

The Excel 2016 Screen



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

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 **Blank 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.

Microsoft Excel Study Guide 2015 420

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

MotherScholarling 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 MotherScholarship 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

Yearbook of International Organizations 2014-2015 (Volume 3) Union Of International Associations, Union of International Associations, 2014-08-20 The Yearbook of International Organizations provides the most extensive coverage of non profit international organizations currently available Detailed profiles of international non governmental and intergovernmental organizations IGO collected and documented by the Union of International Associations can be found here In addition to the history aims and activities of international organizations with their events publications and contact details the volumes of the Yearbook include networks between associations biographies of key people involved and extensive statistical data Volume 3 allows readers to locate organizations by subjects or by fields of activity and specialization and includes an index to Volumes 1 through 3

[Official Airline Guide](#) , 1994-07

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New Jersey Register , 2015

Forthcoming Books Rose Arny, 1994-04

The Continuing Study of Newspaper Reading Advertising Research Foundation, 1941

Book Review Index Cumulation, 1989 Neil E. Walker, Beverly Baer, 1990-04 The Index provides a broad coverage and access to book reviews in the general social sciences humanities sciences and fine arts as well as general interest magazines and includes journals from Great Britain Canada Switzerland Israel and Australia In addition it indexes several journals that while published in the US concentrate on reviewing foreign published or foreign language books These include Hispania French Review German Quarterly and World Literature Today

Pennsylvania Business Directory , 2009

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Visualize data with customized charts 3D maps and other powerful tools Import process summarize and analyze huge data sets with PowerPivot and Power Query Use powerful Excel Data Models for advanced business intelligence

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