

# Microsoft® Excel 2016

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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         |

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**Rose Arny**

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## **Table of Contents Microsoft Excel Full Study Guide**

1. Understanding the eBook Microsoft Excel Full Study Guide
  - The Rise of Digital Reading Microsoft Excel Full Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Full Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Excel Full Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Full Study Guide
  - Personalized Recommendations
  - Microsoft Excel Full Study Guide User Reviews and Ratings
  - Microsoft Excel Full Study Guide and Bestseller Lists
5. Accessing Microsoft Excel Full Study Guide Free and Paid eBooks
  - Microsoft Excel Full Study Guide Public Domain eBooks
  - Microsoft Excel Full Study Guide eBook Subscription Services
  - Microsoft Excel Full Study Guide Budget-Friendly Options
6. Navigating Microsoft Excel Full Study Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Excel Full Study Guide Compatibility with Devices
- Microsoft Excel Full Study Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Excel Full Study Guide
- Highlighting and Note-Taking Microsoft Excel Full Study Guide
- Interactive Elements Microsoft Excel Full Study Guide

8. Staying Engaged with Microsoft Excel Full Study Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Excel Full Study Guide

9. Balancing eBooks and Physical Books Microsoft Excel Full Study Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Excel Full Study Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Excel Full Study Guide

- Setting Reading Goals Microsoft Excel Full Study Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Excel Full Study Guide

- Fact-Checking eBook Content of Microsoft Excel Full Study Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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