

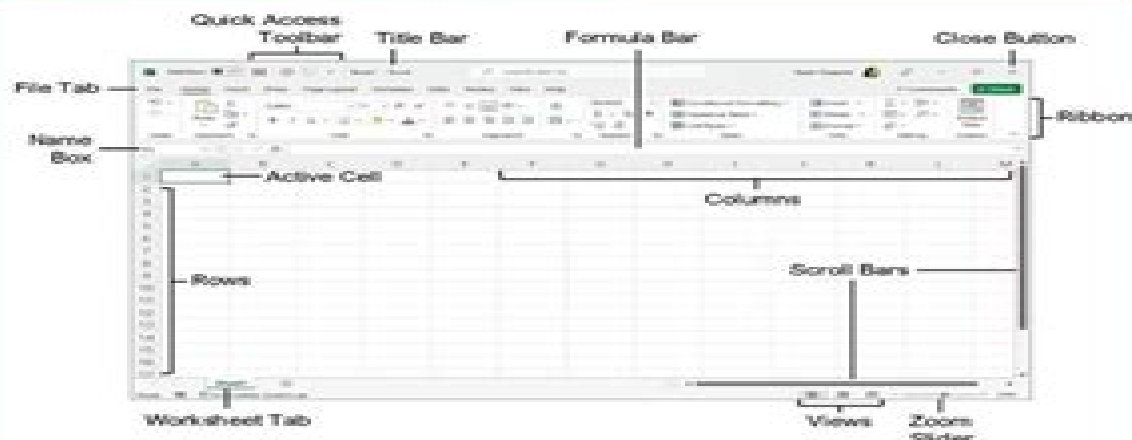


Microsoft®

Excel 2021 Basic

Quick Reference Guide

The Excel 2021 Program Screen



Getting Started



New

Open

Save

Print

Undo

Redo

Find

Replace

Format

Tools

Help

File

Home

Insert

Formulas

References

Layout

Send

Options

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.

Preview 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 Address: 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	↑, ↓, ←, →
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
Italic	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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Eric Butow



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Table of Contents Microsoft Excel Test Study Guide

1. Understanding the eBook Microsoft Excel Test Study Guide
 - The Rise of Digital Reading Microsoft Excel Test Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Test Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Excel Test Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Test Study Guide

- Personalized Recommendations
- Microsoft Excel Test Study Guide User Reviews and Ratings
- Microsoft Excel Test Study Guide and Bestseller Lists
- 5. Accessing Microsoft Excel Test Study Guide Free and Paid eBooks
 - Microsoft Excel Test Study Guide Public Domain eBooks
 - Microsoft Excel Test Study Guide eBook Subscription Services
 - Microsoft Excel Test Study Guide Budget-Friendly Options
- 6. Navigating Microsoft Excel Test Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Excel Test Study Guide Compatibility with Devices
 - Microsoft Excel Test Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel Test Study Guide
 - Highlighting and Note-Taking Microsoft Excel Test Study Guide
 - Interactive Elements Microsoft Excel Test Study Guide
- 8. Staying Engaged with Microsoft Excel Test Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel Test Study Guide
- 9. Balancing eBooks and Physical Books Microsoft Excel Test Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel Test Study Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel Test Study Guide
 - Setting Reading Goals Microsoft Excel Test Study Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel Test Study Guide

- Fact-Checking eBook Content of Microsoft Excel Test Study Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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