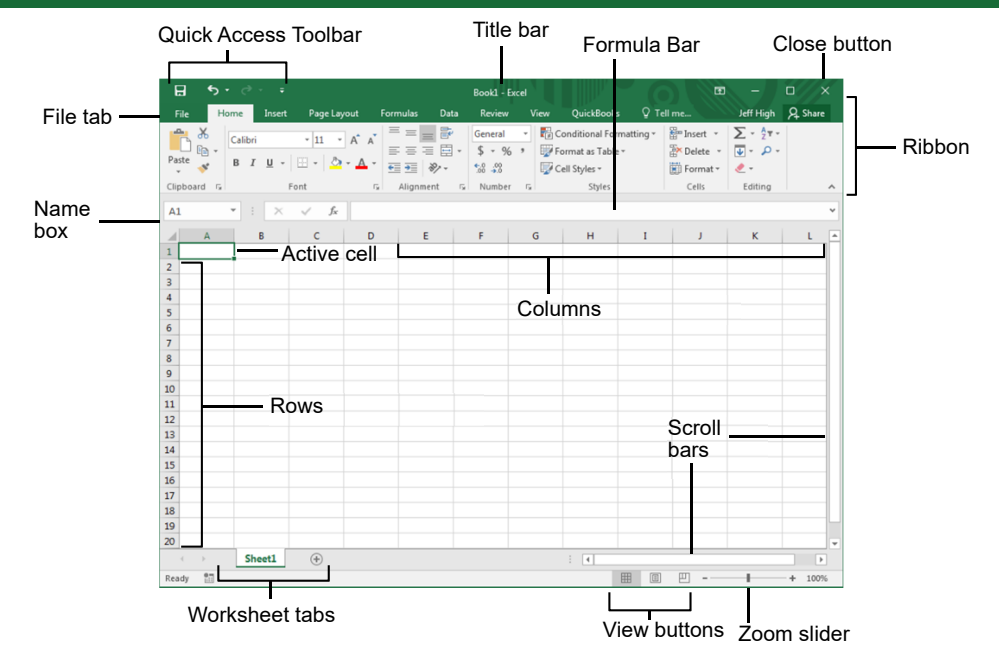


Microsoft®  
**Excel 2016**  
**Quick Reference Card**

**The Excel 2016 Screen**



**Keyboard Shortcuts**

**General**

|  |                 |
|--|-----------------|
| Open a Workbook                                | <b>Ctrl + O</b> |
| Create New                                     | <b>Ctrl + N</b> |
| Save   | <b>Ctrl + S</b> |
| Preview and Print                              | <b>Ctrl + P</b> |
| Close a Workbook                               | <b>Ctrl + W</b> |
| Help   | <b>F1</b>       |
| Run Spelling Check                             | <b>F7</b>       |
| Calculate worksheets                           | <b>F9</b>       |
| Create an absolute, normal, or mixed reference | <b>F4</b>       |

**Navigation:**

|                    |                    |
|--------------------|--------------------|
| Move Between Cells | ↑, ↓,<br>←, →      |
| Right One Cell     | <b>Tab</b>         |
| Left One Cell      | <b>Shift + Tab</b> |
| Down One Cell      | <b>Enter</b>       |
| Up One Cell        | <b>Shift+Enter</b> |
| Down One Screen    | <b>Page Down</b>   |
| Up One Screen      | <b>Page Up</b>     |
| To Cell A1         | <b>Ctrl + Home</b> |
| To Last Cell       | <b>Ctrl + End</b>  |
| Go To Dialog Box   | <b>F5</b>          |

**Editing**

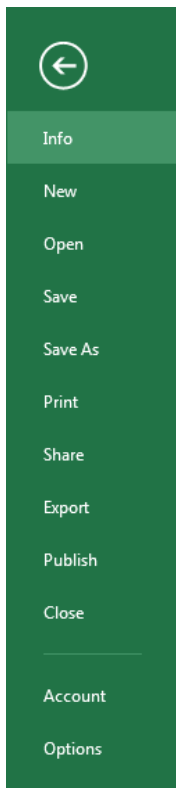
|                     |                 |
|---------------------|-----------------|
| Cut                 | <b>Ctrl + X</b> |
| Copy                | <b>Ctrl + C</b> |
| Paste               | <b>Ctrl + V</b> |
| Undo                | <b>Ctrl + Z</b> |
| Redo                | <b>Ctrl + Y</b> |
| Find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

**Formatting**




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

**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.
- **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 **Ctrl + O**.
- **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 Quick 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 clipboard
- **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 contextual 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.



