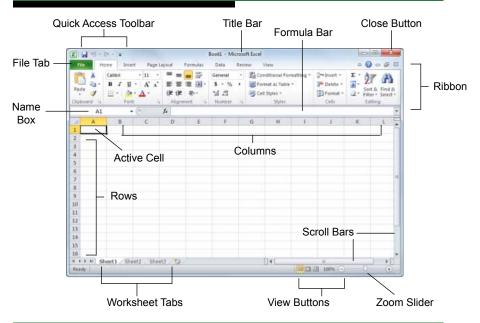
Microsoft® **EXCEL 2010** QUICK REFERENCE CARD

Custom Guide

CUSTOMIZABLE TRAINING MATERIALS

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THE EXCEL 2010 SCREEN



THE FUNDAMENTALS

The File tab and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.

	 To Create a New Workbook: Click the File tab, and select New, and
File	click Create.
-	 To Open a Workbook: Click the File tab and select Open.
🛃 Save	 To Save a Workbook: Click the Save button on the Quick Access
🔜 Save As	Toolbar.
💕 Open	• To Preview and Print a Workbook: Click the File tab and select Print.
	• To Undo: Click the 🔄 Undo button on the Quick Access Toolbar.
🚞 Close	• To Redo or Repeat: Click the 🔄 Redo button on the Quick Access
Info	Toolbar. The last command is repeated if Undo was not previously used.
	• To Close a Workbook: Click the 🔀 Close button.
Recent	• To Get Help : Press <f1></f1> to open the Help window. Type your question
	and press <enter>.</enter>
New	• Cell addresses: Cells are referenced by addresses made from their
	column letter and row number, such as cell A1, A2, B1, B2, etc. You can
Print	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</arrow>
Share	select it.
	• To Select a Cell Range: Click and drag to select a range of cells. Or,
Help	press and hold down the <shift> key while using the <arrow keys=""> to</arrow></shift>
🛃 Add-Ins 👻	move the mouse pointer to the last cell of the range.
😳 Add-Ins 🕯	• To Select an Entire Worksheet: Click the Select All button where
Options	column and row headings meet.
🔀 Exit	• To Minimize the Ribbon: Click the Minimize Ribbon button on the
	Ribbon. Or, right-click a tab and select Minimize Ribbon from the
	contextual menu.
	• To Use Zoom: Click and drag the zoom slider to the left or right. Or, click
	the Zoom Out and Zoom In buttons on the slider.

KEYBOARD SHORTCUTS

GENERAL	
Open a Workbook	<ctrl> + <o></o></ctrl>
Create New	<ctrl> + <n></n></ctrl>
Save	<ctrl> + <s></s></ctrl>
Preview and Print	<ctrl> + <p></p></ctrl>
Close a Workbook	<ctrl> + <w></w></ctrl>
Help	<f1></f1>
Run Spelling Check	<f7></f7>
Calculate worksheets	<f9></f9>
Create an absolute,	<f4></f4>
normal, or mixed refe	erence
NAVIGATION	
Move Between Cells	<↑>, <↓>,
< ←>, < →>	
Right One Cell	<tab></tab>
Left One Cell	<shift> + <tab></tab></shift>
Down One Cell	<enter></enter>
Up One Cell	<shift> + <enter></enter></shift>
Down One Screen	<page down=""></page>
Up One Screen	<page up=""></page>
To Cell A1	<ctrl> + <home></home></ctrl>
To Last Cell	<ctrl> + <end></end></ctrl>
Go To Dialog Box	<f5></f5>
EDITING	
Cut	<ctrl> + <x></x></ctrl>
Сору	<ctrl> + <c></c></ctrl>
Paste	<ctrl> + <v></v></ctrl>
Undo	<ctrl> + <z></z></ctrl>
Redo	<ctrl> + <y></y></ctrl>
Find	<ctrl> + <f></f></ctrl>
Replace	<ctrl> + <h></h></ctrl>
Select All	<ctrl> + <a></ctrl>
Edit active cell	<f2></f2>
Clear cell contents	<delete></delete>
Clear cell contents	
FORMATTING	
Bold	<ctrl> + </ctrl>
Italics	<ctrl> + <l></l></ctrl>
Underline	<ctrl> + <u></u></ctrl>
Open Format Cells	
Dialog Box	<ctrl> + <shift> + <f></f></shift></ctrl>
Select All	<ctrl> + <a></ctrl>
Select entire row	<shift> + <space></space></shift>
Select entire column	<ctrl> + <space></space></ctrl>
Hide selected rows	<ctrl> + <9></ctrl>
Hide selected	<ctrl> + <0></ctrl>
columns	

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 <Enter>.

• 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: Place the insertion point where you want to paste and click the Paste button in the Clipboard group on the Home tab.

• 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 view the item.

• 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.

• To Enter a Formula: Select the cell where you want to insert the formula. Type <=> 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 *F* Insert Function button on the Formula Bar.

• To Reference a Cell in a Formula: Type the cell reference in the formula.

• To Create an Absolute Cell Reference: Precede the cell references with a \$ sign.

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

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 Insert a Sparkline: Select the cell range that contains the data you want to chart and click the Insert tab on the Ribbon. 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 OK.

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** button in the Clipboard group on the Home tab. 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 on the Ribbon and select a style from the gallery.

• **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 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.

WORKBOOK MANAGEMENT

 To Insert a New Worksheet: Click the Insert Worksheet tab next to the sheet tabs at the bottom of the program screen. Or, press <Shift> + <F11>.

• 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 for the worksheet, and press **<Enter>**.

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

• To Move or Copy a Worksheet: Click and drag a tab to move a worksheet. Hold down the <Ctrl> key while clicking and dragging to copy the worksheet.

• 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 on the Ribbon and select **Info**. Select an autosaved version from the Versions list. Or, click the **Manage Versions** button and select **Recover Draft Versions**.

