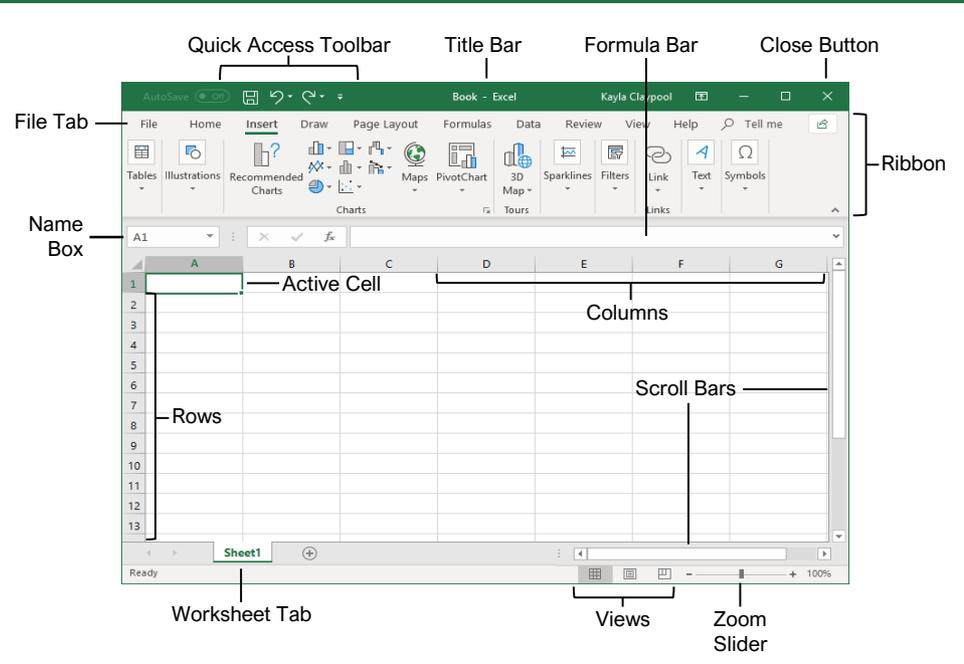


## The Excel Program Screen



## Keyboard Shortcuts

### General

Open a workbook.....	<b>Ctrl + O</b>
Create a new workbook.....	<b>Ctrl + N</b>
Save a workbook.....	<b>Ctrl + S</b>
Print a workbook.....	<b>Ctrl + P</b>
Close a workbook.....	<b>Ctrl + W</b>
Help.....	<b>F1</b>
Activate Tell Me field.....	<b>Alt + Q</b>
Spell check.....	<b>F7</b>
Calculate worksheets.....	<b>F9</b>
Create absolute reference ...	<b>F4</b>

### Navigation

Move between cells.....	<b>↑, ↓, ←, →</b>
Right one cell.....	<b>Tab</b>
Left one cell.....	<b>Shift + Tab</b>
Down one cell.....	<b>Enter</b>
Up one cell.....	<b>Shift + Enter</b>
Down one screen.....	<b>Page Down</b>
To first cell of active row.....	<b>Home</b>
Enable End mode.....	<b>End</b>
To cell A1.....	<b>Ctrl + Home</b>
To last cell.....	<b>Ctrl + End</b>

### Editing

Cut.....	<b>Ctrl + X</b>
Copy.....	<b>Ctrl + C</b>
Paste.....	<b>Ctrl + V</b>
Undo.....	<b>Ctrl + Z</b>
Redo.....	<b>Ctrl + Y</b>
Find.....	<b>Ctrl + F</b>
Replace.....	<b>Ctrl + H</b>
Edit active cell.....	<b>F2</b>
Clear cell contents.....	<b>Delete</b>

### Formatting

Bold.....	<b>Ctrl + B</b>
Italics.....	<b>Ctrl + I</b>
Underline.....	<b>Ctrl + U</b>
Open Format Cells dialog box.....	<b>Ctrl + Shift + F</b>
Select All.....	<b>Ctrl + A</b>
Select entire row.....	<b>Shift + Space</b>
Select entire column.....	<b>Ctrl + Space</b>
Hide selected rows.....	<b>Ctrl + 9</b>
Hide selected columns.....	<b>Ctrl + 0</b>

## 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.