

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 2003 User Guide

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Office and SharePoint 2010 User's Guide Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment

Microsoft Excel 2003 Introduction Quick Reference Guide Beezix, Inc Staff, 2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Excel 2003 at an introductory level The following topics are covered Creating Workbooks The New Workbook Task Pane Entering and Editing Data Clearing Cells Undo and Redo Inserting and Deleting Rows Columns and Cells Column Width and Row Height Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Drop and Copying Data and Formatting to Multiple Worksheets Sheet Features Renaming Moving Copying Selecting and Editing Multiple Worksheets Simultaneously Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

[SharePoint 2013 User's Guide](#) Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions

SharePoint 2003 User's Guide Seth Bates, Tony Smith, 2005-07-05 Provides a real world view and best practices around using SharePoint 2003 technologies to meet business needs Seth Bates was the technical reviewer for both of Scot Hillier's books Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios

[Office User Guide for MicroStrategy 9.3](#) MicroStrategy Product Manuals, MicroStrategy, 2012-09-30

Office User Guide for MicroStrategy 9.2.1m MicroStrategy Product Manuals Staff, MicroStrategy Product Manuals, 2011-12-20

Absolute Beginner's Guide to Microsoft Office Excel 2003 Joe Kraynak, 2003 Takes you step by step through the most essential tasks and provides plenty of illustrations that show you exactly what to do abstract

Microsoft Excel 2003 Advanced and Macros Quick Reference Guide Beezix, Inc Staff, 2004-03

Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Excel 2003 The following topics are covered Range Names Comments Hiding Columns or Rows Mixed References More Functions Goal Seek Data Validation Conditional Formatting Scenarios Views Protecting Cells and Data Consolidation Macros Recording Running a Macro Naming a Macro Relative vs Absolute Recording Documenting Macros Automatic Macro Execution Assigning to Tools or Menus Writing a Macro Calling another Macro Getting Help on VBA and Creating a Function Procedure This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

The Beginners Guide to Microsoft Excel 2003 Michael McAleer, 2006 This book utilizes a step by step process of creating a worksheet through Microsoft Excel to teach the novice user the basics as well as some advanced techniques of the program The book allows the student to become familiar with various key terms processes and functions of Excel and effectively gives them hands on training by creating an actual spreadsheet through various stages When finished the reader will have a general knowledge of Excel and a foundation for continuance of that knowledge This is not your typical tutorial as it is not designed to teach you everything there is to know about Excel It was written with the idea in mind of showing the student 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 Excel 2003 Nevada Learning Series Inc, 2003

Courseguide: Microsoft Office Excel 2003-Illustrated Intermediate Elizabeth Eisner Reding, Lynn Wermers, 2004-01 Help users master computer skills quickly and easily with this colorful highly visual Illustrated Course Guide for Excel 2003 Lessons are presented in an easy to follow 2 page spread that introduces step by step instructions on the left page and large screenshots and illustrations on the right This signature streamlined approach allows continuing education students learn quickly while also serving as an excellent reference tool

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Microsoft Office Excel 2003 Gary B. Shelly,Thomas J. Cashman,James S. Quasney,2003-10-29 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education We are proud of the fact that our series of Microsoft Office 4 3 Microsoft Office 95 Microsoft Office 97 Microsoft Office 2000 and Microsoft Office XP textbooks have been the most widely used books in computer education With each new edition of our Office books we have made significant improvements based on software changes and comments made by both instructors and students Our Microsoft Office 2003 books continue with the innovation quality and reliability that you have come to expect from the Shelly Cashman Series Exercising Essential Statistics Evan Berman,Xiaohu Wang,2016-12-30 Through the use of critical thinking questions and data based exercises Evan Berman and Xiaohu Wang s *Exercising Essential Statistics* helps students apply the techniques described in *Essential Statistics for Public Managers and Policy Analysts* Fourth Edition This accompanying workbook gives students the opportunity to practice these techniques through hands on carefully crafted exercises Various examples are provided from human resource management organizational behavior budgeting and public policy to illustrate how public administrators interact with and analyze data The workbook s CD includes seven data sets that cover a range of measures and applications available in SPSS SAS SYSTAT

Stata and Excel Excel 2003 Power Programming with VBA John Walkenbach, 2013-04-26 Today no accomplished Excel programmer can afford to be without John's book. The value of Excel 2003 Power Programming with VBA is double most other books simultaneously the premier reference and best learning tool for Excel VBA. Loren Abdulezer, Author of Excel Best Practices for Business. Everything you need to know about Creating stellar UserForms and custom dialog box alternatives. Working with VBA subprocedures and function procedures. Incorporating event handling and interactions with other applications. Building user friendly toolbars, menus and help systems. Manipulating files and Visual Basic components. Understanding class modules. Managing compatibility issues. Feel the power of VBA and Excel. No one can uncover Excel's hidden capabilities like Mr Spreadsheet himself. John Walkenbach begins this power user's guide with a conceptual overview, an analysis of Excel application development and a complete introduction to VBA. Then he shows you how to customize Excel UserForms, develop new utilities, use VBA with charts and pivot tables, create event handling applications and much more. If you're fairly new to Excel programming, here's the foundation you need. If you're already a VBA veteran, you can start mining a rich lode of programming ideas right away. CD-ROM Includes Trial version of the author's award winning Power Utility Pak. Over one hundred example Excel workbooks from the book. System Requirements: PC running Windows 2000 SP3 or later or Windows XP TM or later. Microsoft Excel 2003. See the What's on the CD Appendix for details and complete system requirements.

TAIT User's Guide 2. 3 -Value Pack Infosource, 2004-12-13 Computers Right from the Start R.P. Richards, 2005-02 Each book in this series is aimed at adults either at work attending evening class or learning on a home PC. Starting from the very basics, this guide develops ICT skills through to an intermediate level. The clear jargon free text and screenshots and illustrations make it really easy to follow.

SPSS Base 16.0 User's Guide SPSS Inc, 2007 The SPSS Base 16.0 User's Guide is a comprehensive reference for using SPSS. At over 700 pages, the guide includes overviews of the interface and help section, editing, preparing and transforming data, creating, handling and transforming files, working with output and command syntax, performing a wide range of analysis techniques, creating charts and tables, customizing menus and toolbars, using the production and scripting facilities and managing output.

SharePoint User's Guide Bryan Acker, Tyler Davey, Robert McGovern, Infusion Development Corporation, 2005 Provides step by step instruction on how to perform the most common tasks you'll encounter in putting Windows SharePoint Services to work for you and your business. page viii

Reviewing **Microsoft Excel 2003 User Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Microsoft Excel 2003 User Guide**," an enthralling opus penned by a highly acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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