

Microsoft®  
**Excel 2007**  
 Quick Reference Card

## 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

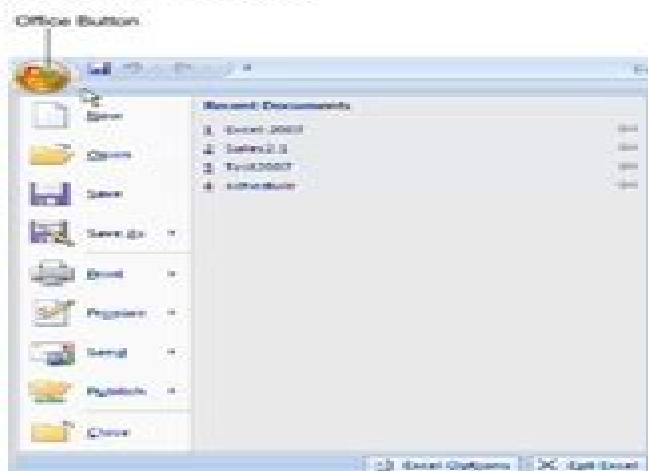
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

### 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.



- **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**.

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**BarCharts, Inc.**



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