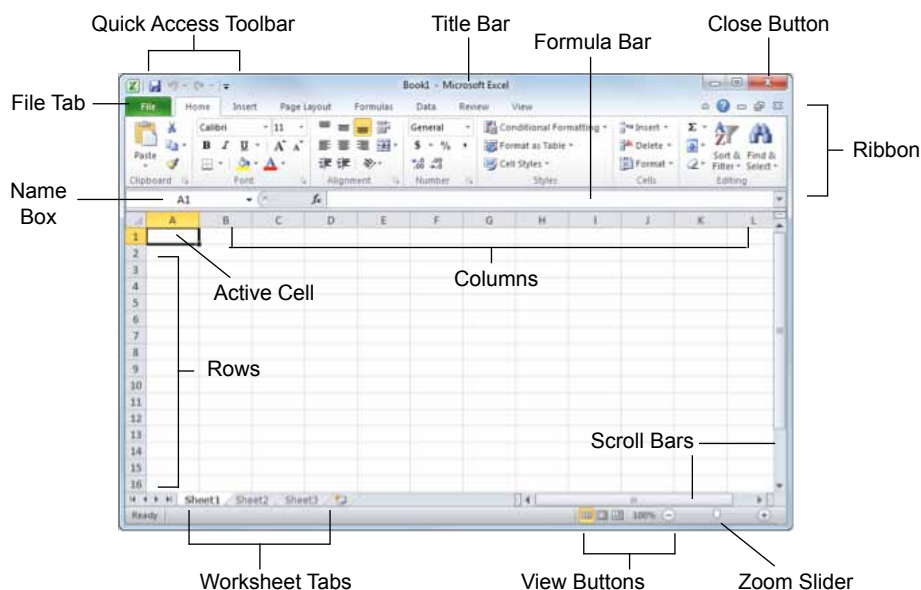


Microsoft® EXCEL 2010

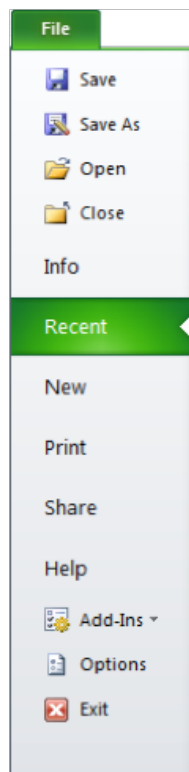
QUICK REFERENCE CARD

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 click **Create**.
- **To Open a Workbook:** Click the **File** tab and select **Open**.
- **To Save a Workbook:** Click the **Save** button on the Quick Access Toolbar.
- **To Preview and Print a Workbook:** Click the **File** tab and select **Print**.
- **To Undo:** Click the **Undo** button on the Quick Access Toolbar.
- **To Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar. The last command is repeated if Undo was not previously used.
- **To Close a Workbook:** Click the **Close** button.
- **To Get Help:** Press **<F1>** to open the Help window. Type your question and press **<Enter>**.
- **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 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 and drag to select a range of cells. Or, press and hold down the **<Shift>** key while using the **<arrow keys>** to move the mouse pointer to the last cell of the range.
- **To Select an Entire Worksheet:** Click the **Select All** button where column and row headings meet.
- **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>
Create New	<Ctrl> + <N>
Save	<Ctrl> + <S>
Preview and Print	<Ctrl> + <P>
Close a Workbook	<Ctrl> + <W>
Help	<F1>
Run Spelling Check	<F7>
Calculate worksheets	<F9>
Create an absolute, normal, or mixed reference	<F4>

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> +
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>

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  **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**.