# Excel 2019 Introduction

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Quick Reference Guide

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#### The Excel 2019 Environment



#### Interface Basics

#### Using the Ribbon

- 1. To hide and show the contents in the Ribbon. double-click the active tob in the Nibbon.
- 2. To change button groups shown in the Ribbon. click the tebs at the top of the Ribbon. 1. To show or hide "Contextual" take, click to unlect!
- or click away to de-select the object.
- 4. To access commands, click a fillibon tob and use: in the command.

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Instructions

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#### **Enabling and Disabling Touch Mode**

1. Click the "Customize Quick Acress Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.

#### Opening Workbooks

- 1. To open a workbook when Excel first launches. click a file listed under the "Recent," "Pinned," or 'Shared with Me' tabs at the right, exclick the "Open" button at the left, navigate to the file, select it, and click the "Open" button.
- To open a workbook from within facel, click the "File" tab in the Ribbon, choose "Open" at the left of Backstage Well, then either click a "Recent" file or select "OneOrive," "This PC," or other location, click "Browne," navigate to the file, and click "Open."

#### Recovering Unsaved Workbooks

- Select the "File" tub in the Ribbon and choose the "Open" command at the left.
- 2. Select "Recent" in the "Open" area.
- 3. Scroll to the bottom of the "Recent" pane at the right and click the "Recover Unsawed Workbooks" Buildings, in a
- 4. Select the file in the "Open" dialog box in the 'UnsavedFiles' folder and click the "Open" button.

#### **Data Entry**

#### Selecting Cells

- 1. To select a please self, click the cell, or one the arrow keys to move to the pell.
- 2. To select a range of cells with the mouse, click and drap with the mouse, or hold down the "Ctrl" or "Shift" key while clicking other cells.
- 3. To select a range of cells with the keyboard, hold down the "Shift," key while using the arms keys.
- 4. To select multiple ranges, select a range with the mouse, gives the "Ctrl" key, and select other ranges.
- 5. To select a range of calls with touch, top and drag the selection handle.

#### **Entering New Data**

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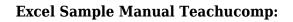
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