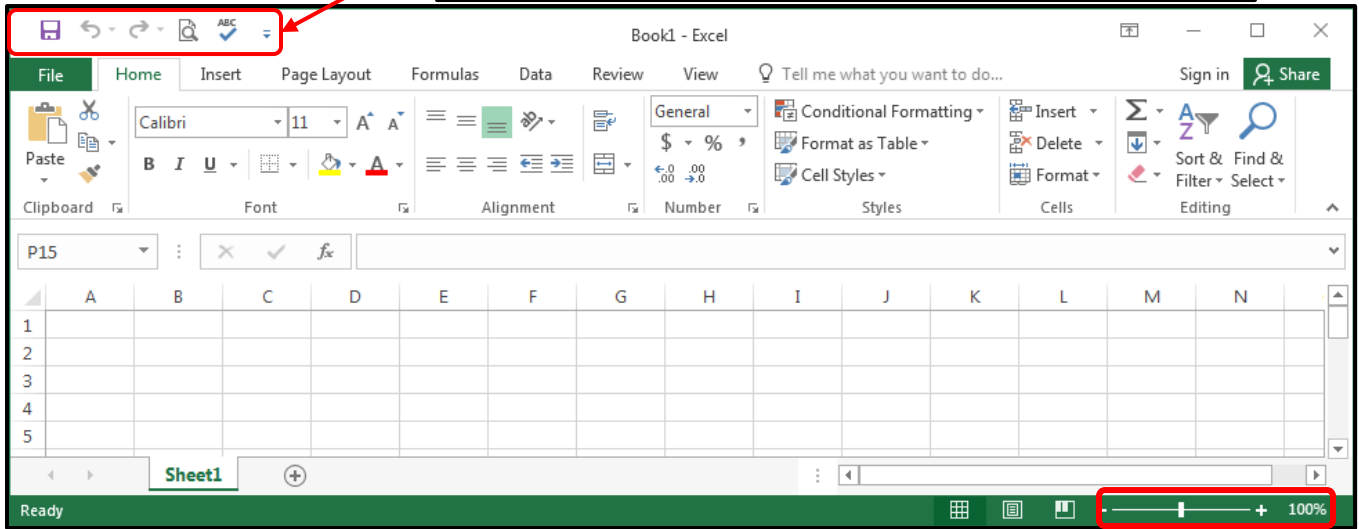


Microsoft Excel 2016: Basics

The Excel Window

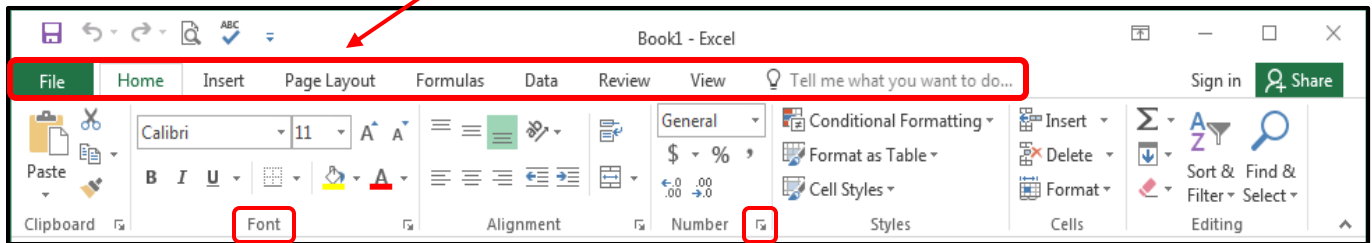
Quick Access Toolbar – Includes **Save**, **Undo/Redo** and other frequent commands you place there (Ex: **Print**)



The Ribbon & Home Tab

Ribbon Tabs



Zoom Slider



Command Group

Dialog Box Launcher

Tips

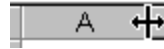
- If you make a mistake when entering data press the **ESC** key
- To undo an entry, click the **Undo** button on the **Quick Access Toolbar** 
- To use spell-check, click the **Review Tab**, then the **Spelling & Grammar** button 
- When numbers suddenly change to **####** it means that the cell is too narrow to display them. Widen the column by double-clicking on the right edge of the cell border to auto-adjust the size, as shown below, or by placing the cursor on the column border and dragging it to the right until you achieve the desired width.



Mouse Pointer Shapes in Excel



Select a cell or range



Resize column



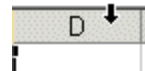
Drag a selected cell or range



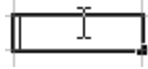
Resize row



Fill – Copies values or a series of values



Select whole column




Entering or editing data



Select whole row

Excel Shortcuts – To use a shortcut, press & hold the **CTRL** key then tap the **other** key

Command	Press	Ribbon Tab
Beginning of Sheet	Ctrl+Home	
Bold formatting	Ctrl+B	Home
Copy	Ctrl+C	Home
Copy value from cell above	Ctrl+'(Single Quote)	
Cut	Ctrl+X	Home
Display all formulas and their values for all formulas on a worksheet	Ctrl+` (Single Left Quotation Mark Above Tab Key)	Formula, Formula Auditing, Show Formulas
End of Sheet	Ctrl+End	
Enter the Date	Ctrl+; (Semicolon)	
Find	Ctrl+F	Home
Go to a specific Cell	F5	Home
Hide columns	Ctrl+0 (Zero)	Home, Cells, Format
Hide rows	Ctrl+9	Home, Cells, Format
Italic formatting	Ctrl+I	Home
Move to next worksheet	Ctrl+Page Down	
Move to previous worksheet	Ctrl+Page Up	
New line in cell	Alt+Enter	
New Workbook	Ctrl+N	File
Paste	Ctrl+V	Home
Print	Ctrl+P	File
Clear ALL formatting		Home, Editing, Clear
Repeat the last action	F4	
Save	Ctrl+S	File
Save As	F12	File
Spelling	F7	Review
Underline	Ctrl+U	Home
Undo	Ctrl+Z	Quick Access Toolbar
Unhide columns	Ctrl+Shift+)	Home, Cells, Format
Unhide rows	Ctrl+Shift+(Home, Cells, Format