

# Using Microsoft Excel

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Updated: 22 February 2019

Excel is Microsoft's spreadsheet program, which makes it sound like something for business use only, but Excel is really an amazing organizational tool or information. Some things you can use Excel for: address books, tracking daily exercise, maintaining a budget, or even creating a database to keep track of all the books you buy for kids.

You can also use it to calculate information involving dollars, weights, miles, dates, etc.

# The Excel Window

The image shows a screenshot of the Microsoft Excel application window. The window title is "Budget - Excel". The ribbon is set to "Home", showing tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Acrobat, and Tell me... The ribbon includes groups for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The Quick Access Toolbar is at the top left, and the Formula Bar is at the top right, displaying the formula `=SUM(B2:B8)`. The worksheet grid shows columns A through K and rows 1 through 16. The data includes a budget breakdown by month (January to September) and a final total. The status bar at the bottom shows "Ready", "New Budget", "Old Budget", and a zoom level of 100%.

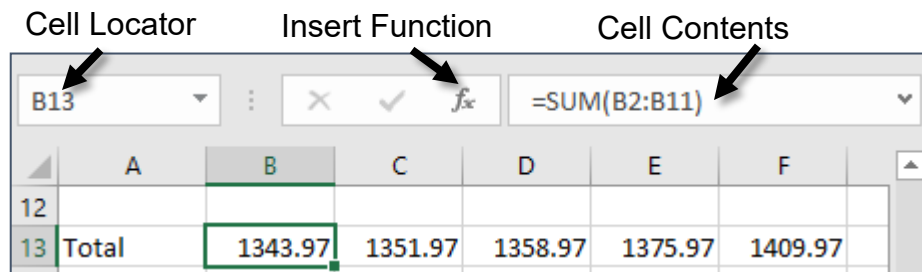
Labels with arrows pointing to specific parts of the Excel window:

- Quick Access Toolbar
- Formula Bar
- Ribbon
- Column Header
- Row Header
- Worksheet Scroll Buttons
- Worksheet Tab
- New Tab Button
- Worksheet Views
- Zoom

	January	February	March	April	May	June	July	August	September	
1										
2	Electric	75	65	60	50	70	85	125	135	115
3	Gas	25	25	25	25	25	25	25	25	25
4	Water	100	100	100	100	100	100	100	100	100
5	Rent	600	600	600	600	600	600	600	600	600
6	Food	150								
7	Cell Phone	75	75	75	75	75	75	75	75	75
8	Entertainment	50								
9	Total	1075	865	860	850	870	885	925	935	915
10										
11										
12	Income	2500	2500	2500	2500	2500	2500	2500	2500	2500
13										
14	Final Total	1425	1635	1640	1650	1630	1615	1575	1565	1585
15										
16										

## The Formula Bar

The Formula Bar is located between the ribbon and the column headers, and displays the formulas and/or data entered into the worksheet.



The Cell Locator tells you the location of the active cell, or the first cell in a range of cells. The Insert Function button opens the function dialog box. As data or formulas are entered, other tools appear in the formula bar. The red X cancels your current action. The green ✓ enters the data into the cell.

## Workbook View Buttons

The Status Bar contains buttons that allow you to switch between the different workbook views.

In Excel 2016, the document view buttons are Normal, Page Layout, and Page Break Preview. These options are also accessible from the View tab of the ribbon.

## Moving in a Spreadsheet

There are multiple ways to move through a spreadsheet:

- Pressing the **Enter** key moves down one row.
- Pressing the **Tab** key moves to the right one column.
- Pressing an **arrow** key moves in the selected direction.
- Clicking with the mouse moves to the selected cell.
- Clicking on a **column header** selects the entire column.
- Clicking on a **row header** selects the entire row.
- Clicking and dragging across several cells selects a **range**.

## Entering Data

In Excel, information is entered into cells. Each heading or data point is entered into its own cell. Do **NOT** enter multiple bits of information into a single cell, because this will make your data harder to manipulate. Place each separate bit of information into individual cells.

Once data or text has been entered into a cell:

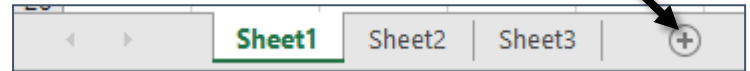
- Pressing the **Enter** key enters the data into the cell and makes the cell below active.
- Pressing the **Tab** key enters the data into the cell and makes the cell to the right active.
- Pressing an **arrow** key enters the data into the cell and makes the cell in the selected direction active.
- Clicking the **check** on the Formula Bar enters the data into the cell and keeps the current cell active.

## Creating and Renaming Worksheets

Excel allows you to add additional worksheets to your workbook as well as move, rename, and delete worksheets.

### Creating a New Worksheet

1. Beside the last worksheet tab, click the **Insert Worksheet** button.



**OR**

**Right click** on an existing tab, choose **Insert**, then click **OK**.

**OR**

Use the keyboard command **Shift+F11**.

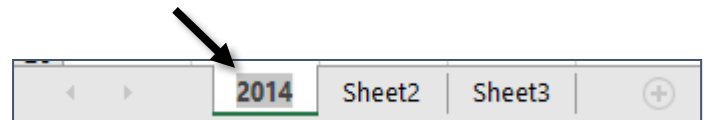
### Renaming a Worksheet

1. **Right click** on the tab and choose **Rename**.

**OR**

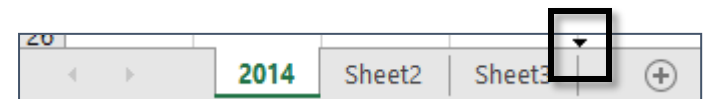
**Double click** on the tab.

2. The sheet name is highlighted. Type in the new name for the worksheet.



### Moving a Worksheet

1. Click on the tab and drag.
2. A small arrow appears designating where the worksheet will be placed.



### Deleting a Worksheet

1. **Right click** on the tab of the offending worksheet.
2. From the pop-up menu choose **Delete**.

**OR**

1. Open the offending worksheet.
2. In the ribbon select the **Home** tab.
3. In the Cells section, click the triangle beside the **Delete** button.
4. From the menu choose **Delete Sheet**.

## Opening a Workbook

### Opening a Spreadsheet

1. Select the **File** tab, and then choose **Open**.

**OR**

Use the keyboard command **Ctrl + O**.

