

# Using Microsoft Excel

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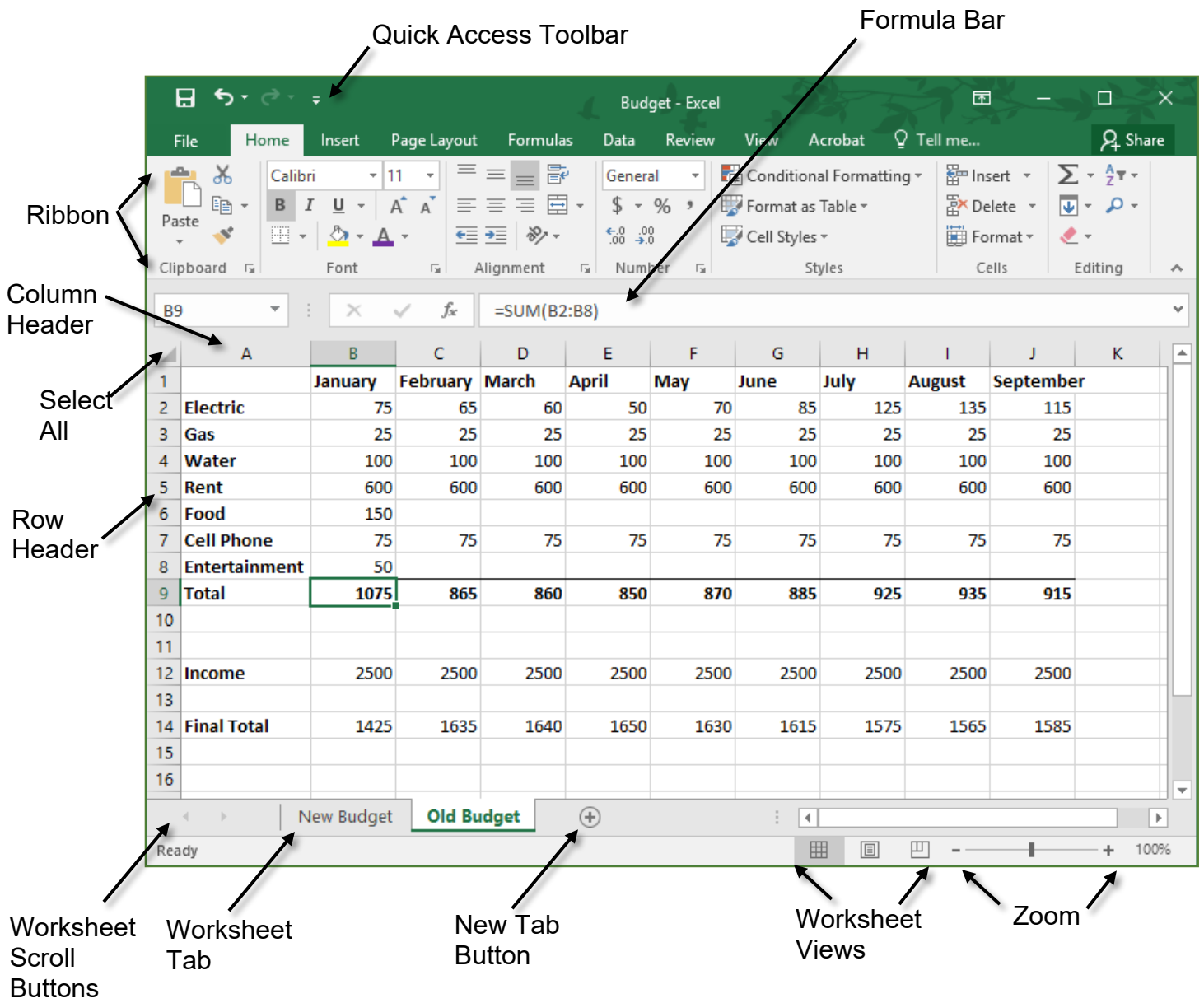
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Updated: 20 November 2024

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.

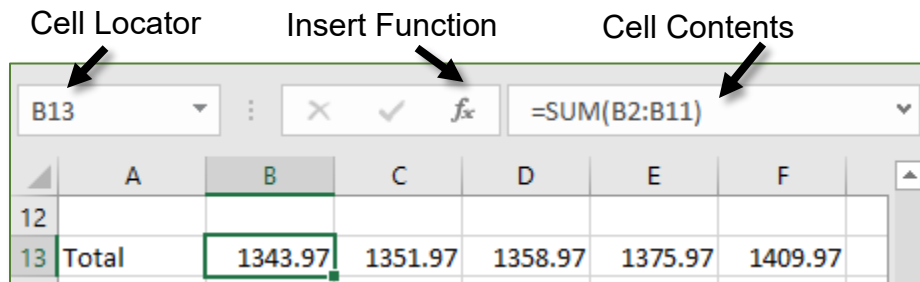
You can also use it to calculate information involving dollars, weights, miles, dates, etc.

# The Excel Window



## The Formula Bar

The Formula Bar is located between the ribbon and the column headers. It 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.

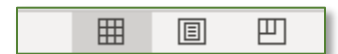


The blue **✓** enters the data into the cell.



## Workbook View Buttons

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



## Moving in a Spreadsheet

There are multiple ways to move through a spreadsheet:

- Pressing the **Enter** key moves *down* one row.
- **Shift + Enter** moves up one row.
- Pressing the **Tab** key moves to the *right* one column.
- **Tab + Enter** moves to the *left* one column.
- Pressing an **arrow** key moves in the selected direction.



## Selecting Cells

- 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**.

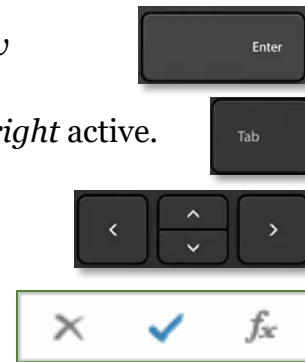


## Entering Data

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 is entered into a cell:

- Pressing the **Enter** key enters the data into the cell and makes the cell *below* active. **Shift + Enter** enters the data and makes the cell *above* active.
- Pressing the **Tab** key enters the data into the cell and makes the cell to the *right* active. **Shift + Tab** enter the data and makes the cell to the *left* 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.

