

Excel® for Microsoft 365® Introduction

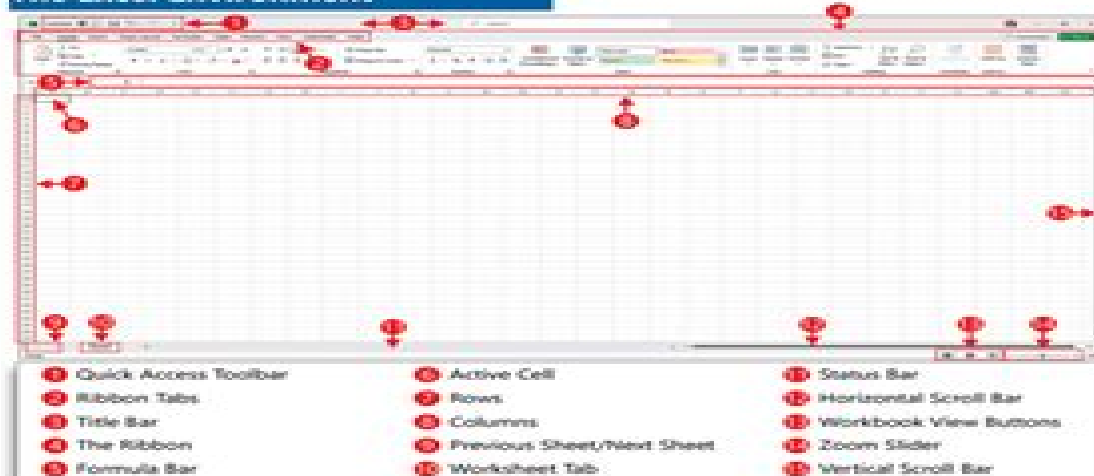
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Quick Reference Guide

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The Excel Environment



Interface Basics

Using the Ribbon

1. To **hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to deselect the object.
4. To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To **access advanced options**, click the "Dialog Box Launcher" button in a button group, if available. [?] [X]

Using the File Tab & Backstage View

1. To **open "Backstage View" and perform file management**, click the "File" tab at the left end of the Ribbon. [File]
2. To **see additional options for a command**, click on a command in the left section of "Backstage View."

Using the Quick Access Toolbar

1. To **show or hide the Quick Access Toolbar**, click the "Ribbon Display Options" button in the Ribbon, and select "Show (or Hide) Quick Access Toolbar." [Show]
2. To **change the location of the Quick Access Toolbar**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon." [Show]
3. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
4. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
5. To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left and click "Add." To **remove a command**, select it on the right and click "Remove." When done, click "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touchy/Mouse Mode" option.
2. Click the "Touchy/Mouse Mode" button that appears in the Quick Access Toolbar and select either "Mouse" or "Touch." [Mouse] [Touch]

Changing Workbook Views

1. Click one of the three "Workbook View" buttons at the far-right of the Status Bar, or click the "View" tab in the Ribbon and click one of the views in the "Workbook Views" group. [Normal] [Table] [Web Layout]
2. To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
3. To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK." [OK]

File Management Basics

Creating New Workbooks

1. To **create a new workbook when Excel first launches**, either click the "Blank workbook" thumbnail on the right side of the screen or one of the template thumbnails and the "Create" button.
2. To **create a new workbook when another one is already open**, click the "File" tab in the Ribbon and select "New" from the menu on the left to select from the same thumbnail choices.

Saving Workbooks

1. Click the "File" tab in the Ribbon and choose the "Save As" command at the left of Backstage View.
2. Click to select a location ("This PC," "OneDrive," etc.).
3. Click a folder name or the "Browse" button. [Browse]
4. Navigate to the location where you want to save the file, type a name, and click the "Save" button.
5. To **save changes to an existing file**, click the "File" tab in the Ribbon and click the "Save" command, or click the "Save" button at the left end of the Quick Access toolbar. [Save]

Opening Workbooks

1. To **open a workbook when Excel first launches**, click a file listed under the "Recent," "Pinned," or "Shared with Me" tabs at the right, or click the "Open" button at the left, navigate to the file, select it, and click the "Open" button.
2. To **open a workbook from within Excel**, click the "File" tab in the Ribbon, choose "Open" at the left of Backstage View, then either click a "Recent" file or select "OneDrive," "This PC," or other location, click "Browse," navigate to the file, and click "Open."

Recovering Unsaved Workbooks

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View.
2. Select the "Recent" command in the "Open" area in the middle pane.
3. Click the "Recover Unsaved Workbooks" button at the bottom of the "Recent" pane. [Recover Unsaved Workbooks]
4. Select the file in the "Open" dialog box in the unsaved files folder.
5. Click the "Open" button. [Open]

Data Entry

Selecting Cells

1. To **select a single cell**, click the cell, or use the arrow keys to move to the cell.
2. To **select a range of cells with the mouse**, click and drag with the mouse, or hold down the "Ctrl" or "Shift" key while clicking other cells.
3. To **select a range of cells with the keyboard**, hold down the "Shift" key while using the arrow keys.
4. To **select multiple ranges**, select a range with the mouse, press the "Ctrl" key, and select other ranges.
5. To **select a range of cells with touch**, tap and drag the selection handle. [Selection Handle]

Entering New Data

1. Click a cell to select it.
2. To **create a text entry**, type any combination of numbers and letters. To **create a numeric entry**, type only numbers and decimals.
3. Press the "Enter" key, or click the "Enter" button in the Formula Bar. [Enter]
4. To **accept a suggested entry while typing**, press the "Enter" key. To **ignore it**, continue to type.

Picking from a Drop-Down List

1. Select the next available blank cell at the top or bottom of a column of unbroken text entries.
2. Press and hold the "Alt" key and then click the down arrow, or right-click in the cell and click the "Pick from Drop-down List" command from the menu.
3. Click on a choice to select it.

Using AutoFill for Data Entry

Automatically fill-in a repeating pattern, such as months, days, or any repeating numerical pattern.

1. Select the cell or cells that establish the pattern.
2. Move the cursor to the bottom-right corner of the selection until it turns into a thin black cross icon.
3. Click and drag horizontally or vertically over the cells to include in the pattern, and then release.
4. For advanced options, click the "AutoFill Options" smart tag that appears, and then choose the desired option to adjust the series. [AutoFill Options]

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