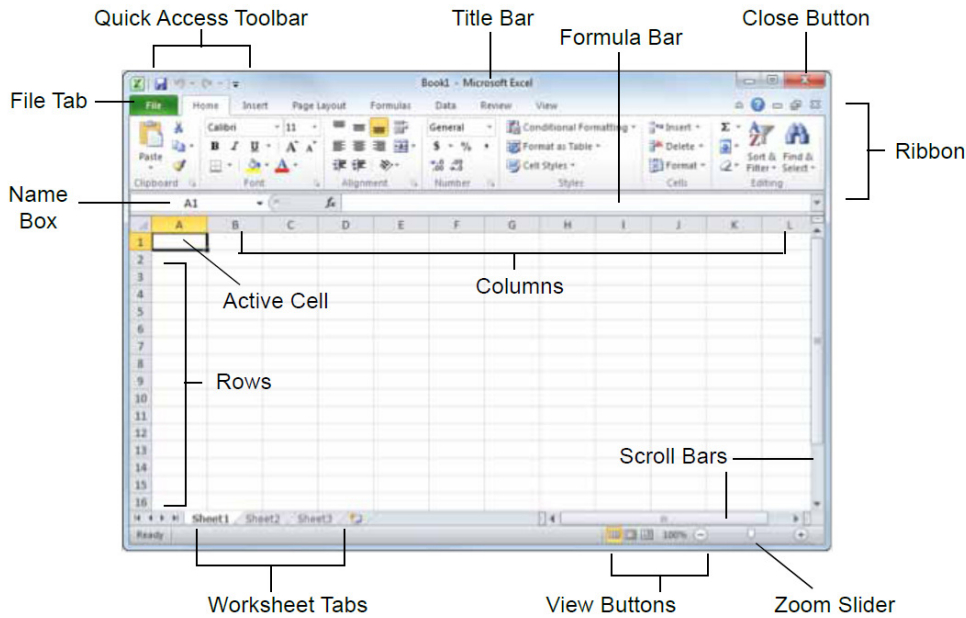


# Excel 2010

## QUICK REFERENCE GUIDE

www.dianemckeever.com

### THE EXCEL 2010 SCREEN



### KEYBOARD SHORTCUTS

#### GENERAL

New Workbook.....	Ctrl + n
Open Workbook .....	Ctrl + o
Save Workbook.....	Ctrl + s
Preview & Print Workbook...	Ctrl + p
Quit Program .....	Ctrl + w
Help .....	F1

#### NAVIGATION

Right One Cell .....	Tab
Down One Cell .....	Enter
Down One Screen .....	Page Down
Up One Screen .....	Page Up
To Cell A1 .....	Ctrl + Home
To Last Cell.....	Ctrl + End

#### EDITING

Undo .....	Ctrl + z
Cut .....	Ctrl + x
Copy.....	Ctrl + c
Paste .....	Ctrl + v
Redo.....	Ctrl + y
Select All .....	Ctrl + a
Clear cell contents .....	Delete key

### THE FUNDAMENTALS

**To Create a New Workbook:** Click the file tab, click the New option and click the Create button.

**To Open a Workbook:** Click the File tab and click the Open option.

**To Save a Workbook:** Click the Save button on the Quick Access Toolbar.

**To Save a Workbook with a Different Name or File type:** Click the File tab, click the Save As button and enter a new name or select a different file type for the document.

**To Preview and Print Workbook:** click the File tab and click the Print option.

**To Undo:** Click the Undo button on the Quick Access Toolbar.

**To Close a Workbook:** Click Close "X" on the window or choose Close from the File tab.

**To Minimize the Ribbon:** Click the Minimize Ribbon option on the Ribbon, or double-click the tab.

**To Get Help:** Press F1 to open the Help window or click the blue help question mark button.

**Cell Addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B3, etc. You can find the address of a cell by looking at the Name Box.

**To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.

**To Select a Cell Range:** Click the first cell, hold down the Shift key and click the last cell.

**To Select an Entire Worksheet:** Ctrl + a

**To Use Zoom:** Click and drag the zoom slider to the left or right.

**To Customize the Ribbon:** Right-click any tab and select Customize the Ribbon from the menu or click the File tab, select Options and click the Customize Ribbon command. Use the controls in the dialog box to rename and rearrange tabs and to rearrange tab commands.