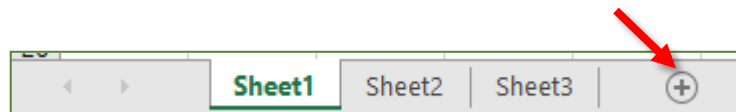


## Creating and Renaming Worksheets

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

### Creating a New Worksheet

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



**OR**

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

**OR**

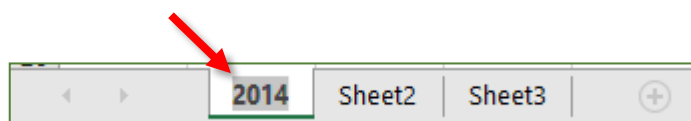
Use the keyboard command **Shift + F11**.

### Renaming a Worksheet

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

**OR**

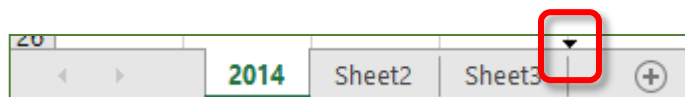
**Double click** on the tab.



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

### Moving a Worksheet

1. Click on the tab and drag to the right or left.
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. With the offending worksheet open, select the **Home** tab of the ribbon.
2. In the **Cells** section, click the triangle beside the **Delete** button.
3. From the menu choose **Delete Sheet**.

# Opening a Workbook

## Opening a Spreadsheet

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

**OR**

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

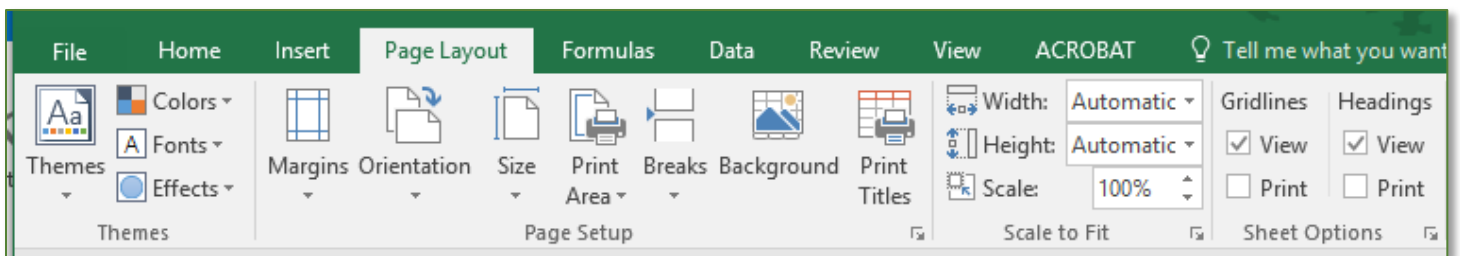
**OR**

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



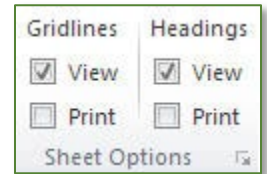
Select the **Page Layout** tab.

- **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 and go to the Sheet Options section.
  - Check **View** to display gridlines on the screen.
  - Check **Print** to display gridlines when printing.



### Changing the Display of Headings

1. Select the **Page Layout** tab and go to the Sheet Options section.
  - Check beside **View** to display headings on the screen.
  - Check beside **Print** to display headings when printing.

	D	E	F	G
1	<b>Imprint</b>	<b>Count</b>	<b>Cover Count</b>	<b>%</b>
2	Amazon	26	10	3
3	Astra House	12	12	10
4	Atria Publishing Group	2	2	10
5	Avon	24	4	1
6	Bantam	17	4	2
7	Berkley	66	42	6
8	Bloomsbury	2	0	
9	Cornerstone	4	1	2

	D	E	F	G
1	<b>Imprint</b>	<b>Count</b>	<b>Cover Count</b>	<b>%</b>
2	Amazon	26	10	3
3	Astra House	12	12	10
4	Atria Publishing Group	2	2	10
5	Avon	24	4	1
6	Bantam	17	4	2
7	Berkley	66	42	6
8	Bloomsbury	2	0	
9	Cornerstone	4	1	2

## 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.



	A	B	E
1	<b>Title</b>	<b>Author</b>	<b>Pub D</b>
397	Bingo Love	Tee Franklin	2018-0
398	A Lady's Guide to Etiqu	Dianne Freeman	2018-0
399	A Lady's Guide to Goss	Dianne Freeman	2019-0
400	A Lady's Guide to Misch	Dianne Freeman	2020-0
401	A Fiancée's Guide to Fi	Dianne Freeman	2021-0
402	A Bride's Guide to Marri	Dianne Freeman	2022-0
403	A Newlywed's Guide to	Dianne Freeman	2023-0
404	An Ugly Truth: Inside Fa	Sheera Frenkel, C	2021-0

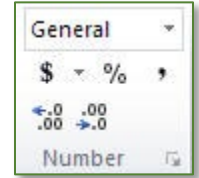
	A	B	E
1	<b>Title</b>	<b>Author</b>	<b>Pub D</b>
397	Bingo Love	Tee Franklin	2018-0
398	A Lady's Guide to Etiquette and Murder	Dianne Freeman	2018-0
399	A Lady's Guide to Gossip and Murder	Dianne Freeman	2019-0
400	A Lady's Guide to Mischievous and Murder	Dianne Freeman	2020-0
	A Fiancée's Guide to		

## 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 (General) provides a list of preset options.
  - For the full list of formatting options, click on the dialog box launcher in the lower right corner of the Number section.

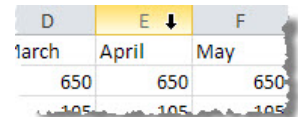


## Inserting Rows and Columns

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.



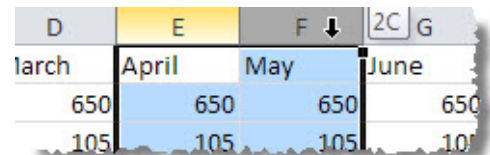
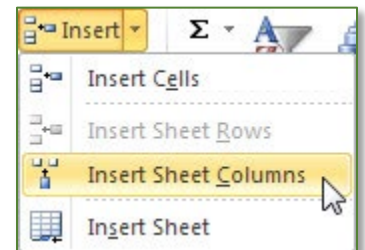
2. In the **Home** tab, click the **Insert** button.

