

USER MANUAL FOR BASIC COMMANDS IN MS EXCEL

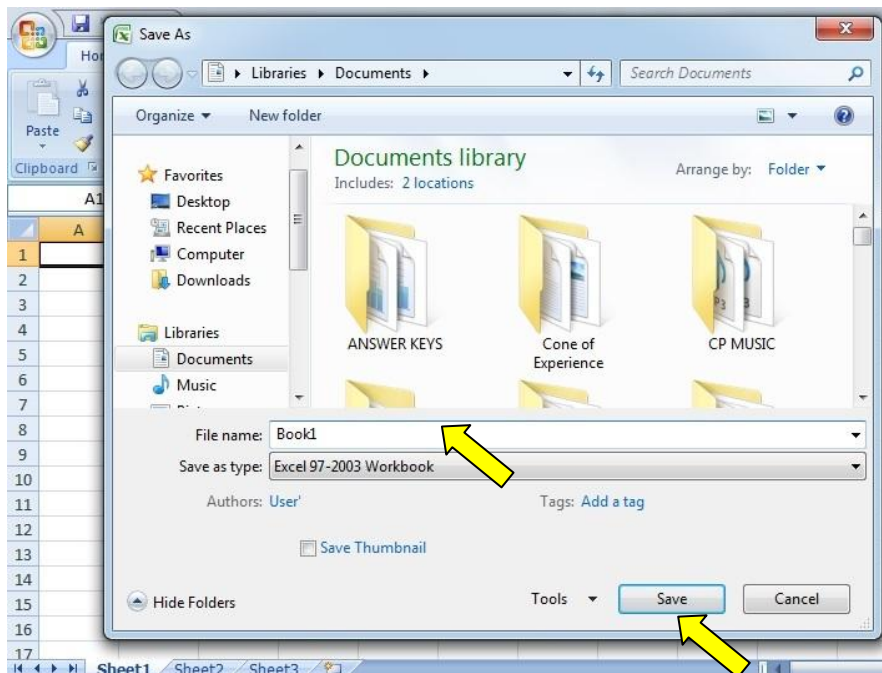
HOW TO SAVE A FILE:

To save a copy of your file, do the following:

1. Click the Microsoft Office Button, and then click Save As, or press CTRL+S.
Important: If you don't see the Microsoft Office Button, click Save As on the File menu.



2. In the File name box, enter a new name for the file.

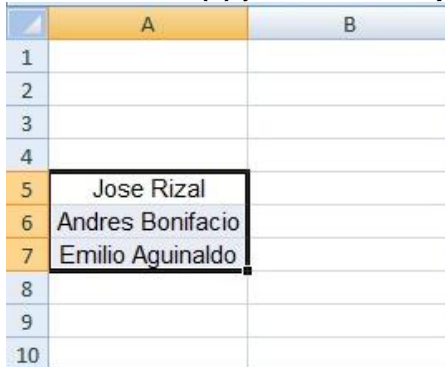


3. Click Save.

HOW TO COPY AND PASTE CELL CONTENT:

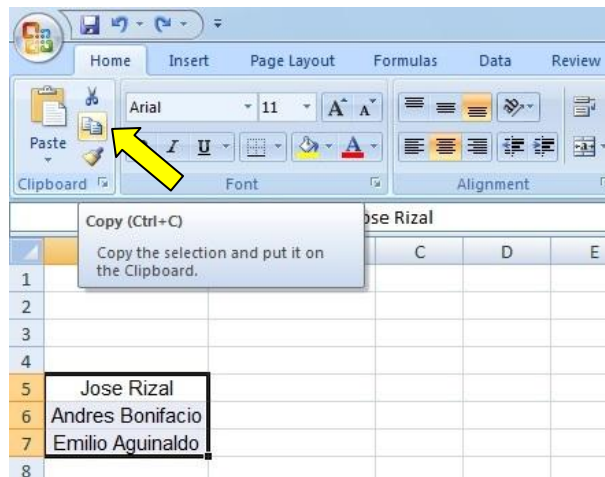
MS Excel allows you to **copy** content that is already entered into your spreadsheet and **paste** that content to other cells, which can save you time and effort. To copy and paste cell content, do the following:

1. Select the **cell(s)** you want to **copy**.

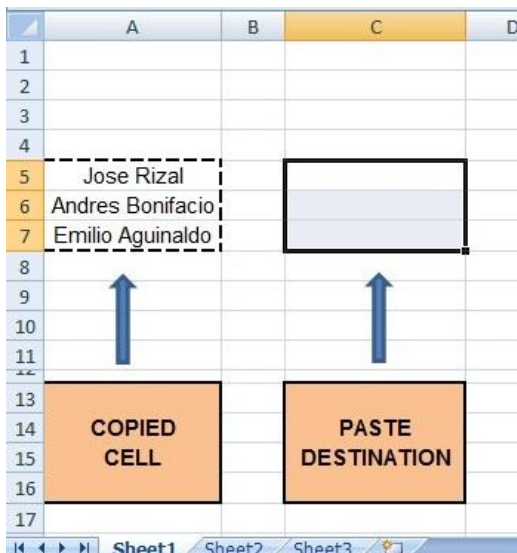


	A	B
1		
2		
3		
4		
5	Jose Rizal	
6	Andres Bonifacio	
7	Emilio Aguinaldo	
8		
9		
10		

2. Click the **Copy** command on the **Home** tab, or press **Ctrl+C** on your keyboard.



3. Select the **cell(s)** where you want to **paste** the content. The copied cells will now have a **dashed box** around them.

