BASIC EXCEL

AVIRAT ACADEMY

BASIC EXCEL

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What is Excel?

Excel is pronounced "Eks - sel"

It is a spreadsheet program developed by Microsoft. Excel organizes data in columns and rows and allows you to do mathematical functions. It runs on Windows, macOS, Android and iOS.

The first version was released in 1985 and has gone through several changes over the years. However, the main functionality mostly remains the same.

Excel is typically used for:

- Analysis
- Data entry
- Data management
- Accounting
- Budgeting
- Data analysis
- Visuals and graphs
- Programming
- Financial modelling
- And much, much more!

Why Use Excel?

- It is the most popular spreadsheet program in the world.
- It is easy to learn and to get started.
- The skill ceiling is high, which means that you can do more advanced things as you become better.
- It can be used with both work and in everyday life, such as to create a family budget.
- It has a huge community support.
- It is continuously supported by Microsoft.
- Templates and frameworks can be reused by yourself and others, lowering creation costs.
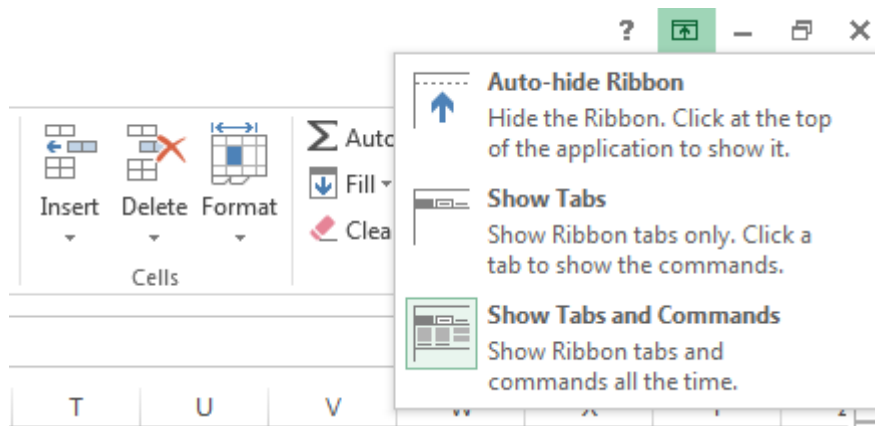
TOOL BAR.

## Using the Ribbon Display Options

1. Click the **Ribbon Display Options** icon on the top-right corner of your document. It is to the left of the **Minimize** icon.

2. In the menu that opens, click **Show Tabs and Commands** to show the Ribbon with all tabs and full commands.
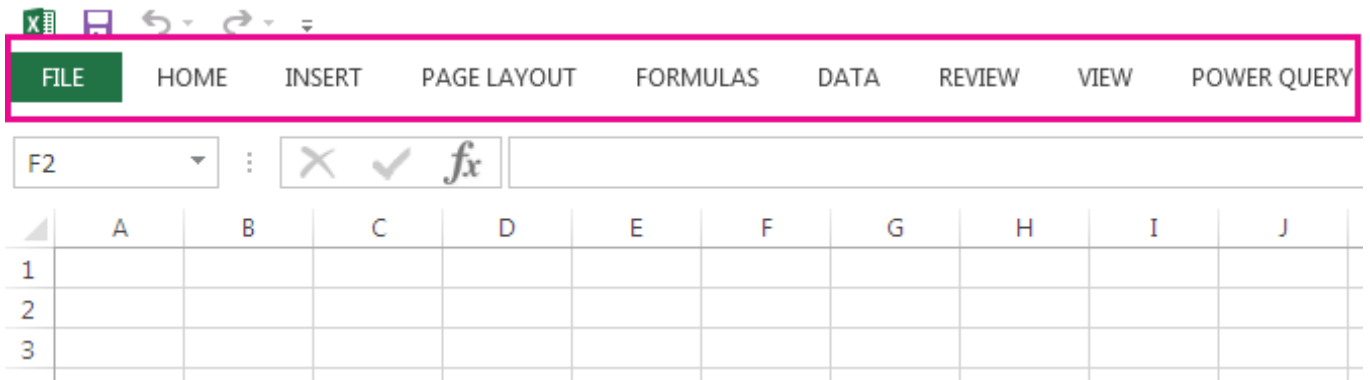

   This option is the default view. While this option provides quick access to all the commands, it limits the available screen space for your workbook.
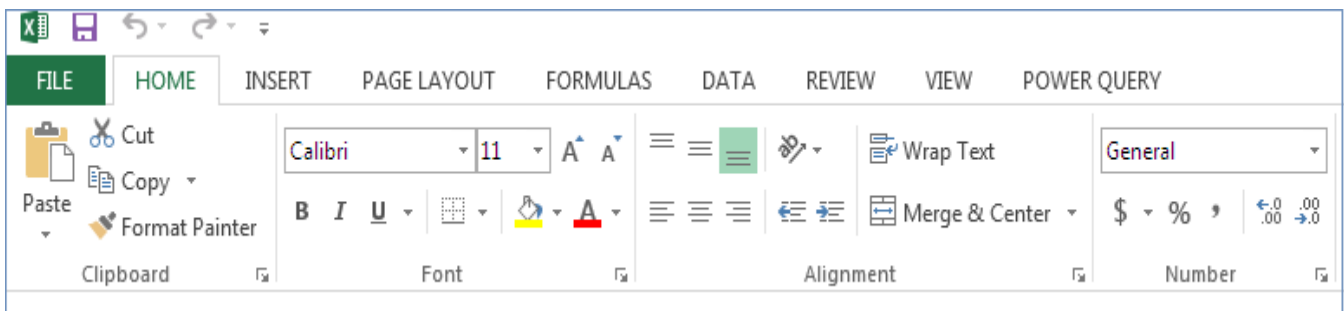
   Tip: Press Ctrl+F1 to show and hide your commands in the Ribbon.

3. Click **Show Tabs** to display the Ribbon tabs without the commands. To access the commands in the **Show Tabs** option, click any of the tabs.


4. Click **Auto-hide Ribbon** to hide all tabs and commands.
   By using this option, you get the largest amount of screen space when you view your workbook. To access tabs and commands in this view, click the very top of your workbook.
   Tip: You can customize the Ribbon with your own tabs and commands for quick access to the toolbar features you use most.

Customize the ribbon in Office

What you can customize: You can personalize your ribbon to arrange tabs and commands in the order you want them, hide or unhide your ribbon, and hide those commands you use less often. Also, you can export or import a customized ribbon.
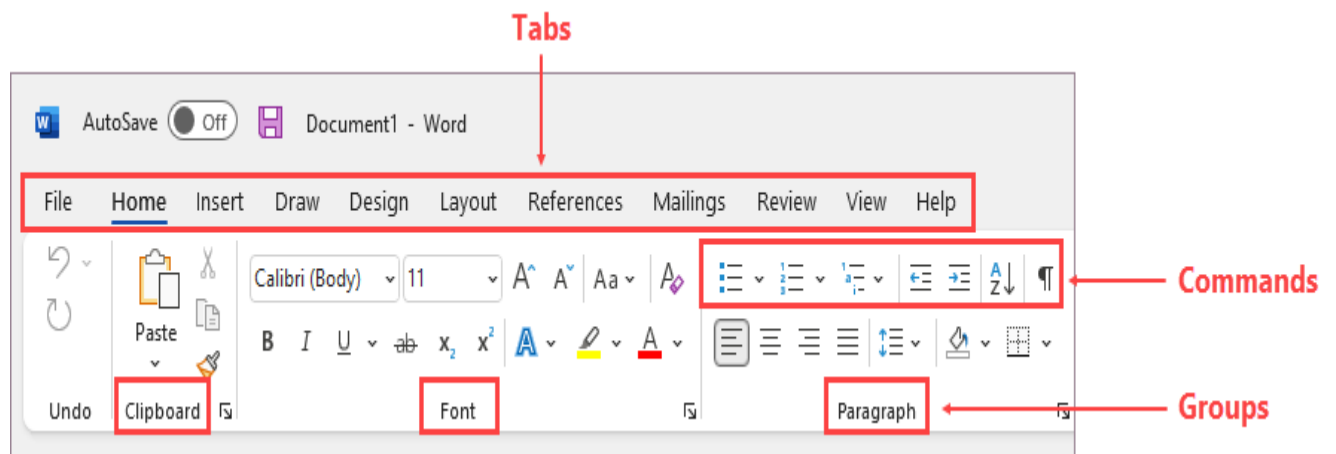
What you can't customize: You can't reduce the size of your ribbon, or the size of the text or the icons on the ribbon. The only way to do this is to change your display resolution, which would change the size of everything on your page.

When you customize your ribbon: Your customizations apply only to the Office program you're working in at the time. For example, if you personalize your ribbon in PowerPoint, those same changes won't be visible in Excel. If you want similar customizations in your other Office apps, you'll have to open each of those apps to make the same changes. Although you can't share customizations between apps, you can export your customizations to share with others or use on other devices.

Tip: You can't change the colour of the ribbon, or its icons, but you can change the colour scheme that Office uses throughout. For more information, see Change the Office theme.

<u>Windows</u>

Hide or show your ribbon

*If the ribbon isn't visible at all*

If the ribbon isn't visible at all (no tabs are showing), then you probably have the state set to Full-screen mode. Select **More** at the top right of the screen. This will temporarily restore the ribbon.
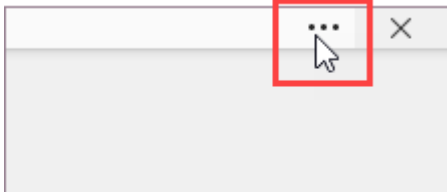
When you return to the document, the ribbon will be hidden again. To keep the ribbon displayed, select a different state from the **Ribbon Display Options** menu.
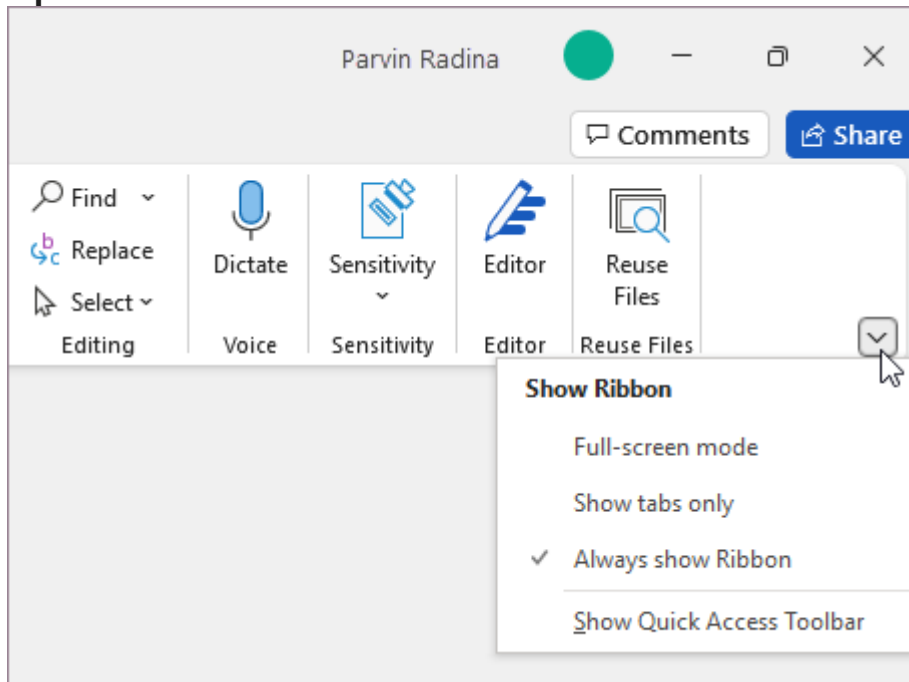
Customize the tabs on your ribbon: change order, add, hide, remove

The tabs on your ribbon are Home, Insert, Design, etc. For example, the picture below shows the tabs in Word.
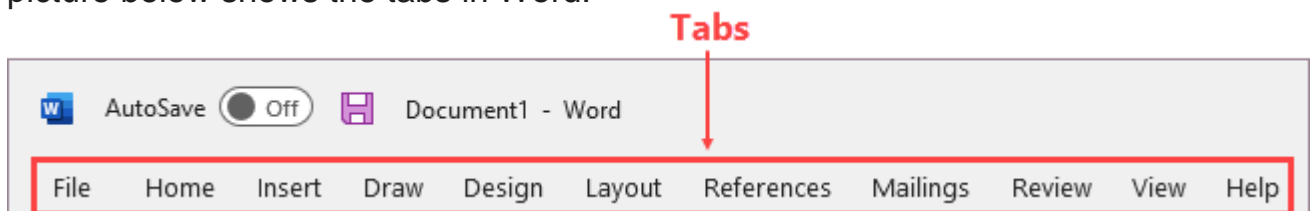

You can add custom tabs or rename and change the order of the default tabs that are built in to Office. Custom tabs in the **Customize the Ribbon** list have (Custom) after the name, but the word (Custom) does not appear in the ribbon.

Open the "Customize the Ribbon" window
To work with your ribbon, you need to get to the Customize the Ribbon window. Here's how you do that.

1. Open the app you want to customize your ribbon in, such as PowerPoint or Excel.
2. Place your mouse in any empty space in the ribbon and then right-click.
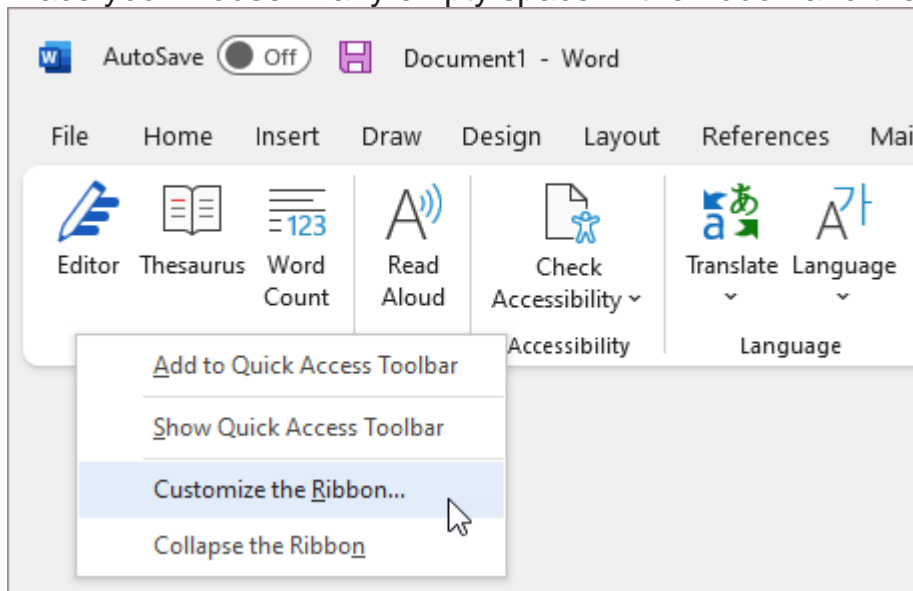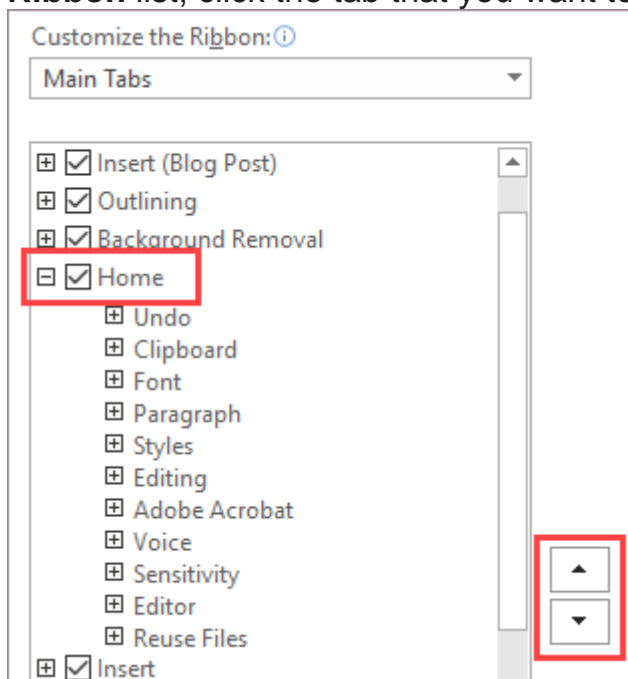

3. Click **Customize the Ribbon**.

Now you're ready to do the steps below to customize your ribbon.

