last cell | Ctrl + End |

Editing

| | |
|---------------------|-----------------|
| Cut | Ctrl + X |
| Copy | Ctrl + C |
| Paste | Ctrl + V |
| Undo | Ctrl + Z |
| Redo | Ctrl + Y |
| Find | Ctrl + F |
| Replace | Ctrl + H |
| 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 + R |
| Hide selected columns | Ctrl + C |

Microsoft Excel Quick Reference Guide

AN Whitehead

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