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The Excel 2016 Screen



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.



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

Study Guide For Excel Test

Alan Horsfield

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- Chapter 1: Introduction to Study Guide For Excel Test
- Chapter 2: Essential Elements of Study Guide For Excel Test
- Chapter 3: Study Guide For Excel Test in Everyday Life
- Chapter 4: Study Guide For Excel Test in Specific Contexts
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4. In chapter 3, the author will examine the practical applications of Study Guide For Excel Test in daily life. The third chapter will showcase real-world examples of how Study Guide For Excel Test can be effectively utilized in everyday scenarios.
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6. In chapter 5, this book will draw a conclusion about Study Guide For Excel Test. The final chapter will summarize the key points that have been discussed throughout the book.

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