- Click the **New Tab** button to create a new tab on the Ribbon.
- Click the **New Group** button to create a new group in a tab on the Ribbon.

### OPERATORS

Operators Used In Formulas/Functions:

Addition:..... + (plus)

Subtraction .....

Multiplication .....

Division .....

Operation Order..... ( ) (parenthesis)

Used to group operations. For example:

=(A1\*G27)/3

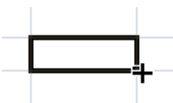
A1 would be multiplied by G27 and the result of that would be divided by 3

## EDITING

**To Edit a Cell's Contents:** Select the cell and click the Formula Bar, or double-click the cell. Edit the cell contents and press the Enter key.

**To Preview an Item Before Pasting:** Place the insertion point where you want to paste, click the Paste button list arrow in the Clipboard group on the Home tab, and select a preview option.

**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 Complete a Series Using AutoFill:** Select the cells that define the series. Click and drag the fill handle to complete the series.

**To Insert a Column or Row:** Right-click to the right of the column, or below the row you want to insert. Select Insert from the contextual menu, or click the Insert button in the Cells group on the Home tab.

**To Delete a Column or Row:** Select the row or column heading (s). Right-click and select Delete from the contextual menu, 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 and click outside the comment box.

## FORMULAS AND FUNCTIONS

**To Total a Cell Range:** Click the cell where you want to insert the total and click the Sum button in the Editing group on the Home tab. Verify the selected cell range and click the Sum button again or press the Enter key.

**To Enter a Formula:** Select the cell where you want to insert the formula. Type an equal sign (=) and enter the formula using values, cell references, operators and functions. Press the Enter key 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 or select from a function group.

**To Reference a Cell in a Formula:** Type the cell reference in the formula or click on a cell.

**To Create an Absolute Cell Reference:** Precede the cell references with a \$ sign. Use the F4 key to add \$ signs.

**To Use Several Operators or Cell Ranges:** Enclose the part of a formula you want to calculate first in parentheses.

## DATA ACTIONS

**To Sort Data:** Select a cell in the column to be sorted and click Sort & Filter in the Editing group on the Home tab.

**To Filter Data:** Click the Sort & Filter command in the Editing group on the Home tab. Pull down menus will allow you to filter the data.

## FORMATTING

**To Format Text:** Use the commands in the Font group on the Home tab.

**To Format Values:** Use the commands in the Number group on the Home tab.

**To copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy and click the Format Painter option in the Clipboard group on the Home tab. Click it once for one use, twice for unlimited uses. Then, select the cell(s) you want to apply the copied formatting to.

**To Apply a Cell Style:** Select the cell(s) you want to apply a cell style to. Click the Cell Styles button in the Styles group of the Home tab and select a style from the gallery.

**To Apply Conditional Formatting:** Select the cells to which you want to apply conditional formatting. Click the Conditional Formatting button in the Styles group of the Home tab. Select the formatting scheme you wish to use, then set the conditions in the dialog box.

**To Adjust Column Width or Row Height.** Drag the right border of the column header or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

## CHARTS

**To Create a Chart:** Select the cell range that contains the data you want to chart and press the F11 key. The chart is inserted in a new sheet in the book.

**To Insert a Sparkline:** Select the cell range that contains the data you want to chart and click the Insert tab. Select the sparkline you want to insert from the Sparkline group. Select the cell or cell range where you want to add the sparkline and click

## WORKBOOK MANAGEMENT

**To Insert a New Worksheet:** Click the Insert Worksheet tab to the right of the last sheet tab.

**To Delete a Worksheet:** 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 and press the Enter key.

**To Change a Worksheet's Tab Color:** Right-click the sheet tab, select Tab Color and choose the color to apply.

**To Move a Worksheet:** Click and drag the worksheet tab.

**To Copy a Worksheet:** Hold down the Ctrl key while dragging the sheet tab.

**To Protect or Share a Workbook:** Click the Review tab on the Ribbon and use the commands in the Changes group.

**To Recover Autosaved Versions:** Click the File tab and select Info. Select an autosaved version from the Versions list. Or, click the Manage Versions button and select Recover Draft Versions.