



Microsoft® Excel Basic Quick Reference Guide

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The Excel Program Screen



Getting Started



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.

Download 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 Addresses: 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	T, ↓, ←, →
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
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

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Edit a Workbook

Edit a Cell's Contents: Select a cell and click in the Formula Bar or double-click the cell. Edit the cell's contents and press **Enter**.

Clear a Cell's Contents: Select the cell(s) and press the **Delete** key. Or, click the **Clear** button on the Home tab and select **Clear Contents**.

Cut or Copy Data: Select cell(s) and click the **Cut** or **Copy** button on the Home tab.

Paste Data: Select the cell where you want to paste the data and click the **Paste** button in the Clipboard group on the Home tab.

Preview an Item Before Pasting: Place the insertion point where you want to paste, click the **Paste** button list arrow in the Clipboard

Basic Formatting

Format Text: Use the commands in the Font group on the Home tab, or click the dialog box launcher in the Font group to open the dialog box.

Format Numbers: Use the commands in the Number group on the Home tab, or click the dialog box launcher in the Number group to open the Format Cells dialog box.

Wrap Text in a Cell: Select the cell(s) that contain text you want to wrap and click the **Wrap Text** button on the Home tab.

Merge Cells: Select the cells you want to merge. Click the **Merge & Center** button list arrow on the Home tab and select a merge option.

Cell Protection and Deletion: Select the cell(s)

Insert Objects

Create a Series Using AutoFill: Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.

Insert an Image: Click the **Insert** tab on the ribbon, click either the **Pictures** or **Online Pictures** button in the Illustrations group, select the image you want to insert, and click **Insert**.

Insert a Shape: Click the **Insert** tab on the ribbon, click the **Shapes** button in the Illustrations group, and select the shape you wish to insert.

Hyperlink Text or Images: Select the text or image you want to hyperlink, click the **Insert** tab on the ribbon, click the **Links** button in the Links group, and select **Hyperlink**.

Excel For Dummies Cheat Sheet

Dan Gookin, Sandra Hardin Gookin



Excel For Dummies Cheat Sheet:

Excel Sales Forecasting For Dummies Conrad Carlberg, 2016-07-12 Excel at predicting sales and forecasting trends using Microsoft Excel If you're a sales or marketing professional you know that forecasting sales is one of the biggest challenges you face on the job Unlike other books on the subject *Excel Sales Forecasting For Dummies* 2nd Edition leaves arcane business school terms and complex algebraic equations at the door focusing instead on what you can do right now to utilize the world's most popular spreadsheet program to produce forecasts you can rely on Loaded with confidence boosters for anyone who succumbs to sweaty palms when sales predictions are mentioned this trusted guide shows you how to use the many tools Excel provides to arrange your past data set up lists and pivot tables use moving averages and so much more Before you know it you'll become a forecaster par excellence even if numbers aren't your jam Choose the right forecasting method Find relationships in your data Predict seasonal sales Filter lists or turn them into charts Consider this guide your crystal ball and start predicting the future with confidence and ease *Excel For Dummies* Greg Harvey, 1994-02-01 Head's up this book was published in 1994 Check out *Excel 2019 For Dummies* for the most up to date information I imagine you landed here because you're trying to figure out Excel and know the *For Dummies* books are a great way to find fast answers Just so you know this edition of *Excel For Dummies* covers a version of the application that's been updated 10 times since we published the book For the most current info search for *Excel 2019 For Dummies* The good news is Excel hasn't changed so much in all those years so a lot of this book is still usable We're humbled that people still give it great reviews The better news is there's a version of *Excel For Dummies* for every version of the application released since then If you don't want to take your chances on a book published before there was a Google or an Amazon look for the version of the book specific to the version of Excel you're using such as *Excel 2019 All in One For Dummies* **Excel 5 For Macs For Dummies** Greg Harvey, 1994-09-01 Combine the Mac's famous ease of use with the versatility of the world's most popular spreadsheet application and you have a powerful tool for crunching numbers running what-if scenarios transforming mere data into meaningful charts and even managing databases of important information In *Excel 5 For Macs For Dummies* professional software trainer and bestselling author Greg Harvey shows you how to realize Excel's true potential Concise easy to follow sections take you step by step through this spreadsheet program's many features including Tip Function and Chart Wizards Visual Basic macros and AutoFilter Plus *Excel 5 For Macs For Dummies* includes a handy cheat sheet you can keep nearby whenever you fire up Excel on it you'll find everything from keyboard shortcuts to quick tips on performing essential tasks

