Appendixes: Excel Essentials: Excel Shortcuts


Key Concepts Covered in this Appendix:

- Creating a New Workbook

- Accessing the Help Feature in Excel

- Viewing, Sizing and Navigating a Worksheet

- Entering and Editing Data in Cells

- Inserting and Deleting Row and Columns

- Formatting Cells

- Adjusting Row and Columns
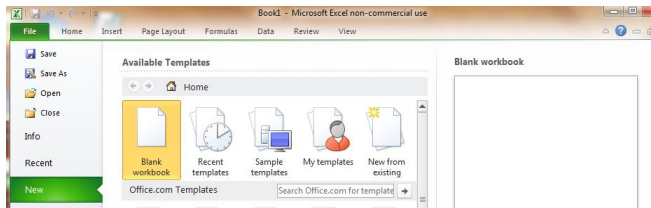
- Copy and Pasting Data in Cells

Creating a New Workbook

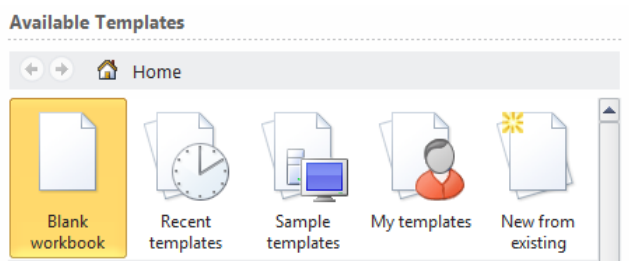Use the following steps to create a new workbook in Excel:

1. Click the **File** tab located at the top left corner of the Excel window
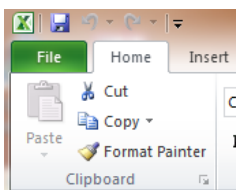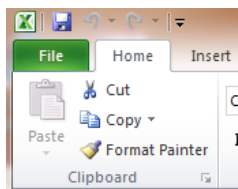
2. Click on the **New** tab in the left margin

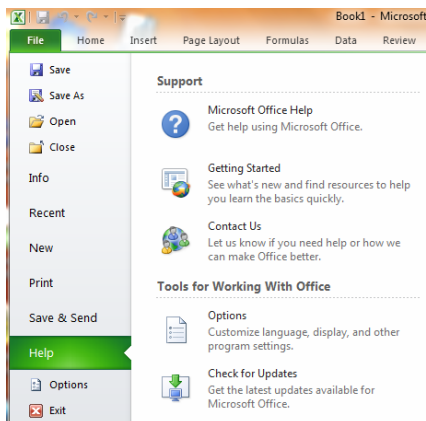3. Double-click the **Blank workbook** icon

Accessing the Help Feature in Excel

Use the following steps to access the Help feature in Excel:

1. Click on the **File** tab located at the top left corner of the Excel window

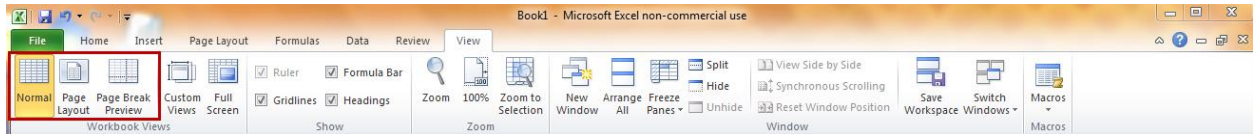2. Click on the **Help** tab in the left margin

3. Select the desired topic under the Support heading

Viewing, Sizing and Navigating a Worksheet

Viewing Pages

Under the **View** tab located at the top of the Excel window are three basic viewing options

Normal: The Normal viewing option displays the worksheet with cells, rows and columns all visible. The Normal view is the default viewing option for Excel.

Page Layout: The Page Layout viewing option displays the page margins, headers and footers and page breaks of the worksheet.