**OR**

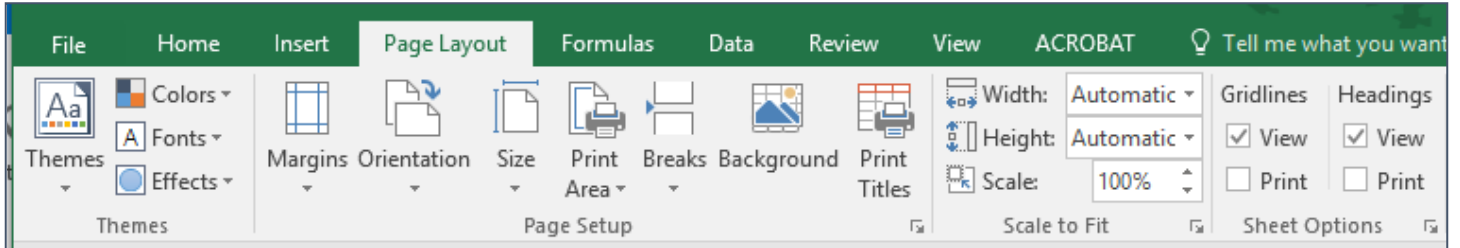
Open the folder containing your file. **Double click** on the desired file. Excel launches and opens the selected file.

# Page Layout

Page layout allows you to modify things such as the margins and orientation of your document, the display of gridlines, and set whether titles should be displayed on every printed page.

## Page Layout Options

Select the **Page Layout** tab.



- **Orientation** allows you to switch from Portrait to Landscape or vice versa. Many worksheets are printed in landscape.
- **Margins** allows you to change the margins of the document. Reducing the margins allows you to fit more of your worksheet on a single page.
- **Size** allows you to change the paper size of your document. The most common paper size is letter, or 8.5" x 11".
- **Print Titles** allows you to specify rows or columns to appear on every printed page of the worksheet.
- **Scale to Fit** allows you to force a worksheet onto the width or height of a single page. However, this may change the size of your font, and thus change the legibility of your worksheet.
- **Print Gridlines** adds or removes gridlines for a printed document.
- **View Gridlines** adds or removes visible gridlines for a worksheet as it is viewed on the screen.
- **Headings** toggles the display of row headers (1 2 3) and column headers (A B C) on the printed or displayed document.

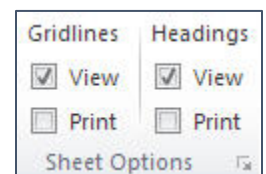
## Gridlines / Headings

### Changing the Display of Gridlines

1. Select the **Page Layout** tab.
2. In the Sheet Options section, place a check beside **View** to display gridlines on the screen.
3. Place a check beside **Print** to display gridlines when printing.

### Changing the Display of Headings

1. Select the **Page Layout** tab.
2. In the Sheet Options section, place a check beside **View** to display headings on the screen.
3. Place a check beside **Print** to display headings when printing.

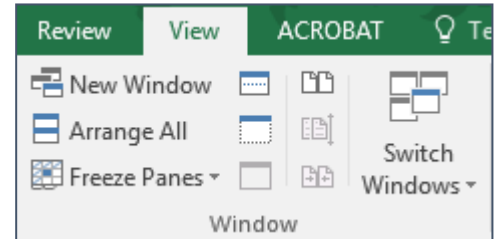


## Viewing Multiple Workbooks

Because Excel runs slightly differently from other office programs, it is not necessarily obvious how to look at two workbooks or worksheets at one time.

### Viewing Multiple Workbooks

1. Open the workbooks you want to compare.
2. Select the **View** tab.
3. In the Window section, click on the **Arrange All** button.
4. In the Arrange Windows dialog box, select how the windows should be arranged, and click **OK**.



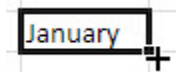
Another option is to launch the Excel program multiple times from the Windows Menu.

## AutoFill

Autofill does one of two things—it copies the selected data or continues a series.

### Fill Handle

The Fill Handle is located in the lower right corner of every cell. When you place your cursor in the lower right corner of a cell, the cursor changes to a solid, black plus sign.



Once the cursor changes, click and drag (up, down, right, or left) to continue a series. Excel displays a balloon showing the last value in the series.

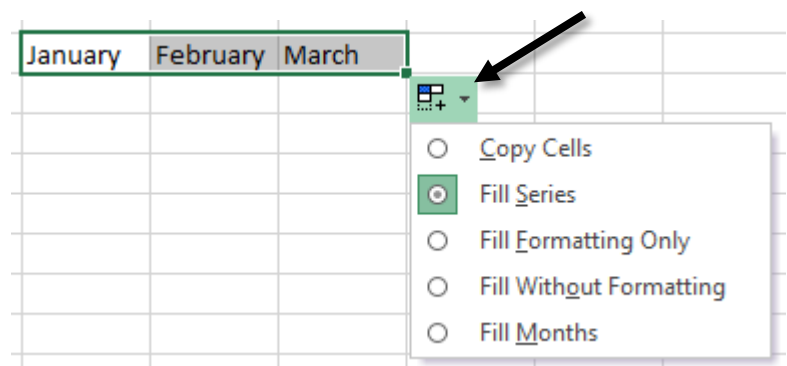


Series Recognized by Excel	
Months of the Year	Jan, Feb, Mar... January, February, March...
Days of the Week	Monday, Tuesday, Wednesday... Mon, Tue, Wed...
Time	9:00, 10:00, 11:00...
Years	Jan 2007, Feb 2007, Mar 2007...
Dates	01/01/2007, 01/02/2007, 01/03/2007...

If you would like Excel to recognize a more complicated series, type in the first two items of that series in two separate cells, then select those cells and drag on the fill handle.

