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The Excel 2013 Program Screen

- Quick Access Toolbar
- Title Bar
- Formula Bar
- Close Button
- File Tab
- Ribbon
- Name Box
- Active Cell
- Columns
- Rows
- Scroll Bars
- Worksheet Tab
- Views
- Zoom Slider
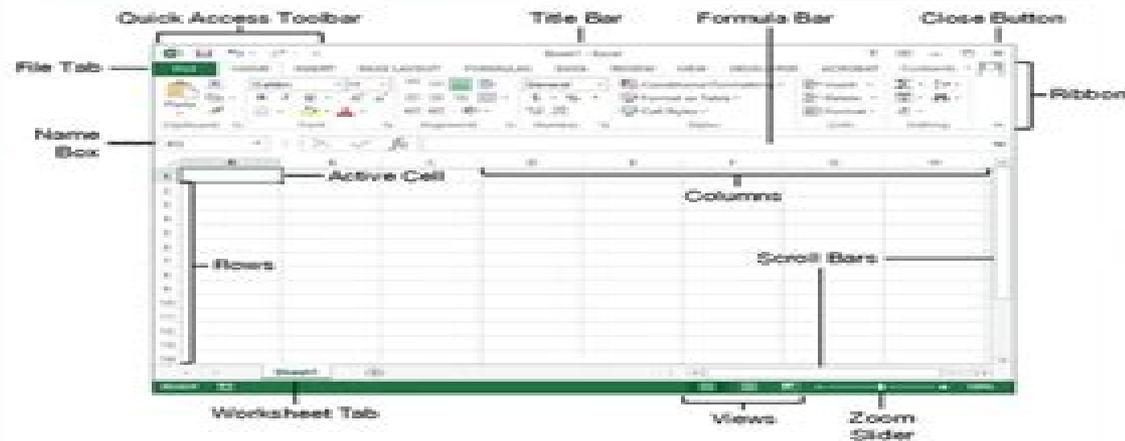
Keyboard Shortcuts

General

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Spell check	F7
Calculate worksheets	F9
Create absolute reference	F4

Navigation

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

Editing

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

Formatting

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

Getting Started

- Info
- New
- Open
- Save
- Save As
- Print
- Share
- Export
- Publish
- Close
- Account
- Options

The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close.

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.

The Excel 2013 Screen

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.

Close a Workbook: Click the **Close** button in the upper-right corner.

Use Zoom: Click and drag the zoom slider to the left or right.

Cell Address: Cells are referenced by an address made from their column letter and row number, such as cell A1, B2, etc. Find the address of a cell by looking at the Name Box to the left of the formula bar.

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. Use the **Ctrl** key to select non-adjacent cell ranges.

Select an Entire Worksheet: Click the **Select All** button where the column and row headings meet.

Change Program Settings: Click the **File** tab and select **Options**.

Change Views: Click a **View** button in the status bar. Or, click the **View** tab and select a view.

Excel 2013 Reference Guide

Sass Elisha,John J. Nagelhout

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