**Basic commands for Microsoft Excel**

**Creating, opening, and closing a spreadsheet**

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| **To** | **Say** |
| Create a new spreadsheet | "Create New File" or "Create New Workbook"  |
| Open an existing spreadsheet | 1. "Open File" or "Open Document"
2. "*<file name>*", for example, "My Spreadsheet"
3. "Press Enter"
 |
| Close a spreadsheet | "Close File" or "Close Document" |

**Editing in a spreadsheet**

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| **To** | **Say** |
| Create a new line within a cell | "New Line" |
| Complete a cell entry and stay in the cell | "Apply" |
| Complete a cell entry and move down one cell (Quick Edition mode only) | "Press Enter" |
| Cancel a cell entry and remain in the cell | "Press Escape" or "Cancel" |

**Saving, renaming, and moving to another a spreadsheet**

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| **To** | **Say** |
| Save a spreadsheet as a .xls file | 1. "Save file"
2. Dictate a file name (only needed if this is the first time the file has been saved)
3. "Click Save"
 |
| Save a spreadsheet in HTML format | 1. "Save File as Web Page"
2. "Click Save"
3. (If a dialog box appears warning of a format loss) "Click Continue"
 |
| Rename a spreadsheet | "Rename the Worksheet" |
| Moving to another open spreadsheet | "Go To the Next/Previous Worksheet" |

**Setting up a Spreadsheet**

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| **To** | **Say** |
| Setting page margins | 1. "Set Top and Bottom margins to *<number>*", for example, "Set Top and Bottom Margins to Ten"
2. "Set Right margins to *<number>*, for example, "Set Right Margin to Twenty"
 |
| Set printing area | 1. "Fit to *<number>* Pages Wide"
2. "Fit to *<number>* Pages Tall"
 |

**Viewing the spreadsheet**

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| **To** | **Say** |
| Enlarge or reduce the spreadsheet view | "Zoom to *<number>* Percent", for example, "Zoom to Fifty Percent" |
| Change the display | * "Hide/Unhide This Row/Column"
* "Hide/Show the Drawing Toolbar"
* "Hide/Unhide the Formulas in This Column/Row"
 |
| Alternate view of the spreadsheet | "Preview File as Web Page" |

**Printing**

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| **To** | **Say** |
| Print a range of pages | * "Print Workbook"
* "Print the Selection"
* "Print Column *<number>* to Column *<number>*"
* "Print Next *<number>* Rows"
 |
| Preview a printout | "Go To Print Break Preview" |
| Print part of a page | * "Set Print Area to Selection"
* "Set Print Area to the First/Next/Previous *<number>* Rows/Columns"
* "Print the Selection"
 |

**Moving around a spreadsheet**

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| **To** | **Say** |
| Move to new location | * "Next/Previous Row/Column"
* "Start of This/Next/Previous Row/Column"
* "Row/Column *<number/letter>*", for example, "Row Five" or "Column A". If the column includes two or more letters, say the alpha-bravo form of the letter, for example to go to Column AB, say "Column Alpha Bravo"
* "Start of Row/Column"
* "Next/Previous Cell in the Row/Column"
 |
| Start automatic downward scrolling | "Start Scrolling Down"   |
| Start automatic upward scrolling | "Start Scrolling Up" |
| Move to the bottom of the spreadsheet | "Scroll Down" |
| Move to the top of the spreadsheet | "Scroll Up" |
| Stop automatic scrolling | "Stop Scrolling" |
| Increase the rate of automatic scrolling | "Scroll Faster" |
| Decrease the rate of automatic scrolling | "Scroll Slower" |
| Move down one row | "Line Down" |
| Move up one row | "Line Up" |

**Switching between open spreadsheets**

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| **To** | **Say** |
| Switch between open spreadsheets | 1. Say "List windows for Microsoft Excel"Do one of the following:Say "Choose *n*", where *n* is the number of the window you want to switch to. For example, say "Choose 2" |