

# 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.



### 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 2013 User Guide

**Prodromou, Theodosia**

## **Microsoft Excel 2013 User Guide:**

**Microsoft® Excel® 2013 QuickSteps** John Cronan,Marty Matthews,2013-04-05 Full color step by step guide to the new release of the world's most popular spreadsheet application Get up and running with Excel 2013 right away the QuickSteps way Full color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful spreadsheet application Follow along and quickly learn how to create workbooks enter and edit data use formulas and functions create charts and tables analyze data extend Excel and more This practical fast paced guide gets you started in no time Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid The unique landscape oriented layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer

[Microsoft Excel 2013 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix,2013-02-07 Laminated quick reference showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2013 The following topics are covered Entering and Editing Data Picking from a Drop Down List Selecting Cells Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Borders Shading Text Color Formatting Number Cells Aligning and Merging Cell Contents Entering Dates Entering a Sequence of Numbers Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Sheets Editing Multiple Worksheets Simultaneously Previewing Printing and Page Setup Scaling to Print Printing a Specific Area Using Page Break Preview to Adjust Page Breaks Repeating Rows Columns on Every Page Also includes a list of Touch Actions Selection and Movement Shortcuts

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Pinning Messages 7 Archiving Messages 8 Changing the Display of Messages in the Inbox Pane Mailbox Management 1  
Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4 Managing the Favorites  
Folder List 5 Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder Permissions 7 Finding Items E  
Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your  
Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar  
Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and  
Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding Shared Calendars 10 Using the  
Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic  
Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16 Publishing Calendars  
17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting Requests 3 Viewing  
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Beezix, 2013-04-17 Laminated quick reference card showing step by step instructions and shortcuts for how to use tables  
PivotTables sorting and filtering features in Microsoft Office Excel 2013 This guide is suitable as a training handout or simply  
an easy to use reference guide for any type of user The following topics are covered List Range or Table Excel Tables  
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Table Specifiers in Formulas Converting a Table to a List Range Using a List Range for Sorting Filtering Subtotals and  
PivotTables PivotTables Creating a PivotTable or PivotChart from Worksheet Data Show Hide the PivotTable Fields Pane  
Adding Removing a PivotTable Field Refreshing a PivotTable Rearranging a PivotTable Adding a PivotChart to an Existing  
PivotTable Changing the Summary Function Changing How Values are Shown Sorting and Filtering a PivotTable Filtering  
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Model Adding External Data to the Data Model Defining Relationships Across Multiple Tables Creating a New PivotTable to  
Analyze Multiple Data Model Tables Adding Tables and Fields to an Existing PivotTable Advanced Data Analysis Creating a  
Power View Sheet Adding a Visualization to Power View Sorting Excel 2013 Data Analysis with Tables Functions Formulas

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**The Official Guide** Bobbi Sandberg,2012-11-22 Covers Quicken Deluxe and Premier Cover **Microsoft Excel 2013**

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**Quantitative Anthropology** Leslie Lea Williams,Kylie Quave,2019-03-21 Quantitative Anthropology A Workbook contributes an anthropological perspective to quantitative methods The book s authors address characteristics of quantitative data entering and manipulating data in SPSS graphical displays distributions and measures of central tendency and dispersion and including hypothesis testing with both parametric and nonparametric statistical tests Increasingly complex exercises build on cumulative learning from chapter to chapter and stress the application of methods beyond coursework The focus of the manual is on univariate statistical analysis and the book is written to be accessible to higher level undergraduate students and graduate students in all fields of anthropology **Microsoft Excel 2013 Introductory Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)** TeachUcomp Inc,2017-07-18 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Excel 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Excel 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts **Excel 2013 Simplified** Paul McFedries,2013-02-26 A friendly visual approach to learning the basics of Excel 2013 As the world s leading spreadsheet program Excel is a spreadsheet and data analysis tool that is part of the

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*Digital Conversion on the Way to Industry 4.0*

Numan M. Durakbasa,M. Güneş Gençyilmaz,2020-10-25 This book presents the proceedings from the International Symposium for Production Research 2020 The cross disciplinary papers presented draw on research from academics and practitioners from industrial engineering management engineering operational research and production operational management It explores topics including computer aided manufacturing Industry 4 0 applications simulation and modeling big data and analytics flexible manufacturing systems decision analysis quality management industrial robotics in production systems information technologies in production management and optimization techniques Presenting real life applications case studies and mathematical models this book is of interest to researchers academics and practitioners in the field of production and operation engineering **Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs, Sixth Edition (Exams 220-1001 & 220-1002)**

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taught Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple and no nonsense way Amongst other things you'll learn how to Use Excel 2013's new data model feature to create table relationships Master dynamic tables and structured table references Completely understand Excel 2013's new ability to create OLAP cubes Use Excel 2013's new OLAP Pivot Tables to present OLAP cube data Perform What If analysis to model and compare business scenarios Record macros and then execute them from button controls Create intuitive user interfaces using form controls Enforce complex business rules using function driven custom validations Use advanced functions to solve real world business problems Understand and use all of Excel's security features Use Excel 2013's new timeline slicers to quickly filter date ranges Create and use dynamic and table based range names [CompTIA A+ Certification All-in-One Exam Guide, Tenth Edition \(Exams 220-1001 & 220-1002\)](#) Mike Meyers, 2019-04-16 This bestselling on the job reference and test preparation guide has been fully revised for the new 2019 CompTIA A exam objectives This fully revised and updated resource offers complete coverage of the latest release of CompTIA A exams 220-1001 220-1002 You'll find learning objectives at the beginning of each chapter exam tips practice exam questions and in depth explanations Designed to help you pass the CompTIA A exams with ease this definitive guide also serves as an essential on the job IT reference Covers all exam topics including how to Work with CPUs RAM BIOS motherboards power supplies and other personal computer components Install configure and maintain hard drives Manage input devices and removable media Set up upgrade and maintain all versions of Windows Troubleshoot and fix computer problems Install printers and other peripherals Configure and secure mobile devices Connect to the Internet Set up wired and wireless networks Protect your personal computer and your network Implement virtualization and cloud based technologies Online content includes Practice exams for 1001 1002 More than one hour of free video training TotalSim simulations of performance based questions Mike Meyers favorite PC tools and utilities

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