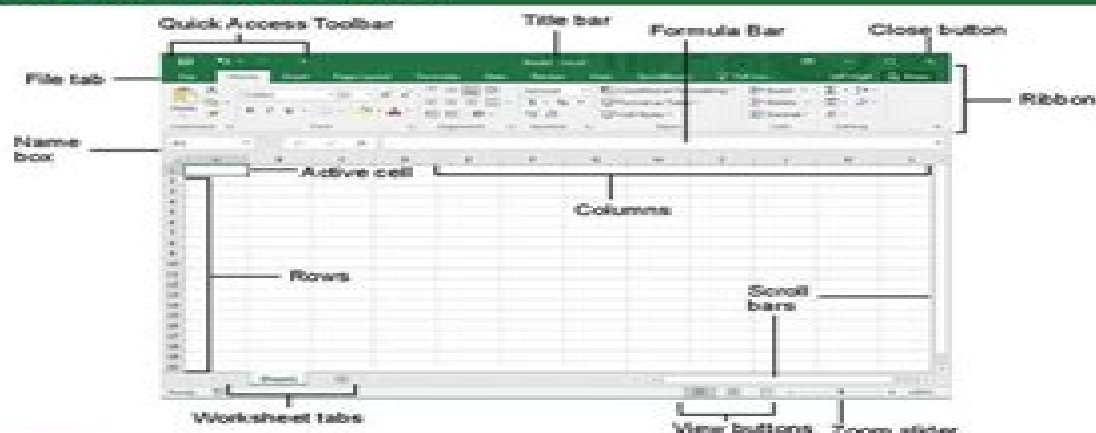


The Excel 2016 Screen**Keyboard Shortcuts****General**

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 **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 2007 User Guide

Curtis D. Frye



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A training book for Microsoft Excel 2007. [Using Microsoft Excel 2007](#) Connie Hyslop, 2009-01-01

A Quick Reference Guide to Microsoft Excel. Includes tips, tricks, and shortcuts. Easy to follow steps written in non-technical terms. Many computer manuals are TMI (Too Much Info). The steps in this guide are brief and to the point. Using Microsoft Excel 2007 is the desk reference every user needs to become proficient in the new version of Excel. *Excel 2007 for Starters* Matthew MacDonald, 2007

A comprehensive beginner's guide to using Microsoft Excel 2007 that covers basic functions and worksheets, adding information, and moving data, formatting cells, viewing and printing, basic formulas, tables, charts, and other topics. **Excel 2007** Helen Dixon, 2007-05-29

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, **Microsoft Excel 2007 Quick Source Guide** Quick Source (Firm), 2007-01-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Excel 2007 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software Topics include using the ribbon customizing the Quick Access toolbar and creating opening and saving a workbook This guide also covers inserting renaming moving copying and deleting a worksheet as well as creating headers and footers color coding worksheet tabs selecting rows and columns and inserting rows and columns It covers selecting inserting and formatting cells working with cells borders and merged cells

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Excel 2007 on Your Side E. N. I. Publishing, ENI Publishing, France, 2008-01-07 This practical guide teaches you how to get the most out of Microsoft Excel 2007 After a description of the new environment which has been improved from the previous versions and learning how to manage files templates and datasheets you will quickly become familiar with entering and editing data numbers dates calculation formulas data series You will then learn how to use the tools for formatting data fonts colours borders AutoFormats styles etc create outlines use worksheet auditing and print your tables replete with various graphics and charts The guide also explains the different ways you can use Excel to create tables and pivot charts by using datasheets As a portion of this guide focuses on working with multiple users it includes all you need to know about sharing and protecting your data The latter chapters discuss techniques for improving data entry creating custom data series or drop down lists and how to insert hyperlinks import and export data use macro commands and create Web pages

Microsoft Office Excel 2007 for Windows Maria Langer, 2007-04-26 Microsoft Office Excel 2007 is the biggest revision this industry standard software has undergone in years It has a brand new interface tons of new tools and even a suite of services called Excel Services to allow you to share your valuable data on the web For the first time in years there is a lot to learn to make the most of this powerful new update To take advantage of all of the new features in this powerful program and to do so quickly users need this Visual QuickStart Guide In these pages veteran author and trusted Excel teacher Maria Langer provides step by step instructions for the full gamut of Excel tasks from worksheet basics like editing using functions formatting cells and adding graphics objects to more advanced topics like creating charts working with databases and Web publishing As with all Visual QuickStart Guide books clear concise instructions and lots of visual aids make learning easy and painless

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