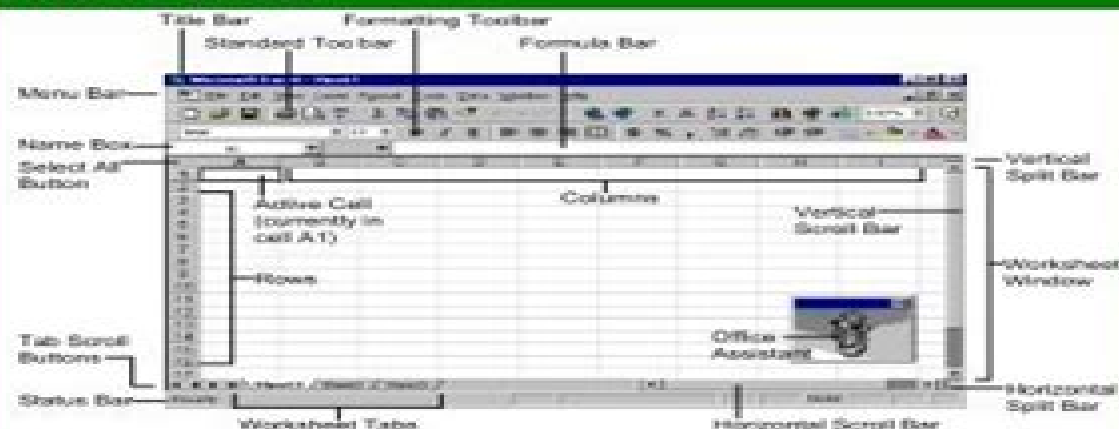


# Excel 97 Training

## Excel Quick Reference Card

### Excel 97 Screen



### The Fundamentals

#### The Standard Toolbar



- **To Create a New Workbook:** Click the **New** button on the Standard toolbar or select **File → New** from the menu.
- **To Open a Workbook:** Click the **Open** button on the Standard toolbar, or select **File → Open** from the menu, or press **<Ctrl> + <O>**.
- **To Save a Workbook:** Click the **Save** button on the Standard toolbar, or select **File → Save** from the menu, or press **<Ctrl> + <S>**.
- **To Save a Workbook with a Different Name:** Select **File → Save As** from the menu and enter a different name for the workbook.
- Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can immediately find an address of a cell by looking at the **Name Box**.
- **To Select a Cell:** Select the cell you want to edit by clicking it with the mouse pointer or by using the keyboard arrow keys.
- **To Select a Cell Range (Using the Mouse):** Click the first cell of the range and drag the mouse pointer to the last cell of the range.
- **To Select a Cell Range (Using the Keyboard):** Make sure the active cell is the first cell of the cell range, then press and hold down the **<Shift>** key while using the arrow keys to move the mouse pointer to the last cell of the range.
- **To Select an Entire Worksheet:** Click the **Select All** button where column and row headings meet.
- **To Preview a Worksheet:** Click the **Print Preview** button on the Standard toolbar or select **File → Print Preview** from the menu.
- **To Print a Worksheet:** Click the **Print** button on the Standard toolbar, or select **File → Print** from the menu, or press **<Ctrl> + <P>**.
- **To See What a Toolbar Button Does:** Point to the button for a few seconds. A brief description of the button will appear.
- **To View or Hide a Toolbar:** Select **View → Toolbars** from the menu and select the toolbar you want to view or hide.
- **To Get Help:** Press **<F1>** to open the Office Assistant, type your question in normal English, and click **Search**.

### Keyboard Shortcuts

#### General

Open a Workbook	<b>&lt;Ctrl&gt; + &lt;O&gt;</b>
Save a Workbook	<b>&lt;Ctrl&gt; + &lt;S&gt;</b>
Print a Workbook	<b>&lt;Ctrl&gt; + &lt;P&gt;</b>
Close a Workbook	<b>&lt;Ctrl&gt; + &lt;W&gt;</b>
Undo	<b>&lt;Ctrl&gt; + &lt;Z&gt;</b>
Redo or Repeat	<b>&lt;Ctrl&gt; + &lt;Y&gt;</b>
Help	<b>&lt;F1&gt;</b>
Switch Between Applications	<b>&lt;Alt&gt; + &lt;Tab&gt;</b>

#### Navigation—Go To:

Move between unlocked cells	<b>&lt;Tab&gt;</b>
Up One Screen	<b>&lt;Page Up&gt;</b>
Down One Screen	<b>&lt;Page Down&gt;</b>
To cell A1	<b>&lt;Ctrl&gt; + &lt;Home&gt;</b>
To the Last Cell with Data	<b>&lt;Ctrl&gt; + &lt;End&gt;</b>
Open the Go To Dialog Box	<b>&lt;F5&gt;</b>
Left to end or beginning of next block	<b>&lt;Ctrl&gt; + &lt;←&gt;</b>
Right to end or beginning of next block	<b>&lt;Ctrl&gt; + &lt;→&gt;</b>
Up to end or beginning of next block	<b>&lt;Ctrl&gt; + &lt;↑&gt;</b>
Down to end or beginning of next block	<b>&lt;Ctrl&gt; + &lt;↓&gt;</b>

#### Editing

Cut	<b>&lt;Ctrl&gt; + &lt;X&gt;</b>
Copy	<b>&lt;Ctrl&gt; + &lt;C&gt;</b>
Paste	<b>&lt;Ctrl&gt; + &lt;V&gt;</b>
Clear Cell Contents	<b>&lt;Delete&gt;</b>
Edit Active Cell	<b>&lt;F2&gt;</b>
Absolute Reference	<b>&lt;F4&gt;</b>

#### Formatting

Bold	<b>&lt;Ctrl&gt; + &lt;B&gt;</b>
Italics	<b>&lt;Ctrl&gt; + &lt;I&gt;</b>
Underline	<b>&lt;Ctrl&gt; + &lt;U&gt;</b>

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**Doug Lowe**



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