



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	<b>Ctrl + O</b>
Create a new workbook	<b>Ctrl + N</b>
Save a workbook	<b>Ctrl + S</b>
Print a workbook	<b>Ctrl + P</b>
Close a workbook	<b>Ctrl + W</b>
Help	<b>F1</b>
Activate Tell Me field	<b>Alt + Q</b>
Spell check	<b>F7</b>
Calculate worksheets	<b>F9</b>
Create absolute reference	<b>F4</b>

#### Navigation

Move between cells	<b>↑, ↓, ←, →</b>
Right one cell	<b>Tab</b>
Left one cell	<b>Shift + Tab</b>
Down one cell	<b>Enter</b>
Up one cell	<b>Shift + Enter</b>
Down one screen	<b>Page Down</b>
To first cell of active row	<b>Home</b>
Enable End mode	<b>End</b>
To cell A1	<b>Ctrl + Home</b>
To last cell	<b>Ctrl + End</b>

#### Editing

Cut	<b>Ctrl + X</b>
Copy	<b>Ctrl + C</b>
Paste	<b>Ctrl + V</b>
Undo	<b>Ctrl + Z</b>
Redo	<b>Ctrl + Y</b>
Find	<b>Ctrl + F</b>
Replace	<b>Ctrl + H</b>
Edit active cell	<b>F2</b>
Clear cell contents	<b>Delete</b>

#### Formatting

Bold	<b>Ctrl + B</b>
Italics	<b>Ctrl + I</b>
Underline	<b>Ctrl + U</b>
Open Format Cells dialog box	<b>Ctrl + Shift + F</b>
Select All	<b>Ctrl + A</b>
Select entire row	<b>Shift + Space</b>
Select entire column	<b>Ctrl + Space</b>
Hide selected rows	<b>Ctrl + R</b>
Hide selected columns	<b>Ctrl + C</b>

# Microsoft Excel Quick Reference Guide

**JS Bruner**

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