

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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Disha Experts

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