Page Beak Preview: The Page Break Preview viewing option allows the user to adjust the pages prior to printing.
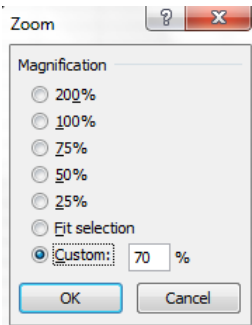
Sizing Pages

Use the following steps to size pages in Excel:

1. Under the View tab located at the top of the Excel window is the Zoom feature. Click on the **Zoom** icon.

2. From the Zoom pop up window, select the sizing options desired

3. Pages can also be sized by using the sliding zoom tool located at the bottom right corner of the Excel window.

Navigating Pages

The following table provides some basic keyboard shortcuts for navigating an Excel worksheet:

Table 1: Navigation Shortcuts

Keyboard key(s)	Cell Movement
Up, Down, Right and Left Arrow keys	Moves to cells above, below, right and left of current cell
Enter	Moves one cell below current cell
Tab	Moves one cell to the right of current cell
Shift+Tab	Moves one cell to left of current cell
Ctrl+Home	Moves to cell A1
Ctrl+End	Moves to lower right cell of worksheet

**Entering and Editing Data in Cells**

Entering Data

Use the following steps to enter data into an Excel worksheet without and with the Formula Bar:

Without Formula Bar:

1. Click into any cell

2. Type the data

3. Press the **Enter** key to enter the data and move down one cell (Note: you can also use the navigation keys listed in **Table 1** on page 4).

4. To remove data before entering, press the **Esc** or **Backspace** keys

With Formula Bar:

1. Click into any cell.

2. Type the data into the Formula Bar at the top of the worksheet then click the **check** icon.
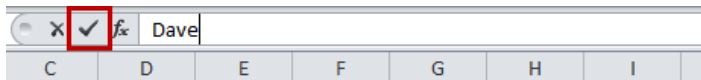
3. To remove data before entering, click the **delete** icon.
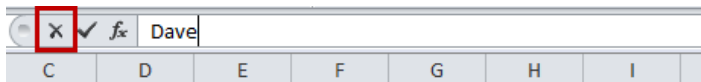
Editing Data

Use the following steps to delete, replace or modify data within an Excel worksheet:
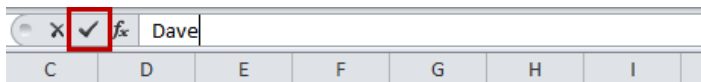
To delete data:

1. Select the cell

2. Press the **Delete** key

To replace data:

1. Select the cell

2. Type over the contents with new data

3. Press the **Enter** key

To modify data:

1. Select the cell

2. Click inside the Formula Bar window to make editing changes then click the **check** icon

3. You can also double-click on the cell and make changes directly inside the cell
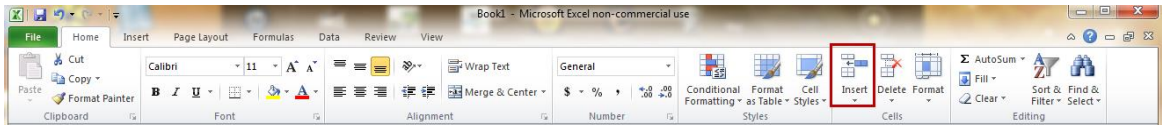
Inserting and Deleting Row and Columns

Inserting Rows and Columns

Use the following steps to insert rows and columns in an Excel worksheet:

1. Select a row or column by holding down the left mouse button and dragging the cursor across the row or column.

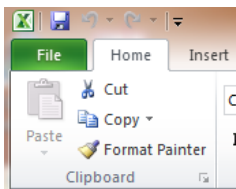2. Click the Home tab located at the top left corner of the Excel window
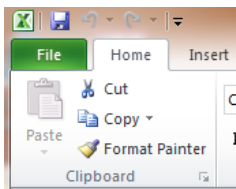
3. Click on the down arrow below the **Insert** icon and select either **Insert Sheet Rows** or
   Insert Sheet Columns. A new row or column appears to the left of the selected row or
   column

