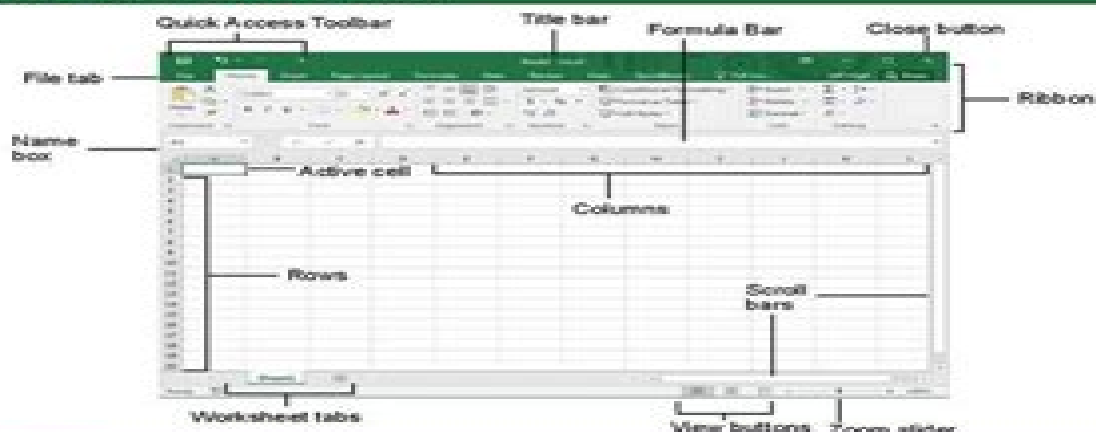


The Excel 2016 Screen



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.

Microsoft Excel Guide

R Sanford



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Every Excel file is equivalent to a workbook that is comprised of one or more worksheets. Each worksheet represents your work space which gives you further access to Excel's wide range of functions. These include data input and storage, data organization and formatting, and data analysis through calculations, table and chart plotting tools, and statistical operations among many others. Whether it involves tasks as simple as creating a project timeline or tracking a budget to more complicated ones such as organizing process maps for flowcharts or even analyzing business cashflows, Excel can surely get the job done. This e-book features a comprehensive beginner's guide to Microsoft Excel 2016 in which basic and frequently used features and functions are discussed in detail. Plus, hands-on examples are illustrated with guide photos and step-by-step procedures.

[Complete Guide to Microsoft Excel](#) Lionel J Ashmore, 2024-11-12

Are you ready to take your spreadsheet skills to the next level? Have you ever wondered how you can get Excel to work for you, transforming those hours of manual tasks into efficient, powerful workflows? If so, then *Complete Guide to Microsoft Excel* by Lionel J Ashmore is here to guide you step-by-step, no matter your current level of expertise. This book isn't just another spreadsheet tutorial; it's a hands-on, practical guide that shows you how to use Excel in ways that make a real difference in everyday tasks.

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Table of Contents Microsoft Excel Guide

1. Understanding the eBook Microsoft Excel Guide
 - The Rise of Digital Reading Microsoft Excel Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Excel Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Guide
 - Personalized Recommendations
 - Microsoft Excel Guide User Reviews and Ratings
 - Microsoft Excel Guide and Bestseller Lists
5. Accessing Microsoft Excel Guide Free and Paid eBooks
 - Microsoft Excel Guide Public Domain eBooks
 - Microsoft Excel Guide eBook Subscription Services
 - Microsoft Excel Guide Budget-Friendly Options

6. Navigating Microsoft Excel Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Excel Guide Compatibility with Devices
 - Microsoft Excel Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel Guide
 - Highlighting and Note-Taking Microsoft Excel Guide
 - Interactive Elements Microsoft Excel Guide
8. Staying Engaged with Microsoft Excel Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel Guide
9. Balancing eBooks and Physical Books Microsoft Excel Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Excel Guide
 - Setting Reading Goals Microsoft Excel Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Excel Guide
 - Fact-Checking eBook Content of Microsoft Excel Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

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