

Shortcut Keys

To Open a new worksheet.....	Ctrl N
To Close a worksheet.....	Ctrl W
To Exit Excel	Alt F4
To Print a worksheet.....	Ctrl P
To use AutoSum	Alt =
To Save	Ctrl S
To generate a Chart when data is highlighted	F11
To Copy	Ctrl C
To Cut (Move)	Ctrl X
To Paste	Ctrl V
To Bold a cell, row, column.....	Ctrl B
To Italicise a cell, row or column	Ctrl I
To Underline a cell, row or column	Ctrl U
Help	F1
Make a cell Absolute	F4
Go to a cell address or named range.....	F5
Spell Check	F7
Extend a selection over cells	F8
Recalculate all formulas in all open workbooks	F9
Undo the last action	Ctrl Z
Insert a new Worksheet.....	Shift F11
Clears formulas and data from the selected cells....	Del

Important Icons and Menus

Merge and Center – highlight the cells first then click the Merge & Center icon.



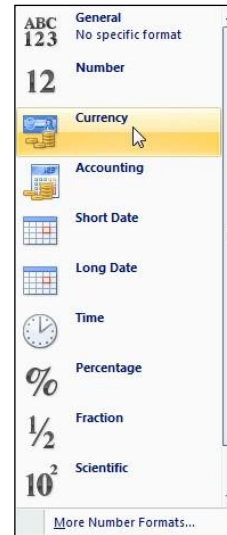
Borders - highlight the cells first then click the Borders icon.



Fill Color - highlight the cells first then click the Fill Color icon.



Change Format - highlight the cells first then click this icon.



Change Chart Type – this icon will appear after the data cells have been highlighted for the chart and F11 has been pressed.



The **Formula Bar** displays the contents of cell and editing of a cell can take place here



Basic Formulas

Average – this formula calculates the average of a row or column**=average(a1:a12)**

Sum – this formula adds the contents of a row or column..... **=sum(a1:a12)**

Count – this formula counts the number of cells or records in a row or column **=count(a1:a12)**

Maximum – this formula finds the largest number in a row or column **=max(a1:a12)**

Minimum – this formula finds the smallest number in a row or column **=min(a1:a12)**

For more complex formulas book a session with us

Tips

To **format a cell, row or column**, always make sure that the cell, row or column is highlighted.

To **delete a row** click on the number of the row and press the right mouse button and click delete from the menu.

To **delete a column**, click on the letter of the column and press the right mouse button and click delete from the menu.

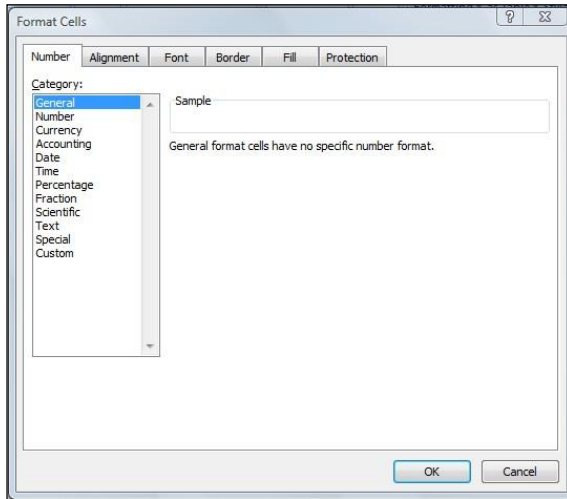
To **insert a new row**, click on the number of the row that is going to be underneath the new row and press the right mouse button and click insert from the menu.

To **insert a new column**, click on the letter of the column that is going to be to the right of the new column and press the right mouse button and click insert from the menu.

Use **Auto Fill** to copy a formula across a row or down a column.

The Format Cells Dialog Box

Press Ctrl 1 to access the Format Cells Dialog Box.



The Format Cells Dialog Box has 6 Tabs.

Number Formats can be changed here as well setting the amount of decimal places and separators (commas).

Alignment Cells can be aligned vertically and horizontally as well as being merged. Wrap texting can be set up here.

Font Font settings can be changed.

Border Borders can be set and changed.

Fill Fill colour and patterns can be set and changed.

Protection Cells can be locked and hidden here.

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PO Box 45 208

Te Atatu Peninsula

Waitakere City

021 1406 057

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