

The Excel 2007 Screen**Keyboard Shortcuts****General**

Open a Workbook	Ctrl + O
Create New	Ctrl + N
Save a Workbook	Ctrl + S
Print a Workbook	Ctrl + P
Close a Workbook	Ctrl + W
Help	F1
Run Spelling Check	F7

Navigation:

Move Between Cells	↑, ↓, ←, →
Go One Cell to the Right	Tab
Go One Cell to the Left	Shift + Tab
Down One Cell	Enter
Up One Cell	Shift + Enter
Up One Screen	Page Up
Down One Screen	Page Down
To Cell A1	Ctrl + Home
To Last Cell with Data	Ctrl + End
Open 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

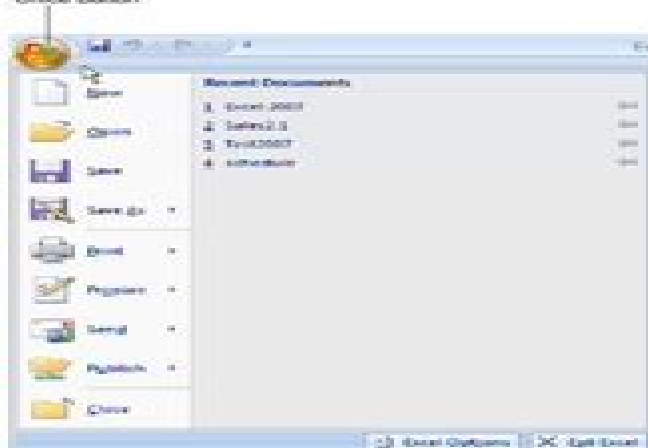
Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Open Format Cells Dialog Box	Ctrl + Shift + F

The Fundamentals

The **Office Button**, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Excel. The Office Button menu contains basic file management commands, including New, Open, Save, Print and Close.

Office Button



- **To Create a New Workbook:** Click the **Office Button**, select **New**, and click **Create**, or press **Ctrl + N**.
- **To Open a Workbook:** Click the **Office Button** 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 Save a Workbook with a Different Name:** Click the **Office Button**, select **Save As**, and enter a new name for the presentation.
- **To Preview a Workbook:** Click the **Office Button**, point to **Print**, and select **Print Preview**.
- **To Print a Workbook:** Click the **Office Button** and select **Print**, or press **Ctrl + P**.
- **To Quick Print:** Click the **Office Button**, point to **Print**, and select **Quick Print**.
- **To Undo:** Click the **Undo** button on the Quick Access Toolbar or press **Ctrl + Z**.
- **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**.
- **To Exit Excel:** Click the **Office Button** and click **Exit Excel**.

Custom Guide Excel 2007 Quick Reference Card

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Custom Guide Excel 2007 Quick Reference Card:

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 Pp/Office 2007/Vista BarCharts, Inc., 2008-06-18 Forget huge manuals or expensive computer training these reference guides give you just what you need to know without the fluff *Access 2003 Personal Trainer* CustomGuide Inc, 2005 A fully illustrated modular approach to the features of Access allows readers to proceed at their own pace Microsoft Excel 2007 Charts and Lists Quick Reference Guide Beezix, Inc Staff, 2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for Charts graphs and Table features of Microsoft Office Excel 2007 This card is suitable as an accompaniment for Intermediate level Excel training The following topics are covered Excel Charts Inserting a Chart Resizing and Moving Chart Objects Changing Chart Type Charting Non Adjacent Data Adjusting Scale Two Scaled Charts Adding Removing and Formatting Legend Gridlines Data Series Explanatory Text Callouts Arrows and Circles Data Labels Adding a Projection or Trendline to a Data Series Setting the Default Chart Creating the Default Chart with one Keystroke Creating Chart Templates Applying Custom Chart Types Changing Chart Location Chart Object vs Chart Sheet Excel Tables Creating an Excel Table Excel Table vs Normal Range Changing the Table Area Adding New Rows or Columns to the Table Toggle Total Row Table Selection Shortcuts Sorting a List Multi Level Sorting Custom Sort Orders Subtotals Filtering a Table AutoFilter Advanced Filters Creating Pivot Tables Rearranging PivotTables Adding Removing PivotTable Fields Show Hide the PivotTable Field List Refreshing a PivotTable Creating a PivotChart Changing the Summary Function Filtering in a PivotTable Sorting in a PivotTable Grouping by Dates or Time This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **The Software Encyclopedia** ,1997