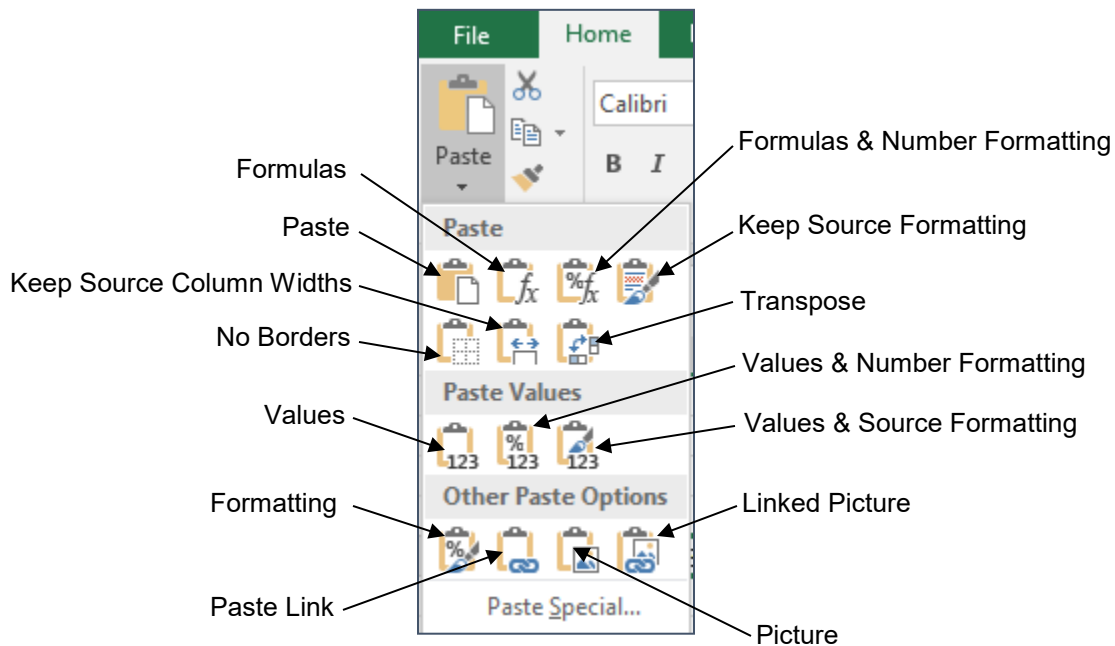
### AutoFill Options

Once the Fill Handle is released, Excel provides Auto Fill options to allow you to select whether you want to create a series or just copy the cells.



# Paste Special

In Excel, Paste Special allows you to control exactly what information is being pasted. For example, by default, Excel pastes formulas and not values. Paste special allows you to paste values from one location to another. The various buttons are listed below.



## Paste Special Options in the Menu

- **All** Pastes copied text normally
- **Formulas** Pastes only the formulas
- **Values** Pastes only the values
- **Formats** Pastes only the formatting
- **All except borders** Pastes normally, only without cell borders
- **Column widths** Pastes only the column widths
- **Values and number formats** Pastes the values and the cell formatting

## Paste Special Options from the Dialog Box

- **Formula and number formats** Pastes the formulas and the cell formatting
- **Validation** Pastes only the cell validation
- **Operation** Takes the value of the copied cells, and performs the designated operation with the values in the target cells
- **Skip blanks** Removes blank cells
- **Comments** Pastes only comments
- **Transpose** Changes the layout from horizontal to vertical or vice versa

## Using Paste Special

1. Highlight and copy the source cell(s).
2. Place the cursor in the destination cell in the desired worksheet or workbook.
3. In the **Home** tab, click the triangle beneath **Paste**. From the menu, select the desired option.

**OR**

In the **Home** tab, click the triangle beneath **Paste** and from the menu choose **Paste Special**.

**OR**

**Right click** in the destination cell and choose **Paste Special**, and from the menu select the desired option.

## Paste Link

Paste link is used when you would like data from one worksheet to update second worksheet, even if they are in different workbooks. This command links two worksheets together, so that when data in the first worksheet is updated, those changes are reflected in the second worksheet.

When a linked document is opened, Excel prompts you to update the links from the source data. This allows Excel to go to the source worksheet and look for any changes to the data.

### Using Paste Link

1. Highlight and copy the source cell(s).
2. Move to the destination worksheet or workbook.
3. Place the cursor in the destination cell.
4. In the **Home** tab, click the arrow beneath **Paste**. From the menu, click the **Paste Link** button.



**OR**

**Right click** in the destination cell and choose **Paste Special**.

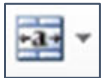
5. Click the **Paste Link** button.

## Merging Cells

Merge and center takes multiple cells and combines them into a single big cell. Be cautious when using merge and center. Once used, those cells can no longer be sorted or filtered.

### Merging Cells

1. Highlight the cells to be merged into a single cell.
2. In the **Home** tab, click on the **Merge & Center** button.



## Text Wrap

The Text Wrap button is located on the ribbon in the Alignment section of the Home tab.

### Using Text Wrap

1. Select the cell(s) in which the text will be wrapped.
2. In the **Home** tab click on the **Wrap Text** button.

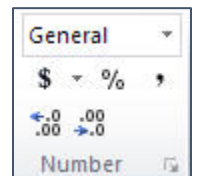


## Formatting Numbers

Most number formatting options are available on the **Home** tab. If the options you want are not available, click on the dialog box launcher in the lower right corner of the **Number** section.

### Formatting Numbers

1. Select the cells/numbers to be formatted.
  - The \$ button formats the cell for accounting.
  - The **Increase/Decrease Decimal** button adds or removes decimal places.
  - The arrow in the text box provides a list of preset options.
  - For further formatting options, click on the dialog box launcher in the lower right corner of the Number section, then select the desired options.

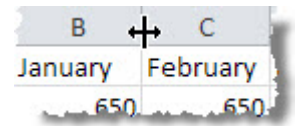




## Row Height & Column Width

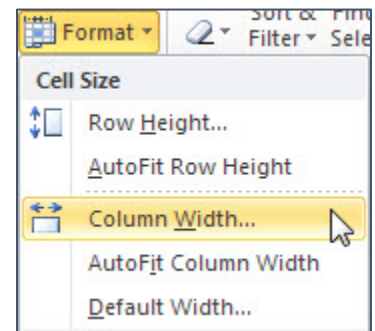
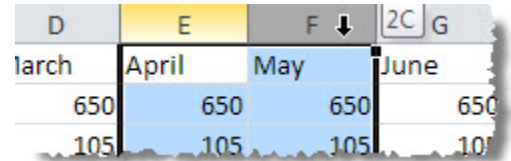
### Adjusting Rows or Columns Automatically

1. Place the cursor on the line between the row or column headings. The pointer becomes a double headed arrow with line between the arrow heads.
2. Double click. The column width or row height automatically expands or contracts to accommodate the cell with the most content.

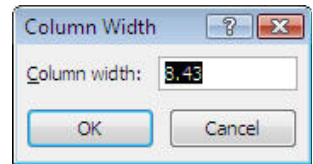


### Adjusting Rows or Columns Using the Ribbon

1. Select the row(s) or column(s) to be modified. To select a single column or row, click once in the heading. The entire row or column is highlighted. To select multiple rows or columns, click in a heading and drag to highlight multiple rows or columns.
2. In the **Home** tab, in the **Cells** section, click the arrow beside **Format**.
3. From the menu choose **Row Height** or **Column Width**.



4. In the Row Height or Column Width dialog box, set the size for your row(s) or column(s).
5. Click **OK**.

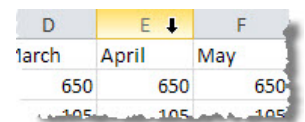


## Inserting Rows and Columns

If you highlight multiple columns (or rows), Excel will insert a number of new columns (or rows) equal to the number of columns (or rows) you selected.

