

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.

Microsoft Excel Guide

Thomas Griffiths



Microsoft Excel Guide:

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Explained Aaron Baddeley, 2020-10-18 EXCEL 2020 MASTERY GUIDE Are you are just starting out as an excel novice Are you an expert but looking for means to upgrade your skills in Excel Are you a business man or individual willing to learn excel from basic to advanced Are you looking for a step by step guide to learn the basic functions and formulas of Excel Do you want to learn the tips tricks and shortcuts that will make you more productive in excel If you belong to any of these categories or otherwise then this book is for you This Excel guide book Excel 2020 Explained is the most comprehensive guide for all your Excel 2020 needs Whether you use Excel at work or at home you will be guided step by step with graphic illustrations through the powerful new features and capabilities to take full advantage of what the updated version of excel offers This book will take you from basic Excel functions such as creating and editing worksheets to sharing and reviewing worksheets editing macros with Visual Basic It provides you with a broad scope of the most common Excel applications and functions including formatting worksheets setting up formulas cell referencing excel shortcuts excel tips and tricks excel graph and charts etc Also you will learn to use the updated functions which include The SUM functions The AVERAGE Function The MAX functions The MIN functions The TEXTJOIN FUNCTION The LEN Function The COUNT functions The TRIM function The XLOOKUP function The SORT functions The UNIQUE function CONCATENATE TODAY NOW CONCAT FORMULA IFS FORMULA MAXIFS FORMULA MINIFS FORMULA SWITCH FORMULA To access all of these and lots more click the Buy Now button Excel Basics In 30 Minutes (2nd Edition) Ian Lamont, 2018-03-15 Do you want to learn how to use Microsoft Excel for a career boost or to better handle numbers lists and other data This popular Excel user guide covers basic spreadsheet concepts including the Excel interface formatting functions formulas AutoFill charts print filtering and sorting Step by step instructions are easy to follow and include many examples Instructions apply to recent versions of Microsoft Excel Excel Online Excel for Android and iOS and Google Sheets **The Compact Guide to Microsoft Office** Ron Mansfield, 1994 An all in one one stop guide to Microsoft's popular program suite It explores the essentials of Word for Windows Excel PowerPoint and Mail Both an illustrated tutorial and reference the guide introduces readers to each of the component products and offers information on everything from working in the Windows environment to producing integrated documents that combine spreadsheets graphics and text Integrated Software **The Complete Idiot's Guide to Excel** Ricardo Birmele, 1993 This book includes easy instructions and handy references for using Excel Excel 2021 Robert GREEN, 2021-09-21 Would you like to strengthen your technical skills in tools that may be helpful in your current or future job Do you want to improve your skills to become a more attractive candidate in the eyes of the business world or the company you work for Do you love to update yourself and learn new things constantly improve your productivity and be aligned with colleagues especially the younger ones If the answers are YES keep reading because this guide is perfect for you Microsoft Excel was born as a program dedicated to managing spreadsheets designed for personal family and business financial planning The primary use of Excel allows virtually anyone to enter data and numbers related to any situation from

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blackjack rules allow you to get only one card on each hand and getting

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web soft hand a hand that contains an ace that can be counted as 11 is called a soft hand since one cannot bust by taking a card with soft hands the basic strategy is to always hit 17 or less and even hit 18 if the dealer s up card is 9 or 10 where the 10 refers to a 10 j q or k doubling down

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completely we are therefore inspired by the blackjack and decided to build our own lcd version of it the rules of blackjack varies from player to player and we took the most commonly accepted one it will be explained later

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