Change the order of default or custom tabs
You can change the order of Home, Insert, Draw, Design, and other tabs. You cannot change the placement of the **File** tab.

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the tab that you want to move.

2. Click the **Move Up** or **Move Down** arrow until you have the order you want.
3. To see and save your changes, click **OK**.

Add a custom tab

When you click **New Tab**, you add a custom tab and custom group. You can only add commands to custom groups.

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click **New Tab**.
2. To see and save your changes, click **OK**.

Rename a default or custom tab

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the tab that you want to rename.
2. Click **Rename**, and then type a new name.
3. To see and save your changes, click **OK**.

Hide a default or custom tab

You can **hide** both custom and default tabs. But you can only **remove** custom tabs. You cannot hide the File tab.

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, clear the check box next to the default tab or custom tab that you want to hide.
2. To see and save your changes, click **OK**.

Remove a custom tab

You can hide both custom and default tabs, but you can only remove custom tabs. The custom tabs and groups have (Custom) after the name, but the word (Custom) does not appear in the ribbon.

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the tab that you want to remove.
2. Click **Remove**.
3. To see and save your changes, click **OK**.

Customize your groups: change order, add, rename, remove

You can add custom groups or rename and change the order of the default groups that are built in to Office. Custom groups in the **Customize the Ribbon** list have (Custom) after the name, but the word (Custom) does not appear in the ribbon.

Change the order of the default and custom groups

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the group that you want to move.
2. Click the **Move Up** or **Move Down** arrow until you have the order you want.
3. To see and save your changes, click **OK**.

Add a custom group to a tab

You can add a custom group to either a custom tab or a default tab.

1. In the **Customize the Ribbon** window, under the **Customize the Ribbon** list, click the tab that you want to add a group to.
2. Click **New Group**.
3. To rename the **New Group (Custom)** group, right-click the group, click **Rename**, and then type a new name.
   Note: You can also add an icon to represent the custom group by clicking the custom group, then **Rename**. When the **Symbol** dialog opens, choose an icon to represent the group.
4. To hide the labels for the commands that you add to this custom group, right-click the group, and then click **Hide Command Labels**. Repeat to un-hide them.
5. To see and save your changes, click **OK**.

Rename a default or custom group

1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the tab or group that you want to rename.
2. Click **Rename**, and then type a new name.
3. To see and save your changes, click **OK**.

Remove a default or custom group
1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the group that you want to remove.
2. Click **Remove**.
3. To see and save your changes, click **OK**.

Replace a default group with a custom group
You can't remove a command from a group built in to Microsoft Office. However, you can make a custom group with the commands that you want to replace the default group.
1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the default tab where you want to add the custom group.
2. Click **New Group**.
3. Right-click the new group, and then click **Rename**.
4. Type a name for the new group and select an icon to represent the new group when the ribbon is resized.
5. In the **Choose Commands from list**, click **Main Tabs**.
6. Click the plus sign (+) next to the default tab that contains the group that you want to customize.
7. Click the plus sign (+) next to the default group that you want to customize.
8. Click the command that you want to add to the custom group, and then click **Add**.
9. Right-click the default group, and click **Remove**.

Customize your commands: change order, add, rename, remove
To add commands to a group, you must first add a custom group to a default tab or to a new custom tab. Only commands added to custom groups can be renamed.
Default commands appear in gray text. You can't rename them, change their icons, or change their order.
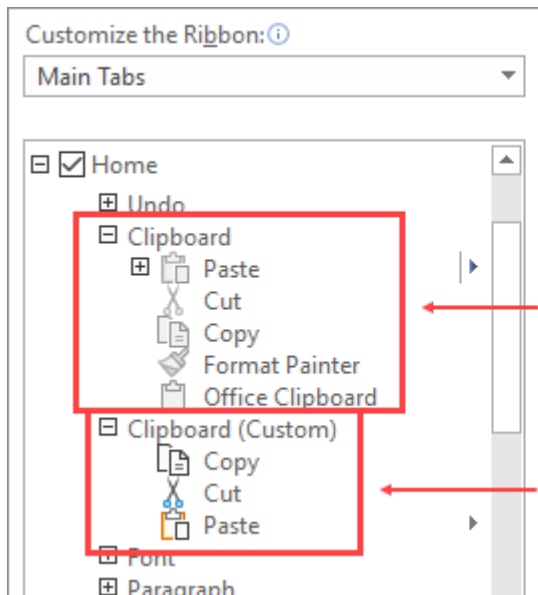
Default tab and group
Commands can't be changed

Custom group
Commands can be changed

Change the order of the commands in custom groups
1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the command that you want to move.
2. Click the **Move Up** or **Move Down** arrow until you have the order you want.
3. To see and save your changes, click **OK**.

Add commands to a custom group
1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the custom group that you want to add a command to.
2. In the **Choose commands from** list, click the list you want to add commands from, for example, **Popular Commands** or **All Commands.**
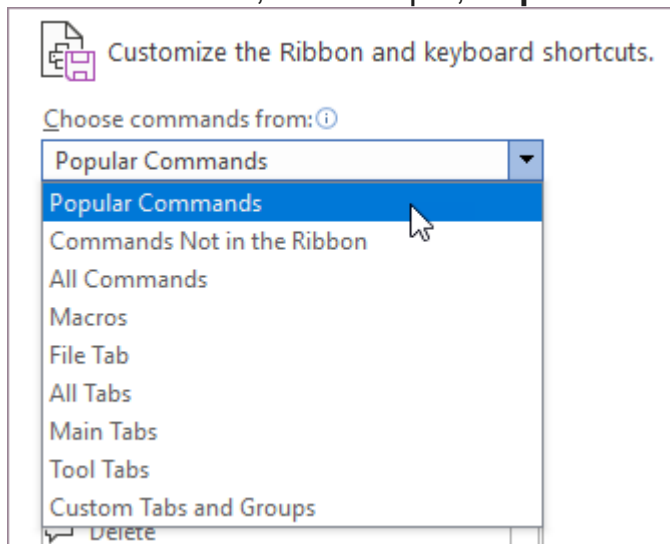
3. Click a command in the list that you choose.
4. Click **Add**.
5. To see and save your changes, click **OK**.

Remove a command from a custom group
You can only remove commands from a custom group.
1. In the **Customize the Ribbon** window, under the **Customize the Ribbon** list, click the command that you want to remove.
2. Click **Remove**.
3. To see and save your changes, click **OK**.

Rename a command that you added to a custom group
1. In the **Customize the Ribbon** window under the **Customize the Ribbon** list, click the command that you want to rename.
2. Click **Rename**, and then type a new name.
3. To see and save your changes, click **OK**.

Reset your ribbon back to the default settings
You can reset all tabs to their original state, or you can reset select tabs to their original state . When you reset all tabs on the ribbon, you also reset the Quick Access Toolbar to show only the default commands.

Follow these steps to reset the ribbon:
1. In the **Customize the Ribbon** window, click **Reset**.
2. Click **Reset all customizations**.

Reset only the selected tab to the default setting
You can only reset default tabs to their default settings.
1. In the **Customize the Ribbon** window, select the default tab that you want to reset to the default settings.
2. Click **Reset**, and then click **Reset only selected Ribbon tab**.

Share a customized ribbon with another user or another computer
You can share your ribbon and Quick Access Toolbar customizations into a file that can be imported and used by a co-worker or on another computer.

Step 1: Export your customized ribbon:
1. In the **Customize the Ribbon** window, click **Import/Export**.
2. Click **Export all customizations**.

Step 2: Import the customized ribbon and Quick Access Toolbar on your other computer
Important: When you import a ribbon customization file, you lose all prior ribbon and Quick Access Toolbar customizations. If you think that you might want to revert to the customization you currently have, you should export them before importing any new customizations.
1. In the **Customize the Ribbon** window, click **Import/Export**.
2. Click **Import customization file**.

WORKBOOK IN EXCEL.

Create a new workbook

1) Open Excel.
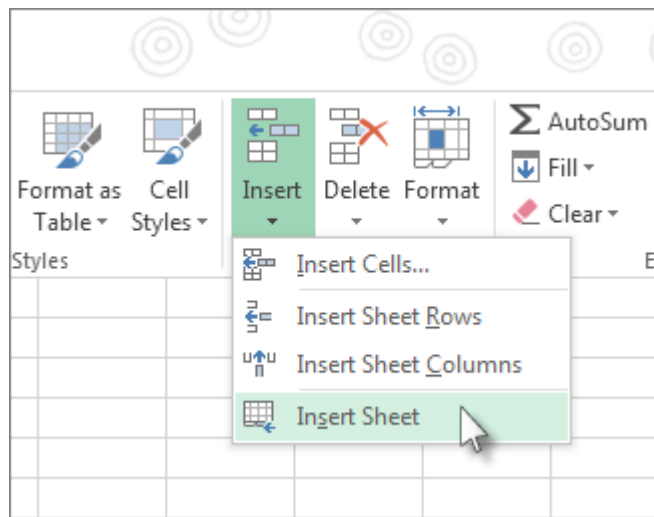2) Select **Blank workbook** or press Ctrl+N.
3) Start typing.

Create a workbook from a template

1) Select **File** > **New**.
2) Double-click a template.
3) Click and start typing.

Insert or delete a worksheet

Insert a worksheet

- Select the **New Sheet** plus icon ⊕ at the bottom of the workbook.
- Or, select **Home** > **Insert** > **Insert Sheet**.


Rename a worksheet

- Double-click the sheet name on the **Sheet** tab to quickly rename it.
- Or, right-click on the **Sheet** tab, click **Rename**, and type a new name.

Move a worksheet

- To move the tab to the end, right-click the **Sheet** tab then **Move or Copy** > **(move to end)** > **OK** .
- Or, click and drag to tab to any spot.

Delete a worksheet

- Right-click the **Sheet** tab and select **Delete**.
- Or, select the sheet, and then select **Home** > **Delete** > **Delete Sheet**.
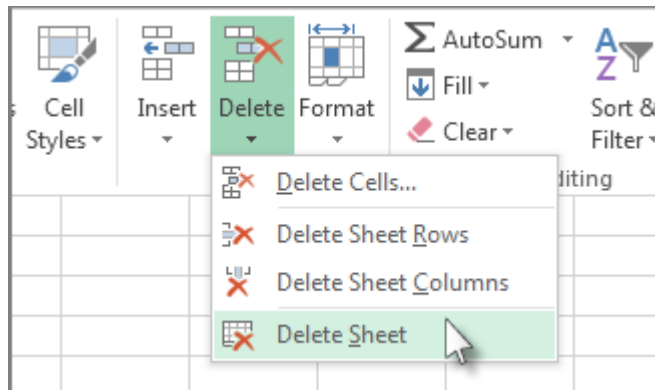
Move or copy worksheets or worksheet data

You can use the **Move or Copy Sheet** command to move or copy entire worksheets (also known as sheets), to other locations in the same or a different workbook. You can use the **Cut** and **Copy** commands to move or copy a portion of the data to other worksheets or workbooks.

Move a worksheet within a workbook

Select the worksheet tab, and drag it to where you want it.

Copy a worksheet in the same workbook

- Press CTRL and drag the worksheet tab to the tab location you want.
  OR
  1) Right click on the worksheet tab and select **Move or Copy.**
  2) Select the **Create a copy** checkbox.
  3) Under **Before sheet**, select where you want to place the copy.
  4) Select **OK.**

Fill data automatically in worksheet cells

1. Select one or more cells you want to use as a basis for filling additional cells.
   For a series like 1, 2, 3, 4, 5..., type 1 and 2 in the first two cells. For the series 2, 4, 6, 8..., type 2 and 4.
   For the series 2, 2, 2, 2..., type 2 in first cell only.
2. Drag the fill handle .
3. If needed, click **Auto Fill Options** and choose the option you want.

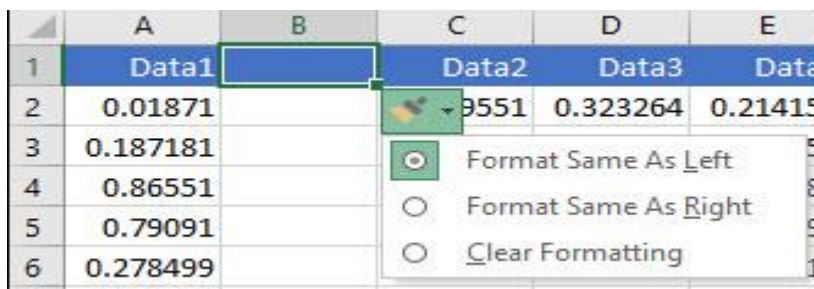**Insert or delete rows and columns**

Insert or delete a column

1. Select any cell within the column, then go to **Home** > **Insert** > **Insert Sheet Columns** or **Delete Sheet Columns**.
2. Alternatively, right-click the top of the column, and then select **Insert** or **Delete**.

Insert or delete a row

1. Select any cell within the row, then go to **Home** > **Insert** > **Insert Sheet Rows** or **Delete Sheet Rows**.
2. Alternatively, right-click the row number, and then select **Insert** or **Delete**.

Formatting options

1) When you select a row or column that has formatting applied, that formatting will be transferred to a new row or column that you insert. If you don't want the formatting to be applied, you can select the **Insert Options** button after you insert, and choose from one of the options as follows
2) If the Insert Options button isn't visible, then go to **File** > **Options** > **Advanced** > in the **Cut, copy and paste** group, check the **Show Insert Options buttons** option

| ◢	A	B	C	D	E
1	Data1		Data2	Data3	Data
2	0.01871		9551	0.323264	0.21415
3	0.187181		⊙ Format Same As Left		5
4	0.86551		○ Format Same As Right		8
5	0.79091		○ Clear Formatting		9
6	0.278499				1

CELL.

CELL.

CELL

Select one or more cells

1) Click on a cell to select it. Or use the keyboard to navigate to it and select it.
2) To select a range, select a cell, then with the left mouse button pressed, drag over the other cells.
3) Or use the Shift + arrow keys to select the range.
4) To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

Select one or more rows and columns

1) Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space.
2) Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space.
3) To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.
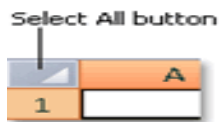
Select table, list or worksheet

1) To select a list or table, select a cell in the list or table and press Ctrl + A.
2) To select the entire worksheet, click the **Select All** button at the top left corner.

Freeze panes to lock rows and columns

To keep an area of a worksheet visible while you scroll to another area of the worksheet, go to the **View** tab, where you can **Freeze Panes** to lock specific rows and columns in place, or you can **Split** panes to create separate windows of the same worksheet.

