

# Microsoft® Excel 2016

## Quick Reference Card

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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

# Microsoft Excel Study Guide 2015 420

**H. Russell Bernard**

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represents diverse ethnicities e g Black Pinay Asian American an assortment of disciplines e g sociology education psychology Asian American studies etc and a variety of methodologies e g collaborative autoethnography photovoice kuwentos etc to share diverse narratives linked through an identity and pursuit of MotherScholarhood It addresses the wide range of pressures and influences affecting mothers in academia and tackles the additional burdens and prejudices MotherScholars with marginalized cultural and religious identities face Taken as a whole the book presents important and complementary findings through different MotherScholar perspectives which underscore the complexity of their experience and how it was impacted by a global pandemic MotherScholaring During the COVID 19 Pandemic will be a key resource for researchers and practitioners of education studies educational research educational leadership and policy educational administration gender studies and women s studies This book was originally published as a special issue of the Peabody Journal of Education Research Methods in Anthropology H. Russell Bernard,2017-11-17 Research Methods in Anthropology is the standard textbook for methods classes in anthropology Written in Russ Bernard s unmistakable conversational style this guide has launched tens of thousands of students into the fieldwork enterprise with a combination of rigorous methodology wry humor and commonsense advice Whether you are coming from a scientific interpretive or applied anthropological tradition you will learn field methods from the best guide in both qualitative and quantitative methods

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## **Table of Contents Microsoft Excel Study Guide 2015 420**

1. Understanding the eBook Microsoft Excel Study Guide 2015 420
  - The Rise of Digital Reading Microsoft Excel Study Guide 2015 420
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Study Guide 2015 420
  - 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 Study Guide 2015 420
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Study Guide 2015 420
  - Personalized Recommendations
  - Microsoft Excel Study Guide 2015 420 User Reviews and Ratings
  - Microsoft Excel Study Guide 2015 420 and Bestseller Lists

5. Accessing Microsoft Excel Study Guide 2015 420 Free and Paid eBooks
  - Microsoft Excel Study Guide 2015 420 Public Domain eBooks
  - Microsoft Excel Study Guide 2015 420 eBook Subscription Services
  - Microsoft Excel Study Guide 2015 420 Budget-Friendly Options
6. Navigating Microsoft Excel Study Guide 2015 420 eBook Formats
  - ePUB, PDF, MOBI, and More
  - Microsoft Excel Study Guide 2015 420 Compatibility with Devices
  - Microsoft Excel Study Guide 2015 420 Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Excel Study Guide 2015 420
  - Highlighting and Note-Taking Microsoft Excel Study Guide 2015 420
  - Interactive Elements Microsoft Excel Study Guide 2015 420
8. Staying Engaged with Microsoft Excel Study Guide 2015 420
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Excel Study Guide 2015 420
9. Balancing eBooks and Physical Books Microsoft Excel Study Guide 2015 420
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Excel Study Guide 2015 420
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Excel Study Guide 2015 420
  - Setting Reading Goals Microsoft Excel Study Guide 2015 420
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Excel Study Guide 2015 420
  - Fact-Checking eBook Content of Microsoft Excel Study Guide 2015 420
  - 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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