



Microsoft®

Excel Quick Reference

Basic Skills

The Excel Program Screen



Getting Started

- Home
- Insert
- Formulas
- References
- Layout
- Send To
- Save As
- Print
- Review
- Help
- Account
- Feedback
- Options

Create a Workbook: Click the **File** tab and select **New** or press **Ctrl + N**. Double-click a workbook.

Open a Workbook: Click the **File** tab and select **Open** or press **Ctrl + O**. Select a recent file or navigate to the location where the file is saved.

Preview and Print a Workbook: Click the **File** tab and select **Print**.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

Use Zoom: Click and drag the zoom slider to the left or right.

Select a Cell: Click a cell or use the keyboard arrow keys to select it.

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 selection to the last cell of the range.

Select an Entire Worksheet: Click the **Select All** button where the column and row headings meet.

Select Non-Adjacent Cells: Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

Cell Address: Cells are referenced by the coordinates made from their column letter and row number, such as cell A1, B2, etc.



Jump to a Cell: Click in the **Name Box**, type the cell address you want to go to, and press **Enter**.

Change Views: Click a **View** button in the status bar. Or, click the **View** tab and select a view.

Recover an Unsaved Workbook: Restart Excel. If a workbook can be recovered, it will appear in the Document Recovery pane. Or, click the **File** tab, click **Recover unsaved workbooks** to open the pane, and select a workbook from the pane.

Keyboard Shortcuts

General

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Activate Tell Me field	Alt + Q
Spell check	F7
Calculate worksheets	F9
Create absolute 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
To first cell of active row	Home
Enable End mode	End
To cell A1	Ctrl + Home
To last cell	Ctrl + End

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Edit active cell	F2
Clear cell contents	Delete

Formatting

Bold	Ctrl + B
Italic	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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Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-02-07 Laminated quick reference showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2013 The following topics are covered Entering and Editing Data Picking from a Drop Down List Selecting Cells Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Borders Shading Text Color Formatting Number Cells Aligning and Merging Cell Contents Entering Dates Entering a

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Table of Contents Custom Guide Excel 20quick Reference Card

1. Understanding the eBook Custom Guide Excel 20quick Reference Card
 - The Rise of Digital Reading Custom Guide Excel 20quick Reference Card
 - Advantages of eBooks Over Traditional Books
2. Identifying Custom Guide Excel 20quick Reference Card
 - 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 Custom Guide Excel 20quick Reference Card
 - User-Friendly Interface
4. Exploring eBook Recommendations from Custom Guide Excel 20quick Reference Card
 - Personalized Recommendations
 - Custom Guide Excel 20quick Reference Card User Reviews and Ratings
 - Custom Guide Excel 20quick Reference Card and Bestseller Lists
5. Accessing Custom Guide Excel 20quick Reference Card Free and Paid eBooks

- Custom Guide Excel 20quick Reference Card Public Domain eBooks
- Custom Guide Excel 20quick Reference Card eBook Subscription Services
- Custom Guide Excel 20quick Reference Card Budget-Friendly Options
- 6. Navigating Custom Guide Excel 20quick Reference Card eBook Formats
 - ePub, PDF, MOBI, and More
 - Custom Guide Excel 20quick Reference Card Compatibility with Devices
 - Custom Guide Excel 20quick Reference Card Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Custom Guide Excel 20quick Reference Card
 - Highlighting and Note-Taking Custom Guide Excel 20quick Reference Card
 - Interactive Elements Custom Guide Excel 20quick Reference Card
- 8. Staying Engaged with Custom Guide Excel 20quick Reference Card
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Custom Guide Excel 20quick Reference Card
- 9. Balancing eBooks and Physical Books Custom Guide Excel 20quick Reference Card
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Custom Guide Excel 20quick Reference Card
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Custom Guide Excel 20quick Reference Card
 - Setting Reading Goals Custom Guide Excel 20quick Reference Card
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Custom Guide Excel 20quick Reference Card
 - Fact-Checking eBook Content of Custom Guide Excel 20quick Reference Card
 - 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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