

The Excel 2016 Screen



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 |

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.

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Huangqi Zhang



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Table of Contents Basic Microsoft Excel Study Guide Anneshouse

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

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