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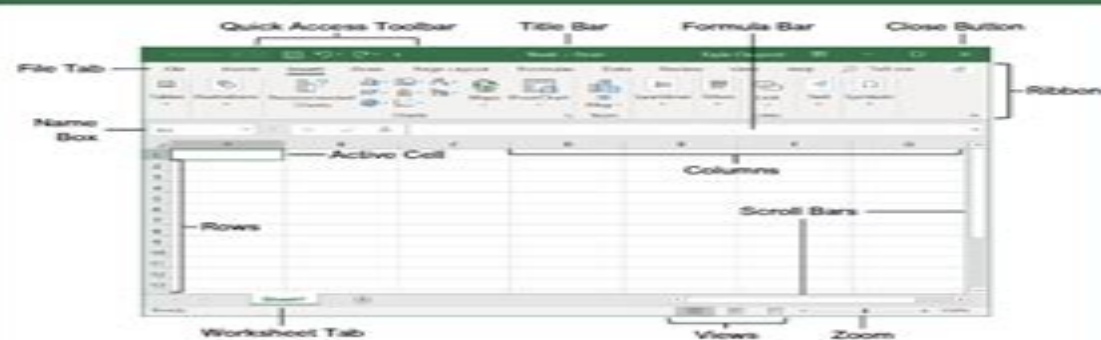
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The Excel Program Screen

Quick Access Toolbar — Title Bar — Formula Bar — Close Button
File Tab — Ribbon
Name Box — Active Cell — Columns
Rows — Scroll Bars
Worksheet Tab — Views — Zoom Slider

Keyboard Shortcuts

General

Open a workbook	**Ctrl + O**
Create a new workbook	**Ctrl + N**
Save a workbook	**Ctrl + S**
Print a workbook	**Ctrl + P**
Close a workbook	**Ctrl + W**
Help	**F1**
Activate Tell Me field	**Alt + Q**
Spell check	**F7**
Calculate worksheets	**F9**
Create absolute 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**
To first cell of active row	**Home**
Enable End mode	**End**
To cell A1	**Ctrl + Home**
To last cell	**Ctrl + End**

Editing

Cut	**Ctrl + X**
Copy	**Ctrl + C**
Paste	**Ctrl + V**
Undo	**Ctrl + Z**
Redo	**Ctrl + Y**
Find	**Ctrl + F**
Replace	**Ctrl + H**
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**

Getting Started

Create a Workbook: Click the **File** tab and select **New** or press **Ctrl + N**. Double-click a workbook.

Open a Workbook: Click the **File** tab and select **Open** or press **Ctrl + O**. Select a recent file or navigate to the location where the file is saved.

Preview and Print a Workbook: Click the **File** tab and select **Print**.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

Use Zoom: Click and drag the zoom slider to the left or right.

Select a Cell: Click a cell or use the keyboard arrow keys to select it.

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 selection to the last cell of the range.

Select an Entire Worksheet: Click the **Select All** button where the column and row headings meet.

Select Non-Adjacent Cells: Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

Cell Address: Cells are referenced by the coordinates made from their column letter and row number, such as cell A1, B2, etc.

Jump to a Cell: Click in the **Name Box**, type the cell address you want to go to, and press **Enter**.

Change Views: Click a **View** button in the status bar. Or, click the **View** tab and select a view.

Recover an Unsaved Workbook: Restart Excel. If a workbook can be recovered, it will appear in the Document Recovery pane. Or, click the **File** tab, click **Recover unsaved workbooks** to open the pane, and select a workbook from the pane.

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Edit a Workbook

Edit a Cell's Contents: Select a cell and click in the Formula Bar or double-click the cell. Edit the cell's contents and press **Enter**.

Clear a Cell's Contents: Select the cell(s) and press the **Delete** key. Or, click the **Clear** button on the Home tab and select **Clear Contents**.

Cut or Copy Data: Select cell(s) and click the **Cut** or **Copy** button on the Home tab.

Paste Data: Select the cell where you want to paste the data and click the **Paste** button in the Clipboard group on the Home tab.

Preview an Item Before Pasting: Place the insertion point where you want to paste, click the **Paste** button list arrow in the Clipboard

Basic Formatting

Format Text: Use the commands in the Font group on the Home tab, or click the dialog box launcher in the Font group to open the dialog box.

Format Values: Use the commands in the Number group on the Home tab, or click the dialog box launcher in the Number group to open the Format Cells dialog box.

Wrap Text in a Cell: Select the cell(s) that contain text you want to wrap and click the **Wrap Text** button on the Home tab.

Merge Cells: Select the cells you want to merge. Click the **Merge & Center** list arrow on the Home tab and select a merge option.

Cell Borders and Shading: Select the cell(s)

Insert Objects

Complete a Series Using AutoFill: Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.

Insert an Image: Click the **Insert** tab on the ribbon, click either the **Pictures** or **Online Pictures** button in the Illustrations group, select the image you want to insert, and click **Insert**.

Insert a Shape: Click the **Insert** tab on the ribbon, click the **Shapes** button in the Illustrations group, and select the shape you wish to insert.

Hyperlink Text or Images: Select the text or

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Greg Harvey

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