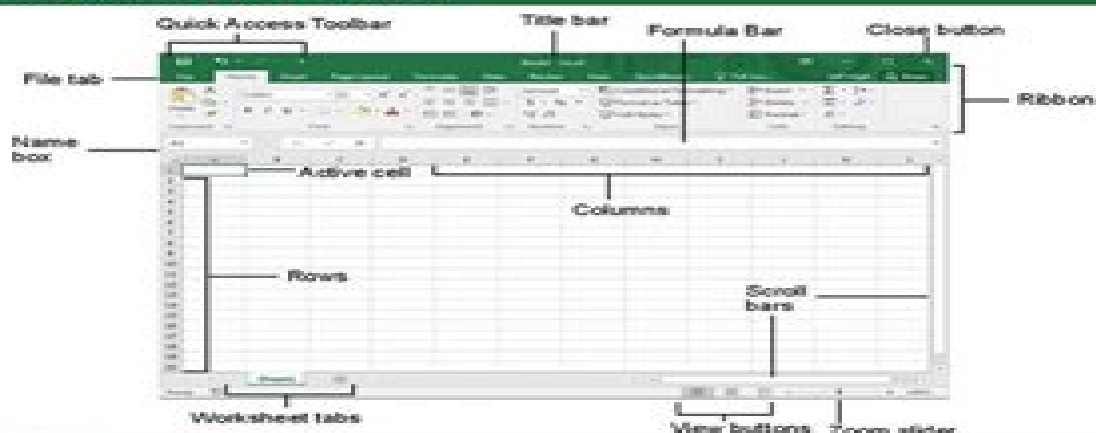


The Excel 2016 Screen



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.



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- 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**.
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- To Change Views:** Click a **View** button in the status bar. Or, click the **View** tab and select a view.

Microsoft Excel Guide

Manish Soni



Microsoft Excel Guide:

Microsoft Excel 2017: An Easy Guide to Learning the Basics Michael Galesso, 2017-01-19 Microsoft Excel is one of the software programs offered in the Microsoft Office Suite. The Office was created and launched by the Microsoft Corporation and designed to offer convenience in the completion of everyday calculating and organizing to users of the Windows, macOS, iOS, and Android systems. Microsoft Excel is accompanied by Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook in the group of products offered in the Office collection. Initially released in the mid 1980s, the concept of Excel has grown substantially over the years. It is now dubbed the most popular among spreadsheet programs. The design enables its users to compute figures, create formulas for ease in calculating, as well as create and customize graphs for assignments or presentations using data entered in a system of columns and rows. The latest version of this spreadsheet-based software was released in late 2016.

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Table of Contents Microsoft Excel Guide

1. Understanding the eBook Microsoft Excel Guide
 - The Rise of Digital Reading Microsoft Excel Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Excel Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Guide
 - Personalized Recommendations
 - Microsoft Excel Guide User Reviews and Ratings
 - Microsoft Excel Guide and Bestseller Lists
5. Accessing Microsoft Excel Guide Free and Paid eBooks
 - Microsoft Excel Guide Public Domain eBooks

- Microsoft Excel Guide eBook Subscription Services
- Microsoft Excel Guide Budget-Friendly Options
- 6. Navigating Microsoft Excel Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Excel Guide Compatibility with Devices
 - Microsoft Excel Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel Guide
 - Highlighting and Note-Taking Microsoft Excel Guide
 - Interactive Elements Microsoft Excel Guide
- 8. Staying Engaged with Microsoft Excel Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel Guide
- 9. Balancing eBooks and Physical Books Microsoft Excel Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel Guide
 - Setting Reading Goals Microsoft Excel Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel Guide
 - Fact-Checking eBook Content of Microsoft Excel Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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