Microsoft® Excel 2016
Quick Reference Card

The Excel 2016 Screen

Quick Access Toolbar — Title bar — Formula Bar — Close button

File tab

Name box

Ribbon

Active cell

Columns

Rows

Scroll bars

Worksheet tabs

View buttons — Zoom slider

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.

Info
New
Open
Save
Save As
Print
Share
Export
Publish
Close
Account
Options

- **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.

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Ian Lamont

Microsoft Excel Guide:

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overcome their fears and frustrations It answers hundreds of common questions including Can I delete data from a spreadsheet without changing the formatting How can I merge two cells columns or rows How do I use text wrapping How do I create custom functions and What is a Macro and how do I go about creating it Intended for the roughly 40 percent Excel users who have never even entered a formula this book will demystify the problems and confusion that prevent them from using the program to its potential *Excel Basics In 30 Minutes (2nd Edition)* Ian Lamont,2018-03-15 Do you want to learn how to use Microsoft Excel for a career boost or to better handle numbers lists and other data This popular Excel user guide covers basic spreadsheet concepts including the Excel interface formatting functions formulas AutoFill charts print filtering and sorting Step by step instructions are easy to follow and include many examples Instructions apply to recent versions of Microsoft Excel Excel Online Excel for Android and iOS and Google Sheets **Open Learning Guide for Microsoft Excel XP** ,2002 Excel 2021 Robert GREEN,2021-09-21 Would you like to strengthen your technical skills in tools that may be helpful in your current or future job Do you want to improve your skills to become a more attractive candidatein the eyes of the business world or the company you work for Do you love to update yourself and learn new things constantly improve your productivity and be aligned with colleagues especially the younger ones If the answers are YES keep reading because this guide is perfect for you Microsoft Excel was born as a program dedicated to managing spreadsheets designed for personal family and business financial planning The primary use of Excel allows virtually anyone to enter data and numbers related to any situation from home bills to an economic document of a micro company The more complex and specific the needs of the user or company the more necessary it will be to have a thorough knowledge of the program showing a personal and working profile updated and prepared Microsoft Excel is no longer just a spreadsheet but a program that allows you to write texts change their format and character inserting images or graphics within the document In this complete and update guide you will discover What is Microsoft Excel and Why You Should Learn Excel Best Way To Use Microsoft Excel Time Saving Techniques To Enter Data Into Excel Excel Problems And Their Solutions With Tips And Shortcuts Time saving Techniques to Enter Data into Excel Benefits Applications and features of MS Excel 2021 much more This real step by step guide for beginners is the most authoritative and the one that best suits your needs and knowledge base No notion is taken for granted and it gradually takes you from essential to advanced functions so that you can learn almost everything Excel has to offer and start making the most of it It contains all the latest updates and is the most complete compared to previous versions Knowing how to use Excel today is mandatory if you are looking for a new job or want to improve your current position especially now that remote work opportunities have increased and specialists and professionals who know how to use Excel are in high demand Eager to be one of them Order Your Copy NOW and Start learning all the information you need to use Excel 2021 **Excel 2016** Timothy C Needham,2018-07-29 Microsoft Excel is the spreadsheet application of the MS Office suite It is widely used for storing organizing and analyzing data or information

Every Excel file is equivalent to a workbook that is comprised of one or more worksheets Each worksheet represents your work space which gives you further access to Excel s wide range of functions These include data input and storage data organization and formatting and data analysis through calculations table and chart plotting tools and statistical operations among many others Whether it involves tasks as simple as creating a project timeline or tracking a budget to more complicated ones such as organizing process maps for flowcharts or even analyzing business cashflows Excel can surely get the job done This e book features a comprehensive beginner s guide to Microsoft Excel 2016 in which basic and frequently used features and functions are discussed in detail Plus hands on examples are illustrated with guide photos and step by step procedures   **Complete Guide to Microsoft Excel** Lionel J Ashmore,2024-11-12 Are you ready to take your spreadsheet skills to the next level Have you ever wondered how you can get Excel to work for you transforming those hours of manual tasks into efficient powerful workflows If so then Complete Guide to Microsoft Excel by Lionel J Ashmore is here to guide you step by step no matter your current level of expertise This book isn t just another spreadsheet tutorial it s a hands on practical guide that shows you how to use Excel in ways that make a real difference in everyday tasks Are you new to Excel and looking to master the basics You ll find clear explanations and real world examples to get you started with confidence Already a seasoned user Dive into more advanced chapters packed with powerful tips for optimizing data crafting dynamic charts building interactive dashboards and even automating tasks with macros Throughout this guide you ll find solutions that help you get the most from Excel s features Imagine streamlining complex calculations organizing large data sets and using Excel s analytical tools to uncover insights all in a way that makes sense and saves you time Ashmore has crafted this book to be your reliable companion making sure each section builds on the last so you can advance at your own pace What if you could use Excel to track your finances organize project timelines or even manage a small business all with the confidence that you re getting things done right With this book you ll have the know how to do just that Each chapter is full of practical applications and examples tailored to help you apply Excel s features to solve everyday problems Here s what you ll gain from Complete Guide to Microsoft Excel Confidence with Excel Basics Master the essentials of Excel s interface including navigation formatting and core functions that make up the foundation of any project Data Management Expertise Get clear instructions on how to organize sort and filter data efficiently ensuring accuracy and ease of use in your work Analytical Tools for Insight Learn to use Excel s advanced functions and data analysis tools to find trends forecast outcomes and make informed decisions Advanced Techniques and Automation Discover how to automate tasks with macros and leverage features like Power Query and Pivot Tables to analyze data on a professional level Customizable Charts and Dashboards Develop skills to create polished insightful visuals and interactive dashboards that effectively communicate your data With clear language and easy to follow examples Ashmore has crafted this guide to be more than just a manual it s a practical toolkit that demystifies Excel making it approachable and enjoyable Whether you re a student a professional or just someone looking to

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calculating as well as create and customize graphs for assignments or presentations using data entered in a system of columns and rows The latest version of this spreadsheet based software was released in late 2016 **Open Learning Guide for Microsoft Excel 2000** ,1999 **Microsoft Excel** Steven Bright,2016-11 This tech manual guides you in learning and perfecting your Microsoft Excel Skills What You will Learn Microsoft Excel User Interface Excel Basics Function Database Financial Analysis Matrix Statistical Analysis Shortcut and Their Function

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democracy ... Nov 7, 2011 — A Splintered mirror : Chinese poetry from the democracy movement. by: Finkel, Donald. Publication date: 1991. Topics: Chinese poetry, Democracy. FINKEL and KIZER (trans.), "A Splintered Mirror FINKEL and KIZER (trans.), "A Splintered Mirror, Chinese Poetry from the Democracy Movement" (Book Review). Lin, Zhiling. Journal of Asian Studies; Ann Arbor ...