

# Microsoft®

## EXCEL 2010

### Quick Reference



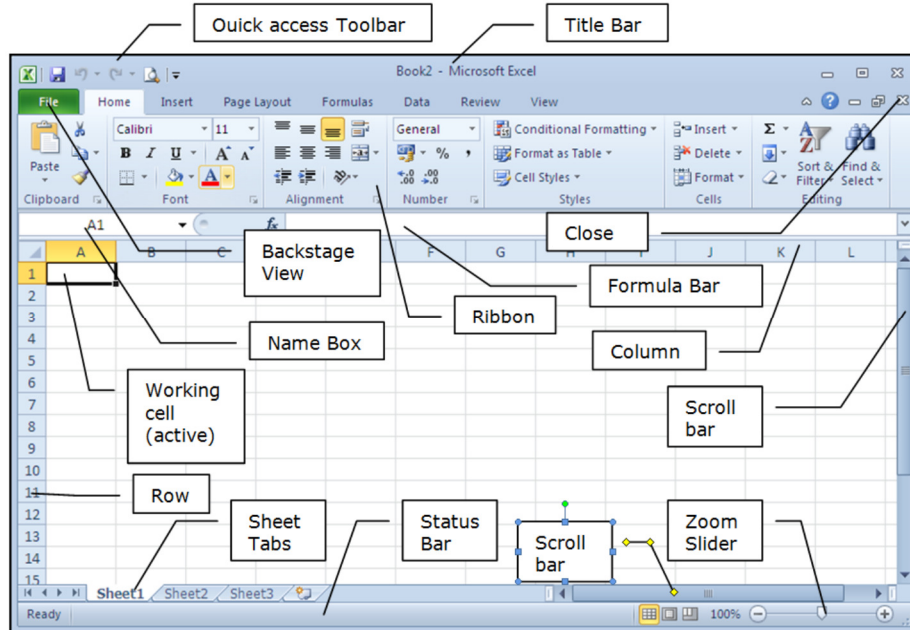
Park Forest, IL 60466

Customized Training Available

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## EXCEL 2010 SCREEN TIPS

The **File tab**, located in the upper left-hand corner of the program window, replaces the Office button found in the 2007 version of Microsoft Word. The **File Tab** gives access to **backstage view** which contains basic file management commands, including New, Open, Save, Print, Close. And Options.



## KEYBOARD SHORTCUTS

### GENERAL

- Open a Document <Ctrl> + <O>
- Create a New Document <Ctrl> + <N>
- Save a Document <Ctrl> + <S>
- Print a Document <Ctrl> + <P>
- Close a Document <Ctrl> + <W>
- Help <F1>

- Calculate Worksheets <F9>
- Create an absolute, <F4> normal, or mixed reference

### NAVIGATION

- Move Between Cells <↑>, <↓>, <←>, <→>
- Right One Cell <Tab>
- Left One Cell <Shift> + <Tab>
- Down One Cell <Enter>
- Up One Cell <Shift> + <Enter>
- Down One Screen <Page Down>
- Up One Screen <Page Up>
- To Cell A1 <Ctrl> + <Home>
- To Last Cell <Ctrl> + <End>
- Go To Dialog Box <F5>

### EDITING

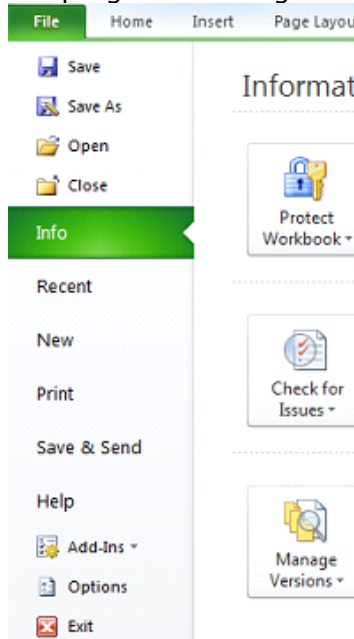
- Cut <Ctrl> + <X>
- Copy <Ctrl> + <C>
- Paste <Ctrl> + <V>
- Undo <Ctrl> + <Z>
- Redo <Ctrl> + <Y>
- Find <Ctrl> + <F>
- Replace <Ctrl> + <H>
- Select All <Ctrl> + <A>
- Edit active cell <F2>
- Clear cell contents <Delete>