QuickBooks Online For Dummies David H. Ringstrom, 2023-10-12 Learn the world's most popular cloud accounting platform *QuickBooks Online For Dummies* 2024 Edition helps you benefit from fast and easy mobile accounting This beginner friendly guide covers the key features of QuickBooks Online including selecting the subscription version that's right for you and your business Simple Start Plus or Advanced From there you'll find everything you need to get started creating invoices

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Mastering PivotTables and Advanced Data Analysis in Excel Henry Ivers,2024-12-21 Unleash the Power of Data Analysis with PivotTables and Advanced Excel Techniques Prepare to transform your Excel skills with Mastering PivotTables and Advanced Data Analysis in Excel This comprehensive guide empowers you to unlock the full potential of Microsoft Excel enabling you to analyze vast datasets create compelling visualizations and make informed decisions like never before Overview Dive into the realm of PivotTables the ultimate tool for summarizing and analyzing data Master the art of data grouping filtering and aggregation to uncover hidden insights and generate meaningful reports Elevate your analysis with advanced techniques such as calculated fields measures and slicers Key Benefits Extract valuable information from large and complex datasets Create interactive dashboards that enable real time insights Automate data analysis tasks saving time and effort Enhance decision making by understanding data trends and patterns Impress clients and stakeholders with professional and impactful presentations Target Audience This book is tailored for business analysts data analysts finance professionals researchers and anyone seeking to advance their Excel skills for advanced data analysis Whether you re a beginner or an experienced user you ll find invaluable knowledge and practical guidance within its pages Features and Highlights Step by step instructions and real world examples Coverage of advanced topics such as Power Query Power Pivot and DAX Practical tips and tricks for optimizing your Excel workflows Exercises and quizzes to reinforce your understanding Closing Statement Mastering PivotTables and Advanced Data Analysis in Excel is your essential companion for unlocking the true power of Excel Embark on this journey to become an Excel expert and elevate your data analysis skills to new heights Transform your datasets into actionable insights that drive your business success

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Excel 2016 For Dummies Greg Harvey, 2015-10-02 *Excel 2016 For Dummies* 9781119077015 is now being published as *Excel 2016 For Dummies* 9781119293439 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 Let your Excel skills soar to new heights with this bestselling guide Updated to reflect the latest changes to the Microsoft Office suite this new edition of *Excel For Dummies* quickly and painlessly gets you up to speed on mastering the world's most widely used spreadsheet tool Written by bestselling author Greg Harvey it has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress free If the thought of looking at spreadsheet makes your head swell you've come to the right place Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids this hands-on guide will get you up and running with the latest installment of the software Microsoft Excel 2016 In no time you'll begin creating and editing worksheets formatting cells entering formulas creating and editing charts inserting graphs designing database forms and more Plus you'll get easy to follow guidance on mastering more advanced skills like adding hyperlinks to worksheets saving worksheets as web pages adding worksheet data to an existing web page and so much more Save spreadsheets in the Cloud to work on them anywhere Use Excel 2016 on a desktop laptop or tablet Share spreadsheets via email online meetings and social media sites Analyze data with PivotTables If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you this new edition of *Excel 2016 For Dummies* sets you up for success

