MS Excel Teaching Topic – extensive

[Reference.](https://www.youtube.com/watch?v=Fy-CUwFT97s)

Day -1

| **Shortcut** | | **Action** | **Menu** |
| --- | --- | --- | --- |
| Ctrl+A | Ctrl  A | Select All | None |
| Ctrl+B | Ctrl  B | Bold | FormatCellsFontFont StyleBold |
| Ctrl+C | Ctrl  C | Copy | EditCopy |
| Ctrl+D | Ctrl  D | Fill Down | EditFillDown |
| Ctrl+F | Ctrl  F | Find | EditFind |
| Ctrl+G | Ctrl  G | Goto | EditGoto |
| Ctrl+H | Ctrl  H | Replace | EditReplace |
| Ctrl+I | Ctrl  I | Italic | FormatCellsFontFont StyleItalic |
| Ctrl+K | Ctrl  K | Insert Hyperlink | InsertHyperlink |
| Ctrl+N | Ctrl  N | New Workbook | FileNew |
| Ctrl+O | Ctrl  O | Open | FileOpen |
| Ctrl+P | Ctrl  P | Print | FilePrint |
| Ctrl+R | Ctrl  R | Fill Right | EditFill Right |
| Ctrl+S | Ctrl  S | Save | FileSave |
| Ctrl+U | Ctrl  U | Underline | FormatCellsFontUnderlineSingle |
| Ctrl+V | Ctrl  V | Paste | EditPaste |
| Ctrl W | Ctrl  W | Close | FileClose |
| Ctrl+X | Ctrl  X | Cut | EditCut |
| Ctrl+Y | Ctrl  Y | Repeat | EditRepeat |
| Ctrl+Z | Ctrl  Z | Undo | EditUndo |
| Day -2 | | | |
| F1 | F1 | Help | HelpContents and Index |
| F2 | F2 | Edit | None |
| F3 | F3 | Paste Name | InsertNamePaste |
| F4 | F4 | Repeat last action | EditRepeat. Works while not in Edit mode. |
| F4 | F4 | While typing a formulaswitch between absolute/relative refs | None |
| F5 | F5 | Goto | EditGoto |
| F6 | F6 | Next Pane | None |
| F7 | F7 | Spell check | ToolsSpelling |
| F8 | F8 | Extend mode | None |
| F9 | F9 | Recalculate all workbooks | ToolsOptionsCalculationCalc,Now |
| F10 | F10 | Activate Menubar | N/A |
| F11 | F11 | New Chart | InsertChart |
| F12 | F12 | Save As | FileSave As |
| Ctrl+: | Ctrl  : | Insert Current Time | None |
| Ctrl+; | Ctrl  ; | Insert Current Date | None |
| Ctrl+" | Ctrl  " | Copy Value from Cell Above | EditPaste SpecialValue |
| Ctrl+' | Ctrl  ' | Copy Fromula from Cell Above | EditCopy |
| Shift | Shift | Hold down shift for additional functions in Excel's menu | none |
| Shift+F1 | Shift  F1 | What's This? | HelpWhat's This? |
| Shift+F2 | Shift  F2 | Edit cell comment | InsertEdit Comments |
| Shift+F3 | Shift  F3 | Paste function into formula | InsertFunction |
| Shift+F4 | Shift  F4 | Find Next | EditFindFind Next |
| Shift+F5 | Shift  F5 | Find | EditFindFind Next |
| Shift+F6 | Shift  F6 | Previous Pane | None |
| Shift+F8 | Shift  F8 | Add to selection | None |
| Shift+F9 | Shift  F9 | Calculate active worksheet | Calc Sheet |
| Shift+F10 | Shift  F10 | Display shortcut menu | None |
| Shift+F11 | Shift  F11 | New worksheet | InsertWorksheet |
| Shift+F12 | Shift  F12 | Save | FileSave |
| Ctrl+F3 | Ctrl  F3 | Define name | InsertNamesDefine |
| Ctrl+F4 | Ctrl  F4 | Close | FileClose |
| Ctrl+F5 | Ctrl  F5 | XLRestore window size | Restore |
| Ctrl+F6 | Ctrl  F6 | Next workbook window | Window... |
| Shift+Ctrl+F6 | Shift  Ctrl  F6 | Previous workbook window | Window... |
| Ctrl+F7 | Ctrl  F7 | Move window | XLMove |
| Ctrl+F8 | Ctrl  F8 | Resize window | XLSize |
| Ctrl+F9 | Ctrl  F9 | Minimize workbook | XLMinimize |
| Ctrl+F10 | Ctrl  F10 | Maximize or restore window | XLMaximize |
| Ctrl+F11 | Ctrl  F11 | Inset 4.0 Macro sheet | None in Excel 97. In versions prior to 97 - InsertMacro4.0 Macro |
| Ctrl+F12 | Ctrl  F12 | File Open | FileOpen |
| Alt+F1 | Alt  F1 | Insert Chart | InsertChart... |
| Alt+F2 | Alt  F2 | Save As | FileSave As |