### FORMATTING

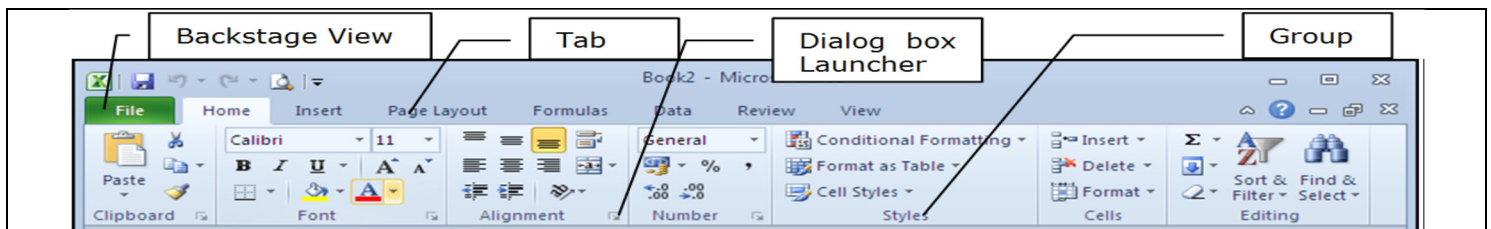
- Bold <Ctrl> + <B>
- Italics <Ctrl> + <I>
- Underline <Ctrl> + <U>
- Open Format Cells Dialog Box <Ctrl> + <Shift> + <F>
- Select All <Ctrl> + <A>
- Select entire row <Shift> + <Space>
- Select entire column <Ctrl> <Space>
- Hide selected rows <Ctrl> + <9>
- Hide selected Columns <Ctrl> + <0>

## The Fundamentals

File Ribbon is located in the upper left corner of the program once again.



- **To Create a New Blank Workbook:** Click the **File ribbon**, select **New**, and click **Create**, or press <Ctrl> + <N>.
- **To Open a Workbook:** Click the **File ribbon** and select **Open**, or press <Ctrl> + <O>.
- **To Save a Workbook:** Click the **Save button** on the Quick Access Toolbar, or press <Ctrl> + <S>.
- **To Save a Workbook with a Different Name:** Click the **File ribbon**, select **Save As**, and enter a new name for the presentation.
- **To Preview a Workbook:** Click the **File ribbon**, select **Print**
- **To Print a Workbook:** Click the **Office Button** and select **Print**, or press <Ctrl> + <P>.
- **To Quick Print:** Click the **File ribbon**, select **Print**, Click **Print** button.
- **To Undo:** Click the **Undo** button on the Quick Access Toolbar or press <Ctrl> + <Z>.
- **To Close a Workbook:** Click the **Close** button or press <Ctrl> + <W>.
- **To Get Help:** Press <F1> to open the Help window. Type your question and press <Enter>.
- **To Exit Excel:** Click the **File ribbon** and click **Exit**.



## EDITING

- **To Edit a Cell's Contents:** Select the cell, click the Formula Bar, edit the cell contents, and press **<Enter>** when you're finished.
- **To Clear a Cell's Contents:** Select the cell(s) and press the **<Delete>** key.
- **To Cut or Copy Data:** Select cell(s) and click the **Cut** or **Copy** button in the Clipboard group on the Home tab.
- **To Paste Data:** Select the destination cell(s) and click the **Paste** button in the Clipboard group on the Home tab.
- **To Copy Using Auto Fill:** Point to the fill handle at the bottom-right corner of the selected cell(s), then drag to the destination cell(s).
- **To Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down **<Ctrl>** key while dragging.
- **To Paste Special:** Cut or copy the cell(s), select the destination cell(s), click the **Paste** button list arrow in the Clipboard group on the Home tab, and select **Paste Special**. Select an option and click **OK**.
- **To Insert a Column or Row:** Right-click the selected row or column heading(s) to the right of the column or below the row you want to insert and select **Insert** from the contextual menu.
- **To Delete a Column/Row:** Select the row /column heading(s), either right-click them and **Delete** from the keyboard or click the **Delete** button in the Cells group on the Home tab.
- **To Insert a Comment:** Select the cell where you want to insert a comment and click the **Review** tab on the Ribbon. Click the **New Comment** button in the Comments group. Type a comment, then click outside the comment text box. Point to the cell to view the comment.

