



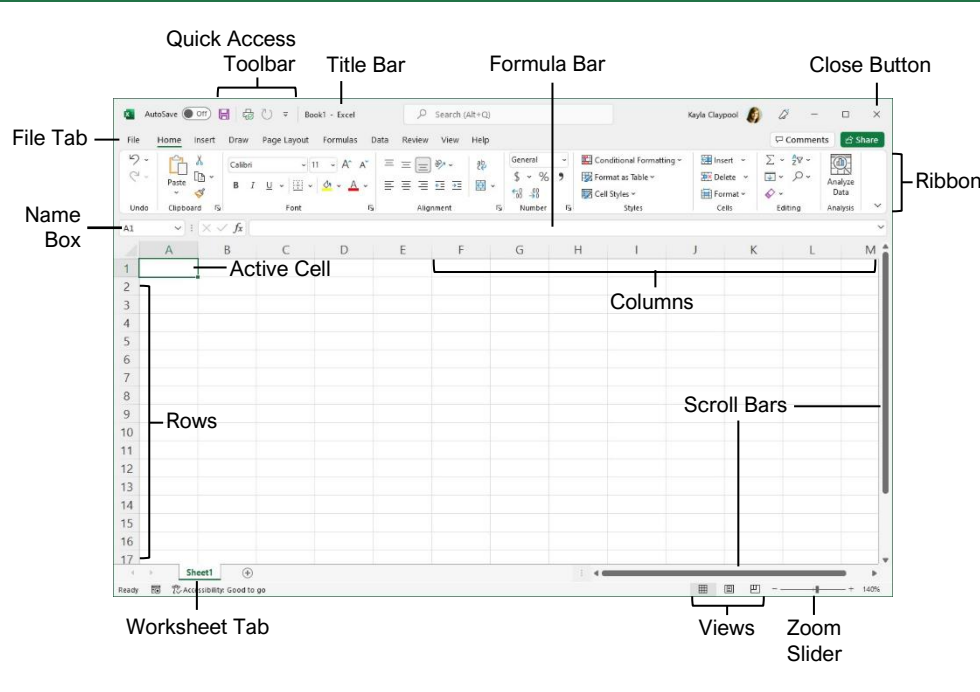
Microsoft®

# Excel 2021 Basic

## Quick Reference Guide



### The Excel 2021 Program Screen



### Keyboard Shortcuts

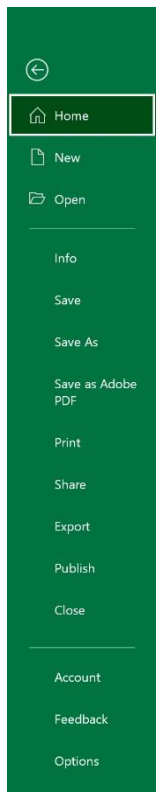
General	
Open a workbook.....	<b>Ctrl + O</b>
Create a new workbook.....	<b>Ctrl + N</b>
Save a workbook.....	<b>Ctrl + S</b>
Print a workbook.....	<b>Ctrl + P</b>
Close a workbook.....	<b>Ctrl + W</b>
Help.....	<b>F1</b>
Activate Tell Me field.....	<b>Alt + Q</b>
Spell check.....	<b>F7</b>
Calculate worksheets.....	<b>F9</b>
Create absolute reference ...	<b>F4</b>

Navigation	
Move between cells.....	<b>↑, ↓, ←, →</b>
Right one cell.....	<b>Tab</b>
Left one cell.....	<b>Shift + Tab</b>
Down one cell.....	<b>Enter</b>
Up one cell.....	<b>Shift + Enter</b>
Down one screen.....	<b>Page Down</b>
To first cell of active row.....	<b>Home</b>
Enable End mode.....	<b>End</b>
To cell A1.....	<b>Ctrl + Home</b>
To last cell.....	<b>Ctrl + End</b>

Editing	
Cut.....	<b>Ctrl + X</b>
Copy.....	<b>Ctrl + C</b>
Paste.....	<b>Ctrl + V</b>
Undo.....	<b>Ctrl + Z</b>
Redo.....	<b>Ctrl + Y</b>
Find.....	<b>Ctrl + F</b>
Replace.....	<b>Ctrl + H</b>
Edit active cell.....	<b>F2</b>
Clear cell contents.....	<b>Delete</b>

Formatting	
Bold.....	<b>Ctrl + B</b>
Italics.....	<b>Ctrl + I</b>
Underline.....	<b>Ctrl + U</b>
Open Format Cells dialog box.....	<b>Ctrl + Shift + F</b>
Select All.....	<b>Ctrl + A</b>
Select entire row.....	<b>Shift + Space</b>
Select entire column.....	<b>Ctrl + Space</b>
Hide selected rows.....	<b>Ctrl + 9</b>
Hide selected columns.....	<b>Ctrl + 0</b>

### Getting Started



**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.

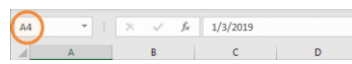
**Select Non-Adjacent Cells:** Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

**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.



## Edit a Workbook

**Edit a Cell's Contents:** Select a cell and click in the Formula Bar or double-click the cell. Edit the cell's contents and press **Enter**.

**Clear a Cell's Contents:** Select the cell(s) and press the **Delete** key. Or, click the **Clear** button on the Home tab and select **Clear Contents**.

