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# **Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)**

# Excel® 2010 Introduction

## Creating a New Workbook

1. Choose **File** | **New**.
2. In the **Office** ribbon, click **Blank Workbook**.
3. Click **OK**.

## Entering New Data

1. Select the cell. By default, it is the **active cell** with its border highlighted.
2. Type the data you want to enter.
3. Press **Enter** to move to the next cell in the row or **Ctrl+Enter** to move to the next cell in the column.
4. Press **Ctrl+Shift+End** to move to the last cell in the row.
5. Press **Ctrl+Shift+Home** to move to the first cell in the column.
6. Press **Shift+End** to move to the last cell in the column.
7. Press **Shift+Home** to move to the first cell in the row.

## Pick from a Drop-Down List

Excel has a list of available entries in a **list box** (also known as a **dropdown list**). To use a list box, follow these steps:

### Format Cells

## Replacing the Contents of a Cell

1. Click on the cell.
2. Press **Alt+Delete**.
3. Press **Enter** or **Esc**.

## Editing the Contents of a Cell

1. Click on the cell.
2. Press **Ctrl+Shift+End** to move to the end of the cell.
3. Press **Ctrl+Shift+Home** to move to the beginning of the cell.
4. Use the **Del** or **Backspace** keys.
5. Type the new data.
6. Press **Enter** or **Esc**.

## Underline/Redo an Action

1. Click **Ctrl+U** to underline the selected text.
2. Click **Ctrl+Shift+U** to remove the underline.
3. Click **Ctrl+Shift+Z** to undo the last action.
4. Click **Ctrl+Y** to redo the last action.

## Resizing Column Width/Row Height

1. Drag the **column header** to the right or **row header** to the bottom.
2. Right-click **Column Width/Row Height** to **AutoFit Selection**.
3. Select the cell.
4. Click **Ctrl+Shift+Space**.
5. Click **Ctrl+Shift+Space**.

To resize a column or row, click and drag along the edge in the correct direction, then follow the steps above.

## Inserting Rows or Columns

1. Select the row or column you want to insert.
2. Right-click the row or column header.
3. Click **Insert**.

## Inserting Cells

1. Select the cells you want to insert.
2. Click **Ctrl+Shift+Insert**.
3. Press the arrow to move the selected cells.
4. Click **OK**.

## Deleting Cell Contents

Select the cell(s) you want to delete, then click **Delete**.

## Clearing Formatting

1. Select the cells.
2. Choose **Home** | **Clear** | **Clear All**.

## Deleting Rows, Columns, or Cells

By clicking the **Delete** button in the **Clipboard** group, you can quickly delete the top row or the last column of a table, which clears out the corners of a cell.

### To Delete a Row or Column:

1. Select the row or column.

### 2. Choose **Home** | **Delete** | **Row** [or **Column**].

2. Specify the direction to delete the surrounding cells (if any gap, **Shift+Delete**).

## Formatting Numbers

1. Select the selected cells, or click **Home** | **Number** to open the **Number** dialog.
2. Choose **Format** from the **Number** tab or click **More Number Formats**.
3. Click the **Number** tab.

4. Under **Number format**, click **Custom** and click **More Number Formats**.
5. Under **Format code**, click **0.00**.
6. Under **Category**, click **General**.
7. Click **OK**.

## Borders, Shading, Text Color

Select the cells, then **Home** | **Format** | **Cells** | **Border**.

1. Under **Border**, click **More Borders**.
2. Under **Style**, click **1 Pt**.
3. Under **Color**, click **Black**.
4. Under **Format**, click **Format**.
5. Under **Color**, click **Black**.
6. Under **Format**, click **Format**.
7. Under **Color**, click **Black**.
8. Under **Format**, click **Format**.

## Draw a Border Grid

1. Right-click the **grid lines** of the border (not the **border** itself).
2. Click **Format Grid**.
3. Under **Border**, click **1 Pt**.
4. Under **Color**, click **Black**.
5. Under **Format**, click **Format**.

## Draw a Border

1. Right-click the **grid lines** of the border (not the **border** itself).
2. Click **Format Grid**.
3. Under **Border**, click **1 Pt**.
4. Under **Color**, click **Black**.
5. Under **Format**, click **Format**.

## Aligning and Merging Cells

To align the cell selected in a table, then **Home** | **Table Style** | **Format** | **Align**.

1. To merge cells in a table, select the cells to merge, then **Table Style** | **Format** | **Merge Cells**.

## Freeze Panes

1. Click **View** | **Freeze Panes**.
2. Click **Freeze Panes**.

## Viewing the Worksheet as it Will Print

To view the most accurate print preview, you can choose **Print Preview**.

## Print Preview

1. Click **File** | **Print**.
2. Click **Print Preview**.

## Print the Worksheet

1. Click **File** | **Print**.
2. Click **Print**.

## Entering Dates

To enter a date, click the cell, then type the date in the **Format Cells** dialog.

### To Change the Date Display for Specific Cells

1. Select the cells.
2. Right-click the cells and click **Format Cells**.

3. Select the **Date** category, then click **More Number Formats**.
4. Under **Format code**, click **14/12/10**.
5. Click **OK**.

