



Microsoft®

Excel Quick Reference

Basic Skills

The Excel Program Screen



Getting Started

- Home
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- Table
- Tools
- Review
- Help
- Account
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- 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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Moving to Excel 2007 is not a routine upgrade Microsoft s radical redesign of the application s user interface has led to confusion among many who people who have relied on Excel for years Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost With this book in hand you ll be able to find your favorite Excel tools quickly It s packed with information to guide beginners through the basics of creating spreadsheets and entering data while providing advanced users with information on formulas pivot tables and more Inside you ll find A visual guide to the new Ribbon interface that helps users find familiar tools A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately Quick answers about how to perform specific tasks in Excel such as working with files editing data formatting summarizing and displaying data Convenient techniques for connecting data across worksheets and projects Help for moving from the basics of spreadsheet construction to more advanced features This edition also includes an extensive reference on commonly used formulas which reveal at a glance the many possibilities Excel 2007 provides for easy calculation Tasks in the book are presented as answers to How do I questions such as How do I change the formatting of part of a cell s contents followed by concise instructions for performing the task You ll learn ways to customize Excel to fit your needs and how to share workbooks and collaborate with others And much more Don t let Excel 2007 baffle you Pick up this convenient pocket guide and learn to navigate this redesigned application with ease **Excel 2002 for Dummies Quick Reference** Colin Banfield,John Walkenbach,2001-07-02 This Quick Reference will quickly get you up to speed with Excel s new features whether you re a novice user or an expert You ll master how to easily publish interactive Web pages that include spreadsheets and tables You ll learn how to use new Smart Tags to access real time data from the Web for your Excel documents You will be able to use Excel s latest speech recognition capabilities to talk to your spreadsheets and much much more **Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)** TeachUcomp Inc,2017-07-29 New to Microsoft Office 2016 or 2013 Upgrading from a previous version Designed with the busy professional in mind this two page quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version **Microsoft Office 97 Professional** Robert Mullen,1997 Quickly find popular Office 97 tasks *Excel by*

Example Aubrey Kagan, 2004-05-19 The spreadsheet has become a ubiquitous engineering tool and Microsoft Excel is the standard spreadsheet software package Over the years Excel has become such a complex program that most engineers understand and use only a tiny part of its power and features This book is aimed at electronics engineers and technicians in particular showing them how to best use Excel's features for computations circuit modeling graphing and data analysis as applied to electronics design Separate chapters cover lookup tables and file I/O using macros graphing controls using Analysis Toolpak for statistical analysis databases and linking into Excel from other sources such as data from a serial port The book is basically an engineering cookbook with each chapter providing tutorial information along with several Excel recipes of interest to electronics engineers The accompanying CD ROM features ready to run customizable Excel worksheets derived from the book examples which will be useful tools to add to any electronics engineer's spreadsheet toolbox Engineers are looking for any and all means to increase their efficiency and add to their bag of design tricks Just about every electronics engineer uses Excel but most feel that the program has many more features to offer if they only knew what they were The Excel documentation is voluminous and electronics engineers don't have the time to read it all and sift through looking for those features that are directly applicable to their jobs and figure out how to use them This book does that task for them pulls out those features that they need to know about and shows them how to make use of them in specific design examples that they can then tailor to their own design needs This is the ONLY book to deal with Excel specifically in the electronics field Distills voluminous and time consuming Excel documentation down to nitty gritty explanations of those features that are directly applicable to the electronics engineer's daily job duties The accompanying CD ROM provides ready to use fully customizable worksheets from the book's examples

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

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Microsoft Excel 97 Quick Reference Joyce J. Nielsen, 1997 Task oriented and presented

in a logical sequence Microsoft Excel 97 Quick Reference delivers beyond beginners books to get the problem solving job done for casual to advanced users The smaller trim size is ideal for desktop reference or travel yet the contents are comprehensive

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Complete Idiot's Guide to Microsoft Office 2000 Joe Kraynak,1999 Shows how to use each component of Microsoft Office and offers advice on creating documents spreadsheets databases graphics and presentations

Database Development For Dummies Allen G. Taylor,2011-05-09 Powerful low cost database development tools make it possible for virtually anybody to create their own database and this hands on guide makes it fun and easy Databases permeate every nook and cranny of our highly connected information intensive world from ATMs to personal finance online shopping and networked information management Databases have become so integral to the business environment that nowadays it s next to impossible to stay competitive without the assistance of some sort of database technology no matter what type or size of business you run But developing your own database can be tricky Whether you want to keep records for a small business or run a large e commerce website developing the right database system can be a major challenge Which is where Database Development For Dummies comes in From data modeling methods and development tools to Internet accessibility and security this comprehensive guide shows you step by step and with illustrations everything you need to know about building a custom system from the ground up You ll learn to Model data accurately Design a reliable functional database Deliver robust relational databases on time and on budget Build a user friendly database application Put your database on the Web The book acquaints you with the most popular data modeling methods and shows you how to systematically design and develop a system incorporating a database and one or more applications that operate on it Here s more of what you ll discover in the book Database architecture and how it has evolved How database technology affects everyday life A structured approach to database development How to create an appropriate data model How to develop a reliable relational design The complexities that you re likely to encounter in designing a database and how to simplify them Implementing your design using Microsoft Access 2000 SQL Server and other powerful database development tools Database security Ten rules to know when creating a database Another ten rules to know when creating a database application If you need a database tailored to you and your company s current and future data storage and management needs this is the book for you Get Database Development For Dummies and discover what it takes to design develop and implement a sophisticated database system

PROACT User's Guide E. Bradley Hager,Alfred L. Hammett,Philip A. Araman,2003

Quick Course in Microsoft Office 97 Online Press, Inc,1997 Quick Course books offer

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