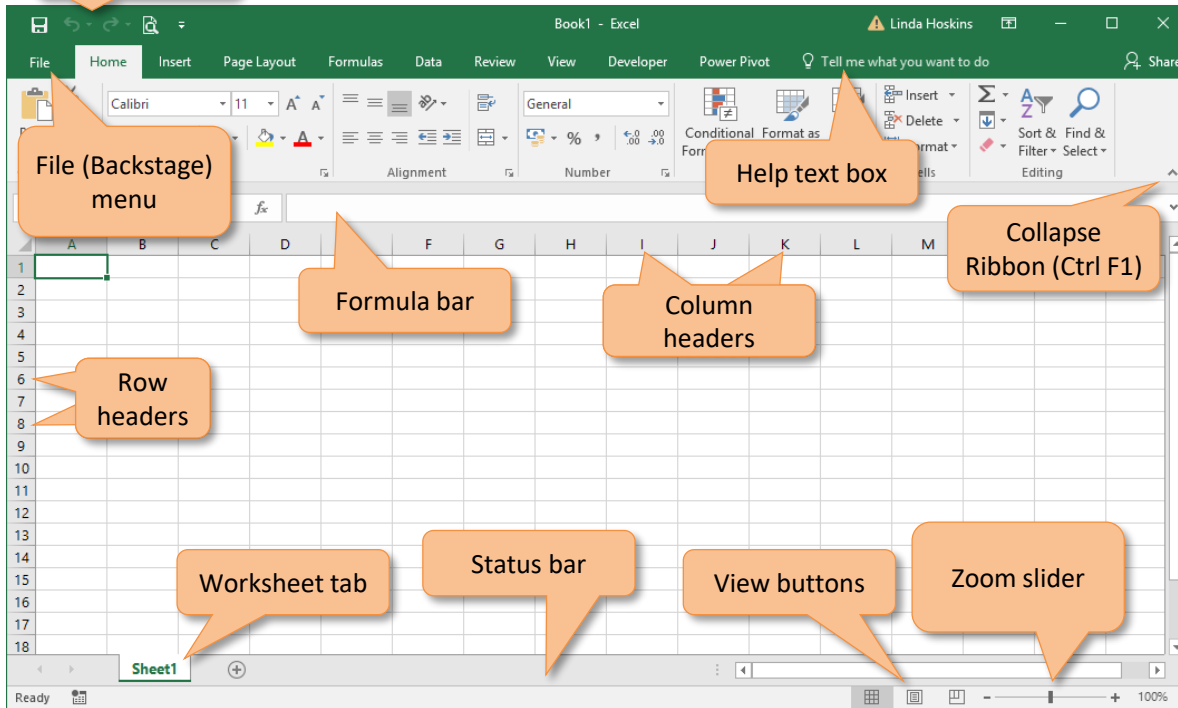


Excel Quick Reference Guide

The Quick Access toolbar



File Command Shortcut Keys:

- Ctrl N – new blank document
- Ctrl S – save document
- Ctrl O – open document
- Ctrl W – close document
- Ctrl P – print preview & print settings

Navigating Selecting data:

- PgDn/PgUp – move active cell up/down a screen
- Alt PgDn/PgUp – move active cell right/left a screen
- Ctrl Home – move active cell to top of worksheet
- Ctrl End – move active cell to end of data range
- Ctrl A – select active data range/entire worksheet
- F5 or Ctrl G – displays 'Go To' dialog box

Editing:

- Delete key – remove cell contents
- F2 – edit active cell
- Ctrl Z – undo
- Ctrl Y or F4 – Redo/repeat
- Ctrl C – copy selected data
- Ctrl X – cut (move) selected data
- Ctrl V – paste cut/copied data
- Ctrl + – Insert cells
- Ctrl - – Deletes cells

Abbreviations:

- RMB – Right mouse button
- QAT – Quick Access toolbar

• Create new blank document:

Select 'Blank workbook' from Start menu or press Ctrl N from within Excel

• Saving document:

Click 'File' tab & then 'Save' or press Ctrl S. To save under separate filename, click 'File' and then 'Save As'

• Open a document:

Click 'File' and then 'Open'. Select from recent list or 'Browse' to recent folder and document or Ctrl O

• To 'bypass' the 'File Backstage' menu – 'File', 'Options', 'Save' & then select Don't show the Backstage when opening or saving files

• Edit Quick Access toolbar – click and select command or click Right Mouse Button on any command on ribbon & 'Add to Quick Access Toolbar'. Click RMB on tool on QAT to 'Remove from Quick Access Toolbar'

• Collapse/Expand ribbon - press Ctrl F1

• Edit Text:

