**MS Excel Shortcuts**

Open file =CTRL+O

Double click in cell =f2

Table create= ctrl + T

Change undo before commit= Esc

Undo/Redo

Possibly some of the most frequently used keyboard shortcuts ever are CTRL+Z and CTRL+Y | CMD+Z or CMD+Y. Z stands for undo and Y for redo. Both operate on multiple levels, meaning that you can go back in time a long way. As always there are of course exceptions to the rule and some actions cannot be undone. In some of these cases, Excel will give you a warning (e.g., deleting a worksheet that has content in it, cannot be undone and Excel will warn you about this) and then there are other events that you cannot undo and no warning message is displayed (e.g. using the 'Move Chart' tool - more on this in Week 6).

CTRL-Y will redo your most recent action which comes in really handy if/when you want to apply a certain step more than once.

New File/ New Workbook

To create a new workbook or new file, you do not need to go into any menu's. You can simply press: CTRL+N | CMD+N

Open file / Open Workbook

To open the dialogue box and select an existing file (workbook) you can use the shortcut: CTRL+O | CMD+O

Close file / Close Workbook

To close your current Workbook, you can click on the 'x' located at the top right (Windows) or top left (Mac), But as shortcut keys are sometimes quicker, you can press: CTRL+W | CMD+W

Save file / Save Workbook

Saving your work regularly should become second nature. This shortcut will help. If you haven't saved your file beforehand, Excel will ask you to assign a name and storage location to your file. If you have, this shortcut will quickly save your file. CTRL+S | CMD+S

Select all

The select all shortcut actually behaves differently based on context. If you are in an empty cell and select all, you will select the entire worksheet. If the active cell contains data that is part of a group (cells containing contiguous data) select all will just select the group of cells instead. You can press it again to select the entire worksheet. The shortcut for select all is: CTRL+A | CMD+A)

Enter a new line of Text

Sometimes when entering data into a cell, you may want to go to a new line below your current one, within the same cell. Rather than let Excel choose when this happens you can use this key press combination to force this behaviour. When editing a cell, press: ALT + Enter

Moving around the worksheet

You can use the arrow keys to move a single cell in any direction. Page Up and Page Down will move one "page" (the number of rows shown on the screen) up or down. CTRL+arrow keys will move to the next blank cell in that direction. If you have a large dataset with no gaps this will move to the edges of the dataset. CTRL+Home takes you to the first cell that contains data in the top-left corner of the sheet. CTRL+End goes to the last cell in the bottom-right. On certain keyboards without a Home key, you might need to use CTRL+Fn+Home to use this shortcut.

**CTRL + ~ (CTRL + `)** — Show formulas in the worksheet

**SHIFT + F3 (CTRL + A)** — Open Formula Builder/ Function Wizard

**CTRL + SHIFT + & (CMD + OPTION + 0)** -- Add a border around the outside of selected cells

**CTRL + B (CMD + B)** -- Change selection to **Bold** Text

**CTRL+Arrow keys (CMD+Arrow keys)** -- Go to first/last cell in a row, column.

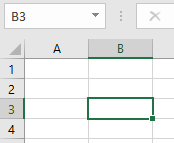
**CTRL+Home (CMD+Home)** -- Select the first non-blank cell.

**CTRL + End (CMD+End)** -- Go to the last non-blank cell.

Revision

**Cell**

A cell is at the intersection between a row and a column. A cell is referenced by the column letter and row number. The example below show cell B3:



**Fill handle**

The fill handle is the small black square on the bottom right-hand corner of the active cell.

https://d3c33hcgiwev3.cloudfront.net/imageAssetProxy.v1/lInk5FbfEeer_QroCIhHzA_7fe05de300d3f5d3a77750d5085beeb4_fill-handle.PNG?expiry=1656460800000&hmac=PFRiE0j-x9hhPEdLwzK1wns_iCf4Pc0CesjFGanZ7sU

You can display or hide the fill handle by:

1. Click **File** > **Options**. In Excel 2007 only: Click the **Microsoft Office Button**, and then click **Excel Options**.
2. In the **Advanced** category, under **Editing options**, select or clear the **Enable fill handle and cell drag-and-drop** check box.