### Inserting Rows and Columns

1. Highlight an entire row or column by clicking in the heading.

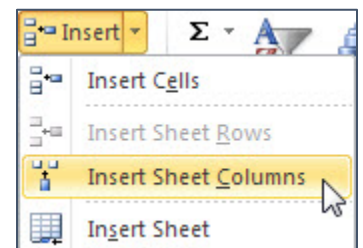


2. In the **Home** tab, click the **Insert** button.

**OR**

Click the arrow beside **Insert** and choose **Insert Sheet Columns**.

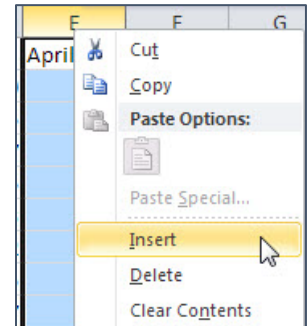
**OR**



1. Select the row beneath where the new row should appear, or the column to the right of where the new column should appear.

D	E	F	2C	G
March	April	May		June
650	650	650		650
105	105	105		105

2. **Right click** in the heading of a row or column, and choose **Insert**.



## Deleting Rows and Columns

### Deleting a Row or Column

1. Select the row or the column to be deleted. To select multiple rows or columns, click in a heading and drag to highlight multiple rows or columns.

D	E	F	2C	G
March	April	May		June
650	650	650		650
105	105	105		105

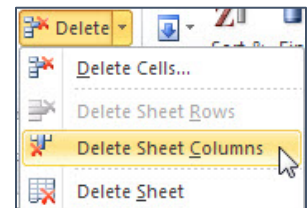
2. In the **Home** tab, click the **Delete** button.

**OR**

Click the arrow beside **Delete** and choose **Delete Sheet Columns**.

**OR**

1. Select the row or the column to be deleted. To select multiple rows or columns, click in a heading and drag to highlight multiple rows or columns.
2. **Right click** and choose **Delete**.



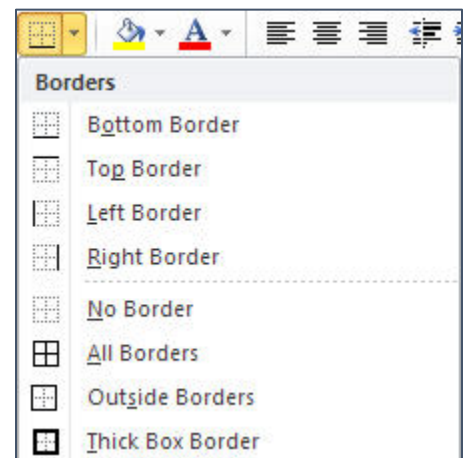
## Borders

### To Add a Border

1. Select the cells around which a border will be placed.
2. In the **Home** tab, click on the arrow beside the **Border** button.
3. Select a border style from the list, or choose More Borders to create a border from the dialog box.

### Removing a Border

1. Select the cells from which the border will be removed.
2. In the **Home** tab, click on the arrow beside the **Border** button.
3. From the drop down list choose **No Border**.

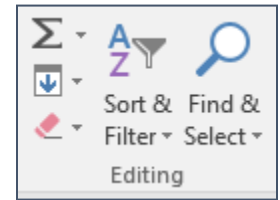


# AutoSum

The AutoSum tool allows you to quickly apply frequently used and basic formulas to a row or column of numbers.

## To Use the AutoSum Tool

1. Place the cursor where the total should appear.
2. Select the **Home** tab and then click **AutoSum**.
3. Excel automatically selects a range of cells to sum. If Excel chose the correct range, press the **check mark** or **Enter** key to enter the formula.
4. If Excel chooses the wrong range of cells, click and drag with your mouse to select the correct range of cells. Press the check mark or **Enter** key to enter the formula.

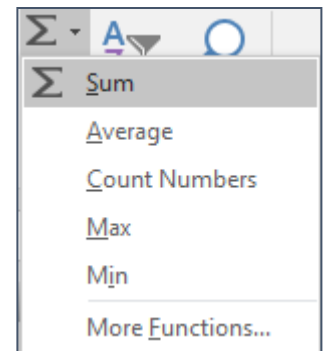


## AutoSum Options

In addition to allowing you to quickly sum a range of cells, Excel has other formulas available from the AutoSum tool. These options are available from the menu beside the AutoFill button.

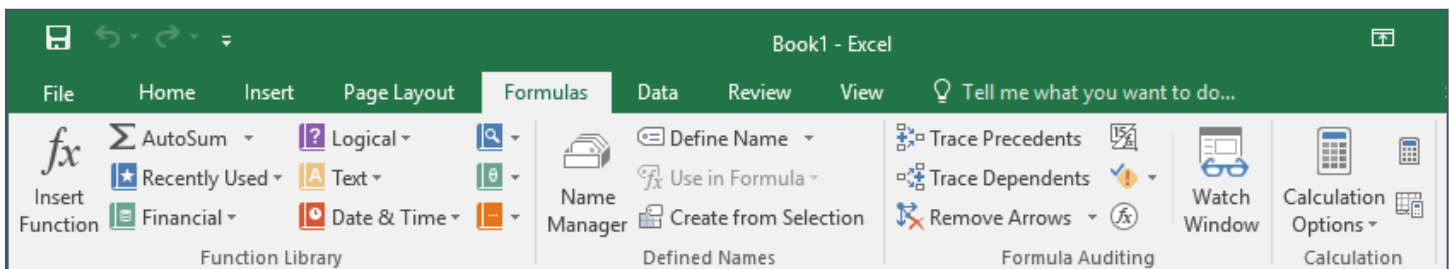
## Using the AutoSum Tool Options

1. Place the cursor in the cell where the *result* should appear.
2. Select the **Home** tab and click the arrow beside the **AutoSum**.
3. From the menu, select the desired option.
4. Excel automatically selects a range. If it is correct, enter the formula.
5. If Excel chooses the wrong range, click and drag with your mouse to select the correct range of cells, then enter the formula.



# Functions

The Formulas tab contains the insert function button, as well as buttons for different categories of functions.



## Searching for a Function

1. Select the cell where the result of the function should appear.
2. Select the **Formulas** tab and click the **Insert Function** button.

**OR**

In the Formula Bar, click the **Insert Function** button.

3. In the Insert Function dialog box, in the **Search for a function** text area, type a description of what you want to do.
4. Click **Go**.
5. Select a function and click **OK**.
6. Insert the selected function into your worksheet.

## Inserting a Function from the Ribbon

1. Select the cell where the result should appear.
2. Select the **Formulas** tab. The Function Library section category buttons.
3. Click on the button for the desired category.
4. Select the desired function from the menu.
5. Create the function.

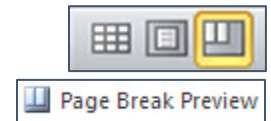
## Page Break Preview

### Using Page Break Preview

1. In the **Status Bar**, click the **Page Break Preview** button.

**OR**

- In the **View** tab, click the **Page Break Preview** button.



