



Microsoft®

Excel Quick Reference

Basic Skills

The Excel Program Screen



Getting Started



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Task Pane

Task Pane

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Print

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.

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
Italic	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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Excel Quick Reference Guide

Yicheng Fang

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

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instructions and shortcuts for how to use Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

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 Aligning Cell Contents Borders and Shading Clearing Formatting Entering Dates Entering a Sequence of Numbers Entering
 Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Previewing
 Printing and Page Breaks Scaling the Printout Repeating Rows Columns on Every Page Also includes a list of Selection and
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 covered Beginning a New Workbook Opening an Existing Document Page Layout vs Normal View Entering New Data
 Entering Data into a Selected Range Replacing the Contents of a Cell Undo or Redo an Action Editing the Contents of a Cell
 Clearing Cells or Ranges of Cells Inserting Rows or Columns Inserting Cells Deleting Rows Columns or Cells Column Width
 and Row Height Changing Column Width to Fit Entering Dates Copying to Adjacent Cells Entering a Sequence of Numbers
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 Absolute vs Relative Cell References Moving or Copying Data Cut Copy and Paste Drag and Drop Formatting Numbers
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 data analytic features Step by step instructions are given for many data gathering transforming analyzing and visualizing
 features such as the Data Model Query Editor and Power View DAX functions are highlighted and Power BI Desktop is
 introduced Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable
 resource to improve your proficiency in using Excel 2016 This guide is suitable as a training handout or simply an easy to use

reference guide The following topics are covered Gathering Data Excel s Data Model Adding External Data to the Data Model Adding Ranges to the Data Model Adding a Folder of Files to the Data Model Edit Existing Connections Transforming Data Opening the Query Editor Using the Query Editor to Transform Using the Query Editor to Filter Suggested Data Transformations Working with Query Actions Using the Query Editor to Merge Using the Query Editor to Unpivot Columns Using the Query Editor to Append Using the Query Editor to Split Text Into Columns Closing the Query Editor Add Table Data to the Data Model Defining Relationships Across Multiple Tables Managing Relationships Within the Data Model Analyzing Data Quick Analysis Using PivotTables Creating a PivotTable from the Data Model Adding Tables and Fields to an Existing PivotTable Updating PivotTable Data Analyzing with Calculated Columns and Measures Calculating in PivotTables Calculating in the Data Model Using DAX Forecasting with the Forecast Sheet Wizard Visualizing with Power View Adding Power View to Excel Creating a Power View Sheet Adding Visualizations to Power View Visualizing with Power

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