

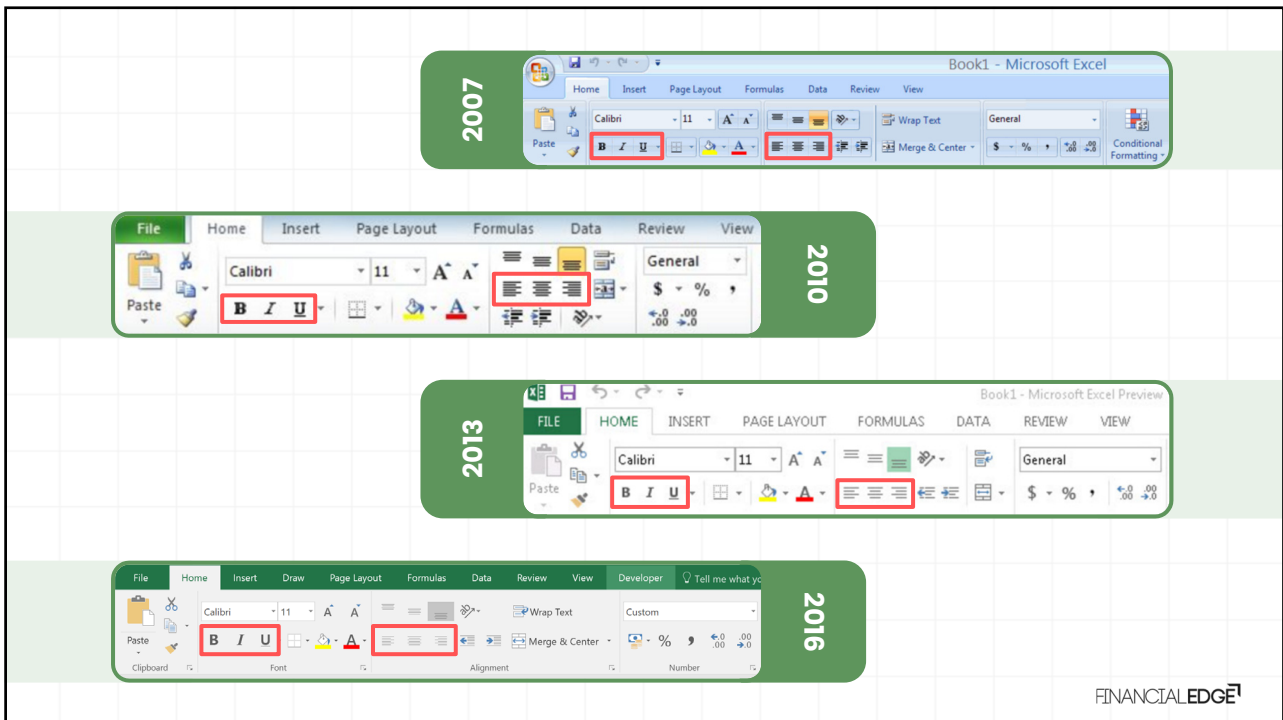


Menu and Shortcut Basics

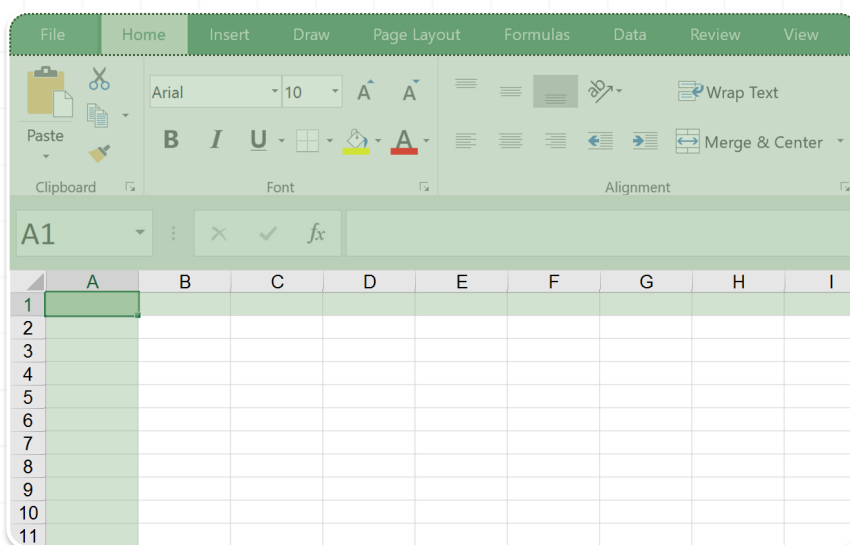
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Intro to Excel

