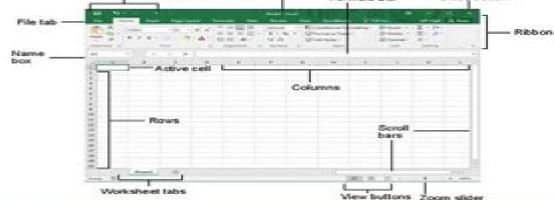
# **Excel 2016**

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#### 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.



Parket In

Chann

- To Create a New Workbook: Click. the File tab, select New, and double-click workbook, or press Ctrl
- To Open a Workbook: Click the Fille. tab and select Open, or press
- 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 Ouick Access Toolbar or press Ctrl + Z.
- · To Redo or Repeat: Click the Redo button on the Cuirk. Access Toolbar, or press Ctrl + Y.
- To Close a Workbook: Click the Close button, or press Ctrl +
- 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 oligipoard.
- 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 contentual mean.
- · 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
- To Change Views: Click a View button in the status bar. Or, click the View tab and pellent a view.

#### General

ACT AND A PROPERTY OF THE PARTY	
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,	F4
mormal, or mixed refere	emore.

#### Navigation:

Move Between Cells	T. 4.
	4-,
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	FS.

#### Editing

Cut	Carrier + 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

B-000	CIN + B
Italies	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

# **Microsoft Office Excel 2015 User Guide**

**David Kirk** 

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## **Table of Contents Microsoft Office Excel 2015 User Guide**

- 1. Understanding the eBook Microsoft Office Excel 2015 User Guide
  - The Rise of Digital Reading Microsoft Office Excel 2015 User Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Office Excel 2015 User Guide
  - 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 Microsoft Office Excel 2015 User Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Office Excel 2015 User Guide
  - Personalized Recommendations

- Microsoft Office Excel 2015 User Guide User Reviews and Ratings
- Microsoft Office Excel 2015 User Guide and Bestseller Lists
- 5. Accessing Microsoft Office Excel 2015 User Guide Free and Paid eBooks
  - Microsoft Office Excel 2015 User Guide Public Domain eBooks
  - Microsoft Office Excel 2015 User Guide eBook Subscription Services
  - Microsoft Office Excel 2015 User Guide Budget-Friendly Options
- 6. Navigating Microsoft Office Excel 2015 User Guide eBook Formats
  - ∘ ePub, PDF, MOBI, and More
  - Microsoft Office Excel 2015 User Guide Compatibility with Devices
  - Microsoft Office Excel 2015 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Office Excel 2015 User Guide
  - Highlighting and Note-Taking Microsoft Office Excel 2015 User Guide
  - Interactive Elements Microsoft Office Excel 2015 User Guide
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  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Office Excel 2015 User Guide
- 9. Balancing eBooks and Physical Books Microsoft Office Excel 2015 User Guide
  - ∘ Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Office Excel 2015 User Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office Excel 2015 User Guide
  - Setting Reading Goals Microsoft Office Excel 2015 User Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office Excel 2015 User Guide
  - Fact-Checking eBook Content of Microsoft Office Excel 2015 User Guide

- 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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