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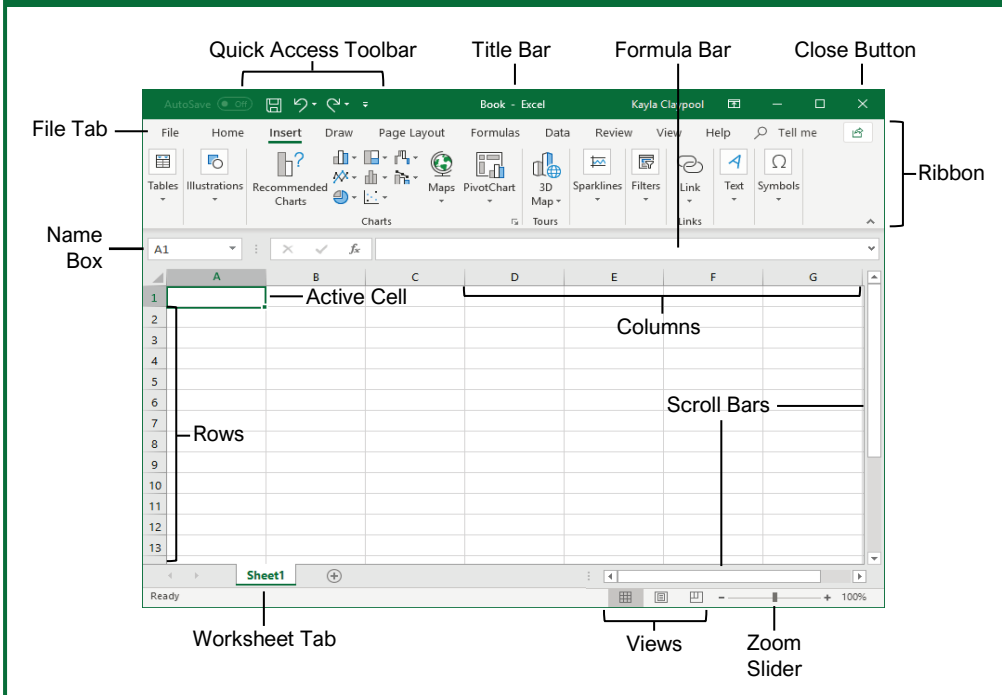
# Excel 2019 Basic

## Quick Reference Guide



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### The Excel 2019 Program Screen



### Keyboard Shortcuts

#### General

- Open a workbook..... **Ctrl + O**
- Create a new workbook..... **Ctrl + N**
- Save a workbook..... **Ctrl + S**
- Print a workbook ..... **Ctrl + P**
- Close a workbook..... **Ctrl + W**
- Help..... **F1**
- Activate Tell Me field..... **Alt + Q**
- Spell check ..... **F7**
- Calculate worksheets ..... **F9**
- Create absolute 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**
- To first cell of active row ..... **Home**
- Enable End mode ..... **End**
- To cell A1..... **Ctrl + Home**
- To last cell..... **Ctrl + End**

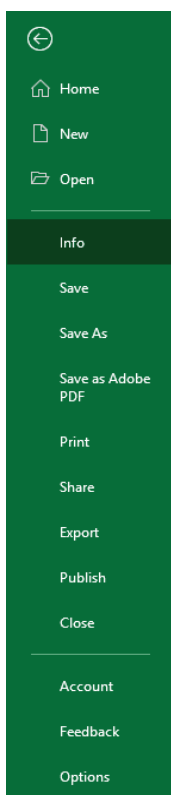
#### Editing

- Cut ..... **Ctrl + X**
- Copy..... **Ctrl + C**
- Paste ..... **Ctrl + V**
- Undo ..... **Ctrl + Z**
- Redo..... **Ctrl + Y**
- Find ..... **Ctrl + F**
- Replace ..... **Ctrl + H**
- 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**

### Getting Started



**Create a Workbook:** Click the **File** tab and select **New** or press **Ctrl + N**. Double-click a workbook.

**Open a Workbook:** Click the **File** tab and select **Open** or press **Ctrl + O**. Select a recent file or navigate to the location where the file is saved.

**Preview and Print a Workbook:** Click the **File** tab and select **Print**.

**Undo:** Click the **Undo** button on the Quick Access Toolbar.

**Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

**Use Zoom:** Click and drag the zoom slider to the left or right.

**Select a Cell:** Click a cell or use the keyboard arrow keys to select it.

**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 selection to the last cell of the range.

**Select an Entire Worksheet:** Click the **Select All** button where the column and row headings meet.

**Select Non-Adjacent Cells:** Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

**Cell Address:** Cells are referenced by the coordinates made from their column letter and row number, such as cell A1, B2, etc.



**Jump to a Cell:** Click in the **Name Box**, type the cell address you want to go to, and press **Enter**.

**Change Views:** Click a **View** button in the status bar. Or, click the **View** tab and select a view.

**Recover an Unsaved Workbook:** Restart Excel. If a workbook can be recovered, it will appear in the Document Recovery pane. Or, click the **File** tab, click **Recover unsaved workbooks** to open the pane, and select a workbook from the pane.

