Microsoft Excel: Basics

Zoom Slider

**Quick Access Toolbar** – Includes **Save**, **Undo/Redo** and other frequent commands you place there (Ex: **Print**)

**The Excel Window**

Ribbon Tabs

Command Group

Dialog Box Launcher

**The Ribbon & Home Tab**

**Tips**

* If you make a mistake when entering data press the **ESC** key
* To undo an entry, click the **Undo** button on the **Quick Access Toolbar**
* To use spell-check, click the **Review Tab**, then the **Spelling & Grammar** button
* When numbers suddenly change to **####** it means that the cell is too narrow to display them. Widen the column by double-clicking on the right edge of the cell border to auto-adjust the size, as shown below, or by placing the cursor on the column border and dragging it to the right until your achieve the desired width.

**Mouse Pointer Shapes in Excel**

**Select** a cell or range

**Drag** a selected cell or range

**Fill** – Copies values or a series of values

**Entering** or editing data

**Resize** column

**Resize** row

**Select** whole column

**Select** whole row



**Excel Shortcuts –** To use a shortcut, press & hold the **CRTL** key then tap the **other** key

|  |  |  |
| --- | --- | --- |
| **Command** | **Press** | **Ribbon Tab** |
| Beginning of Sheet | Ctrl+Home |  |
| Bold formatting | Ctrl+B | Home |
| Copy | Ctrl+C | Home |
| Copy value from cell above | Ctrl+'(Single Quote) |  |
| Cut | Ctrl+X | Home |
| Display all formulas and their values for all formulas on a worksheet | Ctrl+**`** (Single Left Quotation Mark Above Tab Key) | Formula, Formula Auditing, Show Formulas |
| End of Sheet | Ctrl+End |  |
| Enter the Date | Ctrl+; (Semicolon) |  |
| Find | Ctrl+F | Home |
| Go to a specific Cell | F5 | Home |
| Hide columns | Ctrl+0 (Zero) | Home, Cells, Format |
| Hide rows | Ctrl+9 | Home, Cells, Format |
| Italic formatting | Ctrl+I | Home |
| Move to next worksheet | Ctrl+Page Down |  |
| Move to previous worksheet | Ctrl+Page Up |  |
| New line in cell | Alt+Enter |  |
| New Workbook | Ctrl+N | File  |
| Paste | Ctrl+V | Home |
| Print | Ctrl+P | File  |
| Clear ALL formatting |  | Home, Editing, Clear |
| Repeat the last action | F4 |  |
| Save | Ctrl+S | File  |
| Save As | F12 | File |
| Spelling | F7 | Review |
| Underline | Ctrl+U | Home |
| Undo | Ctrl+Z | Quick Access Toolbar |
| Unhide columns  | Ctrl+Shift+) | Home, Cells, Format |
| Unhide rows | Ctrl+Shift+( | Home, Cells, Format |