**OR**

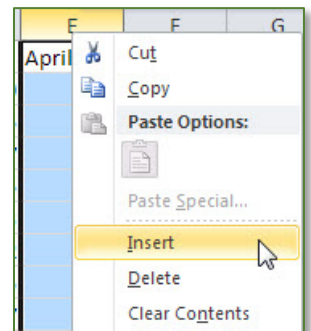
Click the arrow beside **Insert** and choose **Insert Sheet Columns**.

**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.



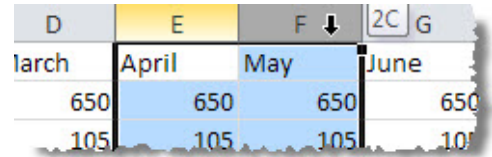
2. **Right click** in the heading of a row or column and choose **Insert**.



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



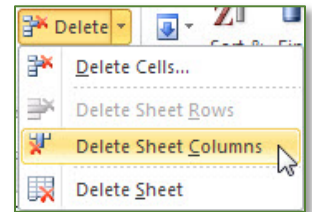
D	E	F	G
March	April	May	June
650	650	650	650
105	105	105	105

**OR**

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

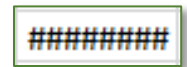
**OR**

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**.



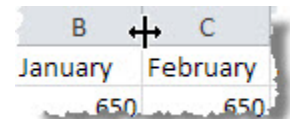
## Row Height & Column Width

When Excel cannot display a full number, the cell will display # signs.



### Adjusting Rows or Columns Automatically

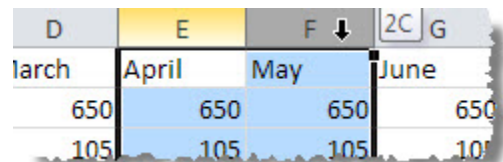
1. Place the cursor on the line between the row or column headings. The pointer becomes a double headed arrow with line between the arrow heads.
2. **Double click**. The column width or row height automatically expands or contracts to accommodate the cell with the most content.



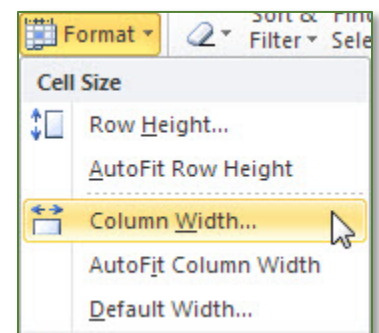
B	C
January	February
650	650

### Adjusting Rows or Columns Using the Ribbon

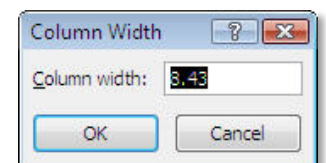
1. Select the row(s) or column(s) to be modified. To select a single column or row, click once in the heading. The entire row or column is highlighted. To select multiple rows or columns, click in a heading and drag to highlight multiple rows or columns.
2. In the **Home** tab, in the **Cells** section,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



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



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



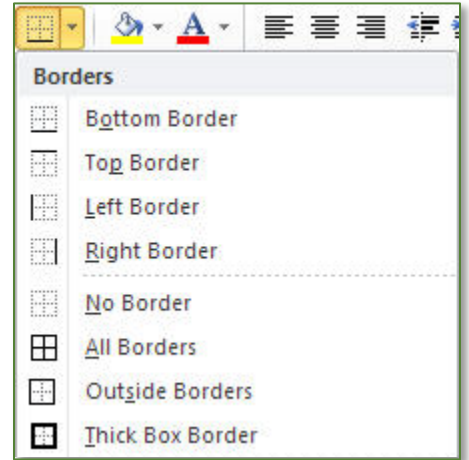


# Borders

Borders are used to set apart section of the sheet, such as row headings.

## 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

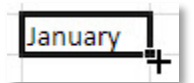
1. Select the cells from which the border will be removed.
2. In the **Home** tab, click on the arrow beside the **Border** button.
3. From the drop down list choose **No Border**.

# AutoFill

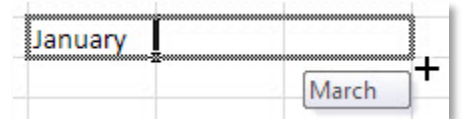
Autofill does one of two things: copies the selected data or continues a series.

## 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.

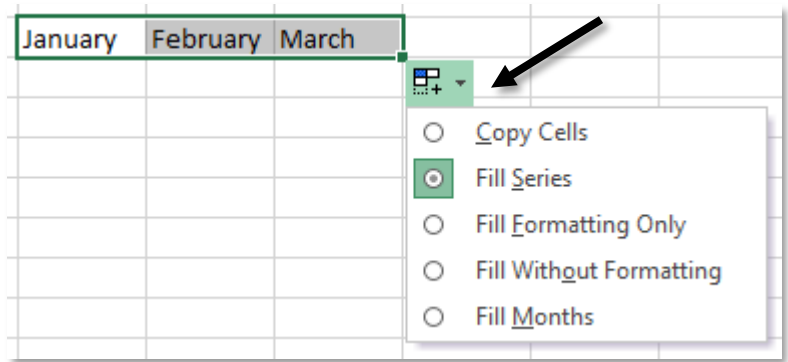


Series Recognized by Excel	
Months of the Year	Jan, Feb, Mar... January, February, March...
Days of the Week	Monday, Tuesday, Wednesday... Mon, Tue, Wed...
Time	9:00, 10:00, 11:00...
Years	Jan 2007, Feb 2007, Mar 2007...
Dates	01/01/2007, 01/02/2007, 01/03/2007...
Number series	1, 2, 3... 2, 4, 6... 10, 20, 30...

If you would like Excel to recognize a more complicated series of numbers, 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.



## AutoSum

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

### 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.

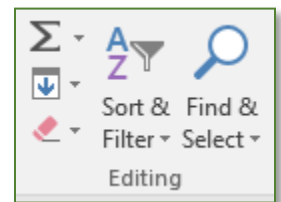
**Sum:** Add all the numbers in the column together

**Average:** Calculate the average of the numbers in the column

**Count Numbers:** Count the number of cells that contain a number

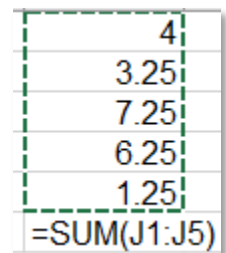
**Max:** Return the largest value in a range of cells

**Min:** Return the smallest value in a range of cells



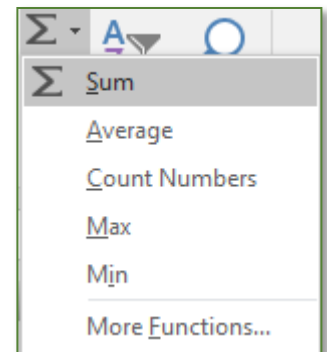
### To Use the AutoSum Tool

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, click the **check mark** or press the **Enter** key.
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.



