

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 **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.

Using Microsoft Office Excel Exam Guide

D Siedentop



Using Microsoft Office Excel Exam Guide:

The book delves into Using Microsoft Office Excel Exam Guide. Using Microsoft Office Excel Exam Guide is a crucial topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Using Microsoft Office Excel Exam Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Using Microsoft Office Excel Exam Guide
 - Chapter 2: Essential Elements of Using Microsoft Office Excel Exam Guide
 - Chapter 3: Using Microsoft Office Excel Exam Guide in Everyday Life
 - Chapter 4: Using Microsoft Office Excel Exam Guide in Specific Contexts
 - Chapter 5: Conclusion
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 4. In chapter 3, the author will examine the practical applications of Using Microsoft Office Excel Exam Guide in daily life. This chapter will showcase real-world examples of how Using Microsoft Office Excel Exam Guide can be effectively utilized in everyday scenarios.
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 6. In chapter 5, this book will draw a conclusion about Using Microsoft Office Excel Exam Guide. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Using Microsoft Office Excel Exam Guide.

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Table of Contents Using Microsoft Office Excel Exam Guide

1. Understanding the eBook Using Microsoft Office Excel Exam Guide
 - The Rise of Digital Reading Using Microsoft Office Excel Exam Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Using Microsoft Office Excel Exam 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 Using Microsoft Office Excel Exam Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Using Microsoft Office Excel Exam Guide
 - Personalized Recommendations
 - Using Microsoft Office Excel Exam Guide User Reviews and Ratings
 - Using Microsoft Office Excel Exam Guide and Bestseller Lists
5. Accessing Using Microsoft Office Excel Exam Guide Free and Paid eBooks
 - Using Microsoft Office Excel Exam Guide Public Domain eBooks
 - Using Microsoft Office Excel Exam Guide eBook Subscription Services
 - Using Microsoft Office Excel Exam Guide Budget-Friendly Options
6. Navigating Using Microsoft Office Excel Exam Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Using Microsoft Office Excel Exam Guide Compatibility with Devices
 - Using Microsoft Office Excel Exam Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Using Microsoft Office Excel Exam Guide
 - Highlighting and Note-Taking Using Microsoft Office Excel Exam Guide
 - Interactive Elements Using Microsoft Office Excel Exam Guide

8. Staying Engaged with Using Microsoft Office Excel Exam Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Using Microsoft Office Excel Exam Guide
9. Balancing eBooks and Physical Books Using Microsoft Office Excel Exam Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Using Microsoft Office Excel Exam Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Using Microsoft Office Excel Exam Guide
 - Setting Reading Goals Using Microsoft Office Excel Exam Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Using Microsoft Office Excel Exam Guide
 - Fact-Checking eBook Content of Using Microsoft Office Excel Exam 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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