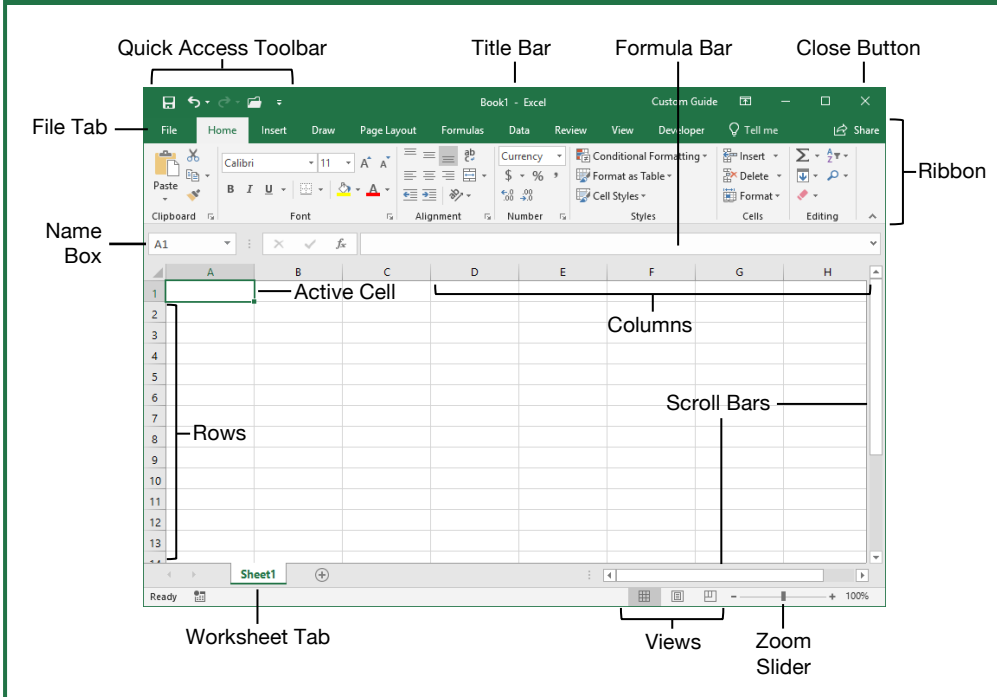




Microsoft®  
**Excel 2016 Basic**  
 Quick Reference Card

## The Excel 2016 Program Screen



## Keyboard Shortcuts

### General

Open a workbook .....	<b>Ctrl + O</b>
Create a new workbook .....	<b>Ctrl + N</b>
Save a workbook .....	<b>Ctrl + S</b>
Print a workbook .....	<b>Ctrl + P</b>
Close a workbook .....	<b>Ctrl + W</b>
Help .....	<b>F1</b>
Activate Tell Me field .....	<b>Alt + Q</b>
Spell check .....	<b>F7</b>
Calculate worksheets .....	<b>F9</b>
Create absolute reference ....	<b>F4</b>

### Navigation

Move between cells .....	↑, ↓, ←, →
Right one cell .....	<b>Tab</b>
Left one cell .....	<b>Shift + Tab</b>
Down one cell .....	<b>Enter</b>
Up one cell .....	<b>Shift + Enter</b>
Down one screen .....	<b>Page Down</b>
To first cell of active row .....	<b>Home</b>
Enable End mode .....	<b>End</b>
To cell A1 .....	<b>Ctrl + Home</b>
To last cell .....	<b>Ctrl + End</b>

### Editing

Cut .....	<b>Ctrl + X</b>
Copy .....	<b>Ctrl + C</b>
Paste .....	<b>Ctrl + V</b>
Undo .....	<b>Ctrl + Z</b>
Redo .....	<b>Ctrl + Y</b>
Find .....	<b>Ctrl + F</b>
Replace .....	<b>Ctrl + H</b>
Edit active cell .....	<b>F2</b>
Clear cell contents .....	<b>Delete</b>

### Formatting

Bold .....	<b>Ctrl + B</b>
Italics .....	<b>Ctrl + I</b>
Underline .....	<b>Ctrl + U</b>
Open Format Cells dialog box .....	<b>Ctrl + Shift + F</b>
Select All .....	<b>Ctrl + A</b>
Select entire row .....	<b>Shift + Space</b>
Select entire column .....	<b>Ctrl + Space</b>
Hide selected rows .....	<b>Ctrl + 9</b>
Hide selected columns .....	<b>Ctrl + 0</b>

## Getting Started



Info

New

Open

Save

Save As

Print

Share

Export

Publish

Close

Account

Options

The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close.

**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.

### The Excel 2016 Screen

**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.

**Close a Workbook:** Click the **Close** X button in the upper-right corner.

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

**Cell Address:** Cells are referenced by an address made from their column letter and row number, such as cell A1, B2, etc. Find the address of a cell by looking at the Name Box to the left of the formula bar.

**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. Use the **Ctrl** key to select non-adjacent cell ranges.

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

**Change Program Settings:** Click the **File** tab and select **Options**.

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

## 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.

**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

**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.

**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.

**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.

## Basic Formatting

**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.

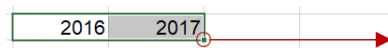
**Reference a Cell in a Formula:** Type the cell reference (for example, B5) in the formula or click the cell you want to reference.

**The 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**.

**The 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**.

**The 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**.

**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 Objects

**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 Objects

**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:** Select the sheet you want to delete, click the **Delete** button list arrow in the Cells group on the Home tab, and select **Delete Sheet**. Or, right-click the sheet tab and select **Delete** 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.

**Split a Window:** Activate the cell where you want to split the window. Click the **View** tab and click the **Split** button in the Window group. Or, press **Alt + WS** (one at a time).

**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**.

**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.

**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 Workbook** button and select **Recover Unsaved Workbooks**.