

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

Microsoft Excel 2010 Certification Study Guide

Joan Lambert

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Table of Contents Microsoft Excel 2010 Certification Study Guide

1. Understanding the eBook Microsoft Excel 2010 Certification Study Guide
 - The Rise of Digital Reading Microsoft Excel 2010 Certification Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel 2010 Certification 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 2010 Certification Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel 2010 Certification Study Guide
 - Personalized Recommendations
 - Microsoft Excel 2010 Certification Study Guide User Reviews and Ratings
 - Microsoft Excel 2010 Certification Study Guide and Bestseller Lists

5. Accessing Microsoft Excel 2010 Certification Study Guide Free and Paid eBooks
 - Microsoft Excel 2010 Certification Study Guide Public Domain eBooks
 - Microsoft Excel 2010 Certification Study Guide eBook Subscription Services
 - Microsoft Excel 2010 Certification Study Guide Budget-Friendly Options
6. Navigating Microsoft Excel 2010 Certification Study Guide eBook Formats
 - ePUB, PDF, MOBI, and More
 - Microsoft Excel 2010 Certification Study Guide Compatibility with Devices
 - Microsoft Excel 2010 Certification Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel 2010 Certification Study Guide
 - Highlighting and Note-Taking Microsoft Excel 2010 Certification Study Guide
 - Interactive Elements Microsoft Excel 2010 Certification Study Guide
8. Staying Engaged with Microsoft Excel 2010 Certification Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel 2010 Certification Study Guide
9. Balancing eBooks and Physical Books Microsoft Excel 2010 Certification Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel 2010 Certification Study Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Excel 2010 Certification Study Guide
 - Setting Reading Goals Microsoft Excel 2010 Certification Study Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Excel 2010 Certification Study Guide
 - Fact-Checking eBook Content of Microsoft Excel 2010 Certification 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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