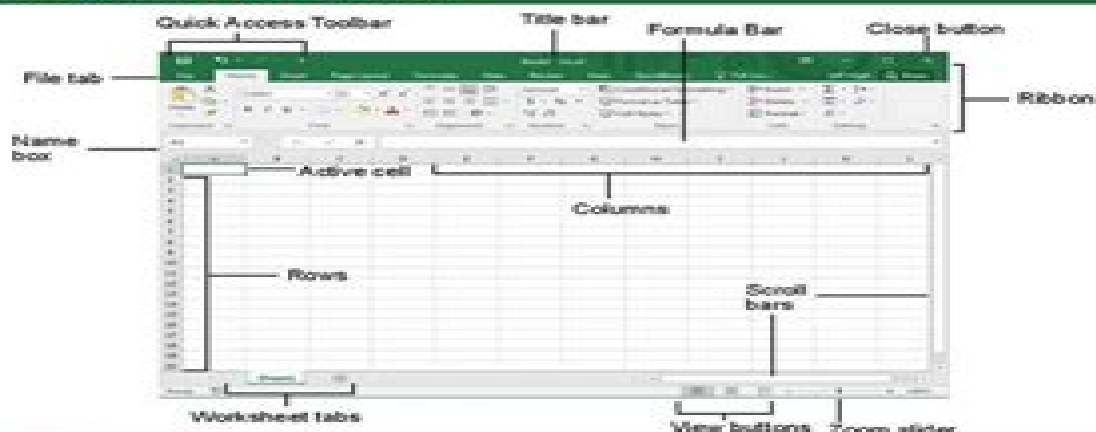


The Excel 2016 Screen



Keyboard Shortcuts

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 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
Up One Screen	Page Up
To Cell A1	Ctrl + Home
To Last Cell	Ctrl + End
Go To Dialog Box	F5

Editing

Cut	Ctrl + 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

Bold	Ctrl + B
Italics	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

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.



- 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 **Ctrl + O**.
- 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 Quick 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 clipboard.
- 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 contextual 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.

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Gurpreet Bindra , Manjeet Jauhar



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recommendations to enhance the adoption of e banking in country are made based on this study **Switch On Coursebook**
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Measurement and Evaluation in Physical Education and Exercise Science Alan C. Lacy, 2011 Thoroughly revised the Sixth Edition of Measurement and Evaluation in Physical Education and Exercise Science emphasizes measurement and evaluation activities as an integral part of program development and assessment in both school and non school settings Lacy bridges the gap between theory and practice by examining measurement and evaluation techniques for a variety of activities from coaching and teaching to adult education and community programs Measurement and evaluation models use real life practical examples that help you grasp important concepts while showing you how to integrate measurement and evaluation techniques into program design and development As a result future physical education teachers and practitioners develop the skills needed to assess evaluate and develop more effective physical education or activity programs

Mobile Usage Behavior of Indian Youth Kunal Gaurav, R Manjusha, 2017-09-27 Research Paper postgraduate from the year 2016 in the subject Business economics Marketing Corporate Communication CRM Market Research Social Media grade A Institute of Computers and Business Management School of Business Excellence language English abstract In today's life mobile phone usage has become an important necessity of our life The cell phone industry is one of the fastest growing ones besides the Internet Cell phones have gone through a huge change and the market has expanded globally Cell phone users today use cell phones for more than just talking the mobile services consumer wireless usage study found that 56 percent of customers used their cell phones as cameras clocks calendars music players and other non talk functions The purpose of this study is to understand the Mobile usage behavior by young customers in India India is currently the world's second largest telecommunications market and has registered strong growth in the past decade and a half The Indian mobile economy is growing rapidly and will contribute substantially to India's gross domestic product GDP according to a report prepared by the GSM Association GSMA in

collaboration with the Boston Consulting Group BCG The cell phone industry is in the Mature Life Cycle Stage where nearly all potential customers are already users of the industry's product MOS 2010 Study Guide for Microsoft Excel Joan Lambert, 2011 *Introductory Mathematics and Statistics, Revised Sixth Edition* John S. Croucher, 2016-02-10 *Introductory Mathematics and Statistics* sixth edition revised is the only Australian statistics book that includes a primer on basic maths to ensure a successful start to the study of statistics Croucher demonstrates the relevance of mathematics and statistics in making decisions in day to day commercial situations Numerous contemporary examples and pictorial presentations of data are provided to illustrate real world application of statistics The content has been thoroughly revised and updated using modern data and a detailed description of difficult concepts *Introductory Mathematics and Statistics 6re* provides an effective grounding of mathematical and statistical methods

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