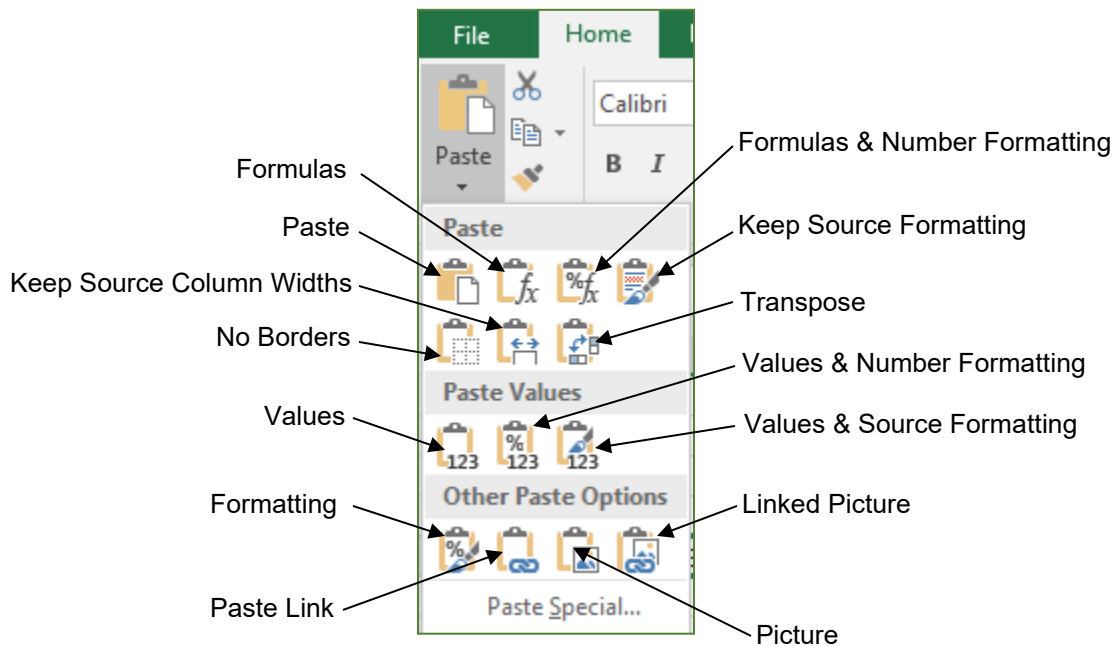
### Using the AutoSum Tool Options

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, accept the formula.
5. If Excel chooses the wrong range, click and drag with your mouse to select the correct range of cells, then accept the formula.



## 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

### 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.

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 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

## 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.

Remember, that when copying from one Excel worksheet to another, the copied formula is what is pasted. But when copying from Excel to a different program, such as word, the value (or result of the formula) is what is appears in the document.

When a linked document is opened, Excel prompts you to update the links to get the most recent data.

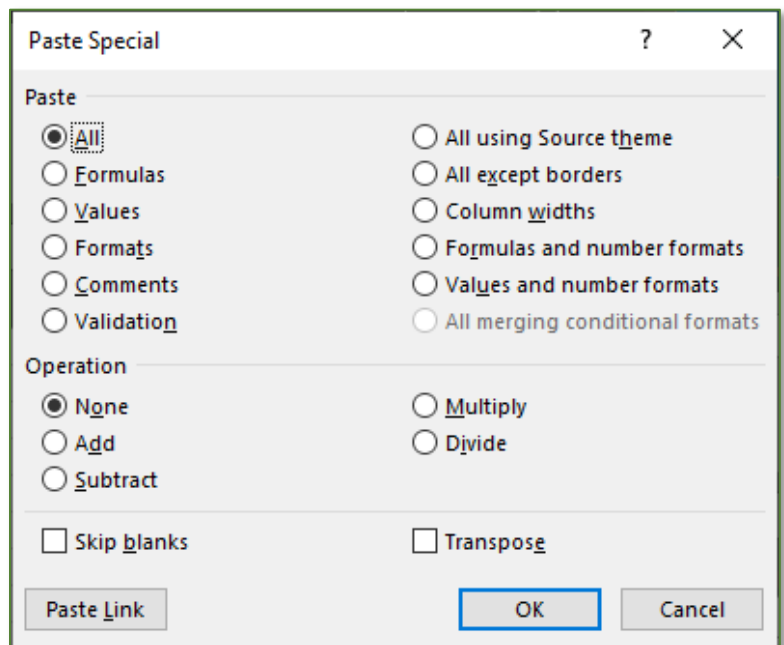
### Using Paste Link

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**

1. **Right click** in the destination cell and choose **Paste Special**.
2. Click the **Paste Link** button.

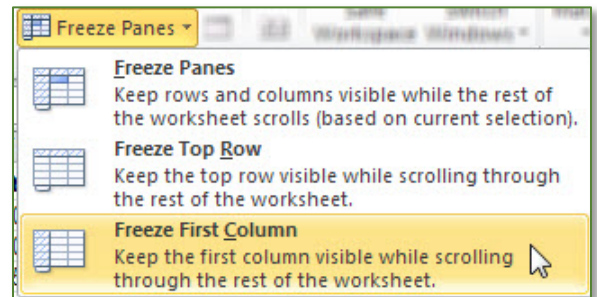


## Freeze Panes

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. 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.