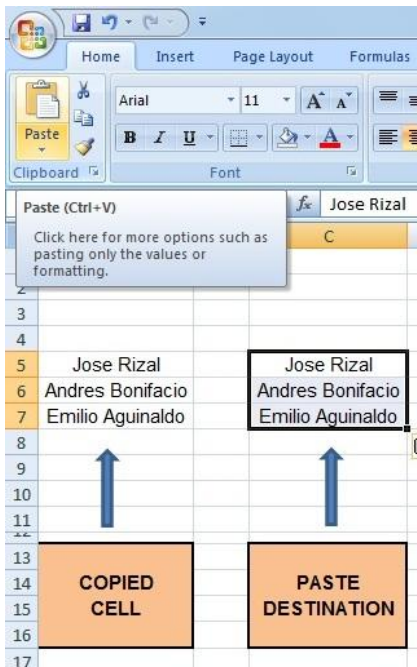


	A	B	C	D
1				
2				
3				
4				
5	Jose Rizal			
6	Andres Bonifacio			
7	Emilio Aguinaldo			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

COPIED CELL

PASTE DESTINATION

- Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.



- The content will be **pasted** into the selected cells.

	A	B	C
1			
2			
3			
4			
5	Jose Rizal		Jose Rizal
6	Andres Bonifacio		Andres Bonifacio
7	Emilio Aguinaldo		Emilio Aguinaldo
8			

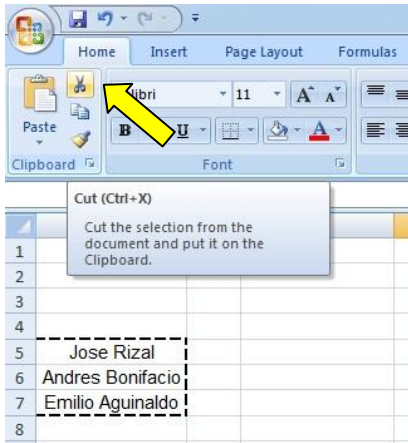
HOW TO CUT AND PASTE CELL CONTENT:

Unlike copying and pasting, which **duplicates** cell content, **cutting** allows you to **move** content between cells.

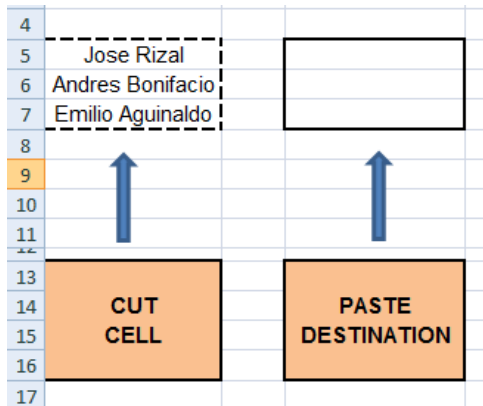
- Select the **cell(s)** you want to **cut**.

	A	B
1		
2		
3		
4		
5	Jose Rizal	
6	Andres Bonifacio	
7	Emilio Aguinaldo	
8		
9		
10		

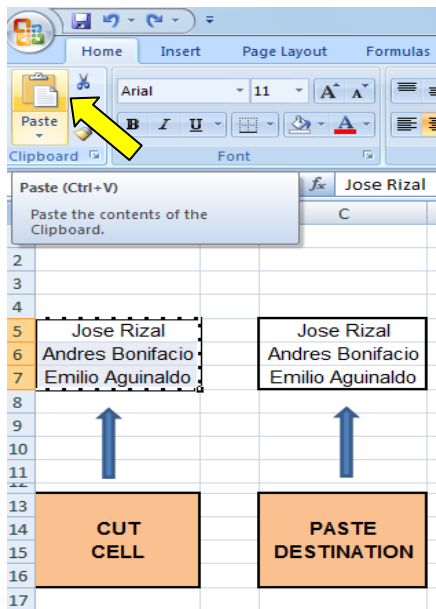
2. Click the **Cut** command on the **Home** tab, or press **Ctrl+X** on your keyboard.



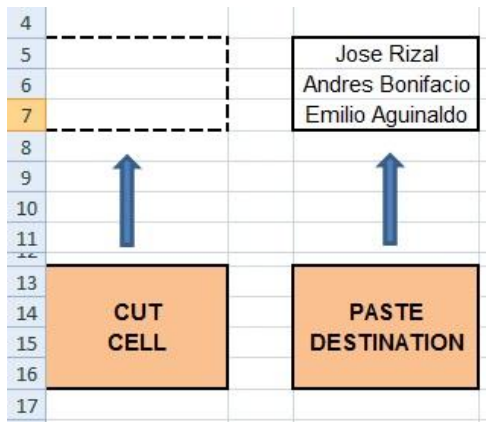
3. Select the cells where you want to **paste** the content. The cut cells will now have a **dashed box** around them.



4. Click the **Paste** command on the **Home** tab, or press **Ctrl+V** on your keyboard.



5. The cut content will be **removed** from the original cells and **pasted** into the selected cells.



GENERAL EDITING SHORTCUTS IN MS EXCEL

GENERAL EDITING SHORTCUTS	
Basic Editing Within a Cell	
CTRL+C	Copy the selected text or cell
CTRL+X	Cut the selected text or cell
CTRL+V	Paste the selected text or cell
CTRL+Z	Undo the last action
CTRL+Y	Redo the last action
Shortcuts for Reviewing Tasks	
SHIFT+F2	Adds or edits a cell comment
CTRL+F2	Displays the print preview window
CTRL+SHIFT+O	Selects all cells that contain comments
CTRL+F	Displays the find and replace dialog box, with the find tab selected
CTRL+SHIFT+Z	Reverses the last automatic correction