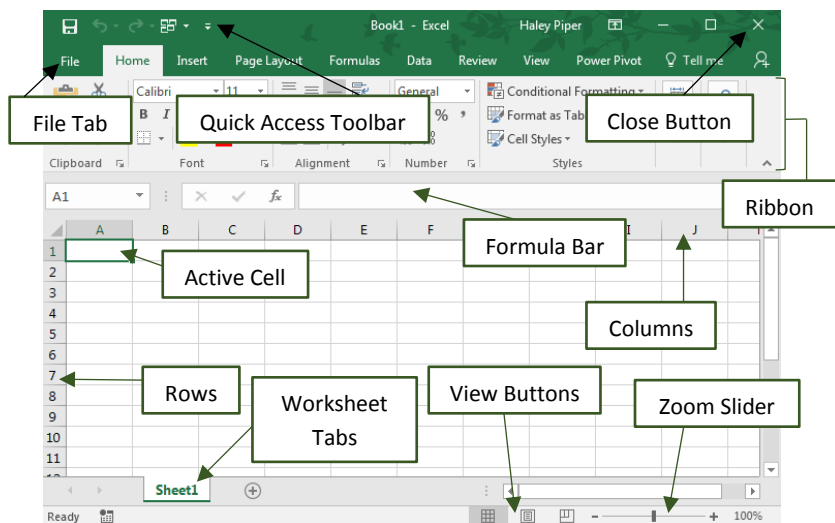


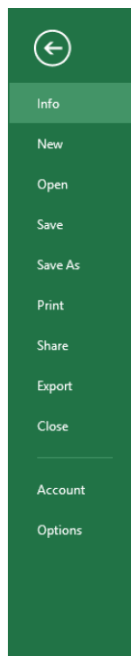


## The Excel 2016 Screen



## 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.



- **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.
- **To Create a New Workbook:** Click the File tab and select New, and click Create, or press <Ctrl> + N.
- **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 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.

## 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>
Spell Check	<F7>
Calculate Worksheets	<F9>

### Navigation

	<↑>, <↓>, <←>, <→>
Move Between Cells	<←>, <→>
Right One Cell	<Tab>
Left One Cell	<Shift> <Tab>
Down One Cell	<Enter>
Up One Cell	<Shift> + <Enter>
Down Once 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
Select Row	<Shift> + <Space>
Select Column	<Ctrl> + <Space>

## Editing

- **To Edit a Cell's Contents:** Select the cell and click the Formula Bar, or double-click the cell. Edit the cell contents and press <Enter>.
- **To Clear a Cell's Contents:** Select the cell(s) and press the <Delete> key.
- **To Copy Using Auto Fill:** Point to the fill handle at the bottom-right corner of the selected cell(s), then drag to the destination cell(s).
- **To Complete a Series Using AutoFill:** Select the cells that define the series. Click and drag the fill handle to complete the series.
- **To Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To Copy, hold down <Ctrl> key while dragging.
- **To Insert a Column or Row:** Right-click to the right of the column, or below the row you want to insert. Select Insert from the contextual menu, or click the Insert button in the Cell's group on the Home tab.
- **To Delete a Column or Row:** Select the row or column heading(s). Right-click and select Delete from the contextual menu, or click the Delete button in the Cells group on the Home tab.
- **To Adjust Column Width or Row Height:** Drag the right border of the column header, or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

## Formulas and Functions

- **To total a Cell Range:** Click the cell where you want to insert the total and click the Sum button in the Editing group on the Home tab. Verify the selected cell range and click the Sum button again.
- **To Enter a Formula:** Select the cell where you want to insert the formula. Type = and enter the formula using values, cell references, operators, and functions. Press <Enter> when you're finished.
- **To Insert a Function:** Select the cell where you want to enter the function and click the Insert Function button on the Formula Bar.
- **To Create an Absolute Cell Reference:** Precede the cell references with a \$ sign or press <F4> after selecting cell(s) to make it absolute.

## Workbook Management

- **To Insert a New Worksheet:** Click the Insert Worksheet tab next to the sheet tabs at the bottom of the program screen. Or, press <Shift> <F11>.
- **To Delete a Worksheet:** Right-click the sheet tab and select Delete from the menu.
- **To Rename a Worksheet:** Double-click the sheet tab, enter a new name and press <Enter>.
- **To Change a Worksheet's Tab Color:** Right-click the sheet tab, select Tab Color, and choose the color.
- **To Move or Copy a Worksheet:** Click and drag a tab to move a worksheet. Hold down the <Ctrl> key while clicking and dragging to copy the worksheet.
- **To Split a Window:** Drag either the vertical or horizontal split bar (located near the scroll bars) onto the worksheet.
- **To Freeze Panes:** Place the cell pointer where you want to freeze the window, click the View tab on the Ribbon, click the Freeze Panes button in the Window group, and select an option from the list.
- **To Select a Print Area:** Select the cell range you want to print, click the Page Layout tab on the Ribbon, click the Print Area button in the Page Setup group, and select Set Print Area.
- **To Adjust Page Margins, Orientation, Size, and Breaks:** Click the Page Layout tab on the Ribbon and use the commands in the Page Setup group, or click the Dialog Box Launcher in the Page Setup group to open the Page Setup dialog box.
- **To Protect or Share a Workbook:** Click the Review tab on the Ribbon and use the commands in the Changes and Protect groups.

## Charts

- **To Create a Chart:** Select the cell range that contains the data you want to chart and click the Insert tab on the Ribbon. Click a Chart type button in the Charts group and select the chart you want to use from the list.
- **To Insert a Sparkline:** Select the cell range that contains the data you want to chart and click the Insert tab on the Ribbon. Select the sparkline you want to insert. Select the cell or cell range where you want to add the sparkline and click OK.