	A	B	C	D	E
397	Bingo Love	Tee Franklin	Joy San, Jen	Image Comi	2018-02-14
398	A Lady's Guide to Etiqu	Dianne Freeman		Kensington	2018-06-26
399	A Lady's Guide to Goss	Dianne Freeman		Kensington	2019-06-25
400	A Lady's Guide to Misch	Dianne Freeman		Kensington	2020-07-28
401	A Fiancée's Guide to Fi	Dianne Freeman		Kensington	2021-07-27
402	A Bride's Guide to Marri	Dianne Freeman		Kensington	2022-06-28
403	A Newlywed's Guide to	Dianne Freeman		Kensington	2023-06-27
404	An Ugly Truth: Inside Fa	Sheera Frenkel, Cecilia Kang	Harper		2021-07-13

Row 1 and  
columns A & B  
frozen

	A	B	E	S
1	Title	Author	Pub Date	
397	Bingo Love	Tee Franklin	2018-02-14	2
398	A Lady's Guide to Etiqu	Dianne Freeman	2018-06-26	2
399	A Lady's Guide to Goss	Dianne Freeman	2019-06-25	2
400	A Lady's Guide to Misch	Dianne Freeman	2020-07-28	2
401	A Fiancée's Guide to Fi	Dianne Freeman	2021-07-27	2

## 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**

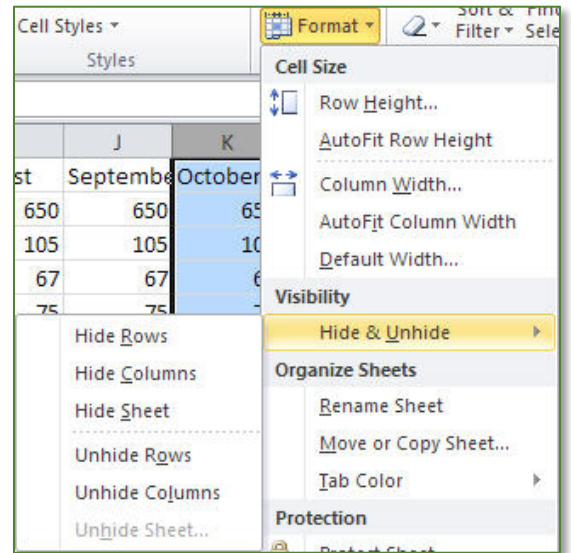
1. Select the row(s) or column(s) to be hidden. To select multiple rows or columns, click in a heading and drag to highlight multiple rows or columns.
2. **Right click** in the selection and choose **Hide**.

### 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.



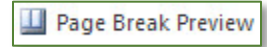
# Page Break Preview

## Using Page Break Preview

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

OR

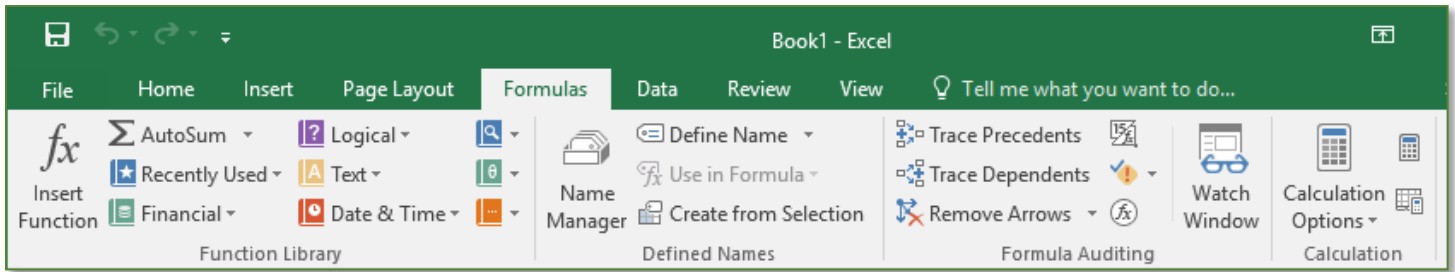
In the **View** tab, click the **Page Break Preview** button.



	A	B	C	D	E	F	G	H	I
1		Player 1	Player 2	Player 3	Player 4	Player 5	Player 6	Player 7	Player
23		1							
24		2							
25		3							
26		0	0	0	0	0	0	0	
27		Round 6							
28		1							
29		2							
30		3							
31		0	0	0	0	0	0	0	
32		Round 7							
33		1							
34		2							
35		3							
36		0	0	0	0	0	0	0	
37		Round 8							
38		1							
39		2							
40		3							
41		0	0	0	0	0	0	0	
42		Round 9							
43		1							
44		2							
45		3							
46		0	0	0	0	0	0	0	
47		Round 10							
48		1							
49		2							
50		3							
51		0	0	0	0	0	0	0	

# 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**

1. In the Formula Bar, click the **Insert Function** button.
2. In the Insert Function dialog box, in the **Search for a function** text area, type a description of what you want to do.
3. Click **Go**.
4. Select a function and click **OK**.
5. 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.

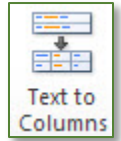


# Splitting Columns

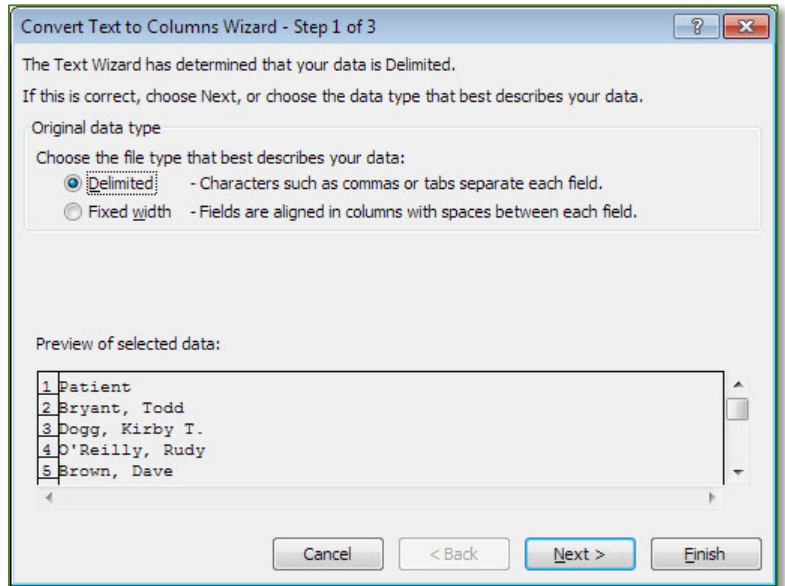
Sometimes you will receive data in a format that is not useful for your needs. For example, first and last names might be in the same column instead of separate columns. The split columns command will do much of the heavy lifting for you in separating out that information, but you still need to go through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

