# **USER MANUAL FOR BASIC COMMANDS IN MS EXCEL**

## HOW TO SAVE A FILE:

#### To save a copy of your file, do the following:

1. Click the Microsoft Office Button, and then click Save As, or press CTRL+S. Important: If you don't see the Microsoft Office Button, click Save As on the File menu.

New	Save	a copy of the document
	R	E <u>x</u> cel Workbook
Dpen	THE	Save the file as an Excel Workbook.
		Excel Macro-Enabled Workbook
<u>S</u> ave		Save the workbook in the XML-based and macro-enabled file format.
	R	Excel Binary Workbook
Save As	0000	Save the workbook in a binary file format optimized for fast loading and saving.
Print		Excel 97-2003 Workbook
	(EH)	Save a copy of the workbook that is fully compatible with Excel 97-2003.
Prepare		OpenDocument Spreadsheet
	oos 1	Save the workbook in the Open Document Format.
Sen <u>d</u>	*	PDF or XPS
		Publish a copy of the workbook as a PDF of
P <u>u</u> blish	•	XPS file.
		Other Formats
Close		Open the Save As dialog box to select from all possible file types.

2. In the File name box, enter a new name for the file.

	💽 Save As				x
Hor	CO - Lib	raries 🕨 Documents 🕨	✓ 47 Sec	arch Documents	Q
Paste	Organize 🕶 New	w folder		-	0
Clipboard R	🔆 Favorites 💻 Desktop	Documents lil		Arrange by: Folder	
A	🔠 Recent Places	= <u></u>			
2	👰 Computer			55	
3	- Downloads			P3 8	
4	词 Libraries	ANSWER KEYS	Cone of	CP MUSIC	
5	Documents	ANSWERKETS	Experience	CF WOSIC	
6 7	J Music	-			-
8	File name:	Book1			•
9	Save as tuner	Excel 97-2003 Workbook			-
10	Save as type:	EXCEL97-2005 WOLKDOOK	$\checkmark$		
11	Authors:	User'	Tags: Add a tag		
12		and the second second second			
13		Save Thumbnail			
14			_		
15	Hide Folders		Tools 🔻	Save Canc	el
16					
17  4 4 > >   S	heet1 Sheet2 She	eet3 🖉			

3. Click Save.

#### HOW TO COPY AND PASTE CELL CONTENT:

MS Excel allows you to **copy** content that is already entered into your spreadsheet and **paste** that content to other cells, which can save you time and effort. To copy and paste cell content, do the following:

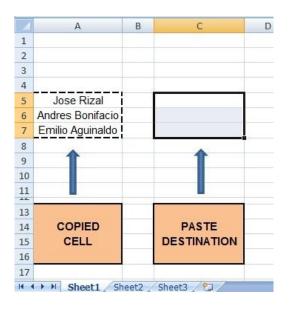
1. Select the **cell(s)** you want to **copy**.

1	А	В
1		
2		
3		
4		
5	Jose Rizal	
6	Andres Bonifacio	
7	Emilio Aguinaldo	
8		
9		
10		

2. Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.

0	2	<b>, 1</b> 7 • ( <b>1</b> • ) :	Ŧ				
C	2	Home Insert	Page Lay	out Fo	rmulas	Data	Review
P	aste	Arial	• 11 •	A A	=		
-	boar		Font	(* <u>A</u> *) G		Alignment	• 🖬 🖪 ₀
		Copy (Ctrl+C)		bse	Rizal		
		Copy the selectio	n and put it o	n	С	D	E
1		the Clipboard.					
2							
3							
4							
5		Jose Rizal					
6	And	dres Bonifacio					
7	Em	nilio Aguinaldo					
8		1.51					

3. Select the **cell(s)** where you want to **paste** the content. The copied cells will now have a **dashed box** around them.



4. Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.

0		* (°" · ) =			
C	Home	Insert	Page Lay	/out	Formulas
	aste	Arial 18: I U	* 11 *)[]] *)[] Font	• A . ≥ - A	
4		r more option the values or		∫x J C	ose Rizal
3					
4					
5	Jose	Rizal		Jose F	Rizal
6	Andres E	Ionifacio	And	Ires B	onifacio
7	Emilio A	guinaldo	Em	ilio Ag	uinaldo
8			6		ſ
9	1			-1	
10					
11					
13			1		1
14	COF	IED		PAS	TE
15	CE	LL	DE	STIN	ATION
16					
17		3			

5. The content will be **pasted** into the selected cells.

1	А	В	C
1			
2			
3			
4			
5	Jose Rizal		Jose Rizal
6	Andres Bonifacio		Andres Bonifacio
7	Emilio Aguinaldo		Emilio Aguinaldo
8			

## HOW TO CUT AND PASTE CELL CONTENT:

Unlike copying and pasting, which **duplicates** cell content, **cutting** allows you to **move** content between cells.

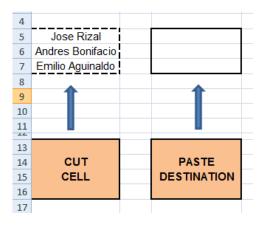
1. Select the **cell(s)** you want to **cut**.

	А	В
1		
2		
3		
4		
5	Jose Rizal	
6	Andres Bonifacio	
7	Emilio Aguinaldo	
8		
9		
10		

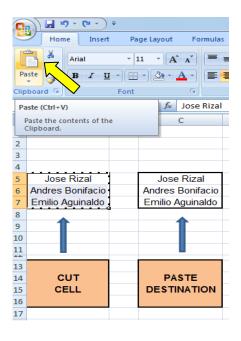
2. Click the **Cut** command on the **Home** tab, or press **Ctrl+X** on your keyboard.

0		+ (°I + ) =	-		
U	Home	Insert	Page Lay	out Fo	ormulas
	aste 🛷	B U	• 11 •	A A • <u>A</u> • •	
1 2	docu	rl+X) he selection f ment and pu oard.			
3					_
4					
5	Jose I	and the second second			
6	Andres B	5 B			
7	Emilio Ag	uinaldo			
8					

3. Select the cells where you want to **paste** the content. The cut cells will now have a **dashed box** around them.



4. Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.



5. The cut content will be **removed** from the original cells and **pasted** into the selected cells.

4		
5		Jose Rizal
6		Andres Bonifacio
7		Emilio Aguinaldo
8		
9	1	1
10		
11		
13		
14	CUT	PASTE
15	CELL	DESTINATION
16	Contraction and the	
17		

## **GENERAL EDITING SHORTCUTS IN MS EXCEL**

CTRL+C	Copy the selected text or cell
CTRL+X	Cut the selected text or cell
CTRL+V	Paste the selected text or cell
CTRL+Z	Undo the last action
CTRL+Y	Redo the last action

## Shortcuts for Reviewing Tasks

SHIFT+F2	Adds or edits a cell comment
CTRL+F2	Displays the print preview window
CTRL+SHIFT+O	Selects all cells that contain comments
CTRL+F	Displays the find and replace dialog box, with the find tab selected
CTRL+SHIFT+Z	Reverses the last automatic correction