Freeze rows or columns

Freeze the first column

1) Select **View** > **Freeze Panes** > **Freeze First Column**.
   The faint line that appears between Column A and B shows that the first column is frozen.
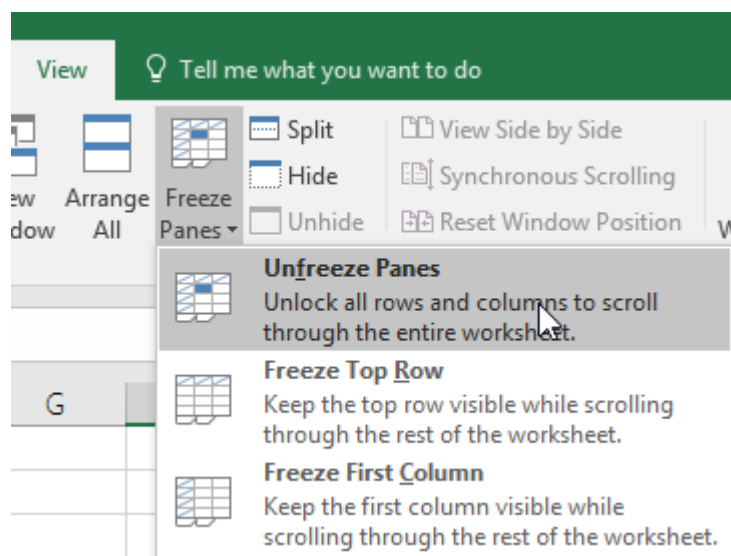
Freeze the first two columns

2) Select the third column.
3) Select **View** > **Freeze Panes** > **Freeze Panes.**

Freeze columns and rows

   1) Select the cell below the rows and to the right of the columns you want to keep visible when you scroll.
   2) Select **View** > **Freeze Panes** > **Freeze Panes.**

Unfreeze rows or columns

   1) On the **View** tab > **Window** > **Unfreeze Panes**.
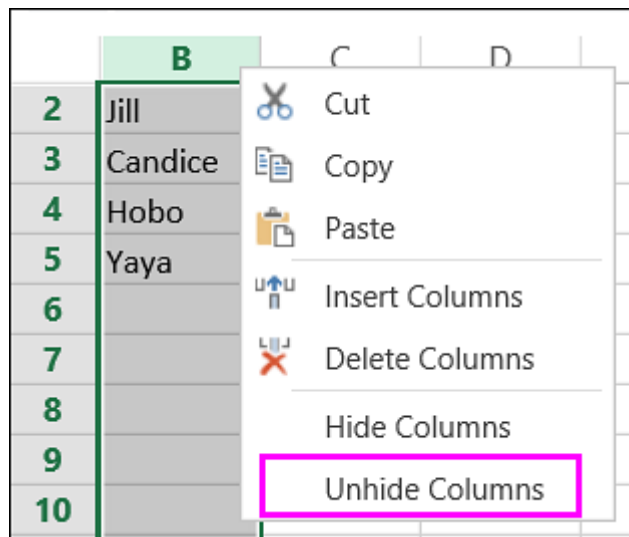
Hide or show rows or columns

Hide columns
1) Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent.
2) Right-click the selected columns, and then select **Hide**.

Note: The double line between two columns is an indicator that you've hidden a column.

Unhide columns
1) Select the adjacent columns for the hidden columns.
2) Right-click the selected columns, and then select **Unhide**.
3) Or double-click the double line between the two columns where hidden columns exist.

	B	C	D
2	Jill	✂ Cut	
3	Candice	Copy	
4	Hobo	Paste	
5	Yaya		
6		Insert Columns	
7		Delete Columns	
8		Hide Columns	
9		Unhide Columns	
10			

Move or copy cells and cell contents

1) Use **Cut**, **Copy**, and **Paste** to move or copy cell contents. Or copy specific contents or attributes from the cells. For example, copy the resulting value of a formula without copying the formula, or copy only the formula.
2) When you move or copy a cell, Excel moves or copies the cell, including formulas and their resulting values, cell formats, and comments.
3) You can move cells in Excel by drag and dropping or using the **Cut** and **Paste** commands.

Move cells by drag and dropping

1) Select the cells or range of cells that you want to move or copy.
2) Point to the border of the selection.
3) When the pointer becomes a move pointer , drag the cell or range of cells to another location.

Move cells by using Cut and Paste

1) Select a cell or a cell range.
2) Select **Home** > **Cut** or press Ctrl + X.
3) Select a cell where you want to move the data.
4) Select **Home** > **Paste** or press Ctrl + V.

Copy cells by using Copy and Paste

1) Select the cell or range of cells.
2) Select **Copy** or press Ctrl + C.
3) Select **Paste** or press Ctrl + V.

Change the column width or row height in Excel

Note: The boundary is the line between cells, columns, and rows. If a column is too narrow to display the data, you will see ### in the cell.

Resize rows

1. Select a row or a range of rows.
2. On the **Home** tab, select **Format** > **Row Width** (or **Row Height**).
3. Type the row width and select **OK**.

Resize columns

1. Select a column or a range of columns.
2. On the **Home** tab, select **Format** > **Column Width** (or **Column Height**).
3. Type the column width and select **OK**.

Automatically resize all columns and rows to fit the data

1. Select the **Select All** button at the top of the worksheet, to select all columns and rows.
2. Double-click a boundary. All columns or rows resize to fit the data.

Merge and unmerge cells

Merge cells

1) Click the first cell and press **Shift** while you click the last cell in the range you want to merge.
2) **Important:** Make sure only one of the cells in the range has data.
3) Click **Home** > **Merge & Centre**.
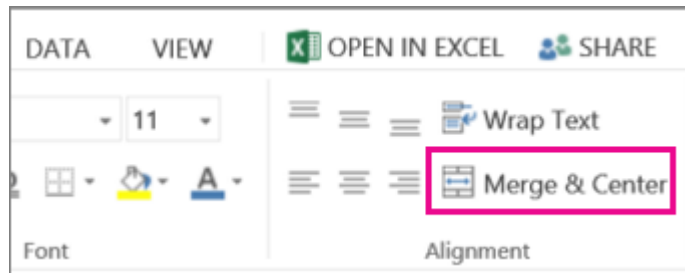
1) If **Merge & Centre** is dimmed, make sure you're not editing a cell or the cells you want to merge aren't inside a table.

   Tip: To merge cells without cantering the data, click the merged cell and then click the left, centre or right alignment options next to **Merge & Centre**.

2) If you change your mind, you can always undo the merge by clicking the merged cell and clicking **Merge & Centre.**

Unmerge cells

To unmerge cells immediately after merging them, press Ctrl + Z. Otherwise do this:

▪ Click the merged cell and click **Home** > **Merge & Centre**.
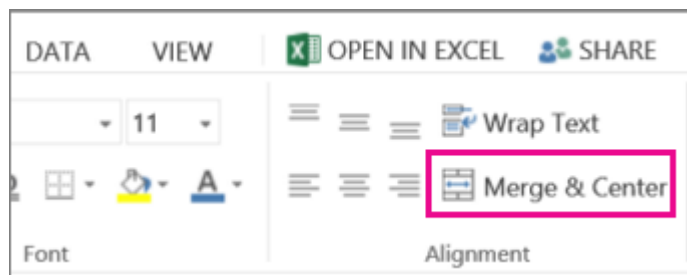
The data in the merged cell moves to the left cell when the cells split.

	A	B	C	
1	Monthly Sales			Merged cells
2	January	February	March	
3	$194,372.56	$169,906.14	$72,234.89	
4	$200,203.73	$175,003.33	$73,679.59	
5	$204,207.81	$169,753.23	$17,469.20	
6	$206,249.89	$176,543.36	$70,039.82	
7	$210,374.88	$167,716.19	$72,141.01	
8				

	A	B	C	
1	Monthly Sales			Unmerged cells
2	January	February	March	
3	$194,372.56	$169,906.14	$72,234.89	
4	$200,203.73	$175,003.33	$73,679.59	
5	$204,207.81	$169,753.23	$17,469.20	
6	$206,249.89	$176,543.36	$70,039.82	
7	$210,374.88	$167,716.19	$72,141.01	
8				

Align or rotate text in a cell

Change the orientation of text in a cell

1) Select a cell, row, column, or a range.

2) Select **Home** > **Orientation** ab↗ ⌄ , and then select an option.
    You can rotate your text up, down, clockwise, or counter clockwise, or align text vertically:

Rotate text to a precise angle

1) Select a cell, row, column, or a range.

2) Select **Home** > **Orientation** ab↗ ⌄ > **Format Cell Alignment**.

3) Under **Orientation** on the right side, in the **Degrees** box, use the up or down arrow to set the exact number of degrees that you want to rotate the selected cell text.

4) Positive numbers rotate the text upward. Negative numbers rotate the text downward.

Align a column or row

Begin by selecting the cell or cells you want to align. You can align text in a single cell, a range of cells, a row or rows, a column or columns, or the entire worksheet. (Use Ctrl+A to select all cells.)

Select the cells you want to align.

1) On the **Home** tab, in the **Alignment** group, select a horizontal alignment option:

Align Left   **Centre**   **Align Right**

2) On the **Home** tab, in the **Alignment** group, select a vertical alignment option:

**Top Align**   **Middle Align**   **Bottom Align**

Format text in cells

Formatting text or numbers can make them appear more visible especially when you have a large worksheet. Changing default formats includes things like changing the font colour, style, size, text alignment in a cell, or apply formatting effects. This article shows you how you can apply different formats and also undo them.
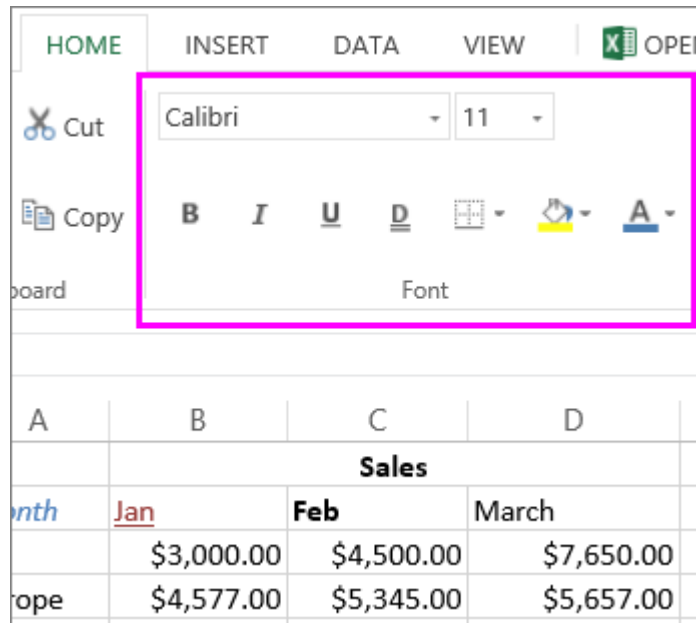

If you want text or numbers in a cell to appear bold, italic, or have a single or double underline, select the cell and on the **Home** tab, pick the format you want:
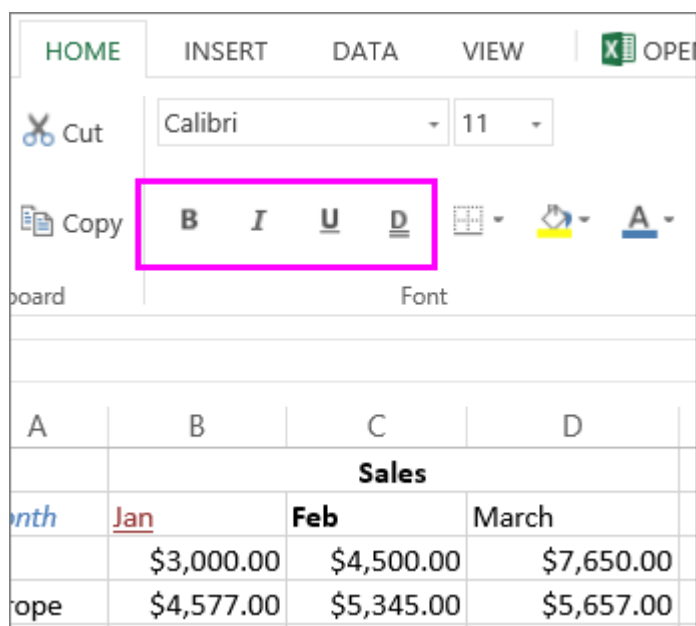
Change font style, size, colour, or apply effects
Click **Home** and:

1) For a different font style, click the arrow next to the default font **Calibri** and pick the style you want.
2) To increase or decrease the font size, click the arrow next to the default size 11 and pick another text size.
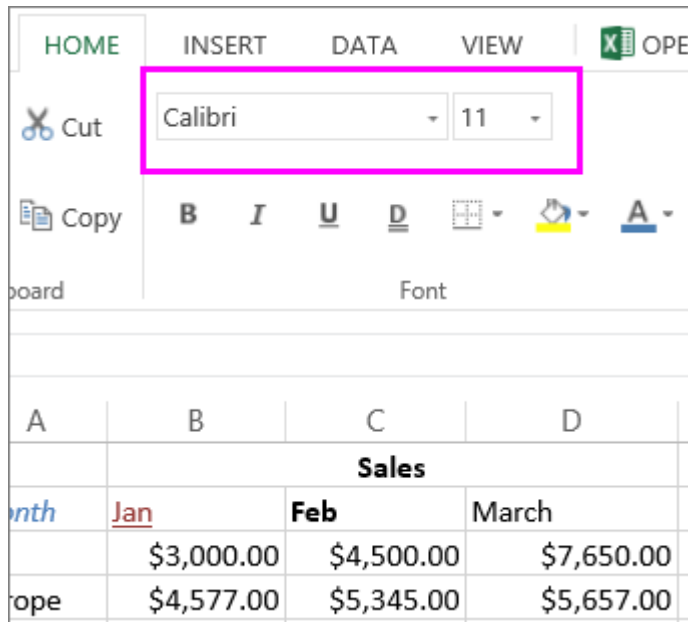
1) To change the font colour, click **Font Colour** and pick a colour.
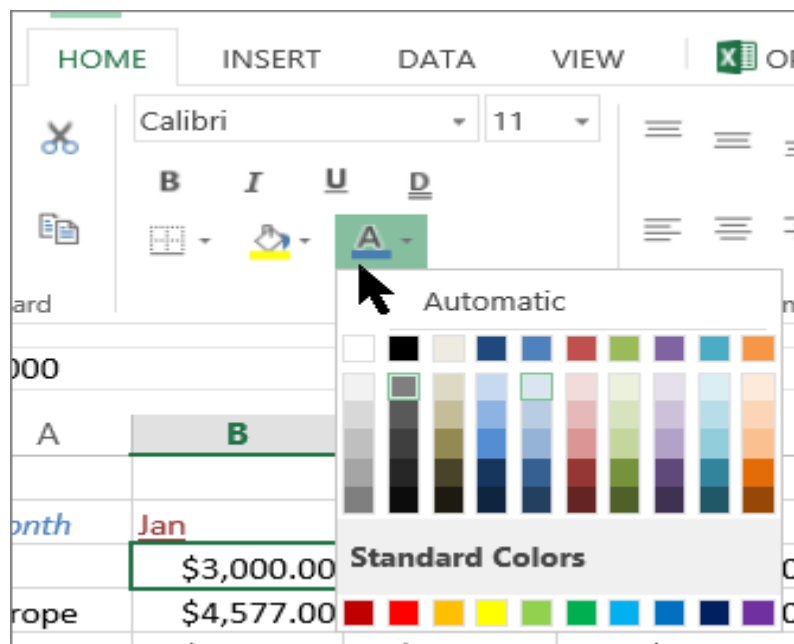
1) To add a background colour, click **Fill Colour** next to **Font Colour.**

2) To apply strikethrough, superscript, or subscript formatting, click the Dialog Box Launcher, and select an option under **Effects**.