## Edit a Workbook

**Edit a Cell's Contents:** Select a cell and click in the Formula Bar or double-click the cell. Edit the cell's contents and press **Enter**.

**Clear a Cell's Contents:** Select the cell(s) and press the **Delete** key. Or, click the **Clear** button on the Home tab and select **Clear Contents**.

**Cut or Copy Data:** Select cell(s) and click the **Cut** or **Copy** button on the Home tab.

**Paste Data:** Select the cell where you want to paste the data and click the **Paste** button in the Clipboard group on the Home tab.

**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 a paste option to preview.

**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**.

**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 the **Ctrl** key before starting to drag.

**Find and Replace Text:** Click the **Find & Select** button, select **Replace**. Type the text you want to find in the Find what box. Type the replacement text in the Replace with box. Click the **Replace All** or **Replace** button.

**Check Spelling:** Click the **Review** tab and click the **Spelling** button. For each result, select a suggestion and click the **Change/Change All** button. Or, click the **Ignore/Ignore All** button.

**Insert a Column or Row:** Right-click to the right of the column or below the row you want to insert. Select **Insert** in the menu, or click the **Insert** button on the Home tab.

**Delete a Column or Row:** Select the row or column heading(s) you want to remove. Right-click and select **Delete** from the contextual menu, or click the **Delete** button in the Cells group on the Home tab.

**Hide Rows or Columns:** Select the rows or columns you want to hide, click the **Format** button on the Home tab, select **Hide & Unhide**, and select **Hide Rows** or **Hide Columns**.

## Basic Formatting

**Change Cell Alignment:** Select the cell(s) you want to align and click a vertical alignment button, or a horizontal alignment button in the Alignment group on the Home tab.

## Basic Formatting

**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.

**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.

**Wrap Text in a Cell:** Select the cell(s) that contain text you want to wrap and click the **Wrap Text** button on the Home tab.

**Merge Cells:** Select the cells you want to merge. Click the **Merge & Center** button list arrow on the Home tab and select a merge option.

**Cell Borders and Shading:** Select the cell(s) you want to format. Click the **Borders** button and/or the **Fill Color** button and select an option to apply to the selected cell.

**Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy. 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.

**Adjust Column Width or Row Height:** Click and 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.

## Basic Formulas

**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**.

**Insert a Function:** Select the cell where you want to enter the function and click the **Insert Function** button next to the formula bar.

**Reference a Cell in a Formula:** Type the cell reference (for example, B5) in the formula or click the cell you want to reference.

**SUM Function:** Click the cell where you want to insert the total and click the **Sum** button in the Editing group on the Home tab. Enter the cells you want to total, and press **Enter**.

**MIN and MAX Functions:** Click the cell where you want to place a minimum or maximum value for a given range. Click the **Sum** button list arrow on the Home tab and select either **Min** or **Max**. Enter the cell range you want to reference, and press **Enter**.

**COUNT Function:** Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click the **Sum** button list arrow on the Home tab and select **Count Numbers**. Enter the cell range you want to reference, and press **Enter**.

## Insert Objects

**Complete a Series Using AutoFill:** Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.



**Insert an Image:** Click the **Insert** tab on the ribbon, click either the **Pictures** or **Online Pictures** button in the Illustrations group, select the image you want to insert, and click **Insert**.

**Insert a Shape:** Click the **Insert** tab on the ribbon, click the **Shapes** button in the Illustrations group, and select the shape you wish to insert.

**Hyperlink Text or Images:** Select the text or graphic you want to use as a hyperlink. Click the **Insert** tab, then click the **Link** button. Choose a type of hyperlink in the left pane of the Insert Hyperlink dialog box. Fill in the necessary informational fields in the right pane, then click **OK**.

**Modify Object Properties and Alternative Text:** Right-click an object. Select **Edit Alt Text** in the menu and make the necessary modifications under the Properties and Alt Text headings.

## View and Manage Worksheets

**Insert a New Worksheet:** Click the **Insert Worksheet** button next to the sheet tabs below the active sheet. Or, press **Shift + F11**.

**Delete a Worksheet:** Right-click the sheet tab and select **Delete** from the menu.

**Hide a Worksheet:** Right-click the sheet tab and select **Hide** from the menu.

**Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.

**Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.

**Move or Copy a Worksheet:** Click and drag a worksheet tab left or right to move it to a new location. Hold down the **Ctrl** key while clicking and dragging to copy the worksheet.

**Switch Between Excel Windows:** Click the **View** tab, click the **Switch Windows** button, and select the window you want to make active.

**Freeze Panes:** Activate the cell 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.

**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, and select **Set Print Area**.

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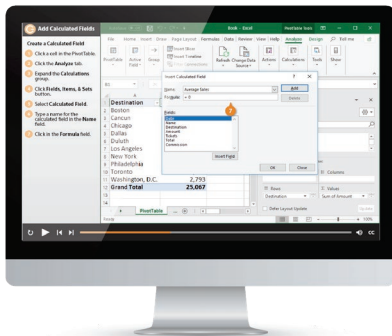
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