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Stoker's great-grandnephew and based on the original author's handwritten notes takes place twenty-five years later and finds Van ... Dracula the Un-Dead by Dacre Stoker A sequel cowritten by Bram Stoker's great-grandnephew and based on the original author's handwritten notes takes place twenty-five years later and finds Van ... Dracula the Un-Dead (2009) Trade Paperback The true sequel to Bram Stoker's classic novel, written by his great grandnephew Dacre Stoker and a well-known Dracula historian, Dracula the Un-Dead is based ... Dracula the Undead (novel) Dracula the Undead is a sequel written to Bram Stoker's classic novel Dracula, written by Freda Warrington. The book was commissioned by Penguin Books as a ... Dracula the Un-Dead - by Dacre Stoker, Ian Holt Dracula the Un-Dead provides answers to all the questions that the original novel left unexplained, as well as new insights into the world of iniquity and fear ... Dracula: The Un-dead by Dacre Stoker and Ian Holt It follows the a story exactly where the original left off and follows the same layout of diary entries and letters. This one, the official ... Review: Dracula the Un-Dead, by Dacre Stoker and Ian Holt Dec 18, 2009 — This is a gothic melodrama with modern trimmings, and it's a lot of fun if you like your horror with good historical detail, moderate carnage, ... Dracula: The Un-Dead Energetically paced and packed with outrageously entertaining action, this supernatural thriller is a well-needed shot of fresh blood for the Dracula mythos. (... Dracula the Un-dead - Dacre Stoker Full of action and the retelling of past events, it made for a very diverse book allowing the reader to catch multiple POV's throughout the entire story from ... Filthy Beautiful Lies Series by Kendall Ryan Book 1 · Shelve Filthy Beautiful Lies · Book 2 · Shelve Filthy Beautiful Love · Book 3 · Shelve Filthy Beautiful Lust · Book 4 · Shelve Filthy Beautiful Forever. Filthy Beautiful Lies: A Forbidden Angst Dark Romance One, Filthy Beautiful Lies is impossible to put down. Two, Sophie and Colton's chemistry is hot and impossible to ignore. Three, it is impossible to forget. Filthy Beautiful Lies Book Series #1. Filthy Beautiful Lies - Book #1 of the Filthy Beautiful Lies. Filthy Beautiful Lies. Kendall Ryan. From \$5.89. #2. Doce Amor - Book #2 of the Filthy ... Filthy Beautiful Lies #1 - Kendall Ryan If you are looking for a quick erotic read with a strong heroine and a mysteriously sexy hero, I highly recommend Filthy Beautiful Lies! ... Plot/Storyline- A ... Filthy Beautiful Lies A New York Times and USA Today Bestseller ; Filthy Beautiful Lies: A Forbidden Angst Dark Romance. 1 · 4.3 out of 5 stars (6,347) · \$3.99 ; Filthy Beautiful Love (... Filthy Beautiful Lies (Filthy Beautiful Lies, #1) - Kendall Ryan Filthy Beautiful Lies (Filthy Beautiful Lies, #1) story written by the author Kendall Ryan on HInovel. This is a story about Emotion,Romance,Alpha. Filthy Beautiful Lies Filthy Beautiful Lies. Book 1 ; Filthy Beautiful Love. Book 2 ; Filthy Beautiful Lust. Book 3 ; Filthy Beautiful Forever. Book 4 ; Filthy Beautiful Lies: The Series. Review: Filthy Beautiful Lies by Kendall Ryan One, Filthy Beautiful Lies is impossible to put down. Two, Sophie and Colton's chemistry is hot and impossible to ignore. Three, it is impossible to forget. Filthy Beautiful Lies - Ryan, Kendall: 9781500648053 9780008133863: Filthy Beautiful Lies (Filthy Beautiful Series, Book 1). Featured Edition. ISBN 10: ISBN 13: 9780008133863. Publisher: Harper, 2015. Softcover. Filthy Beautiful Lies Books In Order "Filthy Beautiful Lies" is the first novel in the "Filthy Beautiful Lies" series ...