Change the text alignment

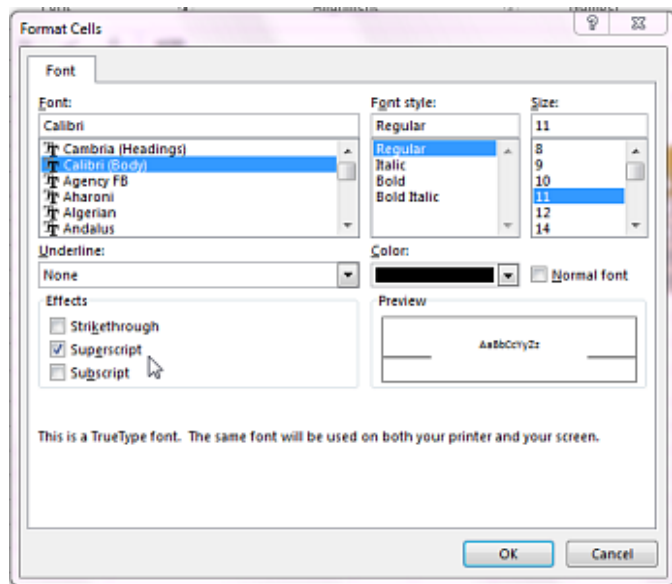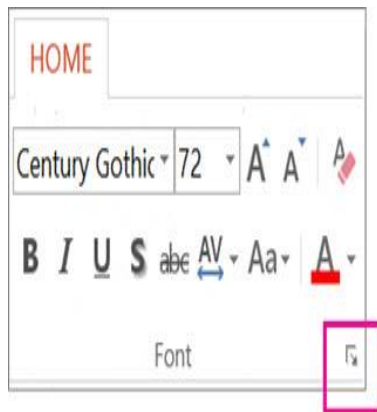You can position the text within a cell so that it is cantered, aligned left or right. If it's a long line of text, you can apply **Wrap Text** so that all the text is visible. Select the text that you want to align, and on the **Home** tab, pick the alignment option you want.
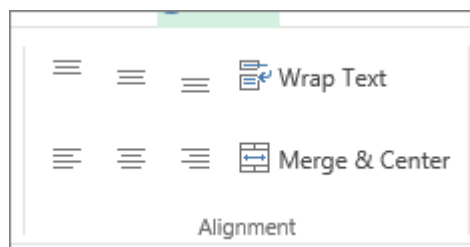
Clear formatting

If you change your mind after applying any formatting, to undo it, select the text, and on the **Home** tab, click **Clear** > **Clear Formats**.
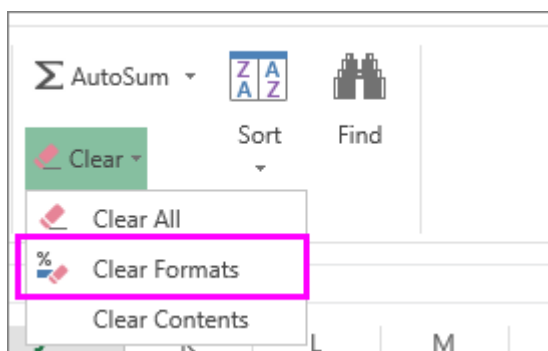
Copy cell formatting

1. Select the cell with the formatting you want to copy.
2. Select **Home** > **Format Painter**.

3. Drag to select the cell or range you want to apply the formatting to.
4. Release the mouse button and the formatting should now be applied.
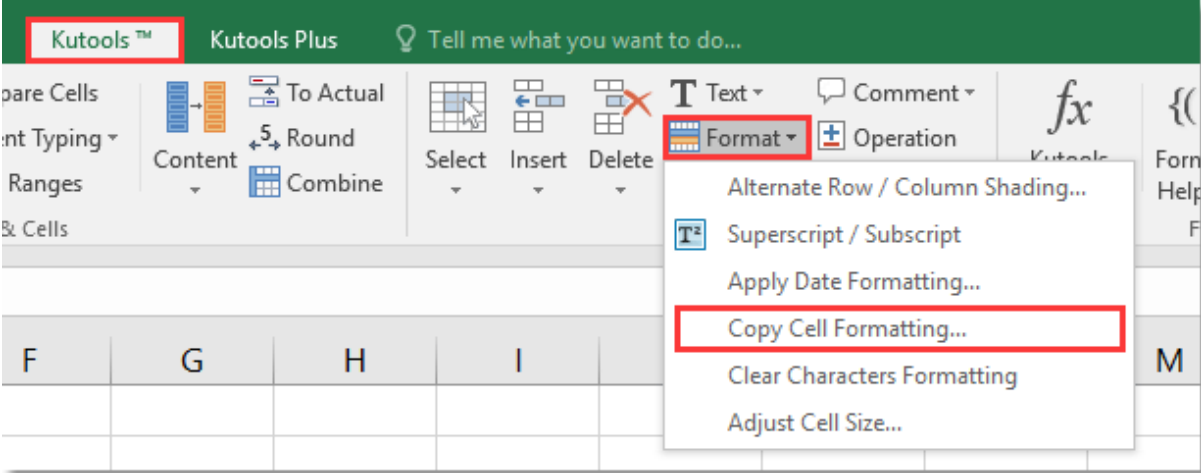
TABLE

What do you want to do?

- Insert a table
- Use Table Styles to format an entire table
- Add or remove borders
- Display or hide gridlines
- Add a cell, row, or column
- Delete a cell, row, or column
- Merge or split cells
- Repeat a table heading on subsequent pages
- Control where a table is divided

Insert a table

click **Insert** > **Table** and move the cursor over the grid until you highlight the number of columns and rows you want.
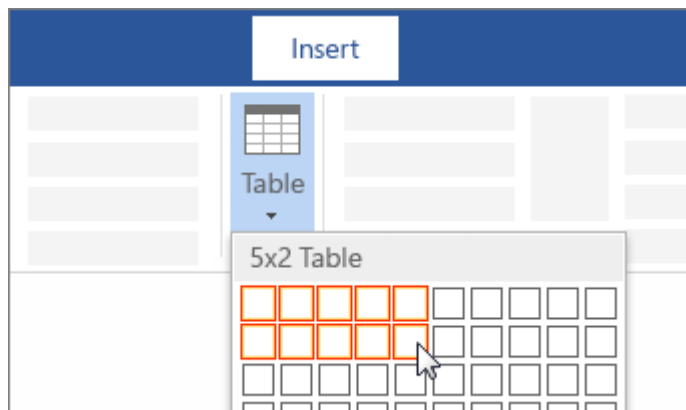
For a larger table, or to customize a table, select **Insert** > **Table** > **Insert Table**.
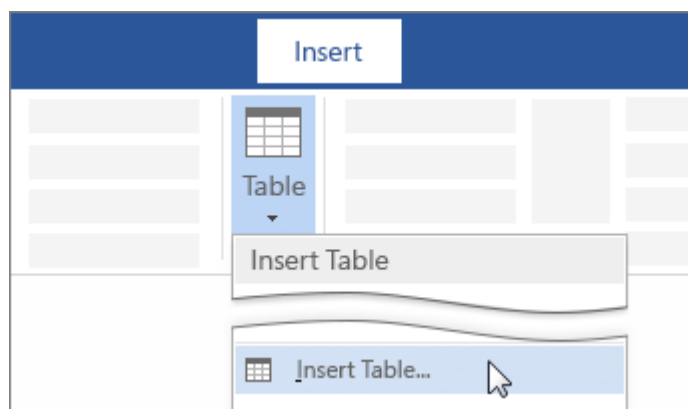
Tips:

- If you already have text separated by tabs, you can quickly convert it to a table. Select **Insert** > **Table**, and then select **Convert Text to Table**.
- To draw your own table, select **Insert** > **Table** > **Draw Table**.

Format a table

After you create a table, Microsoft Office Word 2007 offers you many ways to format that table. If you decide to use Table Styles, you can format your table all at once, and even see a preview of what your table will look like formatted in a particular style before you actually apply the style.

You can create a custom look for tables by splitting or merging cells, adding or deleting columns or rows, or adding borders. If you're working with a long table, you can repeat the table headings on each page on which the table appears. To prevent awkward page breaks that disrupt the flow of your table, you can also specify just how and where the table should break across pages.

Use Table Styles to format an entire table

After you create a table, you can format the entire table by using Table Styles. By resting your pointer over each of the preformatted table styles, you can preview what the table will look like.

1. Click in the table that you want to format.
2. Under **Table Tools**, click the **Design** tab.
3. In the **Table Styles** group, rest the pointer over each table style until you find a style that you want to use.

   Note: To see more styles, click the **More** arrow .

4. Click the style to apply it to the table.
5. In the **Table Style Options** group, select or clear the check box next to each the table element to apply or remove the selected style.

Add or remove borders

You can add or remove borders to format a table the way that you want.
Add table borders

1. Under **Table Tools**, click the **Layout** tab.
2. In the **Table** group, click **Select**, and then click **Select Table.**
3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then do one of the following:
   - Click one of the predefined border sets.
   - Click **Borders and Shading**, click the **Borders** tab, and then choose the options that you want.

Remove table borders from the whole table

1. Under **Table Tools**, click the **Layout** tab.
2. In the **Table** group, click **Select**, and then click **Select Table.**
3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then click **No Border**.

Add table borders to specified cells only
1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.
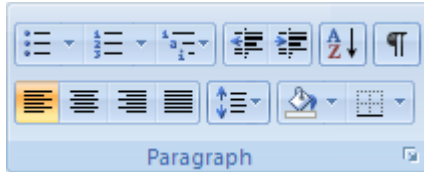
2. Select the cells that you want, including their end-of-cell marks.

3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then click the border that you want to add.

Remove table borders from specified cells only
1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.
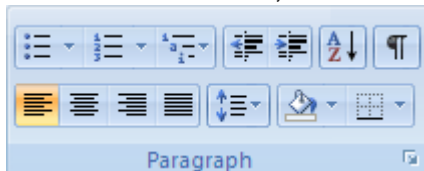

2. Select the cells that you want, including their end-of-cell marks.

3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then click **No Border**.

Display or hide gridlines
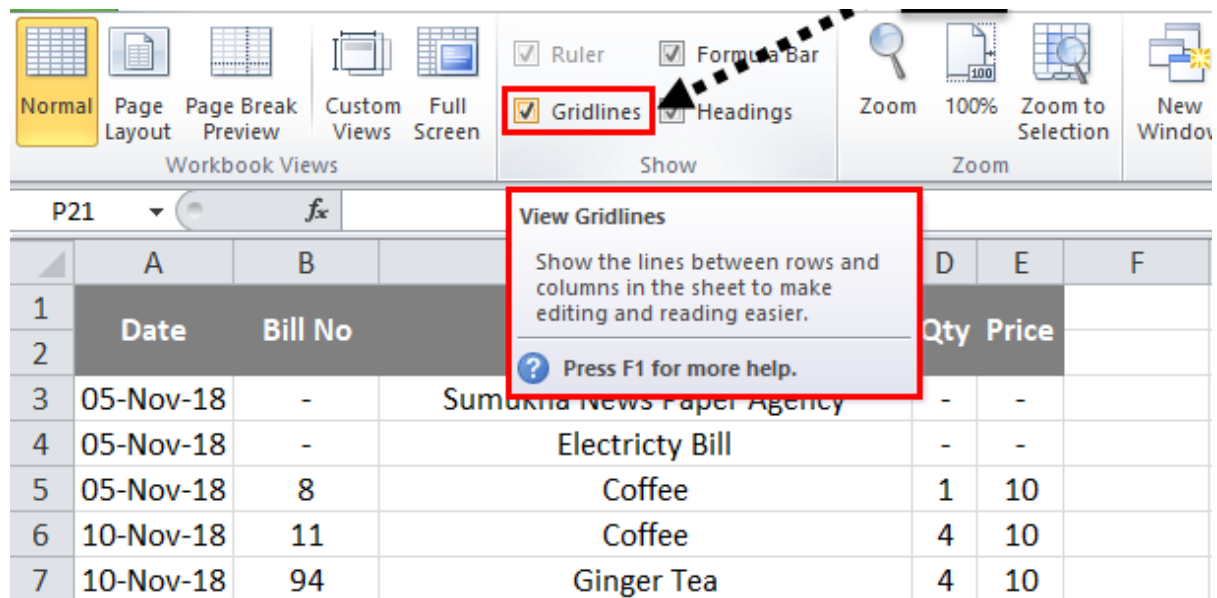
Gridlines show the cell boundaries of a table on the screen wherever the table doesn't have borders applied. If you hide the gridlines in a table that has borders, you won't see the change because the gridlines are behind the borders. To view the gridlines, remove the borders.

Unlike borders, gridlines appear only on the screen; they are never printed. If you turn off gridlines, the table is displayed as it will be printed.

Note: Gridlines are not visible when you view a document in a Web browser or in Print Preview.

Display or hide table gridlines in a document

▪ Under **Table Tools**, on the **Layout** tab, in the **Table** group, click **View Gridlines**.

	A	B		D	E	F
1	Date	Bill No		Qty	Price	
2						
3	05-Nov-18	-	Sumukha News Paper Agency	-	-	
4	05-Nov-18	-	Electricty Bill	-	-	
5	05-Nov-18	8	Coffee	1	10	
6	10-Nov-18	11	Coffee	4	10	
7	10-Nov-18	94	Ginger Tea	4	10	

Add a cell, row, or column

Add a cell

1. Click in a cell that is located just to the right of or above where you want to insert a cell.
2. Under **Table Tools**, on the **Layout** tab, click the **Rows & Columns** Dialog Box Launcher.
3. Click one of the following options:

Click this	To do this
Shift cells right	Insert a cell and move all other cells in that row to the right. **Note:** This option may result in a row that has more cells than the other rows.
Shift cells down	Insert a cell and move remaining existing cells in that column down one row each. A new row will be added at the bottom of the table to contain the last existing cell.
Insert entire row	Insert a row just above the cell that you clicked in.
Insert entire column	Insert a column just to the right of the cell that you clicked in.

Add a row

1. Click in a cell that is located just below or above where you want to add a row.
2. Under **Table Tools**, click the **Layout** tab.
3. Do one of the following:
   - To add a row just above the cell that you clicked in, in the **Rows and Columns** group, click **Insert Above**.
   - To add a row just below the cell that you clicked in, in the **Rows and Columns** group, click **Insert Below**.

Add a row   **Add a Column**
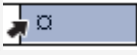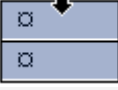
Add a column

1. Click in a cell that is located just to the right or left of where you want to add a column.
2. Under **Table Tools**, click the **Layout** tab.
3. Do one of the following:
   - To add a column just to the left of the cell that you clicked in, in the **Rows and Columns** group, click **Insert Left**.
   - To add a column just to the right of the cell that licked in, in the **Rows and Columns** group, click **Insert Right**.

Delete a cell, row, or column

1. Do one of the following:

To select	Do this
A cell	Click the left edge of the cell.
A row	Click to the left of the row.
A column	Click the column's top gridline or top border.

2. Under **Table Tools**, click the **Layout** tab.
3. In the **Rows & Columns** group, click **Delete**, and then click **Delete Cells**, **Delete Rows**, or **Delete Columns**, as appropriate.

Merge or split cells

Merge cells

You can combine two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

1. Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.

Split cells

1. Click in a cell, or select multiple cells that you want to split.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**.
3. Enter the number of columns or rows that you want to split the selected cells into.
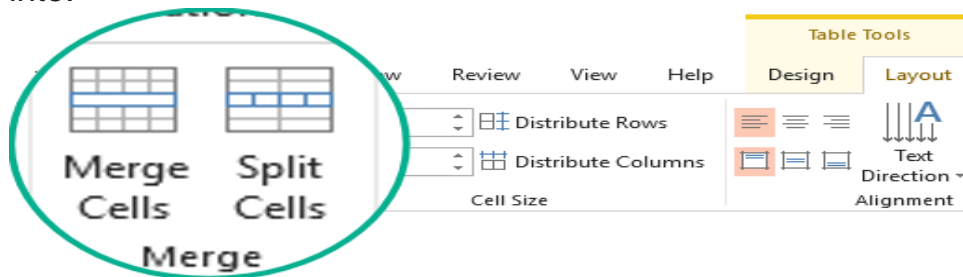
Repeat a table heading on subsequent pages

When you work with a very long table, it will be divided wherever a page break occurs. You can make adjustments to the table so that the table headings are repeated on each page.

Repeated table headings are visible only in Print Layout view and when you print the document.

1. Select the heading row or rows. The selection must include the first row of the table.
2. Under **Table Tools**, on the **Layout** tab, in the **Data** group, click **Repeat Header Rows**.
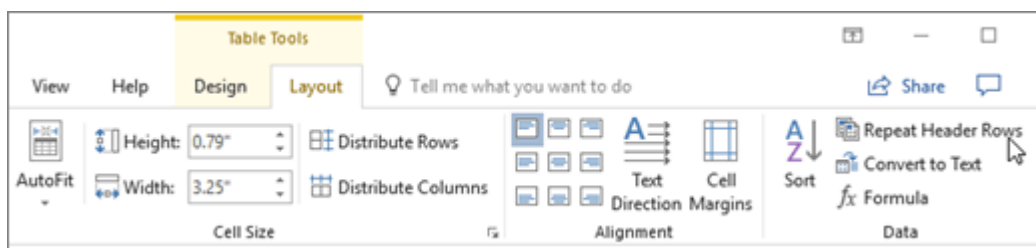
Note: Word automatically repeats the table headings on each new page that results from an automatic page break. Word does not repeat a heading if you insert a manual page break within a table.

Control where a table is divided

When you work with a very long table, it must be divided wherever a page break occurs. By default, if a page break occurs within a large row, Microsoft Word allows a page break to divide the row between the two pages.

You can make adjustments to the table to make sure that the information appears as you want it to when the table spans multiple pages.

Prevent a table row from breaking across pages

1. Click in the table.
2. Under **Table Tools**, click the **Layout** tab.
3. In the **Table** group, click **Properties**, and then click the **Row** tab.
4. Clear the **Allow row to break across pages** check box.

