

# 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

# Microsoft Excel 2010 Study Guide

**John Pierce**

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## **Table of Contents Microsoft Excel 2010 Study Guide**

1. Understanding the eBook Microsoft Excel 2010 Study Guide
  - The Rise of Digital Reading Microsoft Excel 2010 Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 2010 Study 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 2010 Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 2010 Study Guide
  - Personalized Recommendations
  - Microsoft Excel 2010 Study Guide User Reviews and Ratings
  - Microsoft Excel 2010 Study Guide and Bestseller Lists
5. Accessing Microsoft Excel 2010 Study Guide Free and Paid eBooks
  - Microsoft Excel 2010 Study Guide Public Domain eBooks

- Microsoft Excel 2010 Study Guide eBook Subscription Services
- Microsoft Excel 2010 Study Guide Budget-Friendly Options

6. Navigating Microsoft Excel 2010 Study Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Excel 2010 Study Guide Compatibility with Devices
- Microsoft Excel 2010 Study Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Excel 2010 Study Guide
- Highlighting and Note-Taking Microsoft Excel 2010 Study Guide
- Interactive Elements Microsoft Excel 2010 Study Guide

8. Staying Engaged with Microsoft Excel 2010 Study Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Excel 2010 Study Guide

9. Balancing eBooks and Physical Books Microsoft Excel 2010 Study Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Excel 2010 Study Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Excel 2010 Study Guide

- Setting Reading Goals Microsoft Excel 2010 Study Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Excel 2010 Study Guide

- Fact-Checking eBook Content of Microsoft Excel 2010 Study Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

## 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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