

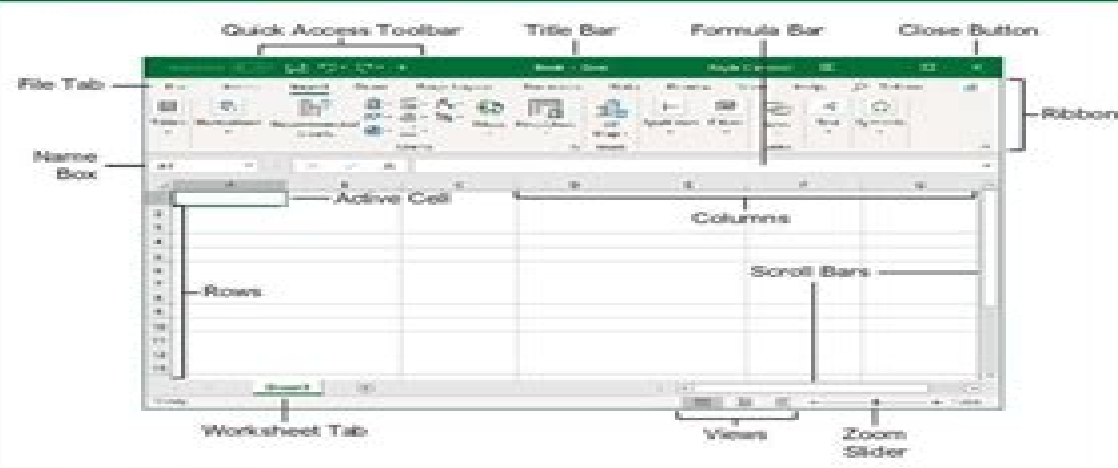


Microsoft®

Excel 2019 Basic

Quick Reference Guide

The Excel 2019 Program Screen



Getting Started

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- 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.
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- 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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M.L. Humphrey



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create formulas for ease in calculating as well as create and customize graphs for assignments or presentations using data entered in a system of columns and rows The latest version of this spreadsheet based software was released in late 2016

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