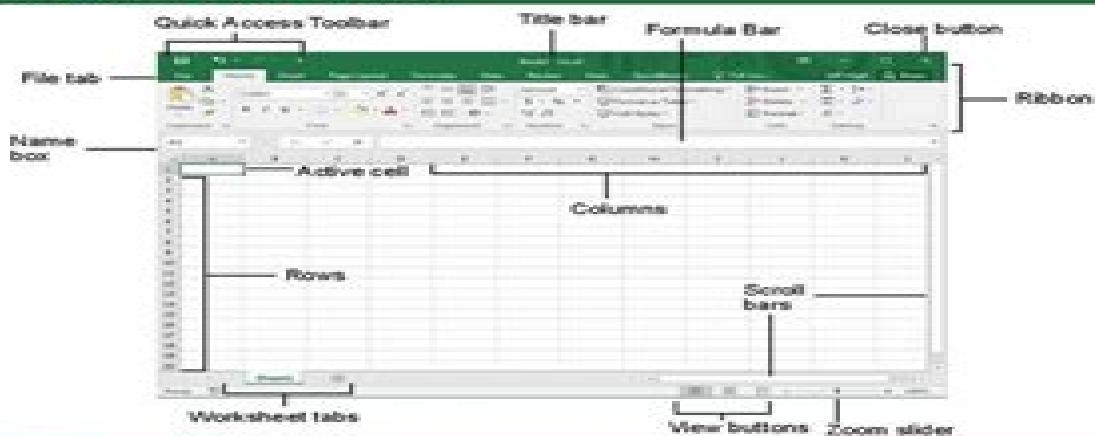


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The Excel 2016 Screen



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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**Suchi Goyal , Neetu Gaikad , Shweta
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