



Microsoft®

# Excel Quick Reference

## Basic Skills

### The Excel Program Screen



### Getting Started



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Formulas

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Layout

Send To

Task Pane

Task Pane

Print

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Print

Print

Print

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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# Microsoft Excel 2015 Introduction Quick Reference Guide

**Rachel Sandford**



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**Derivatives Analytics with Python** Yves Hilpisch, 2015-06-15 Supercharge options analytics and hedging using the power of Python Derivatives Analytics with Python shows you how to implement market-consistent valuation and hedging approaches using advanced financial models efficient numerical techniques and the powerful capabilities of the Python programming language This unique guide offers detailed explanations of all theory methods and processes giving you the background and tools necessary to value stock index options from a sound foundation You'll find and use self-contained Python scripts and modules and learn how to apply Python to advanced data and derivatives analytics as you benefit from the 5 000 lines of code that are provided to help you reproduce the results and graphics presented Coverage includes market data

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**InfoWorld**, 1988-01-04 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

**Using Microsoft 365 Copilot AI** Keith A. Powell, 2025-03-31 DESCRIPTION Microsoft 365 Copilot is revolutionizing workplace productivity by integrating powerful AI directly into applications Copilot is on track to be one of the most successful solutions of Microsoft by expanding the capabilities of those who have it and giving a competitive edge to users who have not yet begun their generative AI journey This book is a step by step guide to learning how to use the latest Microsoft AI solutions to improve your productivity experiences in each of the core Microsoft applications such as Excel Word PowerPoint OneNote Outlook Teams along with Loop and Whiteboard It begins with introduction to AI fundamentals like ML and NLP then guides you through the technical setup and prompt engineering crucial for maximizing Copilot's potential Explore application specific chapters detailing prompt driven workflows learning to manipulate data generate content and enhance collaboration Security and compliance are thoroughly covered addressing data classification DLP policies and Microsoft Purview integration You will also gain insights into future AI trends and access a comprehensive reference of productive prompts By the end of this book you will possess a technical understanding of Microsoft 365 Copilot enabling you to confidently implement its features to streamline your workflow and adapt to the evolving landscape of AI powered productivity Readers will learn how to utilize Microsoft 365 Purview compliance solutions to help organizations improve the security and compliance aspects of the Microsoft 365 Copilot solutions

**WHAT YOU WILL LEARN** AI fundamentals Copilot architecture prompt engineering and core Microsoft 365 integration Effective prompt creation mastering syntax avoiding errors and optimizing Copilot responses Application specific Copilot usage of Word Excel PowerPoint Teams Outlook Loop OneNote and Whiteboard Excel data analysis visualization and manipulation through advanced Copilot prompting OneNote insight extraction note analysis and summarization using Copilot's capabilities PowerPoint presentation generation design and content refinement using AI prompts Teams meeting recaps

speaker coaching and collaborative task management via Copilot Data security compliance Microsoft Purview integration and future AI trend analysis

**WHO THIS BOOK IS FOR** This book is for professionals from beginners to experienced users with a Microsoft 365 license and Copilot solution Fundamental knowledge of core Microsoft 365 apps like Word Excel PowerPoint or Teams is beneficial for maximizing its practical applications

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**Appendix**

**Subject Guide to Books in Print**, 1996 Concept Building in Fisheries Data Analysis Basant Kumar Das, Dharm Nath Jha, Sanjeev Kumar Sahu, Anil Kumar Yadav, Rohan Kumar Raman, M. Kartikeyan, 2022-10-11 This authored book is primarily for the readers who are in search of how to use basic concepts of statistics in the field of fishery science It has been written for the new comers coming in the fishery sector including university students teachers and research scholars It enriches the reader s knowledge of data analysis step by step starting from data collection to its analysis and interpretation along with practical application with real example It supports readers for enhancing theoretical and practical concept of application of fundamental statistics in fishery domain Reader may also learn how to analyses data using different statistical software Each chapter starts with an introduction of the topic followed by statistical concept with example and ends with chapter based question for comprehension purpose This book is of interest to teachers researchers scientists capacity builders in fishery sciences Also the book serves as additional reading material for undergraduate and graduate students of fisheries and aquatic sciences

**Office 2016 For Dummies** Wallace Wang, 2015-09-29 Office 2016 For Dummies 9781119077374 is now being published as Office 2016 For Dummies 9781119293477 While this version features an older Dummies cover and design the content is the same as the new release and should not be considered a different product The bestselling Microsoft Office book of all time Packed with straightforward friendly instruction this updated edition of the bestselling Microsoft Office book gets you thoroughly up to speed on the latest version of the industry standard for office productivity suites In no time Office 2016 For Dummies will help you become a whiz at Word take your Excel skills to new heights add pizzazz to your PowerPoint presentations and make every part of your work day more organized and productive Following alongside approachable plain English explanations you ll quickly discover how to type format text and design documents in Word navigate and edit spreadsheets create formulas and analyze data in Excel configure email store contacts organize tasks and schedule your time with Outlook create and edit well designed and crowd pleasing PowerPoint presentations and design edit and modify an Access database Even if the mere thought of working with Microsoft Office makes you nervous this fun and friendly guide makes it easy Helps you make sense of word processing email presentations

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