Deleting Rows and Columns

Use the following steps to delete rows and columns in an Excel worksheet:

1. Select a row or column by holding down the left mouse button and dragging the cursor
   across the row or column.

2. Click the Home tab located at the top left corner of the Excel window

3. Click the down arrow below the **Delete** icon and select either **Delete Sheet Rows** or
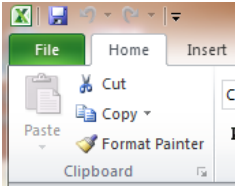   **Delete Sheet Columns**. The selected row or column is deleted.
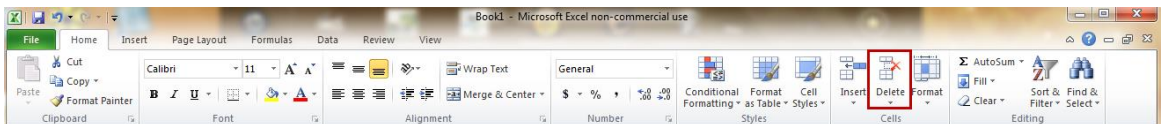
Formatting Cells

Use the following steps to format data within cells for an Excel worksheet:

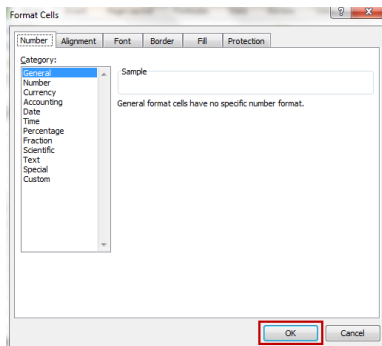1. Click on the cell you want to edit

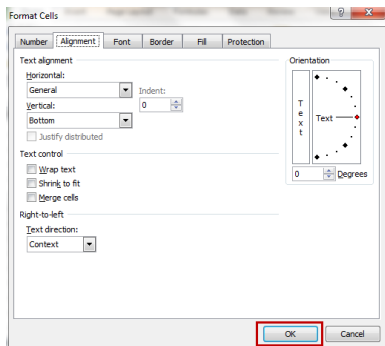2. Click on the **Home** tab located at the top left corner of the Excel window

3. Click on the **Format** icon located in the toolbar and select **Format Cells…**
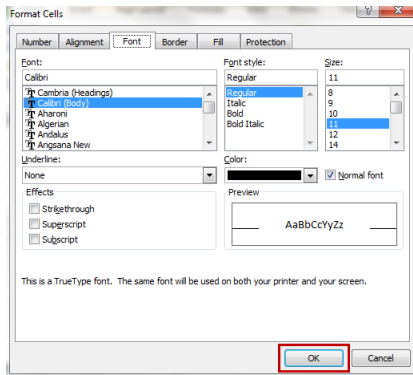

4. To format **Numbers**, select the appropriate category and modify then click OK
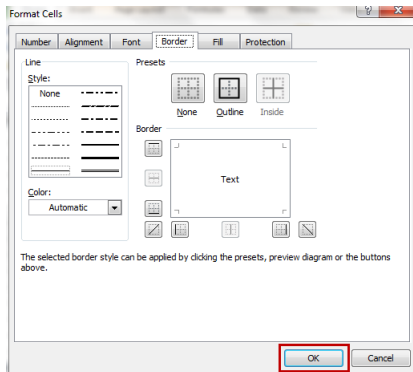

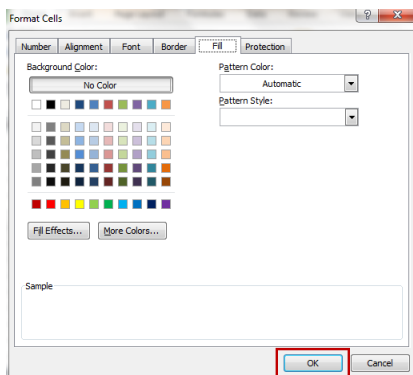5. To format **Alignment**, select and modify the appropriate settings then click OK