## Freeze Panes

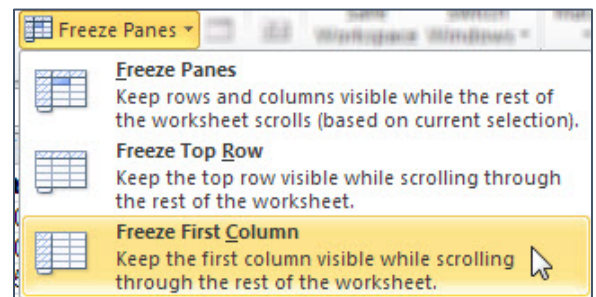
Freeze panes makes selected rows or columns “stick” to the top or left part of the worksheet so you can always see them.

### Using Freeze Panes

1. Place the cursor below or to the right of where you would like the freeze to occur.
2. In the **View** tab, click the **Freeze Panes** button.
3. From the menu select the desired option.
4. The selected row(s) or column(s) are frozen.

### Removing a Freeze

1. On the **View** tab, in the Window section, click the **Freeze Panes** button.



## Hiding and Unhiding

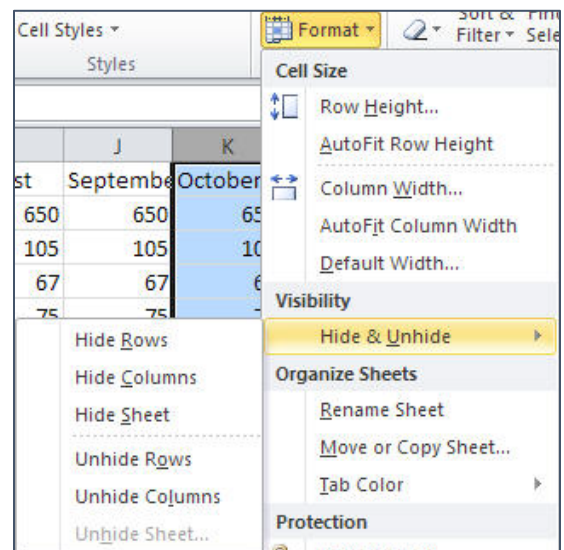
Excel allows you to temporarily hide rows and columns. This removes the selected rows and columns from sight, but does not affect any calculations or formulas created using that data.

### Hiding a Row or Column

1. Select the row(s) or column(s) to be hidden. To select multiple rows or columns, click in a heading and drag to highlight multiple rows or columns.
2. In the **Home** tab, click the arrow beside **Format**.
3. From the menu choose **Hide & Unhide** and then select the desired option.

**OR**

1. Select the row(s) or column(s) to be hidden. To select multiple rows or columns, click in a heading and drag to highlight multiple rows or columns.
2. **Right click** in the selection and choose **Hide**.



## Unhiding Rows or Columns

1. Select the cells around where the hidden cells are located. To select multiple rows or columns, click and drag in a heading.

2. **Right click** in the selection and choose **Unhide**.

**OR**

1. Select the row(s) or column(s) to be unhidden. To select multiple rows or columns, click and drag in a heading.

2. In the **Home** tab, click the arrow beside **Format**.

3. From the menu choose **Hide & Unhide** and then select the desired option.

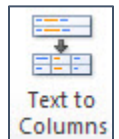
## Splitting Columns

Sometimes you will receive data in a format that is not conducive to your needs. For example, first and last names might be in the same column instead of separate columns. The split columns command will do much of the heavy lifting for you, in separating out that information, but you still need to go through the results once the process is complete.

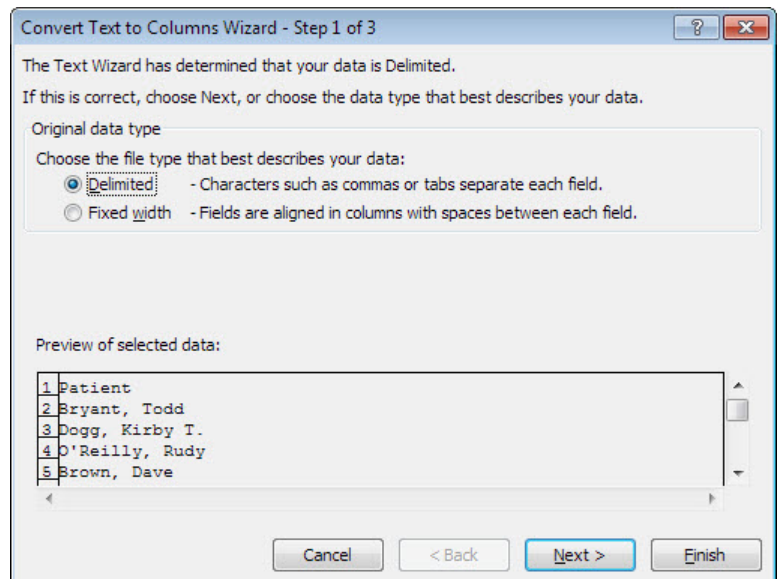
### Splitting a Column

1. Select the column to be split.

2. Select the **Data** tab. In the Data Tools section, click the **Text to Columns** button.

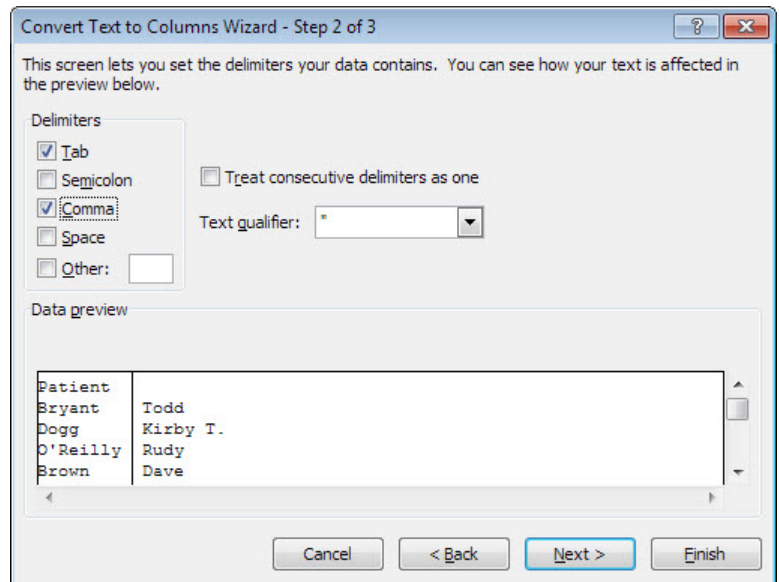


3. The Convert Text to Columns Wizard opens. Select **Delimited**, is the information is separated by a commas or spaces.
4. Click **Next**.