**Ribbon**

The ribbon is the main menu bar at the top of the Excel screen. The ribbon is several tabs. The HOME tab has some of the most frequently used tools. You can collapse the ribbon to allow more space for the spreadsheet in the main window by double-clicking on any of the tab labels (single-click for Mac users). When you repeat the action, the ribbon will re-appear. Once your ribbon is hidden, you can bring it back temporarily with a single-click, use the tools you needed, and then make it disappear again with another single-click on the tab or anywhere in the spreadsheet.

**Row**

The rows are counted in numbers. There are 1,048,576 rows in an Excel spreadsheet. You can read more about the

**Column**

The columns are listed in letters. There are 16,384 columns in an Excel spreadsheet. You can read more about the

**Status bar**

The Status Bar is below the spreadsheet. It contains several useful areas. The Zoom tool, access to three different view options as well as, by default, several calculation results which display dynamically whenever data is selected in the spreadsheet:

https://d3c33hcgiwev3.cloudfront.net/imageAssetProxy.v1/u4eU_VbfEeeViQ4Nfa_Tyg_ff120369f269d2d6e257fb5ef73f19dd_status-bar.PNG?expiry=1656460800000&hmac=SsNZuymEbT7jbmmvaurSiekUg3SH7udCJbv3P1Vmngo

**Worksheet**

https://d3c33hcgiwev3.cloudfront.net/imageAssetProxy.v1/xIyKyFbfEeer_QroCIhHzA_4e8b031c104350a298e9c40480da5d99_worksheet.PNG?expiry=1656460800000&hmac=YVDgsp5TrZYF5YQLTyTkVd1sk5gTrGcMnjL6WTrJGls

**.**

**Question 1**

Open the attached workbook. In **F7** calculate **Base Pay** by multiplying the **Hours** by the **Rate**. Copy the formula down to **F12**. What is Sophie Yang's Base Pay for the week?

**Please enter the number only, no dollar sign.**

**[W02\_Assessment](https://d3c33hcgiwev3.cloudfront.net/_22c8639c9cf5896ab8396a0f2e16305b_W02_Assessment.xlsx?Expires=1656460800&Signature=f1xOJma461puoeHhfIbsjNXrH9k0NpMYz0pw9Lr4Dh9UX6W7R5NHZr0Iy2OFbnOCZozR64ziVCMOs1oSuyrNsCqx1fX4tBqoQWMoqA88ld08j4QGVvWurYWS8YCzILL5yivbVgTsMMoAhiedvJDNrTNfwPUkcVuKOvYa1Jkbg5w_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)**

[XLSX File](https://d3c33hcgiwev3.cloudfront.net/_22c8639c9cf5896ab8396a0f2e16305b_W02_Assessment.xlsx?Expires=1656460800&Signature=f1xOJma461puoeHhfIbsjNXrH9k0NpMYz0pw9Lr4Dh9UX6W7R5NHZr0Iy2OFbnOCZozR64ziVCMOs1oSuyrNsCqx1fX4tBqoQWMoqA88ld08j4QGVvWurYWS8YCzILL5yivbVgTsMMoAhiedvJDNrTNfwPUkcVuKOvYa1Jkbg5w_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)

**1 point**



**2.**

**Question 2**

In **G7** calculate the **Commission** amount by multiplying the **Base Pay** by the **Commission Rate** in **J3**. Copy the formula down to **G12**. What is Diepak Kumar's Commission for the week?

**Please enter the number only, no dollar sign.**

**1 point**



**3.**

**Question 3**

In **H7** calculate **Gross Pay** by adding **Base Pay** and **Commission**. Copy the formula down to **H12**. What is Steve Welgemoed's Gross Pay for the week?

**Please enter the number only, no dollar sign.**

**1 point**



**4.**

**Question 4**

In **I7** calculate **Tax** by multiplying **Gross Pay** by the **Tax Rate** in **J4** (in this instance all staff are on the same tax rate). Copy the formula down to **I12**. What is Diepak Kumar's Tax for the week?