6. To format **Fonts,** select and modify the appropriate font size and style then click OK
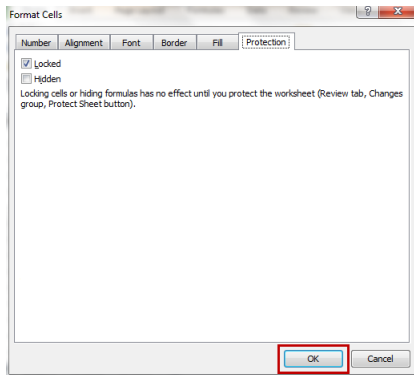
7. To format **Borders**, select and modify the appropriate style and color then click OK

8. To format **Fills**, select and modify the appropriate color, effect and pattern then click OK

9. To format **Protections**, click the appropriate security settings then click OK
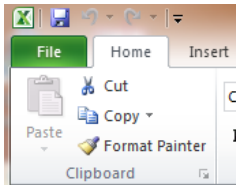

Adjusting Rows and Columns

Adjusting Rows

Use the following steps to adjust rows in an Excel worksheet:
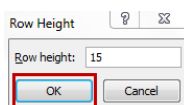
1. Select a row by holding down the left mouse button and dragging the cursor across the row

2. Click the **Home** tab located at the top left corner of the Excel window

3. Click the **Format** icon located in the toolbar and select **Row Height…**

4. In the **Row Height** pop-up window, enter new row height number then click OK
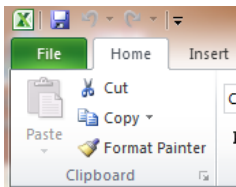
5. The row height can also be manually adjusted by placing the cursor inside the number margin on the border between the numbers and dragging while holding the left mouse button.
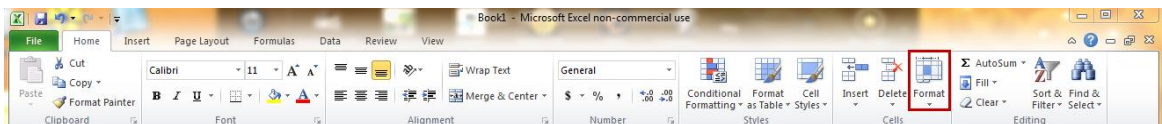
Adjusting Columns

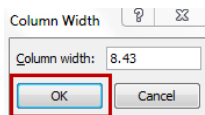Use the following steps to adjust columns in an Excel worksheet:

1. Select a column by holding down the left mouse button and dragging the cursor across the column

2. Click the **Home** tab located at the top left corner of the Excel window

3. Click the **Format** icon located in the toolbar and select **Column Width…**

4. In the **Column Width** pop-up window, enter new column width number then click OK


5. The column width can also be manually adjusted by placing the cursor inside the letter margin on the border between the letters and dragging while holding the left mouse button.

Copy and Pasting Data in Cells

Use the following steps to copy and paste data in cells:

1. Select the data you want to copy

2. Click the **Home** tab located at the top left corner of the Excel window
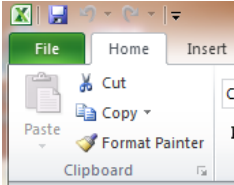
3. Click **Copy** located on the left side of the toolbar. The selected data will become

   surrounded by a animated marquee pattern. (Note: the copy command can also be

   performed by using the **Ctrl+C** keys on the keyboard)
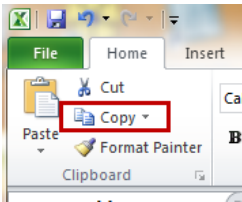
4. Click the upper left corner cell of the section you want to paste to

5. Click **Paste** located on the left side of the toolbar. The selected section appears in new

   location (Note: the paste command can also be performed by using the **Ctrl+V** keys on

   the keyboard)