Force a table to break across pages at a particular row

1. Click in the row that you want to appear on the next page.
2. Press CTRL+ENTER.
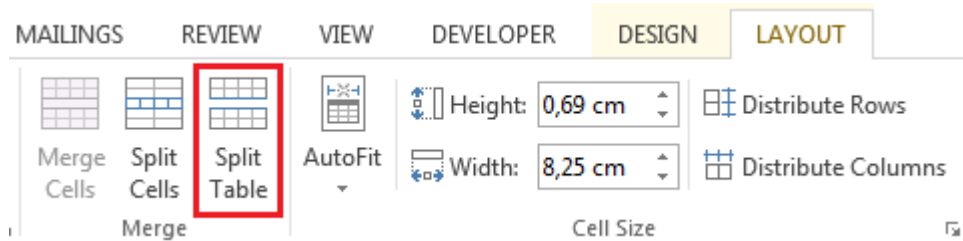
Before you sort
1. Make sure that there are no empty rows or columns in the table.
2. Get table headers into one row across the top.
3. Make sure there is at least one empty column between the table you want to sort, and other information on the worksheet not in that table.

Sort the table
1. Select a cell within the data.
2. Select **Home** > **Sort** **&** **Filter**.
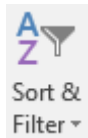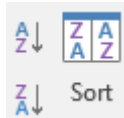
Or, select **Data** > **Sort**.

Select an option:
- **Sort A to Z** - sorts the selected column in an ascending order.
- **Sort Z to A** - sorts the selected column in a descending order.
- **Custom Sort** - sorts data in multiple columns by applying different sort criteria.

Custom sort
1. Select **Custom Sort**.
2. Select **Add** **Level**.
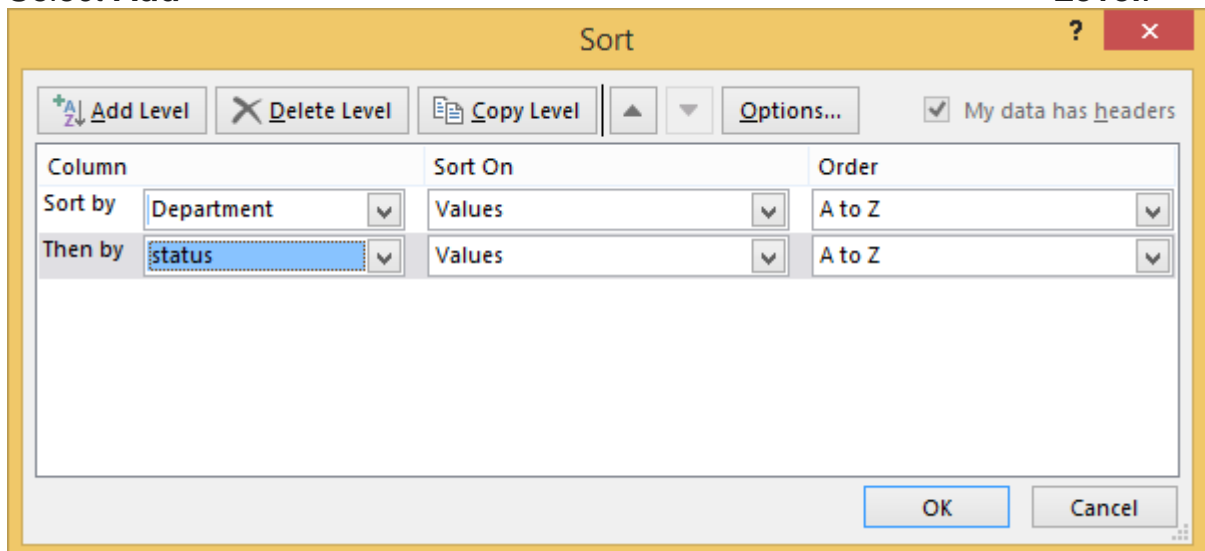
3. For **Column**, select the column you want to **Sort by** from the drop-down, and then select the second column you **Then by** want to sort. For example, **Sort by** Department and **Then by** Status.
4. For **Sort On,** select **Values**.
5. For **Order**, select an option, like **A to Z**, **Smallest to Largest**, or **Largest to Smallest**.
6. For each additional column that you want to sort by, repeat steps 2-5.

> **Note:** To delete a level, select **Delete Level**.

7. Check the **My data has headers** checkbox, if your data has a header row.
8. Select **OK**.

Filter a range of data

1. Select any cell within the range.
2. Select **Data > Filter**.

3. Select the column header arrow ▼.
4. Select **Text Filters** or **Number Filters**, and then select a comparison, like **Between**.

5. Enter the filter criteria and select **OK**.
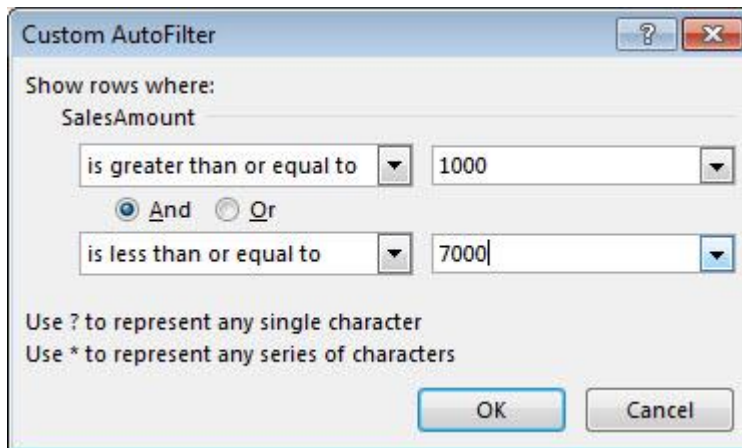
Filter data in a table

When you [Create and format tables], filter controls are automatically added to the table headers.

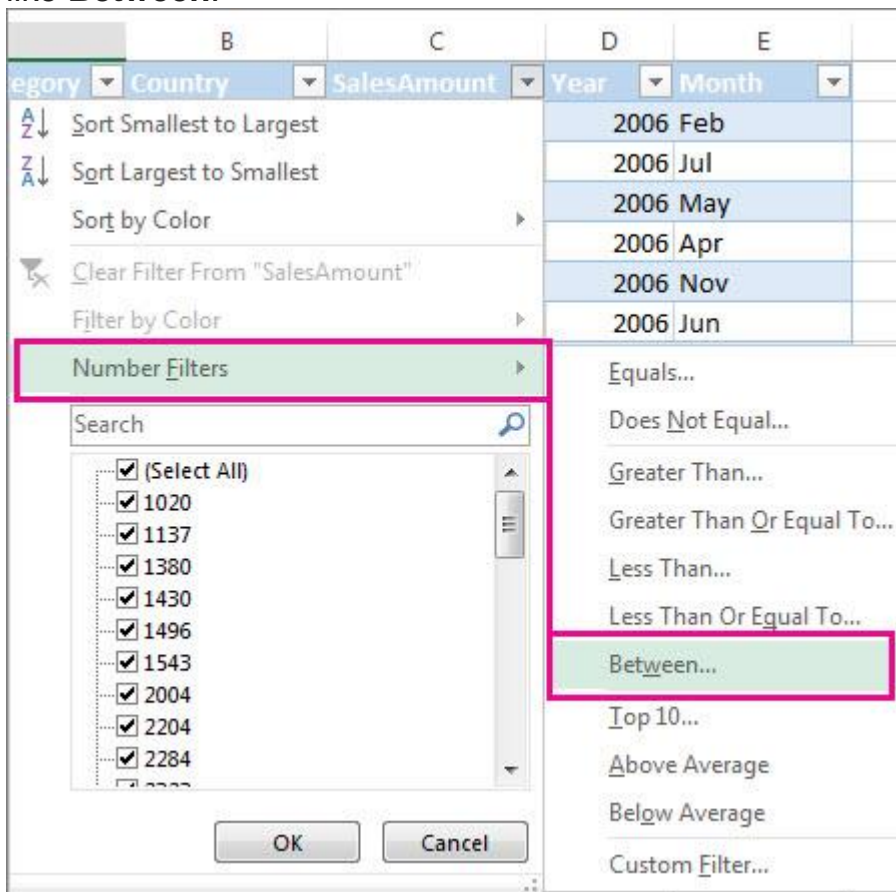|	A	B	C	D	E	F	G
1	Product	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Grand Total	Average Sales
2	Chocolade	$ 744.60	$ 162.56	$ 68.85	$ 306.00	$ 1,282.01	
3	Gumbär Gummibärchen	$ 5,079.60	$ 1,249.20	$ 2,061.17	$ 2,835.68	$ 11,225.65	$ 2,806.41
4	Maxilaku	$ 1,605.60	$ 620.00	$ 835.00	$ -	$ 3,060.60	$ 765.15
5	NuNuCa Nuß-Nougat-Crème	$ 193.20	$ 865.20		$ 493.50	$ 1,551.90	$ 517.30
6	Pavlova	$ 1,685.36	$ 2,646.08	$ 1,849.70	$ 999.01	$ 7,180.15	$ 1,795.04
7	Schoggi Chocolade	$ 1,755.00	$ 5,268.00	$ 2,195.00	$ 1,756.00	$ 10,974.00	$ 2,743.50
8	Scottish Longbreads	$ 1,267.50	$ 1,062.50	$ 492.50	$ 1,935.00	$ 4,757.50	$ 1,189.38
9	Sir Rodney's Marmalade		$ 4,252.50	$ 1,360.80	$ 1,701.00	$ 7,314.30	$ 2,438.10
10	Sir Rodney's Scones	$ 1,418.00	$ 756.00	$ 1,733.00	$ 1,434.00	$ 5,341.00	$ 1,335.25
11	Tarte au sucre	$ 4,728.00	$ 4,547.92	$ 5,472.30	$ 6,014.60	$ 20,762.82	$ 5,190.71
12	Teatime Chocolate Biscuits	$ 943.89	$ 349.60	$ 841.80	$ 204.70	$ 2,339.99	$ 585.00
13	Valkoinen suklaa	$ 845.00		$ 385.94	$ 942.50	$ 2,173.44	$ 724.48
14	Zaanse koeken	$ 817.00	$ 285.95	$ 668.80	$ 1,159.00	$ 2,930.75	$ 732.69
15	Total	$21,082.75	$22,065.51	$17,964.86	$19,780.99	$ 80,894.11	$ 1,626.42

1. Select the column header arrow ▾ for the column you want to filter.
2. Uncheck **(Select All)** and select the boxes you want to show.
3. Click **OK**.
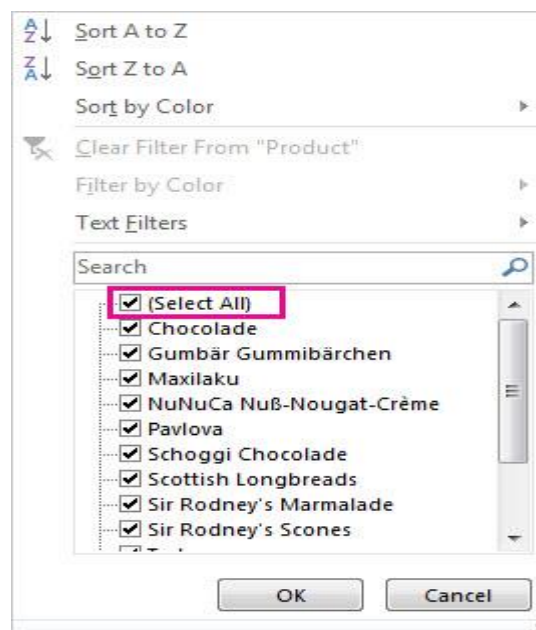
The column header arrow ▾ changes to a ▼ **Filter** icon. Select this icon to change or clear the filter.

You can add totals to a table by selecting the **Total Row** checkbox on the **Design** tab. You can also add a function from the total row drop-down.

1. Select a cell in a table.
2. Select **Design** > **Total**   **Row**.
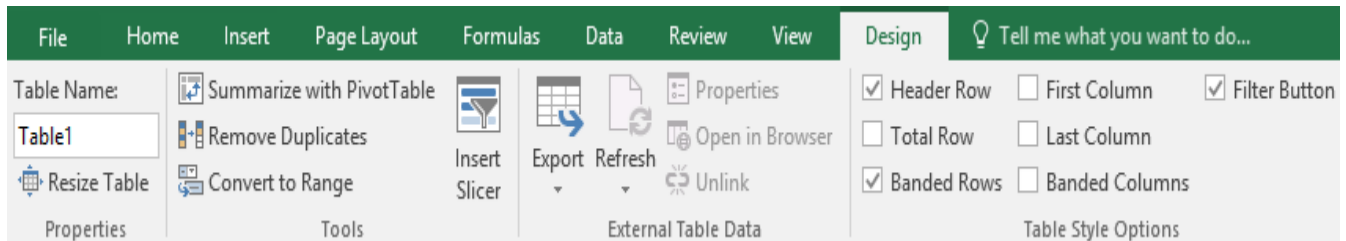
3. The **Total** row   is   added   to   the   bottom   of   the   table.

Note: To add a new row, uncheck the **Total Row** checkbox, add the row, and then recheck the Total Row checkbox.

4. From the total row drop-down, you can select a function, like **Average, Count, Count Numbers, Max, Min, Sum, StdDev, Var**, and more.

Convert data into a table

1. There are four ways to convert data into a table:
   Note: In order to use a slicer, you must convert your data into a table first.

   - Press **Ctrl + T**.
   - Press **Ctrl + l**.
   - Select **Home** > **Format as Table**.
   - Select **Insert** > **Table**.

2. Select **OK**.

Use a slicer to filter data

1. Select **Insert** > **Slicer**.

2. Select the fields you'd like to filter.
3. Select **OK** and adjust your slicer preferences, such as **Columns**, under **Options**.
   Note: To select more than one item, hold **Ctrl**, and then select the items that you want to show. Select and hold the corner of a slicer to adjust and resize it.

4. Select **Clear Filter** to clear the slicer filter.

CHART

Insert a chart:

1. Select the **cells** you want to chart, including the **column titles** and **row labels**. These cells will be the **source data** for the chart. In our example, we'll select cells A1:F6.