**Cut or Copy Data:** Select cell(s) and click the **Cut** or **Copy** button on the Home tab.

**Paste Data:** Select the cell where you want to paste the data and click the **Paste** button in the Clipboard group on the Home tab.

**Preview an Item Before Pasting:** Place the insertion point where you want to paste, click the **Paste** button list arrow in the Clipboard group on the Home tab, and hold the mouse over a paste option to preview.

**Paste Special:** Select the destination cell(s), click the **Paste** button list arrow in the Clipboard group on the Home tab, and select **Paste Special**. Select an option and click **OK**.

**Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down the **Ctrl** key before starting to drag.

**Find and Replace Text:** Click the **Find & Select** button, select **Replace**. Type the text you want to find in the Find what box. Type the replacement text in the Replace with box. Click the **Replace All** or **Replace** button.

**Check Spelling:** Click the **Review** tab and click the **Spelling** button. For each result, select a suggestion and click the **Change/Change All** button. Or, click the **Ignore/Ignore All** button.

**Insert a Column or Row:** Right-click to the right of the column or below the row you want to insert. Select **Insert** in the menu, or click the **Insert** button on the Home tab.

**Delete a Column or Row:** Select the row or column heading(s) you want to remove. Right-click and select **Delete** from the contextual menu, or click the **Delete** button in the Cells group on the Home tab.

**Hide Rows or Columns:** Select the rows or columns you want to hide, click the **Format** button on the Home tab, select **Hide & Unhide**, and select **Hide Rows** or **Hide Columns**.

## Basic Formatting

**Change Cell Alignment:** Select the cell(s) you want to align and click a vertical alignment button, or a horizontal alignment button in the Alignment group on the Home tab.

## Basic Formatting

**Format Text:** Use the commands in the Font group on the Home tab, or click the dialog box launcher in the Font group to open the dialog box.

**Format Values:** Use the commands in the Number group on the Home tab, or click the dialog box launcher in the Number group to open the Format Cells dialog box.

**Wrap Text in a Cell:** Select the cell(s) that contain text you want to wrap and click the **Wrap Text** button on the Home tab.

**Merge Cells:** Select the cells you want to merge. Click the **Merge & Center** button list arrow on the Home tab and select a merge option.

**Cell Borders and Shading:** Select the cell(s) you want to format. Click the **Borders** button and/or the **Fill Color** button and select an option to apply to the selected cell.

**Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy. Click the **Format Painter** button in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.

**Adjust Column Width or Row Height:** Click and drag the right border of the column header or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

## Basic Formulas

**Enter a Formula:** Select the cell where you want to insert the formula. Type **=** and enter the formula using values, cell references, operators, and functions. Press **Enter**.

**Insert a Function:** Select the cell where you want to enter the function and click the **Insert Function** button next to the formula bar.

**Reference a Cell in a Formula:** Type the cell reference (for example, B5) in the formula or click the cell you want to reference.

**SUM Function:** Click the cell where you want to insert the total and click the **Sum** button in the Editing group on the Home tab. Enter the cells you want to total, and press **Enter**.

**MIN and MAX Functions:** Click the cell where you want to place a minimum or maximum value for a given range. Click the **Sum** button list arrow on the Home tab and select either **Min** or **Max**. Enter the cell range you want to reference, and press **Enter**.

**COUNT Function:** Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click the **Sum** button list arrow on the Home tab and select **Count Numbers**. Enter the cell range you want to reference, and press **Enter**.

## Insert Objects

**Complete a Series Using AutoFill:** Select the cells that define the pattern, i.e. a series of months or years. Click and drag the fill handle to adjacent blank cells to complete the series.

**Insert an Image:** Click the **Insert** tab on the ribbon, click either the **Pictures** or **Online Pictures** button in the Illustrations group, select the image you want to insert, and click **Insert**.

**Insert a Shape:** Click the **Insert** tab on the ribbon, click the **Shapes** button in the Illustrations group, and select the shape you wish to insert.

**Hyperlink Text or Images:** Select the text or graphic you want to use as a hyperlink. Click the **Insert** tab, then click the **Link** button. Choose a type of hyperlink in the left pane of the Insert Hyperlink dialog box. Fill in the necessary informational fields in the right pane, then click **OK**.

**Modify Object Properties and Alternative Text:** Right-click an object. Select **Edit Alt Text** in the menu and make the necessary modifications under the Properties and Alt Text headings.

## View and Manage Worksheets

**Insert a New Worksheet:** Click the **Insert Worksheet** button next to the sheet tabs below the active sheet. Or, press **Shift + F11**.

**Delete a Worksheet:** Right-click the sheet tab and select **Delete** from the menu.

**Hide a Worksheet:** Right-click the sheet tab and select **Hide** from the menu.

**Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.

**Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.

**Move or Copy a Worksheet:** Click and drag a worksheet tab left or right to move it to a new location. Hold down the **Ctrl** key while clicking and dragging to copy the worksheet.

**Switch Between Excel Windows:** Click the **View** tab, click the **Switch Windows** button, and select the window you want to make active.

**Freeze Panes:** Activate the cell where you want to freeze the window, click the **View** tab on the ribbon, click the **Freeze Panes** button in the Window group, and select an option from the list.

**Select a Print Area:** Select the cell range you want to print, click the **Page Layout** tab on the ribbon, click the **Print Area** button, and select **Set Print Area**.