Microsoft®
Excel 2016 Basic
Quick Reference Guide
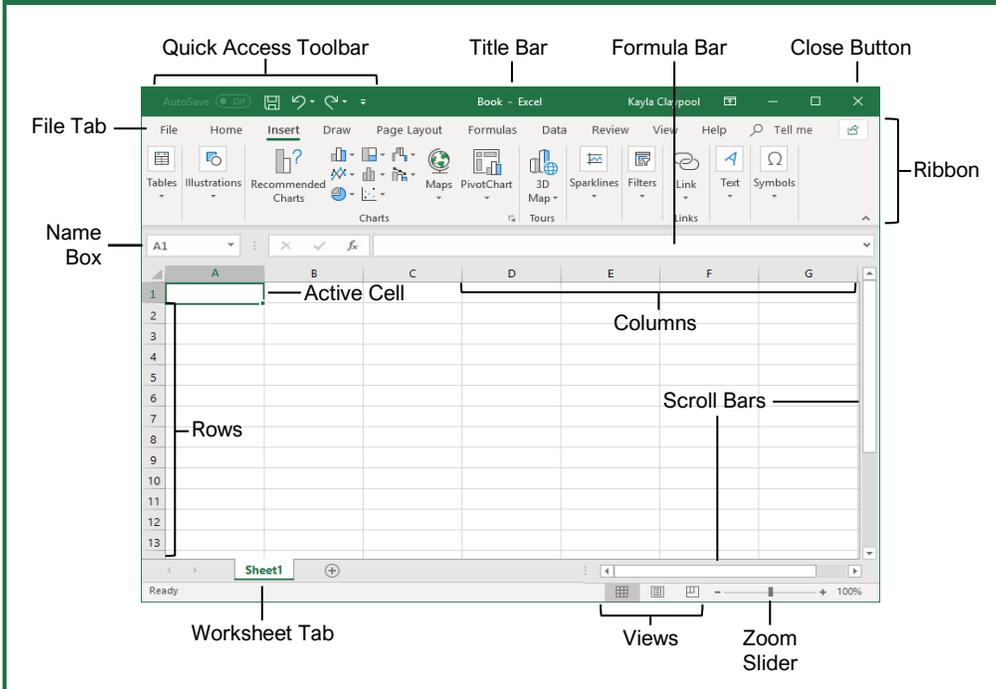
The Excel 2016 Program Screen

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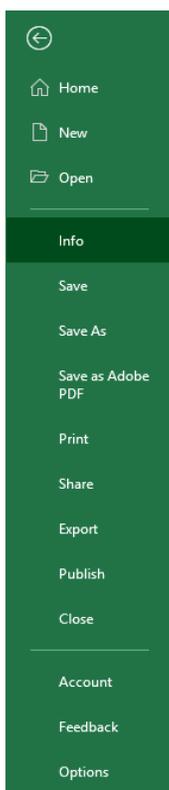
Create a Workbook: Click the **File** tab and select **New** or press **Ctrl** + **N**. Double-click a workbook.

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** ab 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** *fx* 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** Σ 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** Σ 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** Σ 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.

| 2016 | 2017 | →→→ |

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.

Freeze Panes: Activate the cell where you want to freeze the window, click the **View** tab, 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 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.

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