	A	B	C	D	E	F
1	Genre	2008	2009	2010	2011	2012
2	Classics	$18,580	$49,225	$16,326	$10,017	$26,134
3	Mystery	$78,970	$82,262	$48,640	$49,985	$73,428
4	Romance	$24,236	$131,390	$79,022	$71,009	$81,474
5	Sci-Fi & Fantasy	$16,730	$19,730	$12,109	$11,355	$17,686
6	Young Adult	$35,358	$42,685	$20,893	$16,065	$21,388
7						
8						

2. From the **Insert** tab, click the desired **Chart** command. In our example, we'll select **Column**.
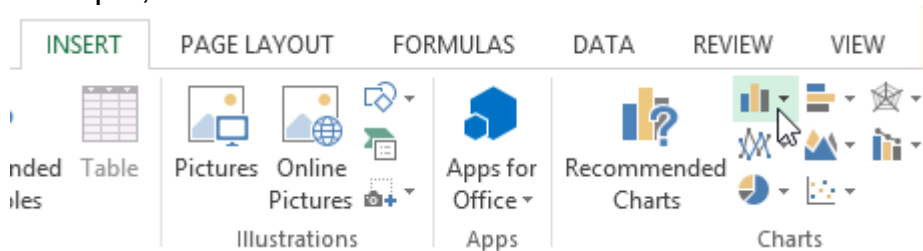
3. Choose the desired **chart type** from the drop-down menu.
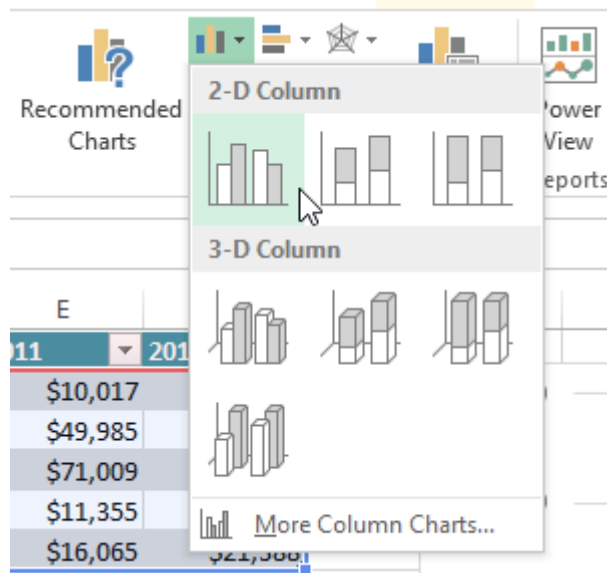
4. The selected chart will be inserted in the worksheet.
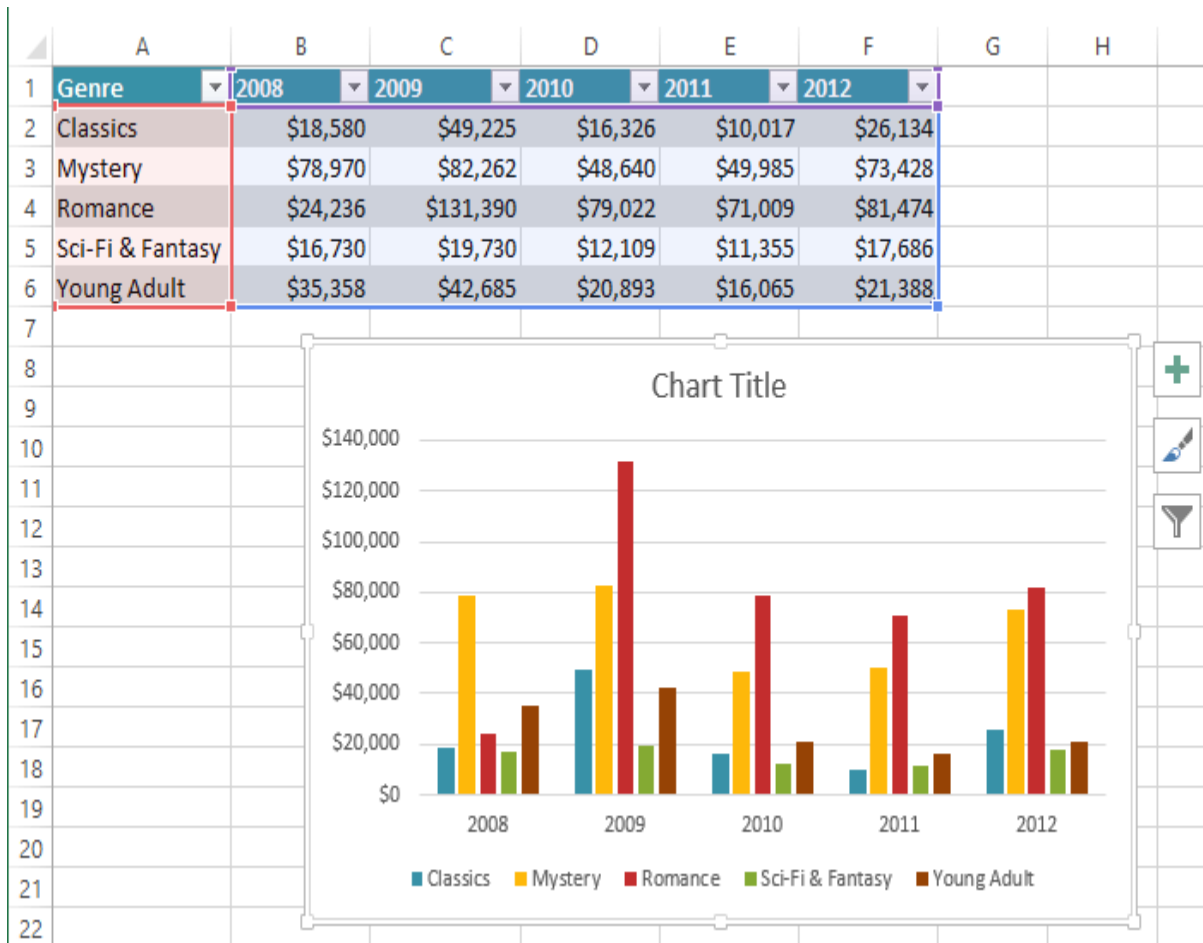
If you're not sure which type of chart to use, the **Recommended Charts** command will suggest several different charts based on the source data.
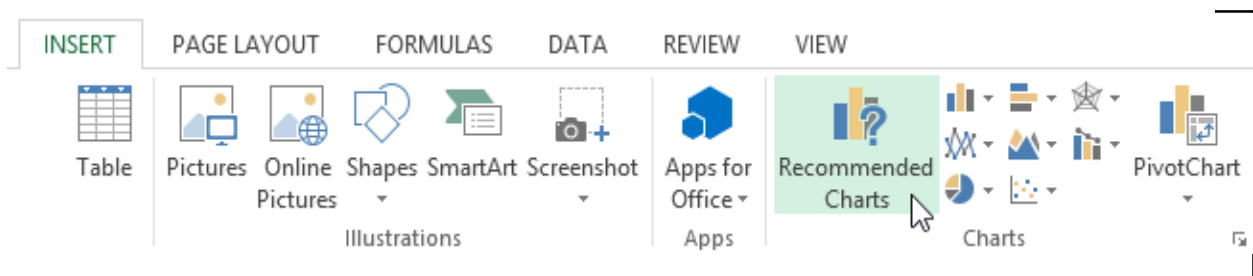
Chart layout and style

After inserting a chart, there are several things you may want to change about the way your data is displayed. It's easy to edit a chart's **layout** and **style** from the **Design** tab.
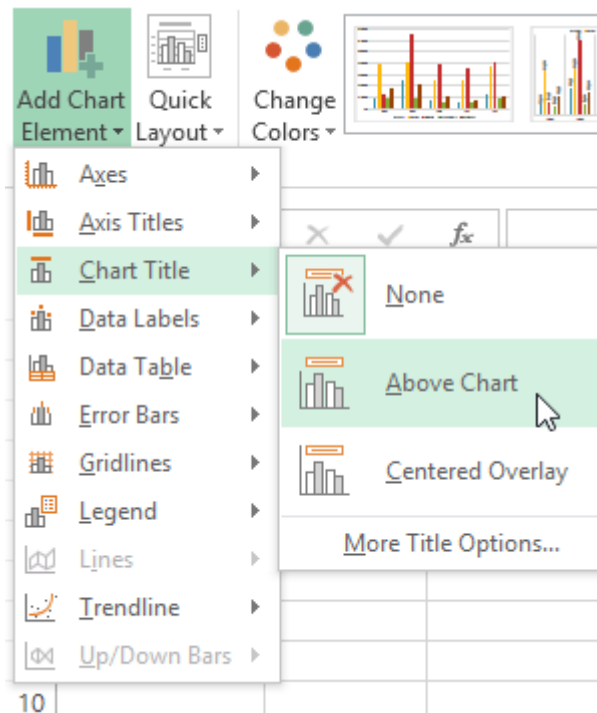
1. Excel allows you to add **chart elements**—such as **chart titles**, **legends**, and **data labels**—to make your chart easier to read. To add a chart element, click the **Add Chart Element** command on the **Design** tab, then choose the **desired element** from the drop-down menu.

2. To **edit** a chart element, like a **chart title,** simply double-click the **placeholder** and begin typing.
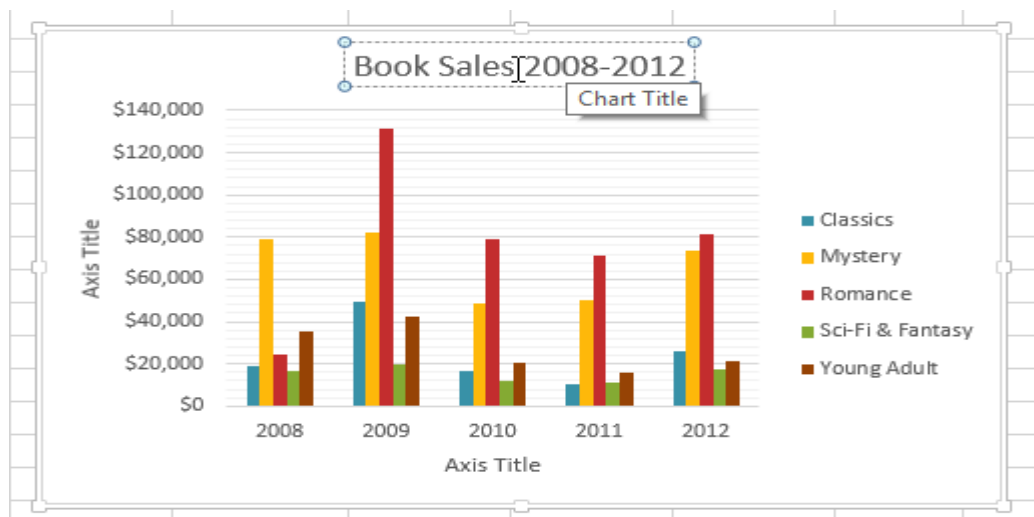
3. If you don't want to add chart elements individually, you can use one of Excel's predefined layouts. Simply click the **Quick Layout** command, then choose the **desired layout** from the drop-down menu.
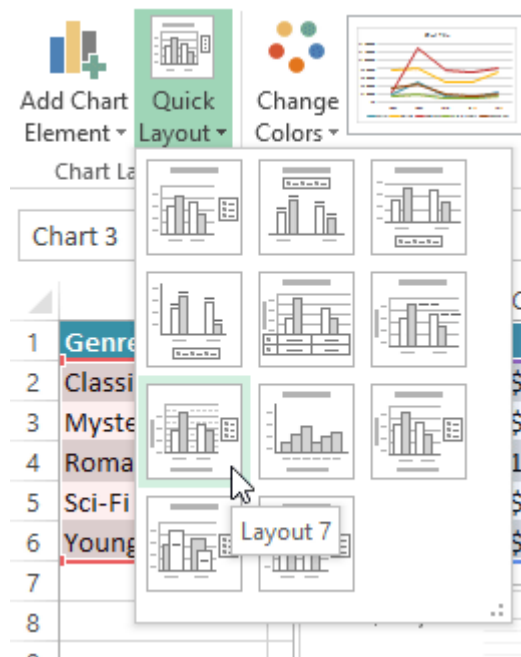
1. Excel also includes several different **chart styles**, which allow you to quickly modify the look and feel of your chart. To change the chart style, select the **desired style** from the **Chart styles** group.
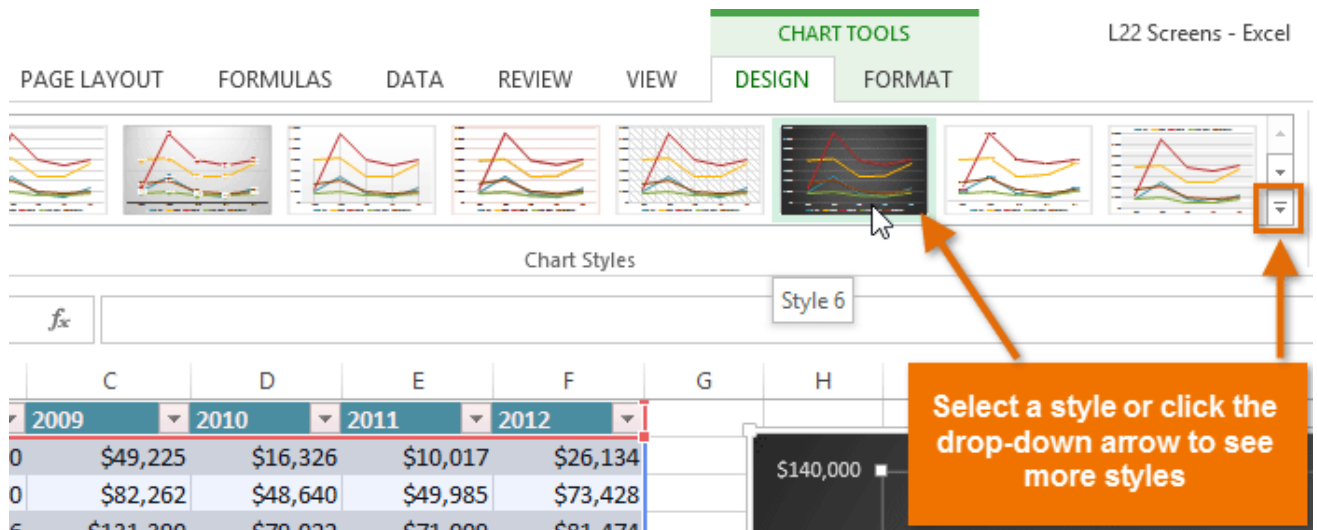
You can also use the chart formatting shortcut buttons to quickly **add chart elements**, change the **chart style**, and **filter** the chart data.
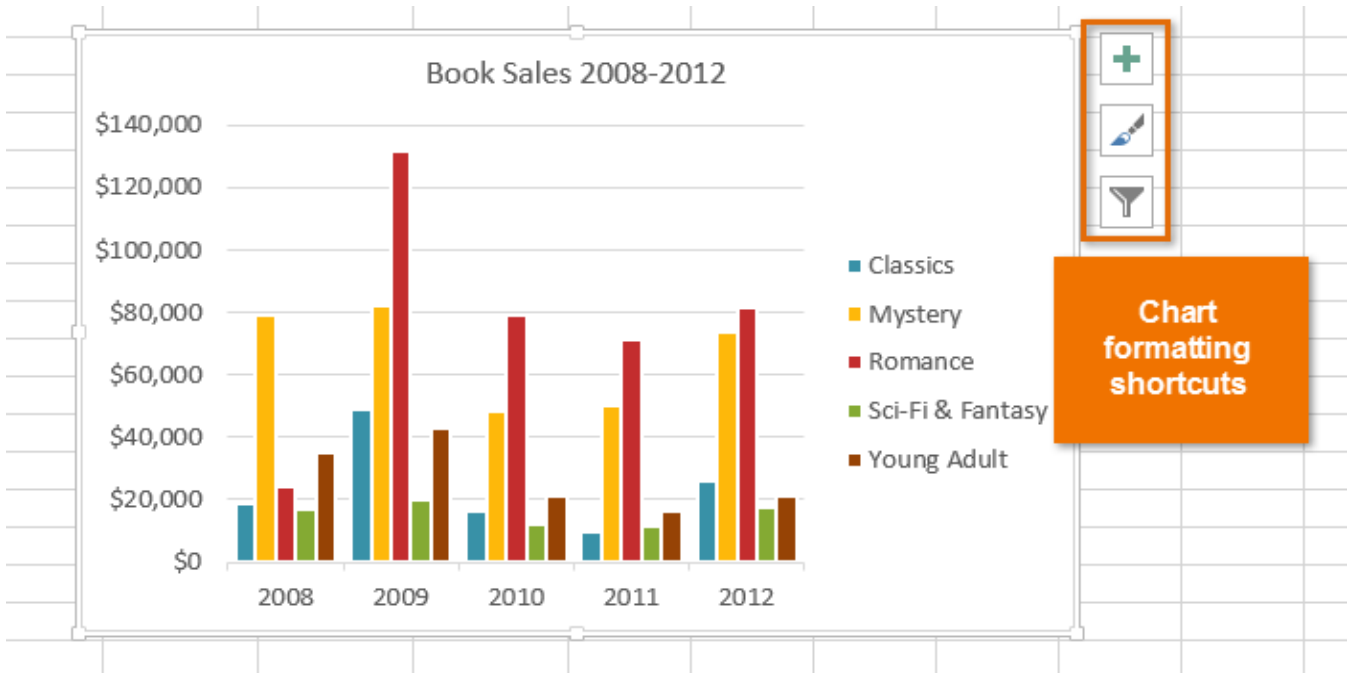
Other chart options

There are many other ways to customize and organize your charts. For example, Excel allows you to **rearrange** a chart's data, change the **chart type**, and even **move** the chart to a different location in the workbook.