## Entering a Sequence of Numbers

1. Enter the first number in one of the empty cells in the list.
2. Select the cell.
3. Drag the **Fill Handle** to the bottom of the list.

To expand after filling (Ctrl+Shift+Enter), click **Ctrl+Shift+Enter** or **Ctrl+Shift+Enter**.

### For All Selection Options, e.g. **Copy**:

1. Right-click the selection.
2. Select the **Copy** option.

### For All Selection Options, e.g. **Format**:

1. Right-click the selection.
2. Select the **Format** option.

### For All Selection Options, e.g. **Print**:

1. Right-click the selection.
2. Select the **Print** option.

### For All Selection Options, e.g. **Sort**:

1. Right-click the selection.
2. Select the **Sort** option.

### For All Selection Options, e.g. **Filter**:

1. Right-click the selection.
2. Select the **Filter** option.

### For All Selection Options, e.g. **Format Cells**:

1. Right-click the selection.
2. Select the **Format Cells** option.

### Moving Within the Worksheet

#### To Go to a Cell:

1. Click the **Cell** icon.

#### To Go to the Top:

1. Click the **Top** icon.

#### To Go to the Bottom:

1. Click the **Bottom** icon.

#### To Go to the Left:

1. Click the **Left** icon.

#### To Go to the Right:

1. Click the **Right** icon.

#### To Go to the Next Cell:

1. Click the **Next Cell** icon.

#### To Go to the Previous Cell:

1. Click the **Previous Cell** icon.

#### To Go to the Next Row:

1. Click the **Next Row** icon.

#### To Go to the Previous Row:

1. Click the **Previous Row** icon.

#### To Go to the Next Column:

1. Click the **Next Column** icon.

#### To Go to the Previous Column:

1. Click the **Previous Column** icon.

#### To Go to the Next Worksheet:

1. Click the **Next Worksheet** icon.

#### To Go to the Previous Worksheet:

1. Click the **Previous Worksheet** icon.

#### To Go to the Next Workbook:

1. Click the **Next Workbook** icon.

#### To Go to the Previous Workbook:

1. Click the **Previous Workbook** icon.



## **Synopsis**

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office Excel 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Creating Workbooks, Entering and Editing Data, Undo and Redo, Resizing Column Width and Row Height, Inserting and Deleting Rows Columns and Cells, Clearing Cells, Clearing Formatting, Formatting Numbers and Cells, Aligning and Merging Cell Contents, Borders and Grids, Viewing the Worksheet as it will Print, Entering Dates, Entering Sequences. Entering Formulas & Functions, Entering a SUM Function Quickly, Absolute vs. Relative Cell References. Copying and Moving Data: Copying to Adjacent Cells; Cut, Copy, Paste; Drag & Drop. Sheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting Sheets. Editing Multiple Worksheets Simultaneously, Copying Data and Formatting to Multiple Worksheets. Previewing, Printing and Page Setup, Printing a Specific Area, Using Page Break Preview to Adjust Page Breaks, Repeating Rows/Columns on Every Page. Working with Previous Versions (Compatibility Mode). Also includes: Lists of Selection and Movement Shortcuts. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

## **Book Information**

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## **Customer Reviews**

This item came in handy to have available on my desk for quick reference. I recently purchased a new computer and it contained Windows 7 and a lot of the routine processes were somewhat

different. Even if you have basic knowledge of Microsoft Excel, this is a handy reference lamanated sheet to have available.

The "ribbon" above the working window of 2010 Microsoft Office products can be quite confusing to us "oldsters" who started using them back when Windows 3.2 was the best thing going. This compact fact sheet is a BIG help!

I got this "cheat sheet" for the 2010 version of Microsoft's OneNote program for my wife as a quick reference. It does include a number of the most basic features of the program, but I was not impressed overall. Quite of few of the features are not included on the sheet, and so it does not do the job of providing a quick reference to all of the capabilities of OneNote. The sheet itself is of nice quality; firm plastic laminate and quite legible. The OneNote program is a great tool for organizing a variety of subjects and both my wife and I both really enjoyed using the 2007 version of MS OneNote. The 2010 version is a substantial upgrade in capability as well as some changes in format, so I was hoping that a good quick reference guide would help ease my wife into the new version. Alas, the Intro Quick Reference Guide being reviewed is just too basic to be of much value.

This sheet is what Onenote has in its opening notebook. If you want the information just start the program for the first time and there it is. Dont buy the sheet.

MS Excel reference guide. Cheat sheets are quite handy as long as problem/info needed is not complex. Just about worth price. Vendor performance excellent. Shipped in 1 day & arrived quickly even though USPS. GN

Again, this is much better than buying a \$60.00 book and only reading the first 2 chapters. I do a lot of PowerPoint presentations so am fairly proficient in it, but I just went to PP2010. The little card gives me the basics and I don't have to spend 30 minutes looking through a book for what I need. Takes up less space on my already overloaded book shelf too.

this is a great short cut after you have read the book you can't remember everything and this gives a quick reference so you don't have to look up everything up in the book. the guide has all the main commands and makes it easy to find when your in the middle of a project.

I have used Excel on my Windows PC for many years. Just recently bought a MacBook. The commands are quite similar, although they vary slightly and the Excel for the Mac does slightly different things. This sheet makes it easy to find a command quickly.

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