

Ready for Work: Microsoft Excel reference sheet

Select multiple cells

- Click in the top left cell and drag to the bottom right cell
- To select all cells in a spreadsheet, click on the Select All button

Select a row or multiple rows

- Click on row header to select a row or click and drag down to select multiple rows

Select a column or multiple columns

- Click on column header to select a column or click and drag to the right to select multiple columns

Copy/Cut/Paste

- To copy, select cell(s) to be copied then choose one of the following steps:
 - 1. right-click on selected cells and choose Copy from menu
 - 2. choose Copy button from the clipboard box on the home toolbar
 - 3. press Ctrl-C
- To cut, select cell(s) to be cut then choose one of the following steps:
 - 1. right-click on selected cells and choose Cut from menu
 - 2. choose Cut button from the clipboard box on the home toolbar
 - 3. press Ctrl-X
- To paste, replacing the existing cell(s), select the top left cell of the area where you would like to place the copied or cut cells, then:
 - 1. right-click in the selected cell and choose Paste from menu
 - 2. choose Paste button from the clipboard box on the home toolbar
 - 3. press Ctrl-V

Note: if you do not want to replace the existing cells, but want to insert the replacement cells between existing cells, choose Insert Copied Cells instead of Paste.

Undo/Redo

- To undo: Click on Undo button (see diagram) or press Ctrl-Z. Note that you can undo multiple entries by clicking on the button repeatedly, although there are some limits to this. You cannot undo entries previous to your last save of the spreadsheet.
- To redo: Click on Redo button (see diagram) or press ctrl-y.

Change font

- Select cells to be modified
- Click on drop down menu button next to font window on Home ribbon
- Select new font

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Change font size

- Select cells to be modified
- Click on drop down menu button next to font size on Home ribbon
- Select or enter new font size

Change cell background color

- Select the cells to be modified
- Click on drop down menu button next to background color indicator
- Select new color

Insert/Delete rows and columns

- To insert new blank row(s), select row(s) immediately below the area where you want them to appear
- Right click and select Insert Row from the menu
- The number of new rows created will match that of your original selection
- To insert new blank column(s), select column(s) immediately to the right of where you want them to appear
- Right click and select Insert Column from the menu
- The number of new columns created will match that of your original selection
- To delete rows or columns, select the items to be deleted, right click and choose Delete Row or Delete Column

Change cell size

- Select the cells to be modified
- Click on Format on the Home tab
- To change the row height, click on Row Height and enter new height, then click OK
- To change the column width, click on Column Width and enter new width, then click OK
- To have the column width adjust automatically to the length of the longest entry in the column, choose AutoFit Column Width
- To manually adjust row height or column width, move the mouse pointer to the border between two rows or columns until the cursor changes to a black line with two arrows pointing away from each other and drag to the desired height or width

Note that height and width settings are generally shown in pixels or points and some trial and error may be necessary to get things just right

Turn off and on cell borders

Note that the lines between cells that show up on the default view of the spreadsheet are there as a visual aid to the user and do not show up on printed versions of the sheet.

- Select the cells to be modified
- Click on Format button on Home tab

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- Select Border tab in Format Cells dialog
- Choose style, color, and location of cell borders from menu options
- To turn all cell borders off, click on Select All button, then Format button on Home tab, Border tab in Format Cells dialog, then select None in the Presets area

Freeze panes/rows/columns

To freeze the top row:

- Click on Freeze Panes button on View tab
- Click on Freeze Top Row

To freeze the first column:

- Click on Freeze Panes button on View tab
- Click on Freeze First Column

To freeze both rows and columns at the same time:

- Select the cell just below and to the right of the desired freeze point
- Click the Freeze Panes button on the View tab
- Click Freeze Panes

To unfreeze all rows and columns:

- Click Freeze Panes button on View tab
- Click Unfreeze Panes

Using the fill handle to autofill cells

- Move mouse pointer to bottom right corner of cell until pointer turns into a black plus sign
- Click and drag to autofill additional cells
- To autofill a series of numbers, select at least two consecutive cells, then move mouse pointer to bottom right corner of select cells and continue as above

Using the auto sum button

- Select the cells you want to total
- Click AutoSum button on Formulas tab
- Total will appear in new cell at bottom of selected cells
- You can perform other quick functions by clicking on the drop down menu button below AutoSum and selecting another function

Using the function library

- Select the cell where you want the result entered
- Choose the desired function and follow the instructions as indicated

Applying filters to data

- Click Filter on Data toolbar
- At the top of each column a drop down menu now appears
- Choose filter criteria for each column and click OK

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- To remove all filters, click Filter again

Sorting data

- Click on Select All button to make sure all columns are included in the sort
- Click Sort button on Data tab and set parameters as desired, click OK

Creating charts

- Click on desired chart type on Insert tab
- A chart customization dialog can be opened by right clicking on existing chart

Add a worksheet to workbook

- Click on New Worksheet tab to the right of existing sheet tabs (see diagram)
- To rename sheet tab, right click on name and click Rename

Hide and unhide a worksheet

- To hide a worksheet without deleting it, right click on sheet tab and click Hide
- To unhide a worksheet, right click on any sheet tab, select Unhide, choose hidden sheet and click OK

Saving a workbook

- Save your work often.
- The first time you save a worksheet you will need to click on the File tab, choose Save As, and give the workbook a name
- After the first time, simply click on the Save button to save any new work

Printing a worksheet

- Click on File tab
- Click Print, make any necessary changes to the print parameters and click OK or Print (different makes and models of printers use different printer interfaces so some functions may be named differently on different machines)

Getting spreadsheets to print properly can be challenging. For spreadsheets with many columns it may not be possible to print all the columns on a single page at a readable size. The next few entries discuss some possible remedies to this problem.

Setting the print area

- Select the region of the spreadsheet you wish to print
- Click Print Area on Page Layout tab
- Click Set Print Area
- To return to the default print area, click Clear Print Area

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Changing the print size

One method for fitting all the columns into a single page width is to change the print size.

- Click on the File tab
- Click Print Preview
- Navigate to Page Setup and reduce the number in the Scaling window (different printers may use different terminology so trial and error may be necessary)
- Review Print Preview screen to see if the changes helped, if not adjust further

Changing the page orientation for printing

Another method for fitting all columns into a single page width is to change the print orientation from Portrait to Landscape.

- Click on the File tab
- Click Print Preview
- Navigate to the screen within the printer interface as needed and click on Landscape
- Review Print Preview screen to see if that solved the problem

Opening a template

- Click on File tab
- Click on New
- Click on one of the template categories and select a template from the items that appear in the preview screen