Mechanical Design Engineering Handbook Peter Childs, 2018-11-24 *Mechanical Design Engineering Handbook* Second Edition is a straight talking and forward thinking reference covering the design specification selection use and integration of the machine elements that are fundamental to a wide range of engineering applications This updated edition includes new material on tolerancing alternative approaches to design and robotics as well as references to the latest ISO and US engineering regulations Sections cover bearings shafts gears seals belts and chains clutches and brakes springs fasteners pneumatics and hydraulics amongst other core mechanical elements This practical handbook is an ideal shelf reference for those working in mechanical design across a variety of industries In addition it is also a valuable learning resource for advanced students undertaking engineering design modules and projects as part of broader mechanical aerospace automotive and manufacturing programs Presents a clear concise text that explains key component technology with step by

step procedures fully worked design scenarios component images and cross sectional line drawings Provides essential data equations and interactive ancillaries including calculation spreadsheets to inform decision making design evaluation and incorporation of components into overall designs Includes procedures and methods that are covered to national and international standards where appropriate New to this edition flow charts to help select technology Failure Mode Effects Analysis FMEA product service and system design models Functional Analysis Diagrams FADs Design for Excellence DFX Design for MADE and the process of remanufacture

Small Business Microsoft Office 2000 For Dummies? Dave Johnson, Todd Stauffer, 1999-05-21 This title comes with a CD ROM featuring over 20 tools that small business owners can use to simplify tasks including Office document viewers Excel budget and billing templates Access rolodex templates and project tracking applications

Excel 2000 For Windows For Dummies Greg Harvey, 1999-05-21 Just because electronic spreadsheets like Excel 2000 have become almost as commonplace on today's personal computers as word processors and games doesn't mean that they're either well understood or well used Excel is a great organizer for all types of data be they numeric textual or otherwise Excel 2000 For Windows For Dummies covers all the fundamental techniques that you need to know in order to create edit format and print your own worksheets In addition to showing you around the worksheet this fun and friendly book exposes you to the basics of charting creating databases and converting spreadsheets into Web pages Expect to pick up invaluable tips and tricks on Creating a spreadsheet from the get go Dressing up the look of your cells Printing your spreadsheet masterpiece Facing a database Making sense of multiple worksheets Editing your worksheet Web pages Keeping things simple this book cuts to the chase by telling you in plain terms just what it is that you need to do to accomplish a task using Excel With spreadsheets as the focus Excel 2000 For Windows For Dummies shows you how to Launch Excel from a toolbar or browser Mess around with the menu bar Fabricate fabulous formulas Tamper with how text wraps Add hyperlinks to a worksheet Work with WordArt Customize and design your own toolbars Explore top features of Excel 2000 One look at the Excel 2000 screen with all the boxes buttons and tabs and you realize that there's a whole lot of stuff going on With this book as your expert companion you can tame your anxiety over the tech stuff and cell abrate success with all the computing text editing and formatting potential in this powerhouse program

Excel 97 Programming for Windows For Dummies John Walkenbach, 1997-07-03 By itself Excel 97 can do some pretty amazing stuff Add Visual Basic for Applications VBA and you add a whole other dimension of automation and customization Excel 97 Programming For Windows For Dummies offers plenty of practical examples of Excel programming in action and explains in plain English how to Save time and improve accuracy by automating common tasks Design custom dialog boxes to suit your and your organization's needs Build specialized functions to use in your worksheets Create add ins take advantage of the Windows API and define custom data types With numerous books and articles on Excel to his credit John Walkenbach is the ideal author to make Excel programming understandable whether you're new to programming or just new to this latest release of Excel

Excel

Programming for Windows 95 for Dummies John Walkenbach,1996 Finally here is an easy to understand book on Excel programming that introduces the user to language elements using realistic and practical examples This reference covers all the commonly used aspects of Visual Basic for Applications VBA A Top Ten List gives the top 10 questions and answers