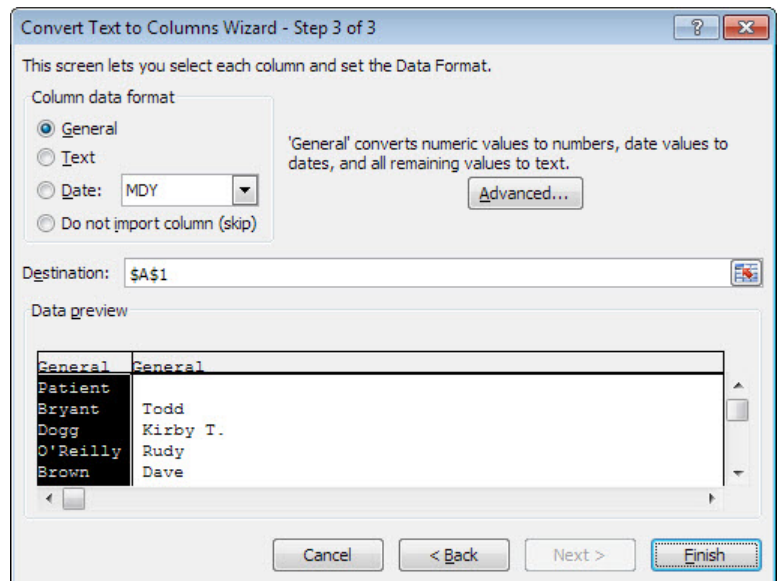




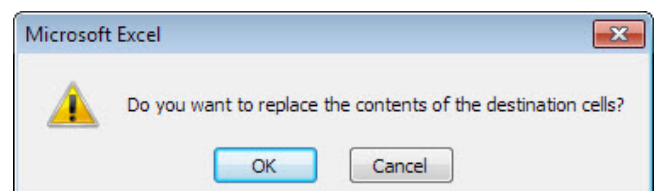
5. In the Delimiters section, select the option that describes how your information is listed. A preview of the data appears at the bottom of the dialog box.
6. Click **Next**.



7. Select the column format.
8. Click **Finish**.



9. Excel asks if you want to replace the contents of the destination cells. Click **OK**.
10. The single column is now split into two columns. Create field names for the new columns.

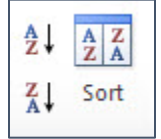


# Sorting

When you perform a sort, you must make sure there are no blank records in the database, otherwise the data will not sort properly. You must also take care that no cells are selected when you begin your sort, otherwise only part of your data will be sorted, which will ruin your database.

## Sorting a Database

1. Place the cursor in the cell **A1**.
2. In the Sort & Filter section of the Data tab, select **Sort**.

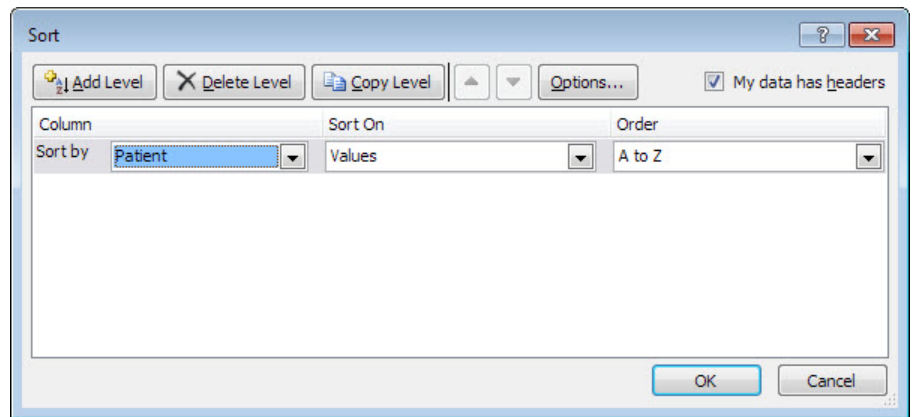


**OR**

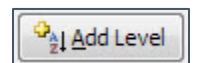
In the **Home** tab, click the **Sort & Filter** button. From the menu select **Custom Sort**.



3. The Sort dialog box opens. Beside **Sort by**, from the menu, select the first field by which you want to sort.
4. Select how the data will be sorted.



5. To add an additional field, click the **Add Level** button.
6. Click **OK**.



## Filtering

Filtering allows you to display only the records that meet your criteria, such as WV resident.

### Filtering

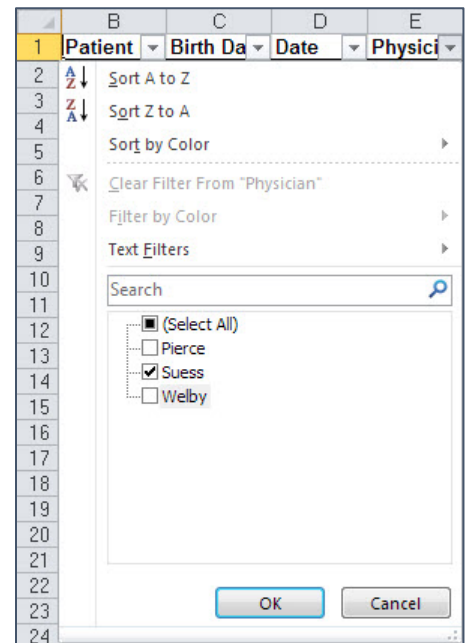
1. Select the **Data** tab.
2. In the Sort & Filter section, click the **Filter** button.



3. Arrows appear next to the Field Names.

	B	C	D	E	F	G
1	Patient	Birth Da	Date	Physici	Ins. Co.	Total
2	B1842-593	8/1/1959	4/4/2009	Suess	Prudential	\$1,000
3	B2483-304	12/3/1971	3/18/2009	Welby	Prudential	\$1,000
4	B2547-911	4/5/1980	3/18/2009	Suess	None	\$0
5	B5111-612	12/1/1959	3/31/2009	Suess	F&M	\$0
6	H1223-284	12/5/1941	3/16/2009	Suess	F&M	\$1,000

4. To look at records that meet a specific criteria, click the triangle beside the Field Name.
5. Place checks beside the criteria you would like to see and click **OK**.



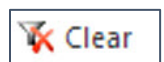
6. The Filter returns only matching records.
7. To use this data, such as for a mail merge, select all the data (Ctrl + A) and paste it into a new worksheet.

### Viewing All Records

1. Click the arrow beside the column you just filtered. This column will have a filter icon beside the arrow.
2. Click **Clear Filter From “(field)”**.