**Please enter the number only, no dollar sign.**

**1 point**



**5.**

**Question 5**

In **J7** calculate **Net Pay** by subtracting **Tax** from **Gross Pay**. Copy the formula down to **J12**. What is Sophie Yang's Net Pay for the week?

**Please enter the number only, no dollar sign.**

**1 point**



**6.**

**Question 6**

In cells **F14:J14** calculate totals for each of the columns. What was the total **Commission**?

**Please enter the number only, no dollar sign.**

**1 point**



**7.**

**Question 7**

In cells **F16:J16** calculate an average for each of the columns. What was the **Average Commission**?

**Please enter the number only, no dollar sign.**

**1 point**



**8.**

**Question 8**

In cells **F17:J17** calculate the maximum for each of the columns. What was the **Maximum Gross Pay**?

**Please enter the number only, no dollar sign.**

**1 point**



**9.**

**Question 9**

In cells **F18:J18** calculate the minimum for each of the columns. What was the **Minimum Tax**?

**Please enter the number only, no dollar sign.**

**1 point**



**10.**

**Question 10**

Click into the **Branch Summary** worksheet. First, we want to calculate the **Total Commission** for Edenvale (see the **Branch** column on both sheets). In **B6** type in **=SUM(** then click into **Pay Details** and select **G7:G9**, then press Enter. Repeat the process, selecting the appropriate cells, to get the **Total Commission** for Sandown.

Use the fill handle to get **Total Gross Pay** for Edenvale and Sandown. What was the **Total Gross Pay** for Sandown?

**Please enter the number only, no dollar sign.**

**1 point**



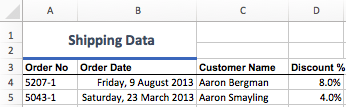
I'm pursuing a bachelor's degree in IT and e-commerce, and I'm learning data analytics project management, Excel skills, agile methodology, and data visualization via open-source platforms. Meanwhile, I got acquainted with Coursera, and the content in this Excel Skills for Business course has proven to be quite helpful. Additionally, as I'm looking for work in data analytics with Excel, obtaining a certificate for this course would be very beneficial in showing my newly acquired skills to job applicants. I am now unemployed and am working to develop my professional abilities in order to get a job. I'll find it challenging to pay for the course as a consequence. My father is currently the only provider for the family, and he is already having trouble paying the expenses. As a result, it is currently quite tough for my family to pay for this education. Therefore, bearing in mind the financial position of my family, I kindly ask that you provide me with financial aid for this course, as it will greatly assist me in launching my career in data analytics.

Week3

**1.**

**Question 1**

Sean wants to make a change in cell **B2**, but every time he clicks on the cell, **A1** becomes the active cell instead.



What is most likely happening here?

**1 point**



**A1:B2** are a range and cannot be selected separately.



**A1:B2** have been set to **Wrap Text**.



**A1:B2** are linked through an absolute reference.



**A1:B2** have been merged.

**2.**

**Question 2**

Open the attached workbook and observe how the heading in row 1 has been formatted. What is the name of the font used in the heading?

**[W03-Assessment](https://d3c33hcgiwev3.cloudfront.net/_52644b55e8371c98232e6f5567f73552_W03-Assessment.xlsx?Expires=1656460800&Signature=F7U7XWkIkLEjywfrxuYD~LgFuE8zFXky3gwNmD38pb1TOvL5lrzSPhOJ3qNaojuDl~XK7ER013O7x2m1n9nGL397ko0Ehui5kf1YE1QnNRsZhZ0gw~8yPZlbHdUcBfB8vdg08~E3htdJ0MRmJeL8nqacX9E3IjCXAmhxGqpjfk4_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)**

[XLSX File](https://d3c33hcgiwev3.cloudfront.net/_52644b55e8371c98232e6f5567f73552_W03-Assessment.xlsx?Expires=1656460800&Signature=F7U7XWkIkLEjywfrxuYD~LgFuE8zFXky3gwNmD38pb1TOvL5lrzSPhOJ3qNaojuDl~XK7ER013O7x2m1n9nGL397ko0Ehui5kf1YE1QnNRsZhZ0gw~8yPZlbHdUcBfB8vdg08~E3htdJ0MRmJeL8nqacX9E3IjCXAmhxGqpjfk4_&Key-Pair-Id=APKAJLTNE6QMUY6HBC5A" \t "_blank)

**1 point**



**3.**

**Question 3**

Which alignment option has been applied to the heading in row 1?

