Microsoft Excel 2016: Basics
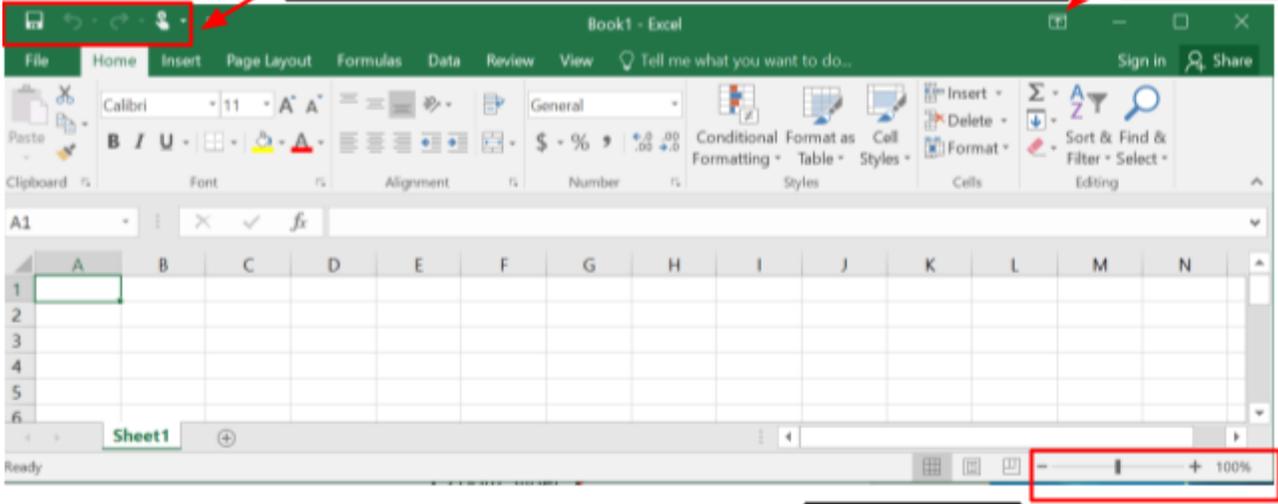
Caitlin Myers • Instruction & Technology Librarian • cmyers@vapld.info

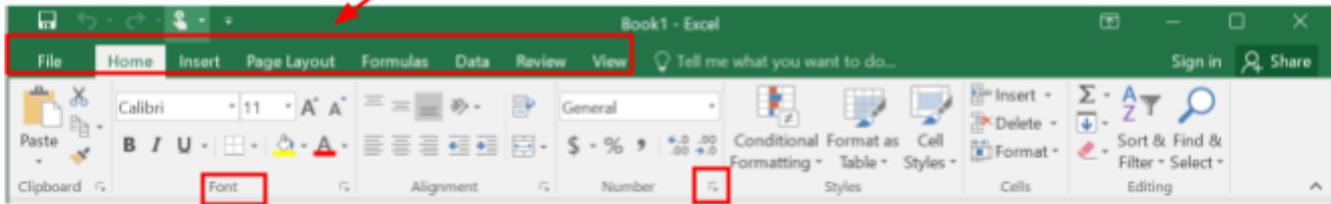Quick Access Toolbar – Includes **Save**, **Undo/Redo** and other frequent commands you place there (Ex: **Print**)

Ribbon view options

The Excel Window

Zoom Slider

Ribbon Tabs

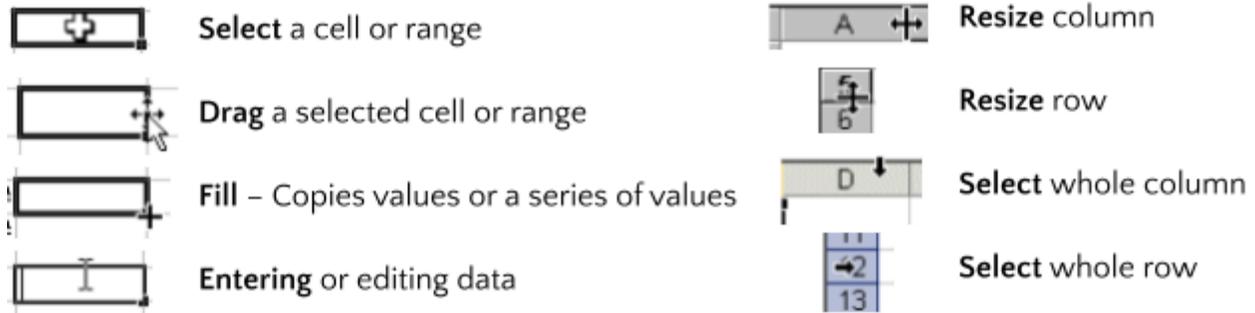**The Ribbon & Home Tab**

Command Group

Dialog Box Launcher

Tips

- If you make a mistake when entering data press the **ESC** key
- To undo an entry, click the **Undo** button on the **Quick Access Toolbar**
- To use spell-check, click the **Review Tab**, then the **Spelling & Grammar** button
- When numbers suddenly change to **####** it means that the cell is too narrow to display them. Widen the column by double-clicking on the right edge of the cell border to auto-adjust the size, as shown below, or

C ######## → C 1,500,500,500

by placing the cursor on the column border and dragging it to the right until your achieve the desired width.

Mouse Pointer Shapes in Excel

Excel Shortcuts

To use a shortcut, press & hold the **CRTL** key then tap the **other** key

Command	Press	2010 Ribbon Tab
Beginning of Sheet	Ctrl+Home	
Bold formatting	Ctrl+B	Home
Copy	Ctrl+C	Home
Copy value from cell above	Ctrl+'(Single Quote)	
Cut	Ctrl+X	Home
Display all formulas and their values for all formulas on a worksheet	Ctrl+` (Single Left Quotation Mark Above Tab Key)	Formula, Formula Auditing, Show Formulas
End of Sheet	Ctrl+End	
Enter the Date	Ctrl+; (Semicolon)	
Find	Ctrl+F	Home
Go to a specific Cell	F5	Home
Hide columns	Ctrl+0 (Zero)	Home, Cells, Format
Hide rows	Ctrl+9	Home, Cells, Format
Italic formatting	Ctrl+I	Home

Move to next worksheet	Ctrl+Page Down	
Move to previous worksheet	Ctrl+Page Up	
New line in cell	Alt+Enter	
New Workbook	Ctrl+N	
Print	Ctrl+P	File Tab
Clear ALL formatting		Home, Editing, Clear
Repeat the last action	F4	
Save	Ctrl+S	File Tab
Save As	F12	File Tab
Spelling	F7	Review
Underline	Ctrl+U	Home
Undo	Ctrl+Z	Quick Access Toolbar
Unhide columns	Ctrl+Shift+)	Home, Cells, Format
Unhide rows	Ctrl+Shift+(	Home, Cells, Format