## Formatting

- **To Format Text:** Use the commands in the **Font** group on the **Home** tab, or click the **Dialog Box Launcher** in the **Font** group to open the Font dialog box.
- **To Format Values:** Use the **commands** in the Number group on the Home tab, or click the **Dialog Box Launcher** in the Number group to open the Format Cells dialog box.
- **To Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy and click the **Format Painter** button in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.
- **To Change Cell Alignment:** Select the cell(s) and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**) in the **Alignment** group on the **Home** tab.

## Formulas and Functions

- **To Total a Cell Range:** Click the cell where you want to insert the total and click the **AutoSum** button in the **Editing** group on the **Home** tab. Verify the selected cell range and press **return**.
- **To Enter a Formula:** Select the cell where you want to insert the formula, press **=>**, and enter the formula using values, cell references, operators, and functions. Press **<Enter>** when you're finished.
- **To Insert a Function:** Select the cell where you want to enter the function and click the **Insert Function** button on the Formula Bar.
- **To Reference a Cell in a Formula:** Type the cell reference (for example, **B5**) in the formula or click the cell you want to reference.
- **To Create an Absolute Cell Reference:** Precede the cell references with a **\$** sign or press **<F4>** after selecting a cell range to make it absolute.
- **To Use Several Operators or Cell Ranges:** Enclose the part of a formula you want to calculate first in parentheses.
- **To Add Sparkline:** Select data and cell you wish sparkline to appear. Go to **insert** tab **Sparklines** group, select type of Sparkline: **line**, **Column**, **Win/loss**.

## CHARTS

- **To Create a Chart:** Select the cell range that contains the data you want to **chart** and click the **Insert** tab on the Ribbon. Click a chart type button in the **Charts** group and select the chart you want to use from the list.
- **To Adjust Column Width:** Drag the right border of the column header. **Double-click** the border to AutoFit the row according to its contents.
- **To Adjust Row Height:** Drag the bottom border of the row header. Double-click the border to AutoFit the row according to its contents.
- **To Add Cell Borders:** Select the cell(s), click the **Border** button list arrow in the Font group on the Home tab, and select a border type.
- **To Add Cell Shading:** Select the cell(s), click the **Fill Color** button list arrow in the Font group on the Home tab, and select a fill color.
- **To Apply a Document Theme:** Click the **Page Layout** tab on the Ribbon, click the Themes button in the Themes group, and select a theme from the gallery.
- **To Insert a Header or Footer:** Click the **Insert** tab on the Ribbon and click the **Header & Footer** button in the Text group. Enter header text.

## WORKBOOK MANAGEMENT

- **To Add a New Worksheet:** Click the **Insert Worksheet** tab next to the sheet tabs at the bottom of the program screen.
- **To Delete a Worksheet:** Select the sheet want to delete, click the **Delete** button in the **Cells** group on the **Home** tab, and select **Delete Sheet**. Or, right-click the sheet tab and select **Delete** from the contextual menu.
- **To Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **<Enter>**.
- **To Split a Window:** Drag either the vertical or horizontal split bar (located near the scroll bars) onto the worksheet.
- **To Freeze Panes:** Place the cell pointer where you want to freeze the window, click the **View** tab, click the **Freeze Panes** button in the **Window** group, and select an option from the list. **To Select a Print Area:** Select the cell range you want to print, click the **Page Layout** tab on the Ribbon, click the **Print Area** button in the **Page Setup** group, and select **Set Print Area**.
- **To Adjust Page Margins, Orientation, Size, and Breaks:** Click the **Page Layout** tab on the Ribbon and use the commands in the **Page Layout** group, or click the **Dialog Box Launcher** in the **Page Setup** group to open the **Page Setup** dialog box.
- **To Protect or Share a Workbook:** Click the **Review** tab on the Ribbon and use the commands in the **Changes** group.