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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.



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- 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.

#### Connegal

CONCINCTION OF	
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
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Create an absolute,	F4
monmail, or mixed refere	emoe

#### Navigation:

Move Between Cells	T. 4.
	4
Right One Cell	Tab
Left One Cell	Shift + Tab
Down One Cell	Einter
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

Citri + X
Ctrl + C
Ctrl + V
Ctrl + Z
Ctrl + Y
Ctrl + F
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F2
Delete

#### Formatting

Bold	Ctrl + 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

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