

# 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.
- 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.

### 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 2008 User Guide

**William Panek**

## **Microsoft Excel 2008 User Guide:**

**MicroStrategy Analytics Desktop User Guide** MicroStrategy Product Manuals, MicroStrategy, 2013-10-31 The MicroStrategy Analytics Desktop User Guide describes the steps for a business analyst to execute and analyze a Visual Insight dashboard in MicroStrategy Analytics Desktop. It provides the information necessary for a business analyst to import data from a data source and use that data to create and modify dashboards

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video demos and more The MCSA exams test your knowledge and skill in installation configuration deployment and administration using a variety of networking tools The scope is broad but your complete understanding of the most up to date concepts and practices is critical to your success on the exam and on the job MCSA Windows Server 2016 Complete Study Guide covers everything you need to know and gives you the tools to help you learn it **CompTIA Strata IT**

**Fundamentals All-in-One Exam Guide (Exam FC0-U41)** Scott Jernigan, Mike Meyers, 2011-03-26 All in One is All You Need Get complete coverage of all material included on the CompTIA Strata IT Fundamentals exam inside this comprehensive resource Written by leading CompTIA certification and training experts this authoritative guide covers exam FC0-U41 in full detail 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 exam with ease this definitive volume also serves as an essential on-the-job reference COVERS ALL EXAM TOPICS INCLUDING How computers work Processing components Common and advanced input output devices Common and advanced storage devices Configuring the operating system Maintaining computers Upgrading hardware and software Printers Wired and wireless networks Connecting to the Internet Local and Internet security CD ROM FEATURES Two practice exams An Introduction to Strata video by Mike Meyers E Book Scott Jernigan CompTIA Strata CompTIA A CompTIA Network IC3 MCP is editor in chief for Total Seminars LLC a major provider of PC and network repair seminars for thousands of organizations throughout the world He is coauthor with Mike Meyers of the bestselling CompTIA A Certification All in One Exam Guide Fifth Edition and he has written edited and contributed to many other computer books Mike Meyers CompTIA A CompTIA Network CompTIA Security MCP is the industry's leading authority on CompTIA A certification and training and the bestselling author of seven editions of CompTIA A All in One Exam Guide He is the president and founder of Total Seminars LLC and a member of CompTIA

**The African Book Publishing Record**, 2008 **The ICDP-USGS Deep Drilling Project in the Chesapeake Bay Impact Structure** Gregory S.

Gohn, 2009 In 2005 and 2006 an international deep drilling project conceived and organized under the auspices of the International Continental Scientific Drilling Program and the U.S. Geological Survey continuously cored three boreholes to a total depth of 1 766 km near the center of the Chesapeake Bay impact structure in Northampton County, Virginia This volume presents the initial results of geologic petrographic geochemical paleontologic geophysical hydrologic and microbiologic analyses of the Eyreville cores which constitute a step forward in our understanding of the Chesapeake Bay impact structure and marine impact structures in general The editors have organized this extensive volume into the following sections geologic columns borehole geophysical studies regional geophysical studies crystalline rocks impactites and impact models sedimentary breccias post impact sediments hydrologic and geothermal studies and microbiologic studies The multidisciplinary approach to the study of this impact structure should provide a valuable example for future scientific drilling investigations Publisher's description [The Software Encyclopedia](#), 1986 **Quantitative Methods in Tourism**

Rodolfo Baggio,Jane Klobas,2017-07-06 In this revised second edition Baggio and Klobas build upon the work of their previous volume offering a presentation of quantitative research methods for tourism researchers This accessible and rigorous guide goes beyond the approaches usually covered in introductory textbooks on quantitative methods to consider useful techniques for statistical inquiry into tourism matters of all but the most econometrically complex kind The first part of the book concerns common issues in statistical analysis of data and the most widely used techniques while the second part describes and discusses several newer and less common approaches to data analysis that are valuable for tourism researchers and analysts Updates to the second edition include a new chapter on Big Data consideration of data screening and cleaning the use of similarity and diversity indexes for comparing samples observations about the partial least squares PLS approach to path modelling a new section on multi group structural equation modelling a new section on common method variance and its treatment revised and updated section on software fully updated references and examples

**Understanding Computers** Deborah Morley,Charles S. Parker,2006-03 Give your students a classic well rounded introduction to computer concepts with a modern twist Known for its readability and breadth of topics covered Understanding Computers Today and Tomorrow will ensure that students have the comprehensive current knowledge of computer concepts and issues needed to succeed in our technocentric society This 11th Edition offers exciting new features and updates to make its content more approachable and meaningful to students    **Hacking Exposed: Malware and Rootkits** Michael A. Davis,Sean M. Bodmer,Aaron LeMasters,2009-10-14 Malware and rootkits are on the rise and becoming more complex according to security company McAfee Author speaks at major security conferences worldwide Hands on examples attacks and countermeasures are included in every chapter    **Resource Allocation Logic Framework to Meet Highway Asset Preservation** John Wiegmann,Balaji Yelchuru,2012 TRB s National Cooperative Highway Research Program NCHRP Report 736 Resource Allocation Logic Framework to Meet Highway Asset Preservation presents a logic framework for allocating limited highway asset preservation funds among competing demands in order to help maximize system performance The report also presents a spreadsheet based computational tool that implements the framework Prototypical application scenarios and case study examples illustrate how transportation agency staff may use the framework to assist resource allocation decision making Publication information

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