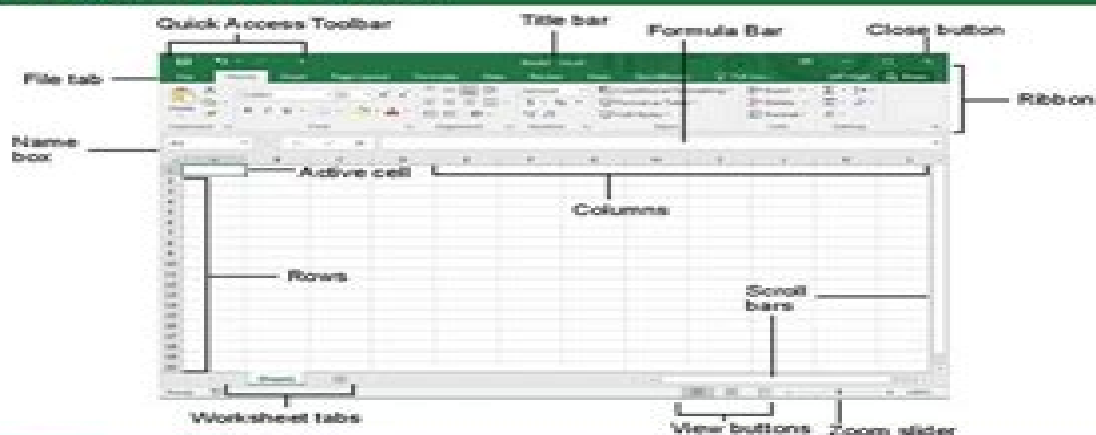


The Excel 2016 Screen



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.

Microsoft Excel Guide

DIZZY DAVIDSON



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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TIPS FOR INTEGRATION WITH CHAT GPT Unlock innovative ways to integrate Excel with ChatGPT enabling you to automate tasks, generate insightful data analysis, and much more.
Feel overwhelmed by columns, rows, and endless data. Are you stuck in the quagmire of Excel confusion, feeling like you're just skimming the surface of its potential? Dream of a day when Excel tasks become second nature, powering your professional journey. If you answered Yes to at least one of these questions, then keep reading to start saving precious minutes of your work. I understand how daunting Excel can seem with its complex functions and seemingly infinite possibilities. It's easy to feel lost amidst the formulas and charts, wondering if you'll ever harness the full power of this essential tool. You're not alone in this struggle. Many face these challenges, feeling overwhelmed and under-equipped to turn data into decisions. Unveil the magic of Microsoft Excel with this guide, meticulously crafted not just to educate but to empower. Witness not only a transformation in your technical prowess but also a newfound confidence that permeates every professional endeavor. Unveil Your Potential; it's about telling compelling tales. Create visuals that captivate, inform, and inspire. DIVE INTO EXCEL'S MYSTERIES. Unearth the hidden gems and potent functions. Feel the thrill of discovery as even the most advanced features bow to your command. CONNECT it's about you. Become the beacon of expertise, confidence, and growth in your workspace. Are you ready to not just learn but to evolve? To not just work but to thrive? Embrace your journey with Microsoft Excel, where every chapter is a steppingstone to your professional renaissance. Click Buy Now and let your Excel odyssey begin.

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how truly intuitive the program is You will essentially teach yourself upon completion of my book I will show you the basics of Microsoft Excel and will detail how to continue learning even after you have finished **Microsoft Office Excel 2007 a**

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