To switch row and column data:

Sometimes you may want to change the way charts **group** your data. For example, in the chart below, the Book Sales data are grouped **by year**, with columns for **each genre**. However, we could switch the rows and columns so the chart will group the data **by genre**, with columns for **each year**. In both cases, the chart contains the same data—it's just organized differently.
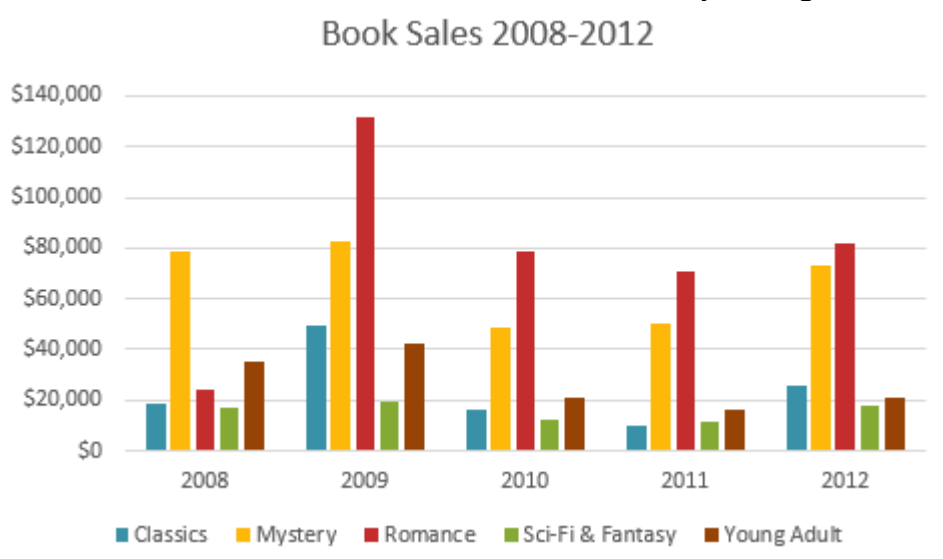
1. Select the **chart** you want to modify.
2. From the **Design** tab, select the **Switch Row/Column** command.
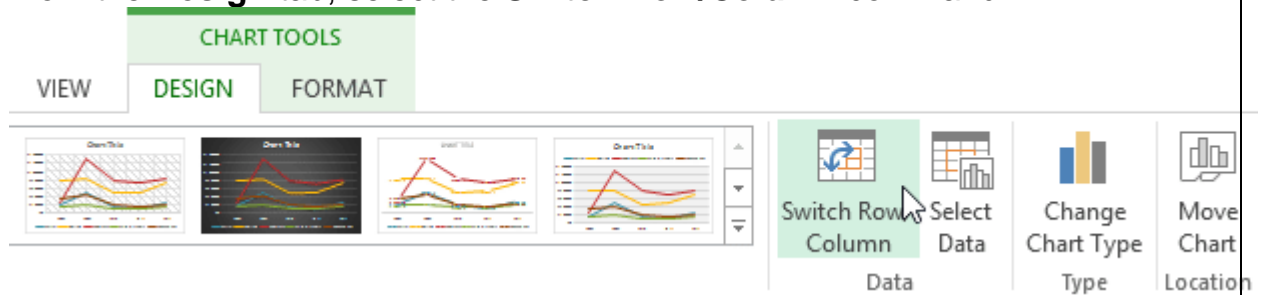
3. The rows and columns will be **switched**. In our example, the data is now grouped by genre, with columns for each year.

Book Sales 2008-2012
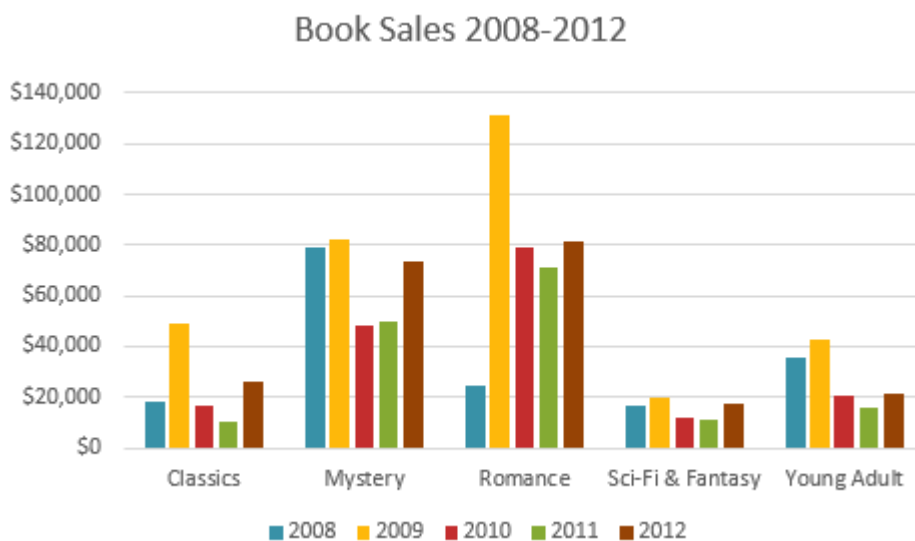
To change the chart type:

If you find that your data isn't well suited to a certain chart, it's easy to switch to a new **chart type**. In our example, we'll change our chart from a **Column** chart to a **Line** chart.

1. From the **Design** tab, click the **Change Chart Type** command.

2. The **Change Chart Type** dialog box will appear. Select a new chart **type** and **layout**, then click **OK**. In our example, we'll choose a **Line** chart.
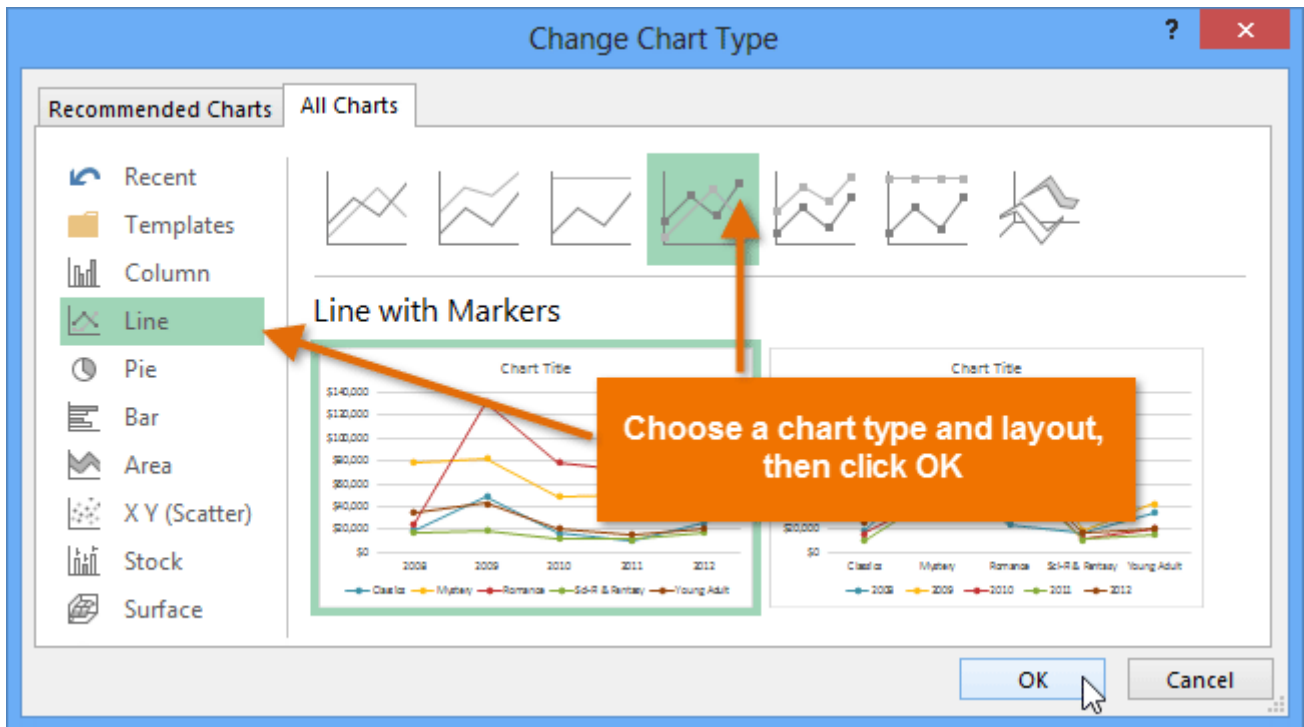
3. The selected chart type will appear. In our example, the line chart makes it easier to see trends in the sales data over time.
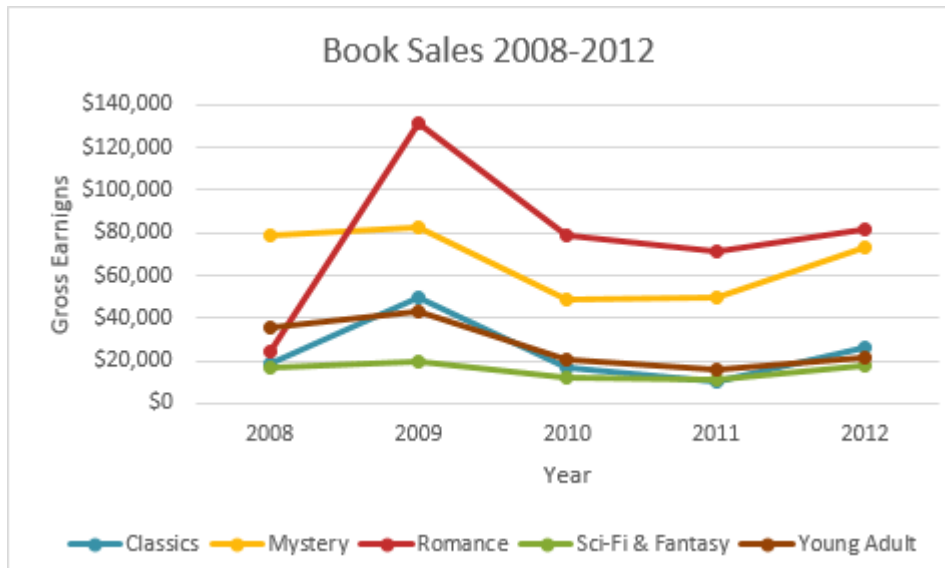
To move a chart:

Whenever you insert a new chart, it will appear as an object on the same worksheet that contains its source data. Alternatively, you can **move** the chart to a **new worksheet** to help keep your data organized.

1. Select the **chart** you want to move.
2. Click the **Design** tab, then select the **Move Chart** command.

3. The **Move Chart** dialog box will appear. Select the **desired location** for the chart. In our example, we'll choose to move it to a **New sheet**, which will create a new worksheet.
4. Click **OK**.
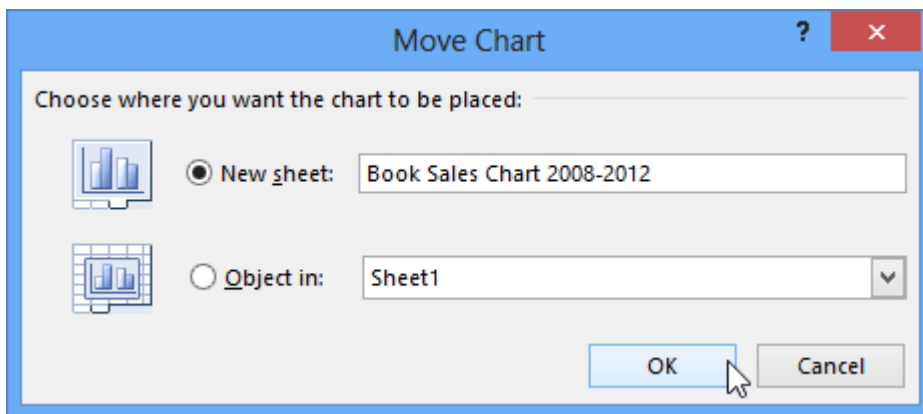
5. The chart will appear in the selected location. In our example, the chart now appears on a new worksheet.
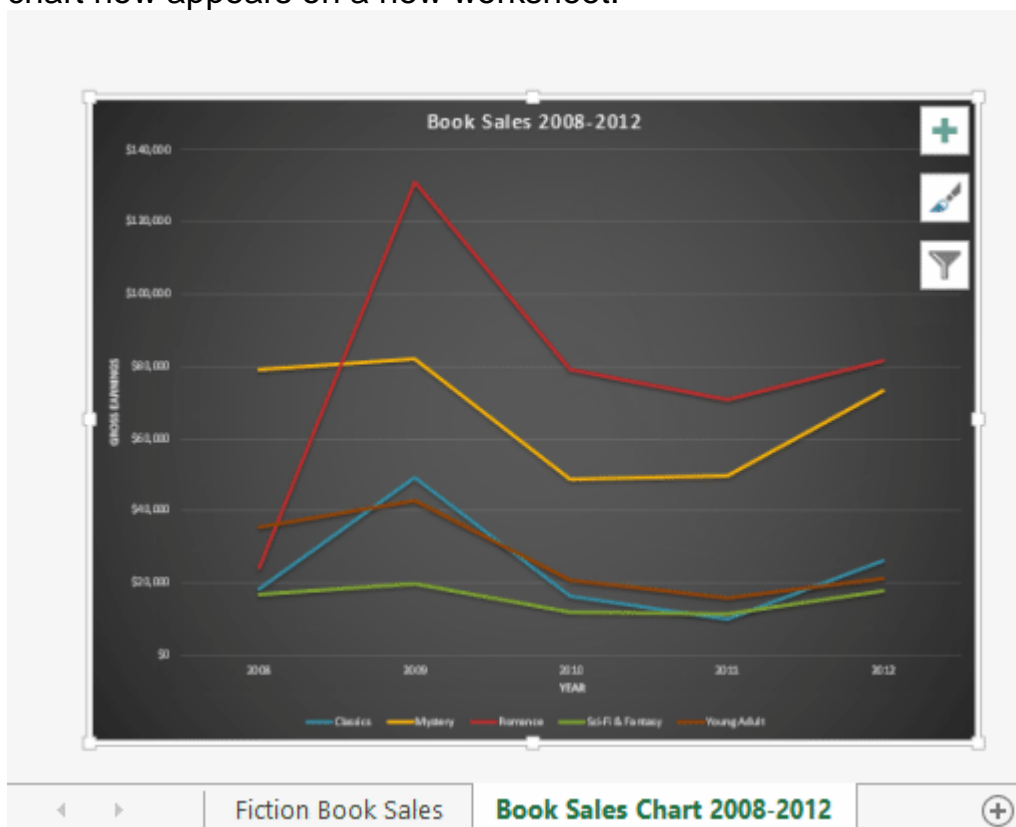
Keeping charts up to date

By default, when you add more data to your spreadsheet, the chart may not include the new data. To fix this, you can adjust the **data range**. Simply click the chart, and it will highlight the data range in your spreadsheet. You can then click and drag the **handle** in the lower-right corner to change the data range.

B	C	D	E	F
January	February	March	April	May
$18,580	$49,225	$16,326	$10,017	$26,134
$78,970	$82,262	$48,640	$49,985	$73,428
$24,236	$131,390	$79,022	$71,009	$81,474
$16,730	$19,730	$12,109	$11,355	$17,686
$35,358	$42,685	$20,893	$16,065	$21,388

If you frequently add more data to your spreadsheet, it may become tedious to update the data range. Luckily, there is an easier way. Simply format your source data as a **table**, then create a **chart based on that table**. When you add more data below the table, it will automatically be included in both the table and the chart, keeping everything consistent and up to date.

Create a simple formula in Excel

Simple formulas always start with an equal sign (**=**), followed by constants that are numeric values and calculation operators such as plus (**+**), minus (**-**), asterisk (*****), or forward slash (**/**) signs.

Let's take an example of a simple formula.

1. On the worksheet, click the cell in which you want to enter the formula.
2. Type the **=** (equal sign) followed by the constants and operators (up to 8192 characters) that you want to use in the calculation.
   For our example, type **=1+1**.

   > **Notes:**
   > - Instead of typing the constants into your formula, you can select the cells that contain the values that you want to use and enter the operators in between selecting cells.
   > - Following the standard order of mathematical operations, multiplication and division is performed before addition and subtraction.

3. Press **Enter** (Windows) or **Return** (Mac).

Let's take another variation of a simple formula. Type **=5+2*3** in another cell and press **Enter** or **Return**. Excel multiplies the last two numbers and adds the first number to the result.