## Splitting a Column

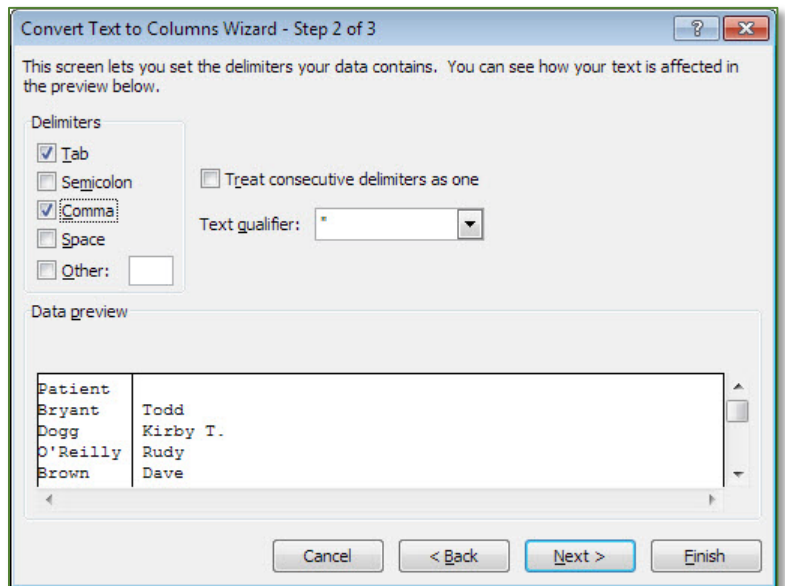
1. Select the column to be split.
2. Select the **Data** tab. In the Data Tools section, click the **Text to Columns** button.



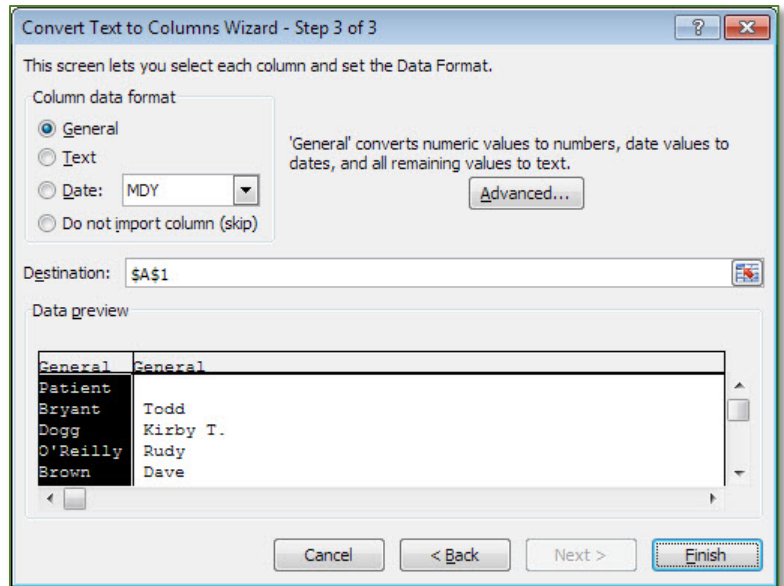
3. The Convert Text to Columns Wizard opens. Select **Delimited**, is the information is separated by a commas or spaces.
4. Click **Next**.



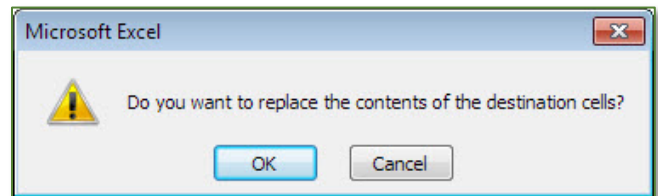
5. In the Delimiters section, select the option that describes how your information is listed. A preview of the data appears at the bottom of the dialog box.
6. Click **Next**.



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.

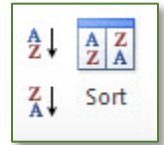


# Sorting

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.

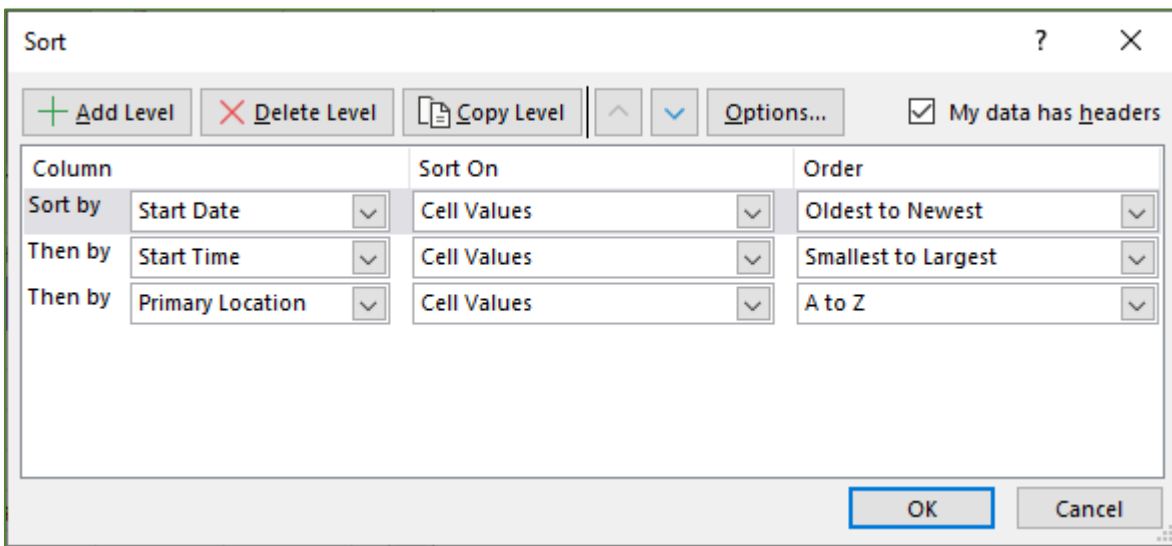
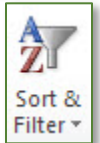
## Sorting a Database

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

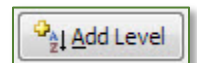


**OR**

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



4. The Sort dialog box opens. Beside **Sort by**, from the menu, select the first field by which you want to sort.
5. Select how the data will be sorted.
6. To add an additional field, click the **Add Level** button.
7. Click **OK**.