Click on cell and click in Formula bar or press F2

• Clear Formatting:

Select cell(s) – 'Home' tab and then 'Clear' in 'Editing' group

• Using Help – click on 'Tell me what you want to do' on ribbon and type what you require help with

• Autofit Column width – double-click the column separator on right of column header

• Insert Column/Row – click RMB on column or row header & select 'Insert'

• Delete Column/Row – click RMB on column or row header & select 'Delete'

• Hiding Columns/Rows – select columns or rows; click RMB on selection & 'Hide'

• 'Unhiding' Columns/Rows – drag mouse across surrounding columns/rows; click RMB on selection – 'Unhide'

Formatting:

- Ctrl B – apply/remove bold to/from selected cells
- Ctrl U – apply/remove underline to/from selected cells
- Ctrl I – apply/remove italics to/from selected cells
- Ctrl 1 – displays the Format Cells dialog box
- Ctrl L – format selection as a Table

Other:

- Ctrl ; [apostrophe] - insert current date into active cell
- Ctrl Shift : [colon] – insert current time into active cell
- F7 – check spelling
- Ctrl F – Find & Replace dialog box
- F9 – recalculate

File (Backstage) Menu:



Back button: returns to your previous view - or press **Escape**

Info: information about current file including author, creation & save dates

Info

New: select a new document from a range of templates. Blank is the default (or press **Ctrl N**) but there are many to choose from

New

Open

Open: retrieve a document from a list of recent documents or browse to any document saved in different locations (**Ctrl O**). You can also 'pin' documents for quick access

Save

Save : automatically saves current document (**Ctrl S**)

Save As

Save As: displays 'Save As' options with prompt to save under a new filename and/or location

Print

Print: displays print preview and print settings (**Ctrl P**)

Share

Share: allows you to share and collaborate with others using Excel Online

Export

Export: displays options to change file type, including older Excel versions, template and CSV formats

Publish

Close: close active document (**Ctrl W**)

Close

Account: displays options to manage your Office account; including options to add a photo, change your office theme, connect to Office Services and information about recent Office updates

Account

Feedback: gives you a chance to have your say; 'I Like Something'; 'I don't like Something' or 'I have a Suggestion'

Feedback

Options: displays the Excel Options dialog box; providing many options for customising and personalising your user interface and choosing your Start up options

Options

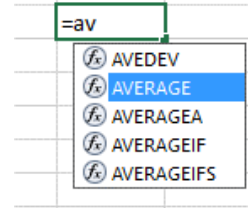
Working with Tables:

- To format a list as a table – click in list & press **Ctrl L**
- Use the contextual '**Design**' tab on the ribbon to format & edit the table;
- Select **Total Row** to show row at bottom of table that analyses column data
- '**Tables Styles**' on '**Design**' tab allows you to format your table or 'clear' formats
- Use '**Insert Slicer**' to provide a more visual way of filtering your data
- '**Remove Duplicates**' will remove duplicate rows and data from your table
- '**Convert to Range**' turns your table back to a list

Working with Formulas:

Building Formulas:

- All formulas start with =
- When building formulas always 'point' to cells, ie. click or drag mouse across cell references; this prevents typing errors
- When typing =Function formulas, make use of Formula 'AutoComplete'; you can select the required function using your mouse (**double-click**) or keyboard – arrows keys and then **Tab** key to select. The same is true when selecting range names – they also appear in the 'AutoComplete' list
- F4** function key makes a cell reference absolute or 'fixed' (eg. \$c\$5)



Editing Formulas:

- Switch to 'Formula Auditing' view to view all your formulas 'at a glance' – press the following keys... (Ctrl & the key underneath your Escape key). Press the same two keys to toggle back to your previous view
- Use **F5** (Go To) or **Ctrl G** & then click 'Special' to select Formulas on your worksheet
- Ctrl [** to select precedent cells on the worksheet for a selected formula
- Ctrl]** to select dependant cells for any selected data cell



Using Dates in Excel

- Ctrl ;** [semi-colon] - inserts the current date into the cell as a fixed date
- =today()** inserts the active (dynamic) date into the cell
- =now()** inserts the active date and time into the cell
- F9** - recalculates (eg date & time) across the worksheet (they will also automatically update on printing and opening documents)
- Use recognised date formats when working with dates, eg 25/6/2017, 25-Jun-17 (they will right-align in the cell)
- When recording time in cells, use colon symbol to separate hours, minutes & seconds; eg 13:30. Excel will then work in 60^{ths} rather than decimals
- Use the Format Cells dialog to create custom format for your dates that show the day of the week