| Alt+F4 | Alt  F4 | Exit | FileExit |
| Alt+F8 | Alt  F8 | Macro dialog box | ToolsMacroMacros in Excel 97 ToolsMacros - in earlier versions |
| Alt+F11 | Alt  F11 | Visual Basic Editor | ToolsMacroVisual Basic Editor |
| Ctrl+Shift+F3 | Ctrl  Shift  F3 | Create name by using names of row and column labels | InsertNameCreate |
| Ctrl+Shift+F6 | Ctrl  Shift  F6 | Previous Window | Window... |
| Ctrl+Shift+F12 | Ctrl  Shift  F12 | Print | FilePrint |
| Alt+Shift+F1 | Alt  Shift  F1 | New worksheet | InsertWorksheet |
| Alt+Shift+F2 | Alt  Shift  F2 | Save | FileSave |
| Alt+= | Alt  = | AutoSum | No direct equivalent |
| Ctrl+` | Ctrl  ` | Toggle Value/Formula display | ToolsOptionsViewFormulas |
| Ctrl+Shift+A | Ctrl  Shift  A | Insert argument names into formula | No direct equivalent |
| Alt+Down arrow | Alt | Display AutoComplete list | None |
| Alt+' | Alt  ' | Format Style dialog box | FormatStyle |
| Ctrl+Shift+~ | Ctrl  Shift  ~ | General format | FormatCellsNumberCategoryGeneral |
| Ctrl+Shift+! | Ctrl  Shift  ! | Comma format | FormatCellsNumberCategoryNumber |
| Ctrl+Shift+@ | Ctrl  Shift  @ | Time format | FormatCellsNumberCategoryTime |
| Ctrl+Shift+# | Ctrl  Shift  # | Date format | FormatCellsNumberCategoryDate |
| Ctrl+Shift+$ | Ctrl  Shift  $ | Currency format | FormatCellsNumberCategoryCurrency |
| Ctrl+Shift+% | Ctrl  Shift  % | Percent format | FormatCellsNumberCategoryPercentage |
| Ctrl+Shift+^ | Ctrl  Shift  ^ | Exponential format | FormatCellsNumberCategory, |
| Ctrl+Shift+& | Ctrl  Shift  & | Place outline border around selected cells | FormatCellsBorder |
| Ctrl+Shift+\_ | Ctrl  Shift  \_ | Remove outline border | FormatCellsBorder |
| Ctrl+Shift+\* | Ctrl  Shift  \* | Select current region | EditGotoSpecialCurrent Region |
| Ctrl++ | Ctrl  + | Insert | Insert(Rows, Columns, or Cells) Depends on selection |
| Ctrl+- | Ctrl  - | Delete | Delete(Rows, Columns, or Cells) Depends on selection |
| Ctrl+1 | Ctrl  1 | Format cells dialog box | FormatCells |
| Ctrl+2 | Ctrl  2 | Bold | FormatCellsFontFont StyleBold |
| Ctrl+3 | Ctrl  3 | Italic | FormatCellsFontFont StyleItalic |
| Ctrl+4 | Ctrl  4 | Underline | FormatCellsFontFont StyleUnderline |
| Ctrl+5 | Ctrl  5 | Strikethrough | FormatCellsFontEffectsStrikethrough |
| Ctrl+6 | Ctrl  6 | Show/Hide objects | ToolsOptionsViewObjectsShow All/Hide |
| Ctrl+7 | Ctrl  7 | Show/Hide Standard toolbar | ViewToolbarsStardard |
| Ctrl+8 | Ctrl  8 | Toggle Outline symbols | None |
| Ctrl+9 | Ctrl  9 | Hide rows | FormatRowHide |
| Ctrl+0 | Ctrl  0 | Hide columns | FormatColumnHide |
| Ctrl+Shift+( | Ctrl  Shift  ( | Unhide rows | FormatRowUnhide |
| Ctrl+Shift+) | Ctrl  Shift  ) | Unhide columns | FormatColumnUnhide |
| Alt or F10 | Alt   /  F10 | Activate the menu | None |
| Ctrl+Tab | Ctrl  Tab | In toolbar: next toolbar | None |
| Ctrl+Tab | Ctrl  Tab | In a workbook: activate next workbook | None |
| Shift+Ctrl+Tab | Shift  Ctrl  Tab | In toolbar: previous toolbar | None |
| Shift+Ctrl+Tab | Shift  Ctrl  Tab | In a workbook: activate previous workbook | None |
| Tab | Tab | Next tool | None |
| Shift+Tab | Shift  Tab | Previous tool | None |
| Enter | Enter | Do the command | None |
| Shift+Ctrl+F | Shift  Ctrl  F | Font Drop Down List | FormatCellsFont |
| Shift+Ctrl+F+F | Shift  Ctrl  F  F | Font tab of Format Cell Dialog box | FormatCellsFont |
| Shift+Ctrl+P | Shift  Ctrl  P | Point size Drop Down List | FormatCellsFont |