## Filtering

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

### Filtering

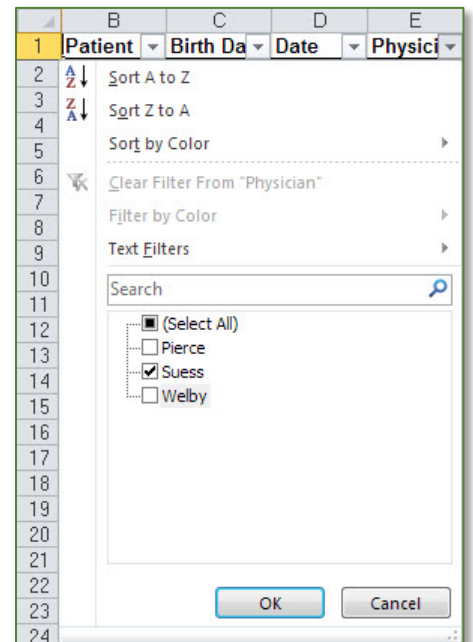
1. Select the **Data** tab.
2. In the Sort & Filter section, click the **Filter** button.



3. Arrows appear next to the Field Names.

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

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**.



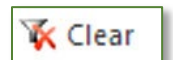
6. The Filter returns only matching records.
7. To use this data, such as for a mail merge, select all the data (Ctrl + A) and paste it into a new worksheet.

### 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.

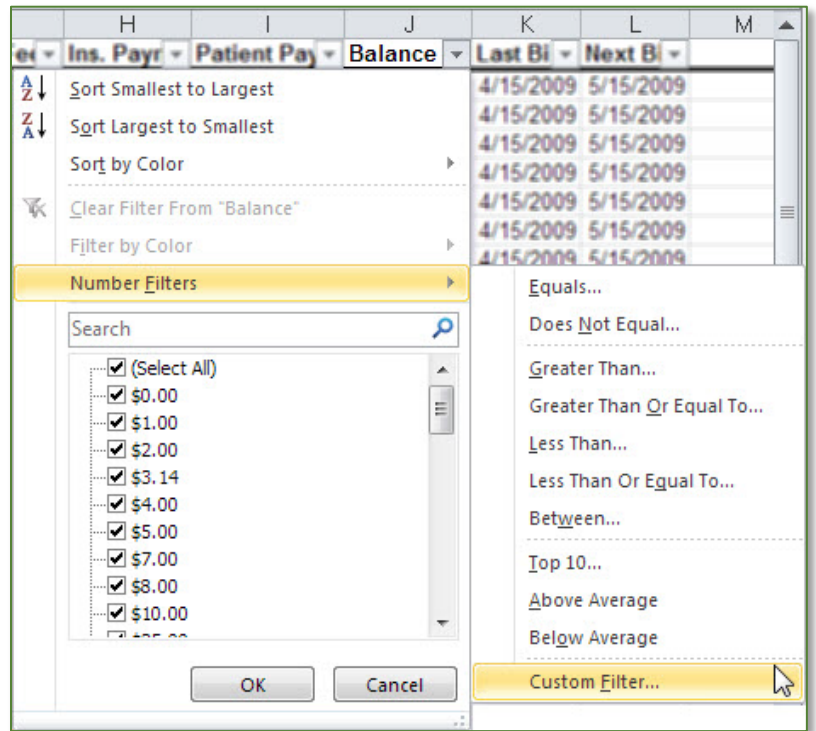


## Number Filter

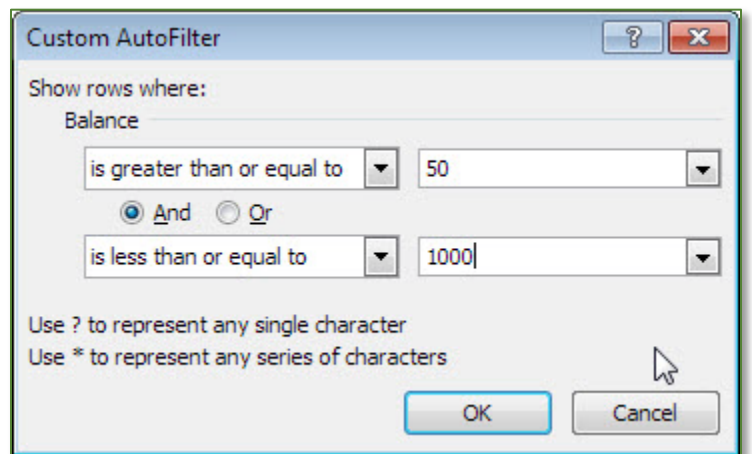
The Number Filter allows you to filter for records that fit a specific Comparison Criteria. In English, this might mean you want to view only the users who donated more than \$100.

### 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.

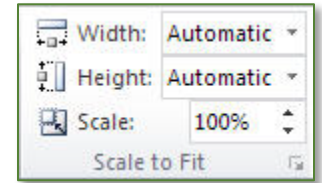


## Scale to Fit

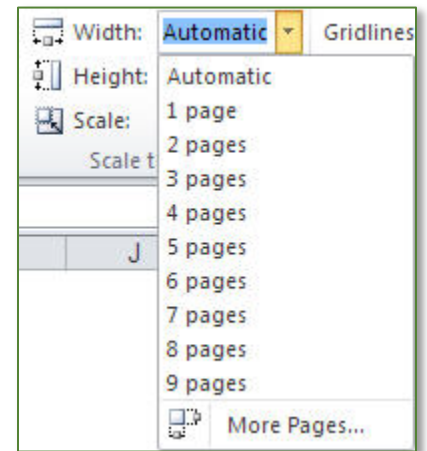
Sometimes you need a worksheet to fit on a single sheet of paper, or the width of a single sheet of paper. You can use Scale to Fit to force a worksheet to fit onto your paper. However, the text size becomes proportionally smaller, so a worksheet can only be scaled so far before it becomes illegible.

### Using Scale to Fit

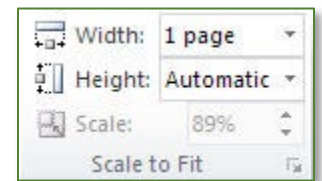
1. Select the **Page Layout** tab. In the Scale to Fit section, select **Width** or **Height** to force the spreadsheet to fit to the width or height of your paper.




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.