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Interface

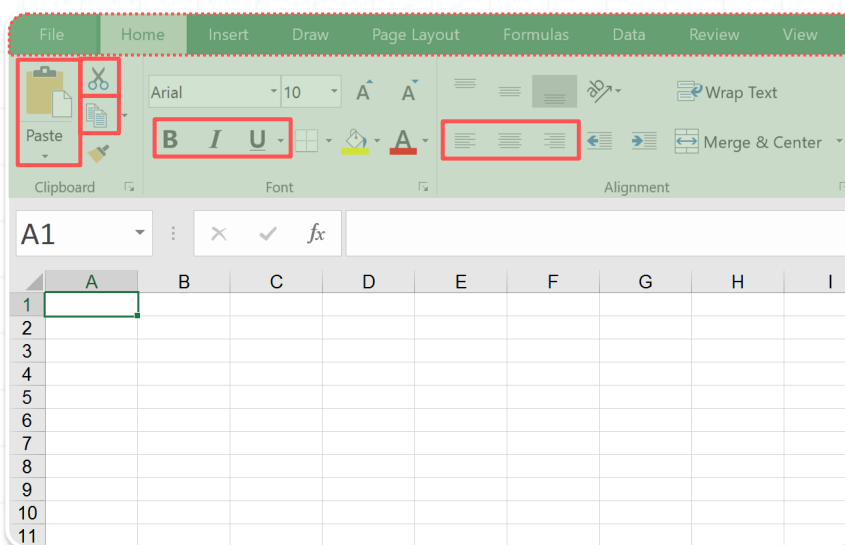




The Ribbon

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Ribbon

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Accelerator Keys

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Every **tab** and **command** in **Excel** can
be accessed with **accelerator keys**

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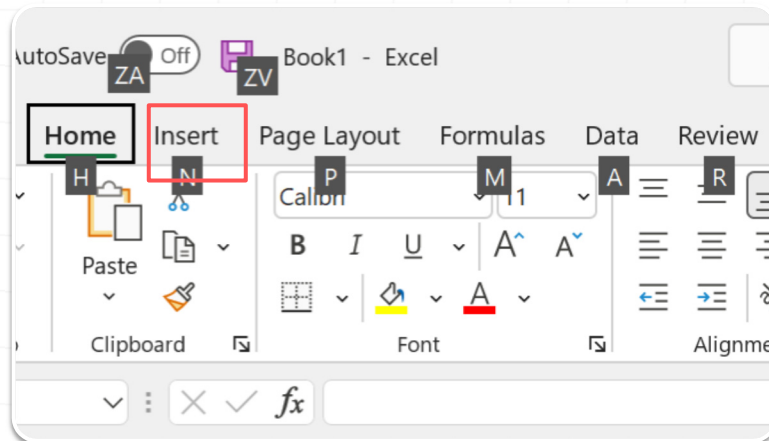
Font Size

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Pressing **Esc** allows you to go back a step

Error**Fix**FINANCIALEDGE⁷

But remember, **Excel** shows you the **accelerator keys**, so no need to remember

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Setting-up Excel

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The diagram illustrates the Excel Options menu structure and specific settings for the Formulas and Advanced tabs. The menu structure shows **Alt**, **F**, and **T** keys leading to **Formulas**, **File**, and **Options** respectively. The **Options** menu is further divided into **Formulas** and **Advanced**.