**1 point**



Increase Indent



Merge and Center



Wrap Text



Middle Align

**4.**

**Question 4**

Which **alignment** options have been applied to cell **A3**?

(One or more answers are possible — partial credit will be awarded)

**1 point**



Italics



Middle Align



Bold



Center

**5.**

**Question 5**

The date in **B3** has lost its formatting. Apply a **Long Date** format. What day of the week was this data last modified?

**1 point**



Monday



Tuesday



Wednesday



Thursday



Friday



Saturday



Sunday

**6.**

**Question 6**

The percentages in **T9** and **T10** also have the wrong number format. Change them to the correct number format (to match the rest of the data in the column). What value now shows in **T10**?

**1 point**



**7.**

**Question 7**

Which Cell Style has been added to cells **C38:U38**? (Hint: Look in the Cell Styles gallery, when you hover over a style it tells you the name.)

**1 point**



**8.**

**Question 8**

Which of the following formats has been added to **B3**?

**1 point**



Thick Bottom Border



Double Underline



Outside Borders



Underline

**9.**

**Question 9**

Which alignment option has been applied to the headings in **D6:T6**?

**1 point**



Merge and Center



Wrap Text



Vertical Text



Rotate Text Up

**10.**

**Question 10**

Which alignment option has been applied to cell **U31**?

**1 point**



Wrap Text



Merge and Center



Middle Align



Center

**11.**

**Question 11**

Click on cell **S38** and increase the number of decimal places to 3. What is the value in the cell now? (Enter using the number format ##.###).

**1 point**



1st week

**Total points**15

**1.**

**Question 1**

The large toolbar that stretches across the top of the Excel window is known as the **Excel bar**.

**1 point**



True



False

**2.**

**Question 2**

The Excel Ribbon can be minimised or collapsed by double-clicking (single-clicking for Mac) on one of the Ribbon Tabs.

**1 point**



True



False

**3.**

**Question 3**

Columns are referenced using letters of the alphabet.

**1 point**



True



False

**4.**

**Question 4**

Rows are referenced using numbers.

**1 point**



True



False

**5.**

**Question 5**

The first cell (top-left) in a standard Excel spreadsheet is known as **1A**.

**1 point**



True



False

**6.**

**Question 6**

Cell **B2** is below cell **B3**.

**1 point**



True



False

**7.**

**Question 7**

Cells **D1**, **D2**, **D3**, ..., **D20** are all in the same column.

**1 point**



True



False

**8.**

**Question 8**

The Quick Access toolbar can be customised to show the tools you use most often.

**1 point**



True



False

**9.**

**Question 9**

Clicking on cell **C3** and clicking **Freeze Panes** will freeze the top 3 rows and the first 3 columns.

**1 point**



True



False

**10.**

**Question 10**

You can navigate to the right of your spreadsheet by scrolling the scroll wheel of your mouse.

**1 point**



True



False

**11.**

**Question 11**

If you notice an error in a cell, you can move the cursor to the location of the error within a cell by double-clicking the desired location.

**1 point**



True



False

**12.**

**Question 12**

If Excel intelligently suggests what you intend to type, you can ignore this suggestion by pressing the **Esc** key.

**1 point**



True



False

**13.**

**Question 13**

You cannot copy and pa

We can add new rows



Right-click on the **Row 10** symbol and select **Insert**.



Single-click in row 10 of the table and use the keyboard shortcut **CTRL** + **SHIFT** + **=**.



Single-click anywhere in row 10 and navigate to the **Insert** tool on the **Home** tab, select **Insert Sheet Rows**.

Add new columns

**Question 1**

You can insert a column on the left of an existing column by ... (One or more answers are possible — partial credit will be awarded)

**1 / 1 point**



Right-clicking on the column header and selecting **Insert.**

**Correct**

Yes, you got that right. This is one quick way of inserting a column.



On the **Home** tab, selecting **Insert**, then **Insert Sheet Column**