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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

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Neil E. Walker, Beverly Baer

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Resources in Education ,1998 **Crust-Mantle and Lithosphere-Asthenosphere Boundaries** Gianluca Bianchini,Jean-Louis Bodinier,Roberto Braga,Marjorie Wilson,2017-05-10 This 10 chapter volume encompasses contributions from a wide

spectrum of Earth science disciplines including geophysics geodynamics geochemistry and petrology to provide an overview of the nature and evolution of the crust mantle and lithosphere asthenosphere boundaries in different tectonic settings combining studies that exploit different types of data and interpretative approaches. The integration of geochemical geophysical and geodynamic data sets and their interpretation provides a state of the art summary of current understanding and will serve as a blueprint for future research activities.

Special Papers ,1934 **MotherScholaring During the COVID-19 Pandemic** Heather K. Olson Beal,Chrissy J. Cross,Lauren E. Burrow,2023-12-11 This book presents interdisciplinary empirical studies about the COVID 19 pandemic's complex influence on the professional personal and family lives of mothers in academia or MotherScholars. It calls attention to how the COVID 19 pandemic and higher education's responses to it highlight the historical societal and cultural inequities between diverse groups of MotherScholars. The volume

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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