CorelDRAW! for Dummies Deke McClelland,1993 CorelDRAW for Dummies simplifies this diverse bestselling graphics program and teaches task specific features in an entertaining manner Unlike other books on CorelDRAW that are dense stern and over 1 000 pages this book pulls readers into the book immediately with cleanly written humorous text that explains how to accomplish tasks and build an array of skills necessary to using CorelDRAW

Microsoft Office 4 for Windows for Dummies Roger C. Parker,1994 Guide to making effective use of five Microsoft office management programs to improve business productivity and allow workgroups to share text numbers and graphics Microsoft Word Microsoft Excel Microsoft Access Microsoft Office Manager and Microsoft Powerpoint

Excel 2002 All-in-One Desk Reference For Dummies Greg Harvey,2002-12-27 Combining nine books in one this thorough desk reference delivers the know how readers need to take full advantage of Excel Outlines the most practical and useful applications of Excel for the workplace Explains how to import data build and edit worksheets create formulas generate pivot tables and work with financial functions what if scenarios database functions and Web queries Explores more advanced topics such as worksheet sharing and auditing error trapping building and running macros charting data and using Excel in conjunction with Visual Basic and the Web Author is one of the bestselling technology authors of all time

Word for Windows for Dummies Dan Gookin,Ray Werner,1993 Bestselling author Gookin brings his lighthearted For Dummies approach to Word for Windows today s fastest growing word processing program The book is organized so that the reader can look up a topic problem and find the answer easily Gookin s off the cuff approach makes surviving WordPerfect a breeze

Excel 2000 Programming For Dummies John Walkenbach,Allen L. Wyatt, Sr.,1999-08-05 If you re ready to take the next step with Excel then look no further By using VBA Visual Basic Application you can discover a side of Microsoft Excel that most users never uncover Excel 2000 Programming For Dummies introduces you to a wide array of new Excel options including options for creating new worksheet functions automating tasks and operations creating new appearances toolbars and menus and doing much more First you get well acquainted with the most important tools and operations for the Visual Basic Editor then you get a quick overview of the essential elements and concepts for programming with Excel Discover techniques for handling errors and exterminating bugs the basics of working with range objects and controlling program flow and much more With friendly advice on the easiest ways to develop custom dialog boxes also known as UserForms and create custom toolbars and menus you ll soon be creating the interfaces that best suit your unique needs By the time you rip through Excel 2000 Programming For Dummies you ll not only have maximized your macros you ll have moved on to creating Excel applications with the best programmers on the block

1-2-3 For Windows 5 For Dummies John Walkenbach,1994-08-25 More than a publishing phenomenon Dummies is a sign of the times

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PowerPoint 4 for Windows for Dummies Doug Lowe,1994 PowerPoint has all the tools needed to quickly turn ideas into powerfully convincing presentations PowerPoint for Dummies teaches readers how to develop and organize their ideas to build powerful and effective graphically oriented presentations The book uses a humorous non threatening writing style to lead users through PowerPoint

Illustrated Computer Dictionary For Dummies Dan Gookin,Sandra Hardin Gookin,1998-01-21 Jargon acronyms and technobabble explained in plain English Includes the latest Internet lingo Your indispensable desk reference for the information age Do your eyes glaze over when people start talking about high tech topics Are you in danger of becoming a computer illiterate Relax With this friendly easy to understand dictionary at your side you ll be able to figure out the difference between RAM and ROM and talk intelligently about everything from ANSI and ASCII to Yahoo and ZMODEM Discover how to Understand over 2 000 high tech terms Decipher all those puzzling acronyms Avoid embarrassment at electronics stores Join in conversations about computers Impress colleagues and amaze your boss The Dummies Way Explanations in plain English Get in get out information Icons and other navigational aids Tear out cheat sheet Top ten lists A dash of humor and fun Get smart www dummies com Register to win cool prizes Browse exclusive articles and excerpts Get a free Dummies Daily e mail newsletter Chat with authors and preview other books Talk to us ask questions get answers

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