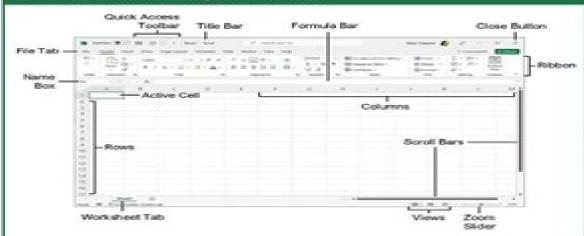




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The Excel 2021 Program Screen



Getting Started



Create a Workbook: Click the Fille tab and select New or press Ctrl . N. Double-click a workbook.

Openia Workbook: Click the File taband select Open or press Ctrl + O. Select a recent file or navigate to the location where the file is saved.

Preview and Print a Workpook: Click the File tab and select Print.

Ueda: Click the Undo 9 button on the Quick Access Toolbar.

Redo or Repeat; Click the Redo C* button on the Quick Access Toolbar. The button turns to Repeat Conce. everything has been re-done.

Use Zoom: Click and drag the zoom slider to the left or right.

Select a Cel: 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 Lis button where the column and row headings meet.

Select Non-Adjacent Cells; Click the first cell or cell range, hold down the CMI 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 Cot: Click in the Name Box, type the cell address you want. to go to, and press Enter.

Chonge Views: Click a View button in the status bar, Or, click the Wew taband select a view.

Becover an Urreaved 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.

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General.

Open a workbook	Ctrl + O
Create a new workbook	CHIEF N
Save a workbook	Ctrl - S
Print a workbook	Otri - P
Close a workbook	_ Otrl = W
Help	_ F1
Activate Tell Me field	Alt + Q
Spell check	- 67
Calculate worksheets	F9
Create absolute reference :	F4

Navigation.

Move between cells	1.4. +. +.
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

Editino

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Otrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl • H
Edit active cell	F2
Clear cell contents	Delete

Formatting

Bold	Ctrl + B
Italics	Otrl + I
Underline	Otrl + U
Open Format Cets dialog box	Ctrl + Shift
Sefect 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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