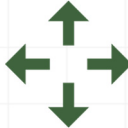
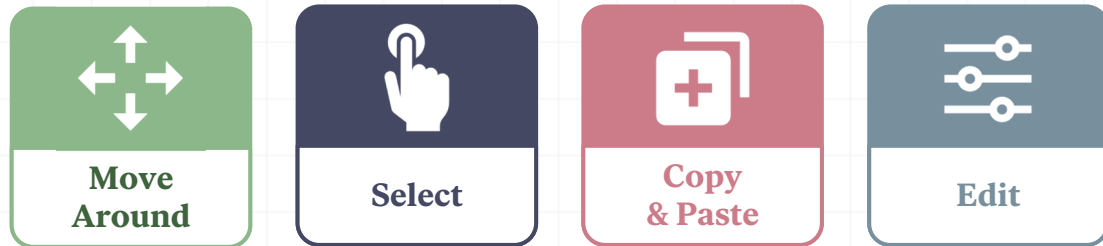
Formulas Tab Settings:

- Calculation options:**
 - Workbook Calculation:**
 - Automatic** (selected) - **1** (Recommended for larger models)
 - Automatic except for data tables
 - Manual - **2** (Turn this OFF)
 - Recalculate workbook before saving** (checked) - **3** (Looks for inconsistent formulas)
 - Enable iterative calculation** (unchecked) - **4** (Best to be in control)
 - Maximum Iterations: 100
 - Maximum Change: 0.001
- Working with formulas:**
 - B1C1 reference style** (unchecked)
 - Formula AutoComplete** (checked)
 - Use table names in formulas** (checked)
 - Use GetPivotData functions for PivotTable references** (checked)
- Error Checking:**
 - Enable background error checking** (checked) - **5** (Editing will happen in the formula bar)
 - Indicate errors using this color: [Color selection]
 - Reset Ignored Errors
- Editing options:**
 - After pressing Enter, move selection** (unchecked) - **6**
 - Direction: Down
 - Automatically insert a decimal point** (unchecked)
 - Places: 2
 - Enable fill handle and cell drag-and-drop** (checked)
 - Alert before overwriting cells** (checked)
 - Allow editing directly in cells** (unchecked)

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Cell Navigation, Editing, Selecting and Copying





Move Around

Move cell
by cell



Speed
move

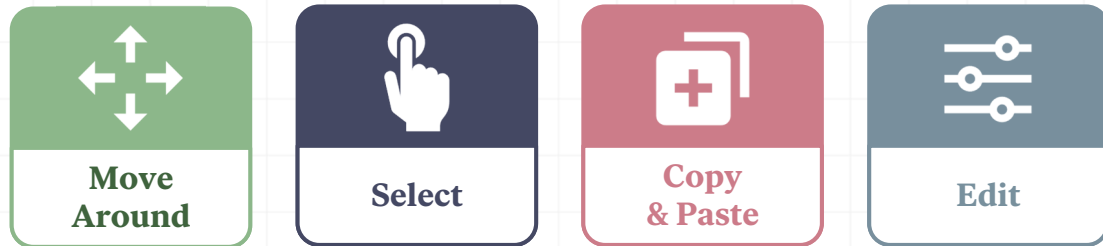


Move from
sheet to sheet



Access
menu bars





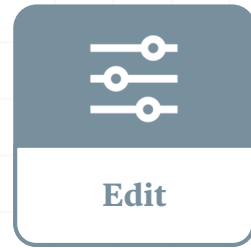
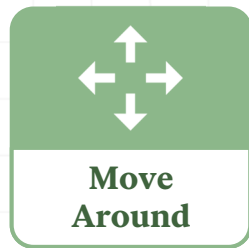
Select

Speed
move



Move from
sheet to sheet





Copy & Paste

Copy

Ctrl + **C**

Paste

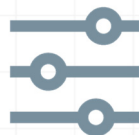
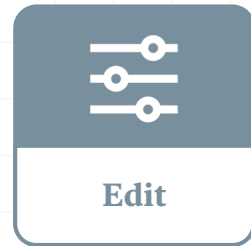
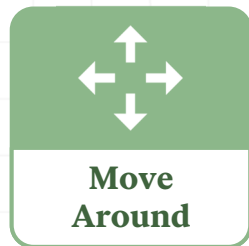
Enter

Multiple
paste

Ctrl + **V**

Fill right
or down

Ctrl + **R** OR **D**



Edit

Formula bar /
worksheet toggle



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