**OR**

1. In the Sort & Filter section of the Data tab, click the **Clear** button.



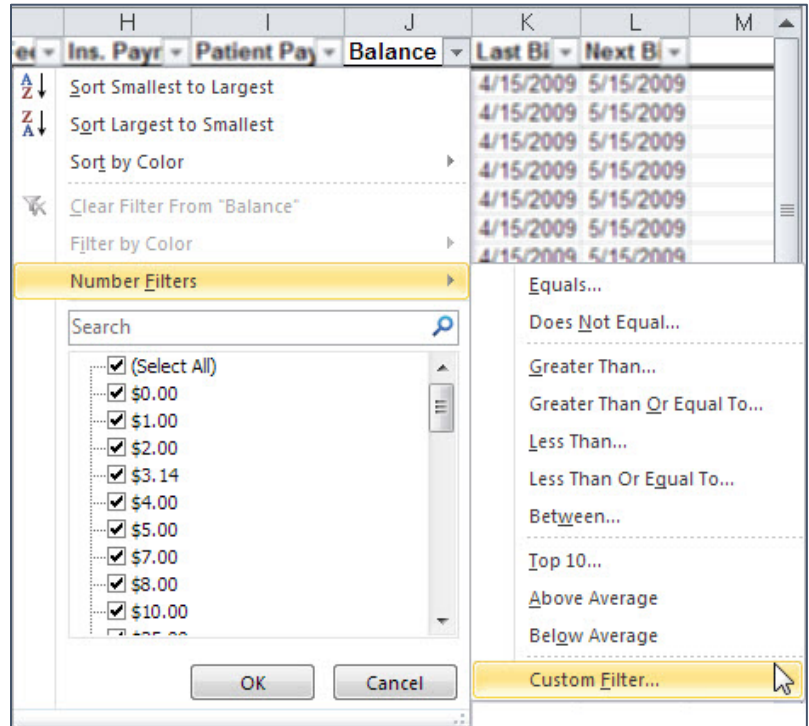


## Number Filter

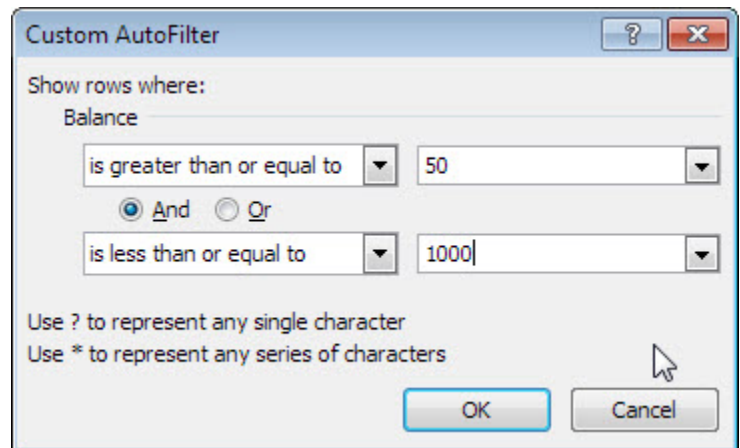
The Number Filter allows you to filter for records that fit a specific Comparison Criteria. In English, this might mean you want to view only the users who donated more than \$100.

### Using the Number Filter

1. Click the arrow beside the field by which you want to create your filter.
2. From the menu, select **Number Filters**.



3. The Custom AutoFilter dialog box opens. Select the desired options
4. Click **OK**.
5. Only records meeting your criteria are displayed.

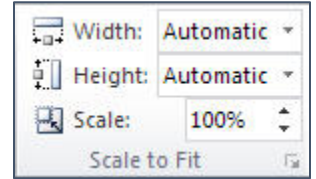


## Scale to Fit

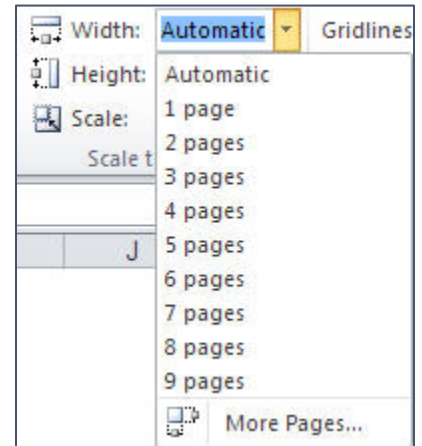
Sometimes you need a worksheet to fit on a single sheet of paper, or the width of a single sheet of paper. You can use Scale to Fit to force a worksheet to fit onto your paper. However, the text size becomes proportionally smaller, so a worksheet can only be scaled so far before it becomes illegible.

### Using Scale to Fit

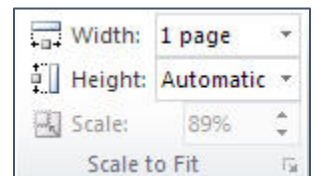
1. Select the **Page Layout** tab. In the Scale to Fit section, select **Width** or **Height** to force the spreadsheet to fit to the width or height of your paper.



2. In the menu for the option you chose, select how many pages your spreadsheet can take up.
3. Leave the other option as **Automatic**.



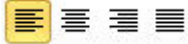











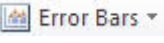



4. The scale of the page is now changed, to allow the width (or height) of your document to fit on a single page.

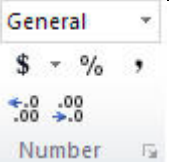


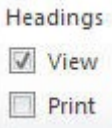











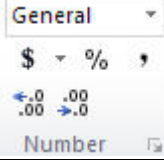









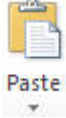



## How-To-Table of Contents


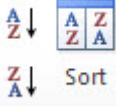




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




## Excel Quick Reference

Command	Tab Location	Other Location	Keyboard	Reference
<b>Align Text</b>	Home > Alignment			
<b>Arrange All</b>	View > Window			
<b>AutoFit</b>	Home > Cells			
<b>AutoSum</b>	Home > Editing <b>OR</b> Formulas > Function Library		Alt + =	
<b>Bold</b>	Home > Font	Mini Toolbar	Ctrl + B	<b>B</b>
<b>Borders</b>	Home > Font	Mini Toolbar		
<b>Charts</b>	Insert > Charts			
<b>Clear</b>	Home > Editing			
<b>Column Width</b>	Home > Cell	Click & drag in heading row		
<b>Copy</b>	Home > Clipboard	Right click	Ctrl + C	
<b>Currency</b>	Home > Number		Ctrl+Shift+\$	General ▾
<b>Cut</b>	Home > Clipboard	Right click	Ctrl + X	
<b>Data Validation</b>	Data > Data Tools			
<b>Date</b>	Home > Number		Ctrl+Shift+#	General ▾
<b>Delete</b>	Home > Cells		Ctrl + Minus Sign (-)	
<b>Document Views</b>	View > Workbook Views	Status Bar		
<b>Error Bars</b>	Chart Tools Layout > Analysis			
<b>Filter</b>	Data > Sort & Filter <b>OR</b> Home > Editing		Ctrl+Shift+L	
<b>Find</b>	Home > Editing		Ctrl + F	
<b>Font</b>	Home > Font	Mini Toolbar		Georgia ▾
<b>Format Cells</b>	Home > Cells	Right click		

