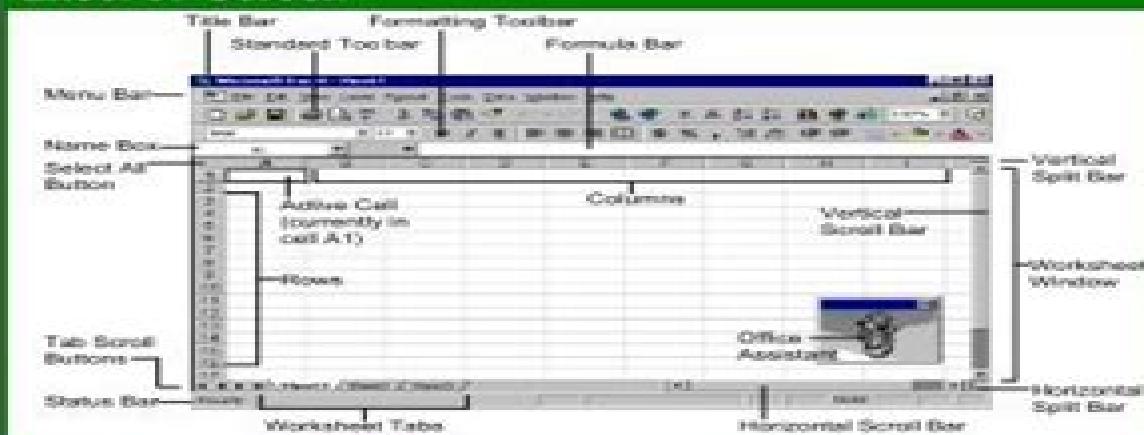


# Microsoft® Excel 97 Training

## 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**.

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### Keyboard Shortcuts

#### General

- Open a Workbook: **<Ctrl> + <O>**
- Save a Workbook: **<Ctrl> + <S>**
- Print a Workbook: **<Ctrl> + <P>**
- Close a Workbook: **<Ctrl> + <W>**
- Undo: **<Ctrl> + <Z>**
- Redo or Repeat: **<Ctrl> + <Y>**
- Help: **<F1>**
- Switch Between Applications: **<Alt> + <Tab>**

#### Navigation—Go To:

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

#### Editing

- Cut: **<Ctrl> + <X>**
- Copy: **<Ctrl> + <C>**
- Paste: **<Ctrl> + <V>**
- Clear Cell Contents: **<Delete>**
- Edit Active Cell: **<F2>**
- Absolute Reference: **<F4>**

#### Formatting

- Bold: **<Ctrl> + <B>**
- Italics: **<Ctrl> + <I>**
- Underline: **<Ctrl> + <U>**

# Microsoft Excel 97 Quick Reference Guide

**Faithe Wempen, DDC Publishing**

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