## Scale to Fit: No Scaling


 No Scaling  
 Print sheets at their actual size

Death in Kew Gardens	Jennifer Ashley	Berkley	2019-06-04	2020-03-21	
Murder in the East End	Jennifer Ashley	Berkley	2020-08-04	2020-09-15	
Death at the Crystal Palace	Jennifer Ashley	Berkley	2021-07-08	2021-09-17	
The Price of Lemon Cake	Jennifer Ashley	JA / AG Publ	2023-10-03	2023-10-22	
Mrs. Holloway's Christmas	Jennifer Ashley	JA / AG Publ	2023-12-25	2023-12-31	
Women Heroes of World War I	Kathryn J. Atwood	Chicago Rev	2014-06-01	2022-03-09	
Knowing Why: Adult Diagnosis	Autistic Self Advoc	Elizabeth Bari	The Autistic I	2018-10-17	2022-07-24
Reborn Yesterday	Tessa Bailey	self	2020-03-16	2020-06-28	
Legends & Lattes	Travis Baldree	Tor Books	2022-06-07	2023-01-24	
Taking Charge of Adult Autism	Russell A. Barkley and Christine	The Guilford	2021-09-14	2022-06-14	
The Great Influenza: The World's Deadliest	John M. Barry	Penguin Boo	2004-10-04	2020-04-29	
He's Come Undone: A Reunion	Emma Barry, Olivia Dade, Adrianna	self	2020-05-12	2020-05-16	
The Murder Next Door	Sarah Bell	self	2021-06-05	2021-11-28	
Uncaged!	Brian Michael Ben	David W. Mac	Marvel	2017-05-10	2020-04-03
Lady Mechanika Volume 1	Joe Benitez	Peter Steigen	Benitez Prod	2015-12-01	2020-02-25
Lady Mechanika: Tablet	Joe Benitez	Marcia Chen,	Benitez Prod	2018-05-10	2020-03-08
Lady Mechanika: La Dama	Joe Benitez	M. M. Chen,	F Benitez Prod	2017-09-28	2020-08-04
Lady Mechanika: Clockwork	Joe Benitez	Peter Steigen	Benitez Prod	2018-06-28	2020-04-12
Lady Mechanika, Vol. 5: The	Joe Benitez	M. M. Chen,	F Benitez Prod	2019-05-14	2020-04-29
Lady Mechanika Volume 2	Joe Benitez	M.M. Chen,	B Benitez Prod	2020-08-19	2021-01-01
Lady Mechanika: The Moon	Joe Benitez	Beth Sotelo,	M Image Comic	2022-09-27	2022-09-29
Bodyguard	Dassy Bernhard	self	2021-06-14	2021-10-24	
Pains and Penalties	S.E. Biglow	self	2018-03-01	2023-08-19	
Shady Hollow	Junesu Black	Vintage Crim	2015-10-21	2024-02-18	
A Flight of Angels	Holly Black, Louise Rebecca	Gua Vertigo	2011-11-08	2021-03-10	
Grumpy Jake	Melissa Blue	self	2019-11-08	2021-01-24	
An Agreement with the Sun	Sadie Bosque	self	2021-04-13	2022-02-27	
A Natural History of Drag	Marie Brennan	Kate Reading	Macmillan Au	2013-11-15	2021-09-12
The Tropic of Serpents	Marie Brennan	Kate Reading	Macmillan Au	2014-03-04	2021-10-16
The Voyage of the Basilisk	Marie Brennan	Kate Reading	Macmillan Au	2015-04-07	2021-10-16
In the Labyrinth of Drake	Marie Brennan	Kate Reading	Macmillan Au	2016-04-05	2022-02-19
Within the Sanctuary of the Moon	Marie Brennan	Kate Reading	Macmillan Au	2017-04-25	2022-03-26
Turning Darkness Into Light	Marie Brennan	Tor Books	2019-08-20	2020-06-16	
Alpha and Omega: A Collection	Patricia Briggs	Berkley	2007-08-07	2020-09-20	
Cry Wolf	Patricia Briggs	Ace	2008-07-29	2020-09-20	
Cry Wolf	Patricia Briggs	Holter Grahar	Penguin Aud	2009-01-15	2023-09-09
Hunting Ground	Patricia Briggs	Ace	2009-07-17	2020-09-20	
Hunting Ground	Patricia Briggs	Holter Grahar	Penguin Aud	2009-08-25	2023-09-14
Fair Game	Patricia Briggs	Ace	2012-03-06	2020-09-23	
Fair Game	Patricia Briggs	Holter Grahar	Penguin Aud	2012-03-06	2023-09-24
Dead Heat	Patricia Briggs	Holter Grahar	Brilliance Aux	2015-03-03	2023-10-01
Dead Heat	Patricia Briggs	Ace	2015-03-03	2020-09-25	
Bum Bright	Patricia Briggs	Ace	2018-03-06	2020-09-27	
Bum Bright	Patricia Briggs	Holter Grahar	Penguin Aud	2018-03-06	2023-10-11
Wild Sign	Patricia Briggs	Ace	2021-03-16	2021-03-17	
Wild Sign	Patricia Briggs	Holter Grahar	Penguin Aud	2021-03-16	2023-10-26
Shifting Shadows	Patricia Briggs	Lorelei King	a Brilliance Aux	2014-09-02	2023-09-02
Smoke Bitten	Patricia Briggs	Ace	2020-03-17	2020-05-24	
Soul Taken	Patricia Briggs	Ace	2022-08-23	2023-01-01	

# Scale to Fit: All Columns

 Fit All Columns on One Page  
Shrink the printout so that it...



5 of 5

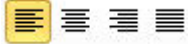











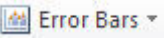





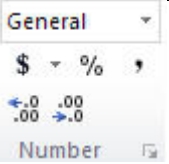



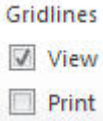

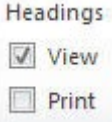













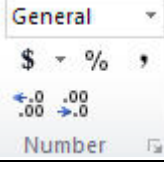













## How-To-Table of Contents






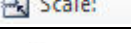




Creating a New Worksheet.....	4	Paste Special Options from the Dialog Box.....	11
Renaming a Worksheet .....	4	Using Paste Special.....	11
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




## 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	 Save As
<b>Scale to Fit</b>	Page Layout > Scale to Fit			 Scale: 100%
<b>Scientific Format</b>	Home > Number		Ctrl+Shift+^	 General
<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 <b>end</b> 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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