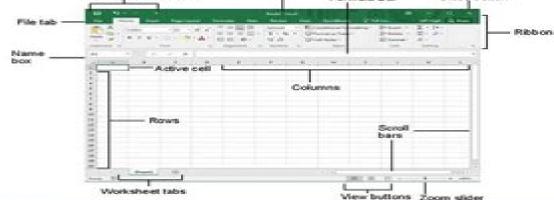
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#### The Fundamentals

 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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Chann

- 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.

#### General

| ACT AND A PROPERTY OF THE PARTY |          |
|--|----------|
| 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,  | F4       |
| mormal, or mixed refere  | emore.   |

#### Navigation:

| Move Between Cells | T. 4.         |
|--------------------|---------------|
|                    | 4-,           |
| 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   | FS.           |

#### Editing

| Cut                 | Carrier + 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

| B-000                           | CIN + B             |
|---------------------------------|---------------------|
| Italies                         | Ctrl + I            |
| Underline                       | Ctrl + U            |
| Open Format Cells<br>Dialog Box | Ctrl + Shift<br>+ 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            |

# **Using Microsoft Office Excel Exam Guide**

**D** Siedentop

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  - Chapter 4: Using Microsoft Office Excel Exam Guide in Specific Contexts
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