

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 **Blank 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 2015 User Guide

Ying Liu



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