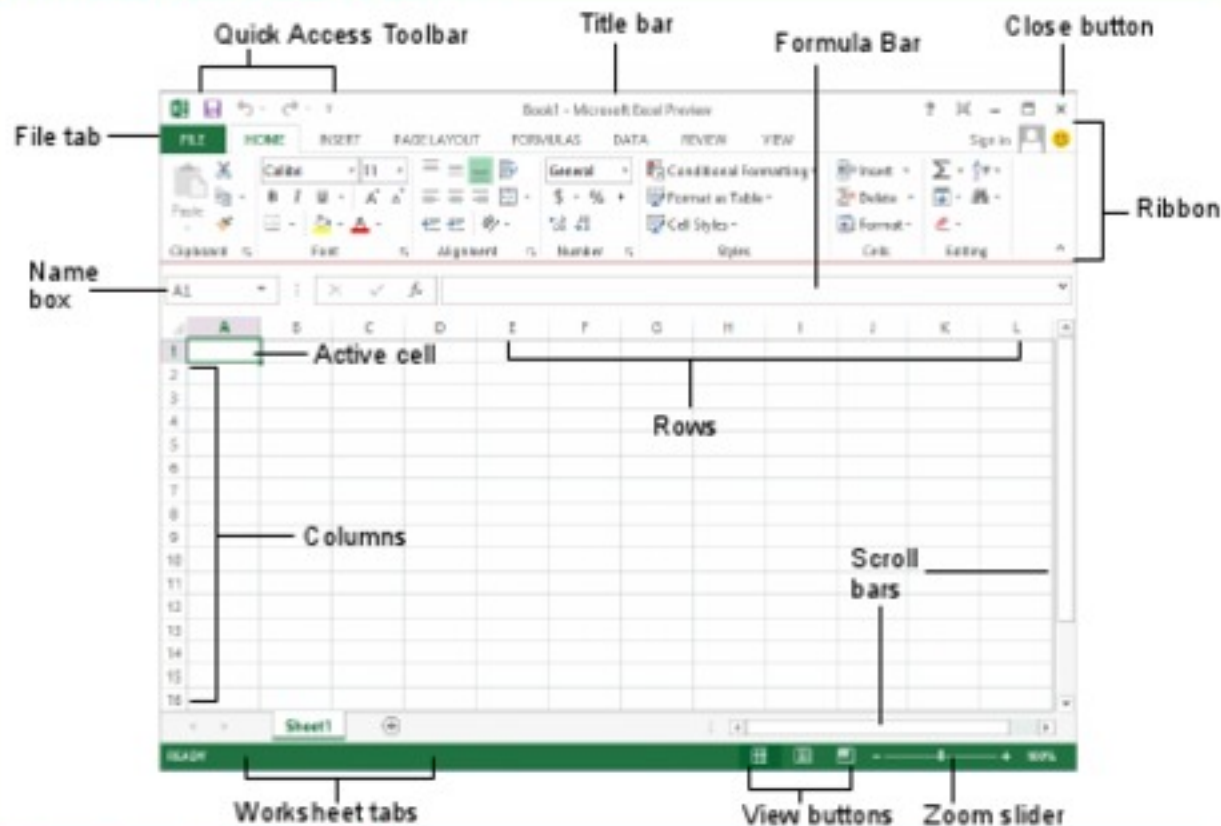


Microsoft®
Excel 2013
 Quick Reference Card

The Excel 2013 Screen



Keyboard Shortcuts

General

Open a Workbook	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save	<Ctrl> + <S>
Preview and Print	<Ctrl> + <P>
Close a Workbook	<Ctrl> + <W>
Help	<F1>
Run Spelling Check	<F7>
Calculate worksheets	<F9>
Create an absolute, normal, or mixed 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>
Up One Screen	<Page Up>
To Cell A1	<Ctrl> + <Home>
To Last Cell	<Ctrl> + <End>
Go To Dialog Box	<F5>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>
Edit active cell	<F2>
Clear cell contents	<Delete>

Formatting

Bold	<Ctrl> +
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>

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To Create a New Workbook:** Click the **File** tab, select **New**, and double-click workbook, or press <Ctrl> + <N>.
- To Open a Workbook:** Click the **File** tab and select **Open**, or press <Ctrl> + <O>.
- To Save a Workbook:** Click the **Save** button on the Quick Access Toolbar, or press <Ctrl> + <S>.
- To Preview and Print a Workbook:** Click the **File** tab and select **Print**, or press <Ctrl> + <P>.
- To Undo:** Click the **Undo** button on the Quick Access Toolbar, or press <Ctrl> + <Z>.
- To Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar, or press <Ctrl> + <Y>.
- To Close a Workbook:** Click the **Close** button, or press <Ctrl> + <W>.
- To Get Help:** Press <F1> to open the Help window. Type your question and press <Enter>.
- Cell addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box** under the clipboard.
- To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.
- To 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 mouse pointer to the last cell of the range.
- To Select an Entire Worksheet:** Click the **Select All** button where column and row headings meet. Or press <Ctrl> + <A>.
- To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press <Ctrl> + <F1>. Or, right-click a tab and select **Unpin the Ribbon** from the contextual menu.
- To Change Program Settings:** Click the **File** tab and select **Options**.
- To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the **Zoom Out** and **Zoom In** buttons on the slider.
- To Change Views:** Click a **View** button in the status bar. Or, click the **View** tab and select a view.