

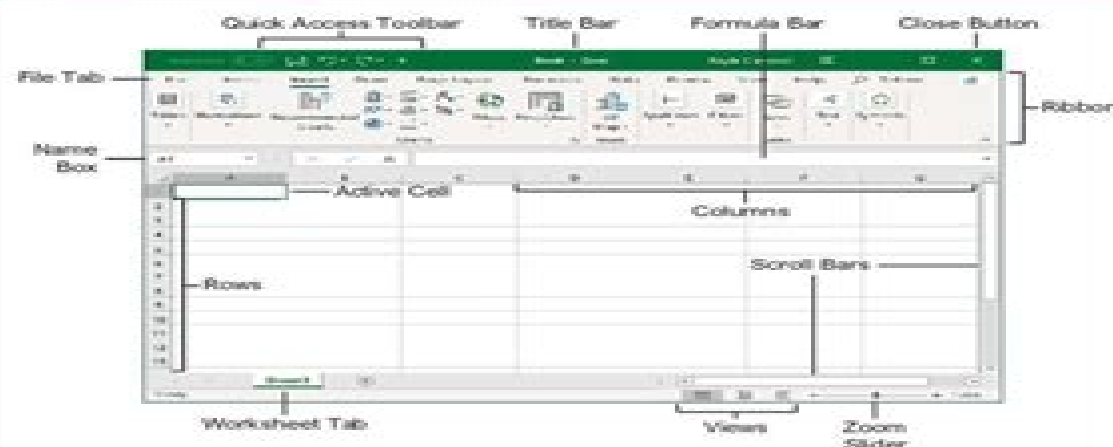


Microsoft®

# Excel Quick Reference

## Basic Skills

### The Excel Program Screen



### Getting Started

- Home
- Insert
- Formulas
- References
- Layout
- Send To
- Table as Filter
- Table
- Tools
- Help
- Account
- Feedback
- Options

- 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**

# Microsoft Excel 2015 Introduction Quick Reference Guide

**Rachel S Tattersall**



## **Microsoft Excel 2015 Introduction Quick Reference Guide:**

**Microsoft Excel 2013 Introductory Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)** TeachUcomp Inc,2017-07-18 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Excel 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Excel 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts *Excel 2010 For Dummies Quick Reference* Colin Banfield,John Walkenbach,2010-04-13 Find the answers to your most important Excel questions with this reference John Walkenbach s name is synonymous with excellence in computer books that decipher complex technical topics Known as Mr Spreadsheet Walkenbach along with Excel expert Colin Banfield answers your most common and important Excel questions in this easy to understand reference You ll learn how to open save protect and recover workbook files add copy and delete worksheets enter and edit data and text create formulas and functions audit format and print and more Highly organized and free of unnecessary jargon this essential reference allows you to find the answers you re looking for quickly and easily Excel gurus Walkenbach and Banfield offer quick and easy answers to common Excel questions Offers information in a highly organized easy to understand format so you can find exactly what you need Includes information on opening saving protecting and recovering workbook files adding copying and deleting worksheets entering and editing data and text creating formulas and functions auditing formatting printing and more Covers navigating the user interface using the Ribbon and Quick Access toolbar saving protecting and recovering workbook files entering and editing data creating formulas and functions and much more Excel 2010 For Dummies Quick Reference enables you to spend more time working on your projects rather than trying to figure how to make Excel work for you *Quick Reference Guide for Microsoft Office for Windows 95* ,1996 **Laptops For Dummies Quick Reference** Corey Sandler,2006-03-20 In business laptops are essential to providing mobility to workers Many business laptops spend much of their time in a desktop docking station and are always available to hit the road Laptops For Dummies Quick Reference will be a hitchhiker s guide to the electronic galaxy **Quick Start Reference Guide for MicroStrategy 9.5** MicroStrategy Product Manuals,MicroStrategy,2015-02-01 The Quick Start Reference Guide provides an overview of the installation and evaluation process and additional resources **Office and SharePoint 2007 User's Guide** Michael Antonovich,2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User s Guide Integrating SharePoint with

Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment **Office and SharePoint 2010 User's Guide** Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment Microsoft Excel User's Guide ,1994 Easy Microsoft Office Excel 2003 Nancy D. Lewis,2003 Provides an introduction to Microsoft Excel covering such topics as managing workbooks editing worksheets formatting data adding graphics working with charts using formulas and functions and using Web features Excel X for Mac OS X Maria Langer,2002 Excel X for Mac OS X is the model OS X app from its Aqua interface to its complete support for OS X s modern architecture In Excel X for Mac OS X Visual QuickStart Guide author Maria Langer veteran Mac writer and consultant walks you through all that s new and noteworthy in Microsoft s spreadsheet powerhouse dispensing lots of expert tips along the way Maria knows you re a busy professional That s why Excel X for Mac OS X VQS was designed to let you learn as you work Use it as a quick reference guide Just look up a topic in the index or use the page tabs to thumb to it then follow the simple concise steps and check your results against the accompanying screenshots Newcomers can treat the book as a step by step introduction to Excel starting with the basics then moving on to more advanced techniques such as inserting objects and multimedia events creating charts and graphs and publishing spreadsheets to the Web *Automating SOLIDWORKS 2023 Using Macros* Mike Spens,2023-05-04 Learn how to save time by automating repetitive work Teaches you how to develop macros for SOLIDWORKS the SOLIDWORKS Document Manager and SOLIDWORKS PDM Professional Programming experience is not

required Covers many of the major API functions through practical use cases Focuses on the Visual Studio Tools for Applications macro interface Engineers working with SOLIDWORKS are often faced with tedious repetitive work that can consume a lot of time but it doesn't have to be this way One of the most exciting aspects of SOLIDWORKS is its robust programming interface or API The SOLIDWORKS API allows you to write code that can perform almost any series of actions for you SOLIDWORKS was built from the ground up to automate and in this book you will learn how to take advantage of these powerful tools to speed up your work Automating SOLIDWORKS 2023 Using Macros is designed as a tutorial to help beginner to intermediate programmers develop macros for SOLIDWORKS Experience with programming isn't required The book starts with a chapter on the fundamentals of Visual Basic .NET and the SOLIDWORKS API to make the learning process easier for beginners The rest of the book introduces you to developing macros using the SOLIDWORKS API The book concludes with a chapter dedicated to some of the author's favorite source code for you to use as the basis for typical automation procedures The focus of this book is primarily on the Visual Studio Tools for Applications VSTA macro interface It covers many of the major API functions through practical use cases It will teach you the fundamentals of Visual Basic .NET as well as SOLIDWORKS SOLIDWORKS PDM Professional SOLIDWORKS Document Manager and Excel API functions Author Mike Spens has been professionally developing macros for SOLIDWORKS for more than a decade He has helped numerous companies develop their own programs and streamline their workflows If you want to learn how to develop your own macros for SOLIDWORKS following best practices and using well-written code then this is the perfect book for you What you'll learn Record macros Control Custom Properties Create parts and features Build assemblies Batch create drawings Extract information from PDM Create add-ins from macros Create many other time-saving utilities

**Absolute Beginner's Guide to Tablet PCs** Craig Forrest Mathews, 2004 Whether you use your Tablet PC for work or play this easy-to-follow guide gets you going quickly Using real-world scenarios that apply to teachers students business professionals medical professionals and more Absolute Beginner's Guide to Tablet PCs shows you how to put Tablet PCs to use in real life The book shows you the basics for getting your Tablet PCs up and running then kicks it into high gear and shows you how to put your newfound palmtop power to use You will also learn how to use Microsoft's new OneNote application to take store sort and share notes with other users

**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

analysis risk neutral valuation Monte Carlo simulation model calibration valuation and dynamic hedging with models that exhibit stochastic volatility jump components stochastic short rates and more The companion website features all code and IPython Notebooks for immediate execution and automation Python is gaining ground in the derivatives analytics space allowing institutions to quickly and efficiently deliver portfolio trading and risk management results This book is the finance professional's guide to exploiting Python's capabilities for efficient and performing derivatives analytics Reproduce major stylized facts of equity and options markets yourself Apply Fourier transform techniques and advanced Monte Carlo pricing Calibrate advanced option pricing models to market data Integrate advanced models and numeric methods to dynamically hedge options Recent developments in the Python ecosystem enable analysts to implement analytics tasks as performing as with C or C++ but using only about one tenth of the code or even less Derivatives Analytics with Python Data Analysis Models Simulation Calibration and Hedging shows you what you need to know to supercharge your derivatives and risk analytics efforts

**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 TABLE OF CONTENTS Section I Getting Started 1 Introduction to Artificial Intelligence and Microsoft 365 Copilot 2 Getting Started with Copilot 3 Writing the Perfect AI Prompt 4 Overview of the Microsoft 365 Copilots Section II Learning the Copilots 5 Copilot in Excel 6 Copilot in OneNote 7 Copilot in Outlook 8 Copilot in PowerPoint 9 Copilot in Teams 10 Copilot in Word 11 Copilot in Loop 12 Copilot in Whiteboard Section III Securing Copilot Data and Looking Towards the Future 13 Ensuring your Content Remains your Content 14 Future Trends of AI 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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