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#### The Fundamentals

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- 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
    - 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 Guick 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 olipboard
- 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 contestual 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.

| 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,<br>normal, or mixed refere | F4<br>moe |

| Navigation:        |               |
|--------------------|---------------|
| Move Between Cells | T, 4,         |
|                    | 4-,           |
| 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            |
|                    |               |

| Cut                 | Ctrl + X |
|---------------------|----------|
| Copy                | Ctrl + C |
| Paste               | Ctrl + V |
| Undo                | Ctrl + Z |
| Redo                | Ctrl + Y |
| Find                | Ctrl + F |
| Reptace             | Ctrl + H |
| Select All          | Ctrl + A |
| Edit active cell    | F2       |
| Clear cell contents | Delete   |
|                     |          |

Edition

| Formatting<br>Bold              | Ctrl + B            |
|---------------------------------|---------------------|
| Italies                         | Ctrl + I            |
| Underline                       | Ctrl + U            |
| Open Format Cells<br>Dialog Box | Ctrl + Shift<br>+ F |
| Select All                      | Ctrl + A            |
| Select entire row               | Shift+Space         |
| Select entire column            | Ctrl + Space        |
| Hide selected rows              | Ctrl + 9            |
| Hide selected<br>columns        | Ctrl + 0            |

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