Command	Tab Location	Other Location	Keyboard	Reference
<b>Format Numbers</b>	Home > Number	Mini Toolbar		
<b>Format Painter</b>	Home > Clipboard		Ctrl+Shift+C Ctrl+Shift+V	
<b>Freeze Panes</b>	View > Window			
<b>Functions</b>	Formulas > Function Library	Formula Bar	Shift + F3	
<b>Gridlines</b>	Page Layout > Sheet Options <b>OR</b> View > Show			
<b>Header / Footer</b>	Insert > Text			
<b>Headings</b>	Page Layout > Sheet Options <b>OR</b> View > Show			
<b>Hide / Unhide</b>	Home > Cells > Format Button > Hide & Unhide	Right click		
<b>Hide the Ribbon</b>	Double click on the open tab		Ctrl + F1	
<b>Hyperlink</b>	Insert > Links	Right click	Ctrl + K	
<b>Images</b>	Insert > Illustrations			
<b>Insert</b>	Home > Cells		Ctrl + Shift + Plus Sign (+)	
<b>Insert Current Date</b>			Ctrl + ;	
<b>Insert Current Time</b>			Ctrl+Shift+ :	
<b>Italic</b>	Home > Font	Mini Toolbar	Ctrl + I	<i>I</i>
<b>Landscape / Portrait</b>	Page Layout > Page Setup			
<b>Macros</b>	View > Macros			
<b>Margins</b>	Page Layout > Page Setup			
<b>Merge Cells</b>	Home > Alignment	Mini Toolbar	Alt + F8	

Command	Tab Location	Other Location	Keyboard	Reference
<b>New Worksheet</b>	Home > Cells > Insert button > Insert Sheet	Worksheet tabs	Shift + F11	
<b>Non-Keyboard Characters</b>	Insert > Symbols			
<b>Normal View</b>	View > Worksheet Views	Status bar		
<b>Number Formatting</b>	Home > Number	Mini Toolbar		
<b>Open</b>	File > Open		Ctrl + O	
<b>Open Recent File</b>	File > Recent tab	Quick Access Toolbar		
<b>Orientation</b>	Page Layout > Page Setup			
<b>Page Break</b>	Page Layout > Page Setup > Breaks button > Insert / Remove Page Break			
<b>Page Break Preview</b>	View > Workbook Views	Status bar		
<b>Page Layout View</b>	View > Workbook Views	Status bar		
<b>Page Numbering</b>	Insert > Header & Footer button > Header & Footer Tools Design tab			
<b>Paper Size</b>	Page Layout > Page Setup			
<b>Paste</b>	Home > Clipboard	Right click	Ctrl + V	
<b>Paste Link</b>	Home > Paste (triangle)			
<b>Paste Special</b>	Home > Paste (triangle) > Paste Special			
<b>Percent</b>	Home > Number		Ctrl+Shift+%	%
<b>Pivot Table</b>	Insert > Tables			
<b>Print</b>	File > Print		Ctrl + P	
<b>Print Titles</b>	Page Layout > Page Setup			

Command	Tab Location	Other Location	Keyboard	Reference
<b>Program Options</b>	File > Options			
<b>Recent Files</b>	Home > Recent tab	Quick Access toolbar		
<b>Redo</b>		Quick Access Toolbar	Ctrl + Y	
<b>Remove Duplicates</b>	Data > Data Tools			
<b>Rename Worksheet</b>	Home > Cell	Right click		
<b>Replace</b>	Home > Find & Select button > Replace		Ctrl + H	
<b>Row Height</b>	Home > Cell	Click & drag in Heading column		
<b>Save</b>	File > Save button	Quick Access Toolbar	Ctrl + S	
<b>Save As</b>	File > Save As button		F12	
<b>Scale to Fit</b>	Page Layout > Scale to Fit			
<b>Scientific Format</b>	Home > Number		Ctrl+Shift+^	
<b>Screen Shots</b>	Insert > Illustrations			
<b>Select Column</b>			Ctrl + Space	
<b>Select Row</b>			Shift + Space	
<b>Sort</b>	Data > Sort & Filter <b>OR</b> Home > Editing			
<b>Split Columns</b>	Data > Data Tools			
<b>Split Panes</b>	View > Window			
<b>Sum</b>	Home > Editing <b>OR</b> Formulas > Function Library		Alt + =	
<b>Switch Windows</b>	View > Window			
<b>Symbols</b>	Insert > Symbols			
<b>Text Formatting</b>	Home > Font	Mini toolbar		

Command	Tab Location	Other Location	Keyboard	Reference
<b>Text Size</b>	Home > Font	Mini Toolbar		
<b>Text to Columns</b>	Data > Data Tools			
<b>Text Wrap</b>	Home > Alignment			
<b>Undo</b>		Quick Access Toolbar	Ctrl + Z	
<b>View</b>	View > Workbook Views	Status Bar		
<b>Worksheet Options</b>	File > Options button			
<b>Zoom</b>	View > Zoom	Status Bar		



## Keyboard Shortcuts for Excel

Closes selected <b>workbook</b>	Ctrl+W
Closes the selected workbook <b>window</b>	Ctrl+F4
Positions the <b>insertion point</b> at the end of the cell contents	F2
Enters the current <b>date</b>	Ctrl+;
Enters the current <b>time</b>	Ctrl+:
Insert <b>Function</b>	Shift+F3
<b>Maximizes</b> or <b>restores</b> the selected workbook window	Ctrl+F10
<b>Moves</b> to the cell above	Shift+Enter
<b>Moves</b> to the cell to the left	Shift+Tab
<b>New line</b> in the same cell	Alt+Enter
<b>New worksheet</b>	Shift+F11
<b>New worksheet</b> inserted into current workbook	Alt+Shift+F1
Selects an entire <b>column</b> in a worksheet	Ctrl+Spacebar
Selects an entire <b>row</b> in a worksheet	Shift+Spacebar
Selects cells to the <b>last used cell</b> on the worksheet	Ctrl+Shift+End
<b>Strikethrough</b>	Ctrl+5
Unhides any hidden <b>columns</b> within the selection	Ctrl+)
Unhides any hidden <b>rows</b> within the selection	Ctrl+(

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