Microsoft®
Excel 2013
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The Excel 2013 Screen

Quick Access Toolbar, Title bar, Formula Bar, Close button, File tab, Name box, Active cell, Columns, Rows, Scroll bars, Ribbon, Worksheet tabs, View buttons, Zoom slider
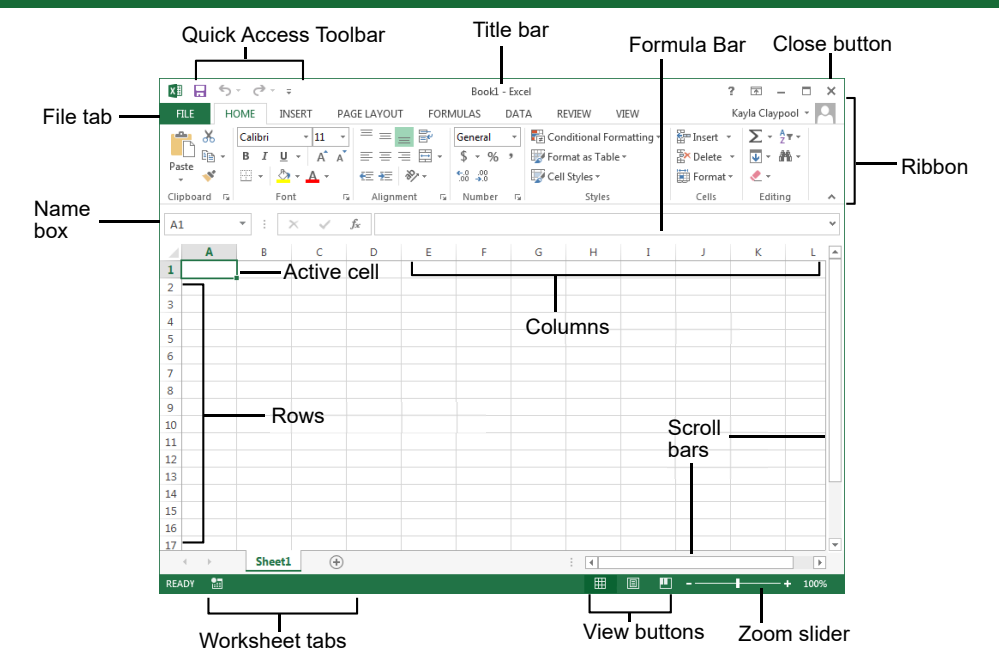
Keyboard Shortcuts

General

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

Navigation:

Move Between Cells	↑, ↓, ←, →
Right One Cell	**Tab**
Left One Cell	**Shift + Tab**
Down One Cell	**Enter**
Up One Cell	**Shift+Enter**
Down One Screen	**Page Down**
Up One Screen	**Page Up**
To Cell A1	**Ctrl + Home**
To Last Cell	**Ctrl + End**
Go To Dialog Box	**F5**

Editing

Cut	**Ctrl + X**
Copy	**Ctrl + C**
Paste	**Ctrl + V**
Undo	**Ctrl + Z**
Redo	**Ctrl + Y**
Find	**Ctrl + F**
Replace	**Ctrl + H**
Select All	**Ctrl + A**
Edit active cell	**F2**
Clear cell contents	**Delete**

Formatting

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

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.
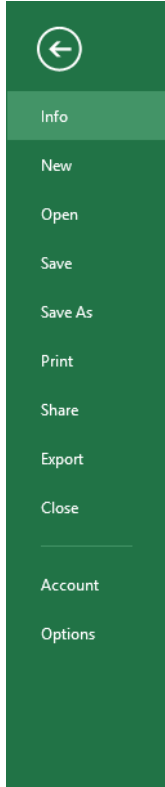
Editing

- **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 **fx** **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 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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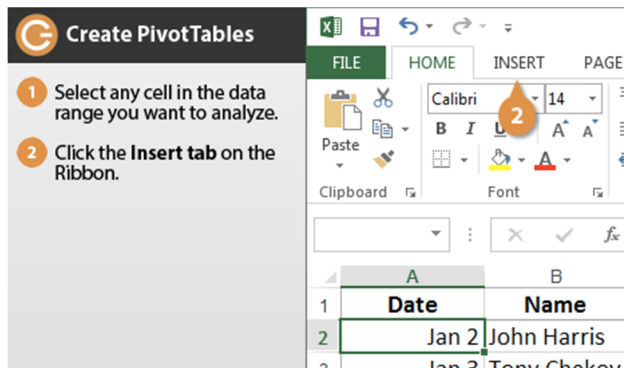Outlook 2013
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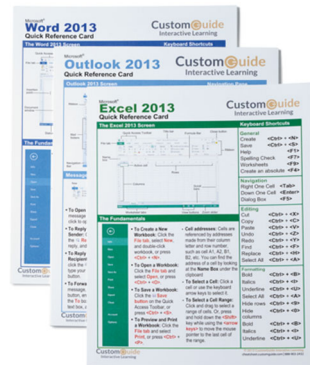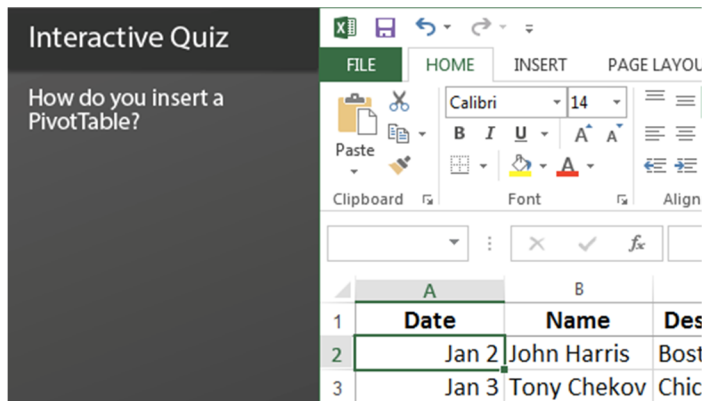
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