



Microsoft®

Excel Quick Reference

Basic Skills

The Excel Program Screen



Getting Started

- Home
- Insert
- Formulas
- References
- Layout
- Send To
- Table
- Table Tools
- Tools
- Window
- Help
- File
- 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



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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

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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

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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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