

Excel #0: Basics

Get a beginning book to explain the purposes and keystrokes in Excel.

Read the Help system.

Search the help system for Keyboard shortcuts

Learn the Function keys.

<http://office.microsoft.com/en-us/excel/HP011116591033.aspx>

F1: Help

F2: Edit Cell

F3: Paste a defined name into a formula

F4: Repeat the last action (Ctrl+Y)

Set cell reference absolute (cycle through \$)

F5: Go to

F6: Switches to the next pane

F7: Display spelling dialog.

F8: Turn extend selection on or off.

F9: Recalculate all worksheets in all open workbooks.

F10: Select the menu bar.

F11: Create chart of selected data.

F12: Save As

Shift+F10: Display the shortcut menu for the selected item (right-click).

Esc: Cancel, close popup windows, etc.

Ctrl+Z: Undo last operation.

Ctrl+P: Print

Ctrl+N: New

Ctrl+O: Open

Ctrl+S: Save

Ctrl+C: Copy

Ctrl+X: Cut

Ctrl+V: Paste

Move

End+arrow: move to end of data in specified direction.

Ctrl+Home: move to top left

Ctrl+End: move to bottom right

Sizing

Double-click line between cells to auto size cell on the left.

Select multiple rows or columns with the mouse on the row/column labels.

Size all at once by dragging one border.