



Microsoft®

Excel 2019 Basic Quick Reference Guide

The Excel 2019 Program Screen



Getting Started

- Home
- Insert
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- Layout
- Send To
- Task Pane
- Task Ribbon
- File
- View
- Export
- Publish
- Help
- Account
- Feedback
- Options

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.

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
Italic.....	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

Basic Microsoft Excel Study Guide Anneshouse

Tao Wei



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