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- 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
 - 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 Guick 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 olipboard
- 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 contestual 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.

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 refere	F4 moe

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	F5

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Reptace	Ctrl + H
Select All	Ctrl + A
Edit active cell	F2
Clear cell contents	Delete

Edition

Formatting Bold	Ctrl + B
Italies	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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Lingsheng Yao

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recommendations to enhance the adoption of e banking in country are made based on this study Switch On Coursebook 7 Mohini Arora, 2020-11-30 Switch On a series of eight books for Classes 1 to 8 is an effort to familiarize and equip students with the latest trends in computer technology This is a well graded course that conforms to the requirements of NCF 2005 and complies with the syllabus requirements of various boards The course is based on Windows 7 and MS Office 2010 with updates on Windows 8 and MS Office 2013 Antimicrobial Usage in Companion and Food Animals: Methods, Surveys and Relationships with Antimicrobial Resistance in Animals and Humans Miguel Ángel Moreno, Lucie Collineau, Carolee Anne Carson, 2020-03-30 The British National Bibliography Arthur James Wells, 2009 Study Guide for Microsoft Excel Joan Lambert, 2013-08-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Excel Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files The Indian National Bibliography B. S. **Indian National Bibliography** B. S. Kesavan, 2011-05 PC Magazine ,2006 Masterina Financial Modeling: A Professional's Guide to Building Financial Models in Excel Eric Soubeiga, 2013-07-16 All the precision of financial modeling and none of the complexity Evidence based decision making is only as good as the external evidence on which it is based Financial models uncover potential risks on a company s balance sheet but the complexity of these instruments has limited their effectiveness Now Mastering Financial Modeling offers a simplified method for building the fast and accurate financial models serious evidencebased decision makers need What sets this practical guide apart is its learning on the job approach Unlike other books that teach modeling in a vacuum this superior method uses a diverse collection of case studies to convey each step of the building process Learning on the job connects the dots between the proper Excel formulas and functions and the real world situations where you want to use them By learning through association you can absorb the information quickly and have it ready to use when you need it The book starts right off on building models from creating a standalone cash flow model through integrating it with an income statement and balance sheet Along the way you will master the skill set you need to build advanced financial models With only a basic knowledge of accounting and finance individual investors and financial professionals alike can Create a core model and customize it for companies in most industries Understand every working component of a financial model and what each one tells you about a company Format cells and sheets in Excel for easily repeatable modeling Written with the practitioner in mind Mastering Financial Modeling shows you how to ensure your model is ready for real world application by safeguarding it against modeling errors It covers a full array of Excel s builtin auditing and testing tools and illustrates how to build customized error checking tools of your own to catch the inaccuracies that typically fall through the cracks Get the most out of your data with Mastering Financial Modeling Mastering Financial Modeling brings the power of financial models down to earth and puts it in the hands of

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