Use AutoSum

You can use AutoSum to quickly sum a column or row or numbers. Select a cell next to the numbers you want to sum, click **AutoSum** on the **Home** tab, press **Enter** (Windows) or **Return** (Mac), and that's it!
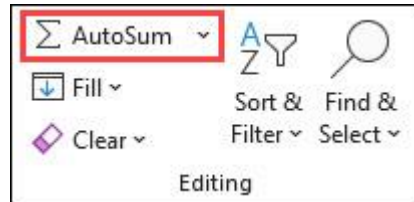
When you click **AutoSum**, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

Note: You can also type ALT+= (Windows) or ALT+⌘+= (Mac) into a cell, and Excel automatically inserts the SUM function.

Here's an example. To add the January numbers in this Entertainment budget, select cell B7, the cell immediately below the column of numbers. Then click **AutoSum**. A formula appears in cell B7, and Excel highlights the cells you're totalling.

Press Enter to display the result (95.94) in cell B7. You can also see the formula in the formula bar at the top of the Excel window.

Data
2
5

Formula	Description	Result
=A2+A3	Adds the values in cells A1 and A2	=A2+A3
=A2-A3	Subtracts the value in cell A2 from the value in A1	=A2-A3
=A2/A3	Divides the value in cell A1 by the value in A2	=A2/A3
=A2*A3	Multiplies the value in cell A1 times the value in A2	=A2*A3
=A2^A3	Raises the value in cell A1 to the exponential value specified in A2	=A2^A3
Formula	Description	Result
=5+2	Adds 5 and 2	=5+2
=5-2	Subtracts 2 from 5	=5-2
=5/2	Divides 5 by 2	=5/2
=5*2	Multiplies 5 times 2	=5*2
=5^2	Raises 5 to the 2nd power	=5^2

Notes:

- To sum a column of numbers, select the cell immediately below the last number in the column. To sum a row of numbers, select the cell immediately to the right.
- Once you create a formula, you can copy it to other cells instead of typing it over and over. For example, if you copy the formula in cell B7 to cell C7, the formula in C7 automatically adjusts to the new location, and calculates the numbers in C3:C6.
- You can also use AutoSum on more than one cell at a time. For example, you could highlight both cell B7 and C7, click **AutoSum**, and total both columns at the same time.

Copy the example data in the following table, and paste it in cell A1 of a new Excel worksheet. If you need to, you can adjust the column widths to see all the data.

Note: For formulas to show results, select them, press F2, and then press **Enter** (Windows) or **Return** .

Keyboard shortcuts in Windows

Windows 11

Keyboard shortcuts are keys or combinations of keys that provide an alternative way to do something that you'd typically do with a mouse. If you are trying to take a screenshot or screengrab, see How to take and annotate screenshots.
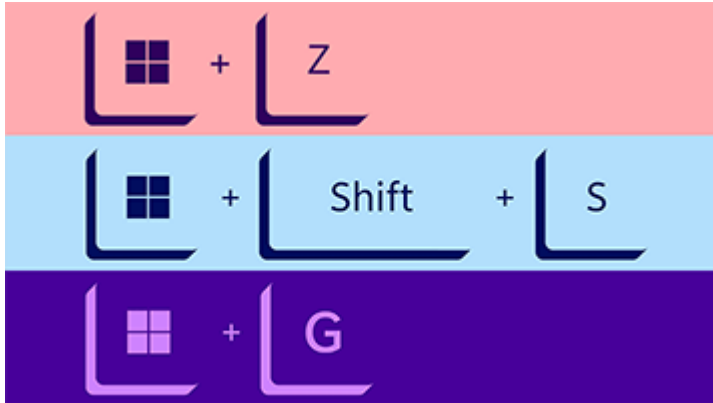
Click an option below, and it'll open to display a table of related shortcuts:

Copy, paste, and other general keyboard shortcuts

Press this key	To do this
Ctrl + X	Cut the selected item.
Ctrl + C (or Ctrl + Insert)	Copy the selected item.
Ctrl + V (or Shift + Insert)	Paste the selected item.
Ctrl + Z	Undo an action.
Alt + Tab	Switch between open apps.
Alt + F4	Close the active item, or exit the active app.

Press this key	To do this
Windows logo key + L	Lock your PC.
Windows logo key + D	Display and hide the desktop.
F2	Rename the selected item.
F3	Search for a file or folder in File Explorer.
F4	Display the address bar list in File Explorer.
F5	Refresh the active window.
F6	Cycle through screen elements in a window or on the desktop.
F10	Activate the Menu bar in the active app.
Alt + A	Set focus to the first icon in the Suggested actions menu.
Alt + F8	Show your password on the sign-in screen.
Alt + Esc	Cycle through items in the order in which they were opened.
Alt + underlined letter	Perform the command for that letter.
Alt + Enter	Display properties for the selected item.

Press this key	To do this
Alt + Spacebar	Open the shortcut menu for the active window.
Alt + Left arrow	Go back.
Alt + Right arrow	Go forward.
Alt + Page Up	Move up one screen.
Alt + Page Down	Move down one screen.
Ctrl + F4	Close the active document (in apps that are full-screen and let you have multiple documents open at the same time).
Ctrl + A	Select all items in a document or window.
Ctrl + D (or Delete)	Delete the selected item and move it to the Recycle Bin.
Ctrl + E	Open Search (in most apps).
Ctrl + R (or F5)	Refresh the active window.
Ctrl + Y	Redo an action.
Ctrl + Right arrow	Move the cursor to the beginning of the next word.

Press this key	To do this
Ctrl + Left arrow	Move the cursor to the beginning of the previous word.
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph.
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph.
Ctrl + Alt + Tab	Use the arrow keys to switch between all open apps.
Alt + Shift + arrow keys	When a group or tile is in focus on the Start menu, move it in the direction specified.
Ctrl + Shift + arrow keys	When a tile is in focus on the Start menu, move it into another tile to create a folder.
Ctrl + arrow keys	Resize the Start menu when it's open.
Ctrl + arrow key (to move to an item) + Spacebar	Select multiple individual items in a window or on the desktop.
Ctrl + Shift with an arrow key	Select a block of text.
Ctrl + Esc	Open Start.

Press this key	To do this
Ctrl + Shift + Esc	Open Task Manager.
Ctrl + Shift	Switch the keyboard layout when multiple keyboard layouts are available.
Ctrl + Spacebar	Turn the Chinese input method editor (IME) on or off.
Shift + F10	Display the shortcut menu for the selected item.
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text in a document.
Shift + Delete	Delete the selected item without moving it to the Recycle Bin first.
Right arrow	Open the next menu to the right, or open a submenu.
Left arrow	Open the next menu to the left, or close a submenu.
Esc	Stop or leave the current task.
PrtScn	Take a screenshot of your whole screen and copy it to the clipboard. **Note:** You can change this shortcut so it also opens screen snipping, which lets you edit your screenshot. Select **Start** > **Settings** > **Accessibility** > **Keyboard** , and set **Use the Print Screen button to open screen snipping** to **On**. **Use PrtScn key to open screen snipping**

Windows logo key keyboard shortcuts

Press this key	To do this
Windows logo key	Open or close Start.
Windows logo key + A	Open Quick Settings. *Updated in Windows 11.*
Windows logo key + B	Set focus to the first icon in the Taskbar corner.
Windows logo key + C	Open Chat from Microsoft Teams. *Updated in Windows 11.*
Windows logo key + Shift + C	Open the charms menu.
Windows logo key + Ctrl + C	Turn on colour filters (enable this shortcut first in Colour Filter settings).
Windows logo key + D	Display and hide the desktop.
Windows logo key + E	Open File Explorer.
Windows logo key + F	Open Feedback Hub and take a screenshot.
Windows logo key + G	Open Xbox Game Bar when a game is open.

Press this key	To do this
Windows logo key + Alt + B	Turn HDR on or off. **Note:** Applies to the Xbox Game Bar app version 5.721.7292.0 or newer. To update your Xbox Game Bar, go to the Microsoft Store app and check for updates.
Windows logo key + H	Launch voice typing. *Updated in Windows 11.*
Windows logo key + I	Open Settings.
Windows logo key + J	Set focus to a Windows tip when one is available. When a Windows tip appears, bring focus to the Tip. Pressing the keyboard shortcuts again to bring focus to the element on the screen to which the Windows tip is anchored.
Windows logo key + K	Open Cast from Quick Settings. *Updated in Windows 11.*
Windows logo key + Alt + K	Toggle microphone mute in apps that support Call Mute. *Available starting in Windows 11, version 22H2.*
Windows logo key + L	Lock your PC or switch accounts.
Windows logo key + M	Minimize all windows.
Windows logo key + Shift + M	Restore minimized windows on the desktop.

Press this key	To do this
Windows logo key + N	Open notification center and calendar. *Updated in Windows 11.*
Windows logo key + O	Lock device orientation.
Windows logo key + P	Choose a presentation display mode.
Windows logo key + Ctrl + Q	Open Quick Assist.
Windows logo key + R	Open the Run dialog box.
Windows logo key + Alt + R	Record video of game window in focus (using Xbox Game Bar).
Windows logo key + S	Open search.
Windows logo key + Shift + S	Take a screenshot of part of your screen.
Windows logo key + T	Cycle through apps on the taskbar.
Windows logo key + U	Open Accessibility Settings.
Windows logo key + V	Open the clipboard history. **Note:** Clipboard history isn't turned on by default. If you'd like to turn it on, use this keyboard shortcut and then select

Press this key	To do this
	the prompt to turn on history. Or you can select **Start** > **Settings** > **System** > **Clipboard** , and set **Clipboard history** to **On**.
Windows logo key + Shift + V	Set focus to a notification.
Windows logo key + W	Open Widgets. *Updated in Windows 11.*
Windows logo key + X	Open the Quick Link menu.
Windows logo key + Y	Switch input between Windows Mixed Reality and your desktop.
Windows logo key + Z	Open the snap layouts. *Updated in Windows 11.*
Windows logo key + period (.) or semicolon (;)	Open emoji panel.
Windows logo key + comma (,)	Temporarily peek at the desktop.
Windows logo key + Pause	Opens **Start** > **Settings** > **System** > **About** .
Windows logo key + Ctrl + F	Search for PCs (if you're on a network).

Press this key	To do this
Windows logo key + number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running, switch to that app.
Windows logo key + Shift + number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number.
Windows logo key + Ctrl + number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number.
Windows logo key + Alt + number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number.
Windows logo key + Ctrl + Shift + number	Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator.
Windows logo key + Tab	Open Task view.
Windows logo key + Up arrow	Maximize the window.
Windows logo key + Alt + Up arrow	Snap window in focus to top half of screen. *New with Windows 11.*
Windows logo key + Down arrow	Remove current app from screen or minimize the desktop window.

Press this key	To do this
Windows logo key + Alt + Down arrow	Snap window in focus to bottom half of screen. *New with Windows 11.*
Windows logo key + Left arrow	Maximize the app or desktop window to the left side of the screen.
Windows logo key + Right arrow	Maximize the app or desktop window to the right side of the screen.
Windows logo key + Home	Minimize all except the active desktop window (restores all windows on second stroke).
Windows logo key + Shift + Up arrow	Stretch the desktop window to the top and bottom of the screen.
Windows logo key + Shift + Down arrow	Restore/minimize active desktop windows vertically, maintaining width.
Windows logo key + Shift + Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another.
Windows logo key + Shift + Spacebar	Cycle backwards through language and keyboard layout.
Windows logo key + Spacebar	Switch input language and keyboard layout.

Press this key	To do this
Windows logo key + Ctrl + Spacebar	Change to a previously selected input.
Windows logo key + Ctrl + Enter	Turn on Narrator.
Windows logo key + Plus (+)	Open Magnifier and zoom in.
Windows logo key + Minus (-)	Zoom out in Magnifier.
Windows logo key + Esc	Close Magnifier.
Windows logo key + forward slash (/)	Begin IME reconversion.
Windows logo key + Ctrl + Shift + B	Wake PC from blank or black screen.
Windows logo key + PrtScn	Save full screen screenshot to file.
Windows logo key + Alt + PrtScn	Save screenshot of game window in focus to file (using Xbox Game Bar).
Windows logo key + Alt +	Open taskbar settings.

Press this key	To do this
Enter (on taskbar item focus)	

Command Prompt keyboard shortcuts

Press this key	To do this
Ctrl + C (or Ctrl + Insert)	Copy the selected text.
Ctrl + V (or Shift + Insert)	Paste the selected text.
Ctrl + M	Enter Mark mode.
Alt + selection key	Begin selection in block mode.
Arrow keys	Move the cursor in the direction specified.
Page up	Move the cursor by one page up.
Page down	Move the cursor by one page down.
Ctrl + Home (Mark mode)	Move the cursor to the beginning of the buffer.
Ctrl + End (Mark mode)	Move the cursor to the end of the buffer.
Ctrl + Up arrow	Move up one line in the output history.
Ctrl + Down arrow	Move down one line in the output history.

Press this key	To do this
Ctrl + Home (History navigation)	If the command line is empty, move the viewport to the top of the buffer. Otherwise, delete all the characters to the left of the cursor in the command line.
Ctrl + End (History navigation)	If the command line is empty, move the viewport to the command line. Otherwise, delete all the characters to the right of the cursor in the command line.

Dialog box keyboard shortcuts

Press this key	To do this
F4	Display the items in the active list.
Ctrl + Tab	Move forward through tabs.
Ctrl + Shift + Tab	Move back through tabs.
Ctrl + 1, 2, 3,...	Move to that tab number.
Tab	Move forward through options.
Shift + Tab	Move back through options.
Alt + underlined letter	Perform the command (or select the option) that is used with that letter.
Spacebar	Select or clear the check box if the active option is a check box.
Backspace	Open a folder one level up if a folder is selected in the Save As or Open dialog box.

Press this key	To do this
Arrow keys	Select a button if the active option is a group of option buttons.

File Explorer keyboard shortcuts

Press this key	To do this
Alt + D	Select the address bar.
Ctrl + E	Select the search box.
Ctrl + F	Select the search box.
Ctrl + N	Open a new window.
Ctrl + T	Open a new tab and switch to it.
Ctrl + W	Closes the active tab. Closes the window if there's only one tab open.
Ctrl + Tab	Move to the next tab.
Ctrl + Shift + Tab	Move to the previous tab.
Ctrl + 1, 2, 3,...	Move to that tab number.
Ctrl + mouse scroll wheel	Change the size and appearance of file and folder icons.
Ctrl + Shift + E	Display all folders above the selected folder.
Ctrl + Shift + N	Create a new folder.

Press this key	To do this
Num Lock + asterisk (*)	Display all subfolders under the selected folder.
Num Lock + plus (+)	Display the contents of the selected folder.
Num Lock + minus (-)	Collapse the selected folder.
Alt + P	Display the preview panel.
Alt + Enter	Open the Properties dialog box for the selected item.
Alt + Right arrow	View the next folder.
Alt + Up arrow	View the folder that the folder was in.
Alt + Left arrow	View the previous folder.
Backspace	View the previous folder.
Right arrow	Display the current selection (if it's collapsed), or select the first subfolder.
Left arrow	Collapse the current selection (if it's expanded), or select the folder that the folder was in.
End	Display the bottom of the active window.
Home	Display the top of the active window.
F11	Maximize or minimize the active window.

Virtual desktops keyboard shortcuts

Press this key	To do this
Windows logo key + Tab	Open Task view.
Windows logo key + Ctrl + D	Add a virtual desktop.
Windows logo key + Ctrl + Right arrow	Switch between virtual desktops you've created on the right.
Windows logo key + Ctrl + Left arrow	Switch between virtual desktops you've created on the left.
Windows logo key + Ctrl + F4	Close the virtual desktop you're using.

Taskbar keyboard shortcuts

Press this key	To do this
Shift + click a taskbar button	Open an app or quickly open another instance of an app.
Ctrl + Shift + click a taskbar button	Open an app as an administrator.
Shift + right-click a taskbar button	Show the window menu for the app.
Shift + right-click a grouped taskbar button	Show the window menu for the group.
Ctrl + click a grouped taskbar button	Cycle through the windows of the group.

Settings keyboard shortcuts

Press this key	To do this
Windows logo key + I	Open settings.
Backspace	Go back to the settings home page.
Type on any page with search box	Search settings.