## 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 Cut or Copy Data:** Select cell(s) and click the  **Cut** or  **Copy** button in the Clipboard group on the Home tab.
- **To Paste Data:** Place the insertion point where you want to paste and click the  **Paste** button in the Clipboard group on the Home tab.
- **To Preview an Item Before Pasting:** Place the insertion point where you want to paste, click the **Paste button list arrow** in the Clipboard group on the Home tab, and hold the mouse over the paste option to preview.
- **To Paste Special:** Select the destination cell(s), click the **Paste button list arrow** in the Clipboard group on the Home tab, and select **Paste Special**. Select an option and click **OK**.
- **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 Cells 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 Insert a Comment:** Select the cell where you want to insert a comment and click the **Review** tab on the Ribbon. Click the **New Comment** button in the Comments group. Type a comment and click outside the comment box.



## 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 Reference a Cell in a Formula:** Type the cell reference (for example, B5) in the formula or click the cell you want to reference.
- **To Create an Absolute Cell Reference:** Precede the cell references with a **\$** sign or press **F4** after selecting cell(s) to make it absolute.
- **To Use Several Operators or Cell Ranges:** Enclose the part of a formula you want to calculate first in parentheses.



## 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 from the Sparkline group. Select the cell or cell range where you want to add the sparkline and click **OK**.

## Formatting

- **To Format Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the dialog box.
- **To Format Values:** Use the commands in the Number group on the Home tab, or click the  **Dialog Box Launcher** in the Number group to open the Format Cells dialog box.
- **To Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy and click the  **Format Painter** button in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.
- **To Apply a Cell Style:** Select the cell(s) you want to apply a cell style to. Click the **Cell Styles** button in the Styles group of the Home tab on the Ribbon and select a style from the gallery.
- **To Format a Cell Range as a Table:** Select the cells you want to apply table formatting to. Click the **Format as Table** button in the Styles group of the Home tab on the Ribbon and select a table format from the gallery.
- **To Apply a Document Theme:** Click the **Page Layout** tab on the Ribbon, click the **Themes** button in the Themes group, and select a theme from the gallery.
- **To Apply Conditional Formatting:** Select the cells to which you want to apply conditional formatting. Click the **Conditional Formatting** button in the Styles group of the Home tab. Select the formatting scheme you wish to use, then set the conditions in the dialog box.
- **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.

## Workbook Management

- **To Insert a New Worksheet:** Click the  **Insert Worksheet** button next to the sheet tabs at the bottom of the program screen. Or, press **Shift + F11**.
- **To Delete a Worksheet:** Select the sheet you want to delete, click the **Delete** button in the Cells group on the Home tab, and select **Delete Sheet**. Or, right-click the sheet tab and select **Delete** from the contextual menu.
- **To Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.
- **To Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.
- **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:** Click the **View** tab and click the **Split** button in the Window group. Or, press **Alt + WS** (one at a time).
- **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 group.
- **To Recover Autosaved Versions:** Click the **File** tab on the Ribbon and select **Info**. Select an autosaved version from the Versions list. Or, click the **Manage Versions** button and select **Recover Unsaved Workbooks**.

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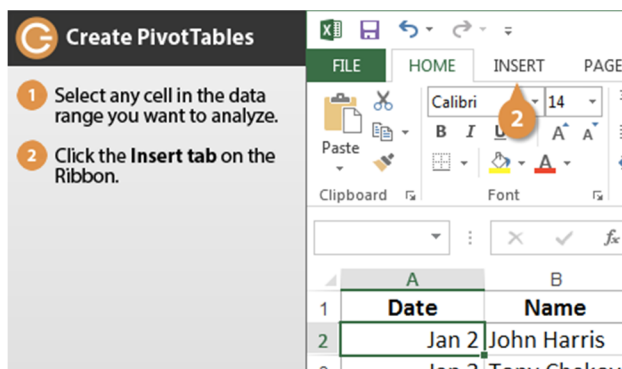
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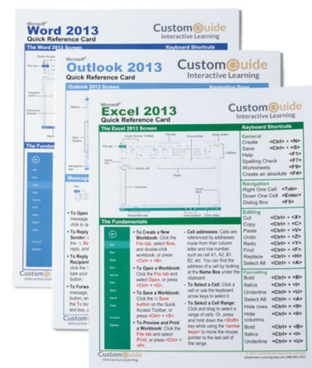
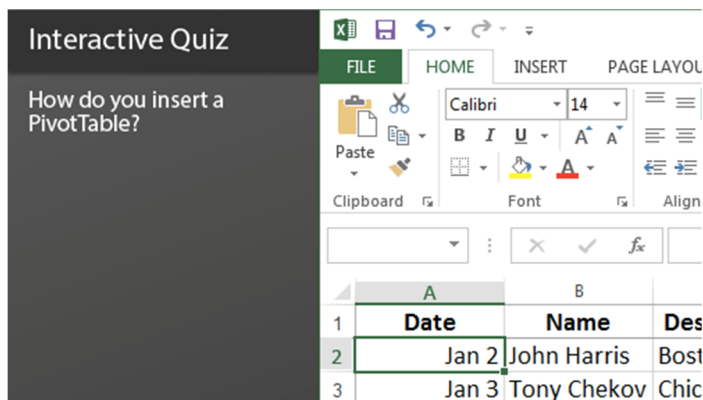
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