# Symbols: Origin of Computers to calculate large numbers

Insert symbols into word from Insert menu>Symbol

* Babylonian numbers
* Greek number systems
* Roman Number system
* Indian – Hindu-Arabic number system

# Chapter 1

## opening Excel and working on file

* Create new file
* save, save as
* open a file
* close a file

## Select a Cell and type data

* Click, Arrow keys, tab, Enter
* Type data-number, text or formula

## Select multiple Cells and type data

* Shift+ Arrow keys to select multiple cells
* Click, Arrow keys, Tab, Shift+ Tab, Enter, Shift+ Enter
* Type data-number, text or formula
* To Exit Selection of cells – enter an Arrow key or click outside

## Typing Sequences with AutoFill by crosshair

* Drag a sequence of numbers or months etc.
* Formatting numbers: Home>number group
* Format cell for negative number: Home>Cells Group

## Font Formatting

* Font format individual cell : Home>Font group
* built-in Styles: Style group

## Navigating a spreadsheet

* Arrow keys
* Scroll bar
* mouse’s scroll wheel

## Using keyboard to move around

|  |  |
| --- | --- |
| Keys | What does this |
| Arrows | Move around |
| Ctrl+ Arrows | Jump to the border of the data range |
| Page Up/down | Move one screen |
| Ctrl+ Page Up/ Down | Display next /previous worksheet |
| Home | Move to A column of current row |
| Ctrl + Home | Move to A1 |
| Ctrl+ End | Move to the bottom-right cell of the sheet |

## Naming cells

* name box or right-click >Define a name
* select cells>Formula tab>Define Names>Name Manager

## Editing group, Find & Replace

* Search text
* find and replace
* Find formula / highlight formula (Ctrl+`)

## Changing size of row & column height

* Row height
* Column height

## Adding or deleting row or column

* Row delete / add
* column delete add

## Adding, Deleting and renaming sheets

* Add new sheet (Ctrl+F11)
* Delete a sheet
* rename: Home>Cells group>Format

## Clearing Data

* Select and clear data from Home>Editing group
* clear all
* clear formats
* clear contents
* clear hyperlinks
* remove hyperlinks

## Page setup and print area

* Margin
* Orientation
* Size
* Print area
* Breaks
* Background image
* Print Titles ( header & Footer)