

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 **STARTUP TASKS** pane, click **Blank** (or **Blank Workbook**).

Entering New Data

1. Click in a cell by clicking on it or by moving the mouse to the cell's border.
2. Type the data. If you enter a formula or display a prior calculation, you can edit it.
3. Press **ENTER** or **CTRL+ENTER** (in the formula bar) to save the data. You can also use the **Enter** key to move down one cell, or **Shift+Enter** to move left one cell.

Pick From a Drop-Down List

To pick from a list of available values in a cell, press **ALT+D** when the cursor is in the cell, or click **Drop-Down List** in the **FORMULAS** tab.

Ctrl and Tab

Press **CTRL** to copy the contents of a cell to the clipboard. Press **CTRL+V** to paste the contents of a cell into the active cell.

Replacing the Contents of a Cell

1. Click in the cell to change.
2. Type the new data.
3. Press **ENTER** or **CTRL+ENTER**.

Editing the Contents of a Cell

1. Click in the cell to change.
2. Click in the formula bar to edit the contents of the cell. (Click **EDIT** in the **FORMULAS** tab.)
3. Use the keyboard to edit the contents of the cell. Press **ENTER** to save the changes and return to the cell, or **ESC** to cancel the changes.
4. When finished, press **ENTER** or **CTRL+ENTER**.

Undo or Redo an Action

Click **UNDO** or **REDO** in the **HOME** tab of the **Quick Access Toolbar** to undo or redo an action. You can also use **CTRL+Z** to undo an action and **CTRL+Y** to redo an action.

Resizing Column Width/Row Height

1. Hover the mouse over the column or row heading. The mouse pointer changes into a double-headed arrow.
2. Drag the mouse to the new width or height. To auto-fit the column height, double-click **2**.
3. To auto-fit the column width, double-click **2**.

Inserting Rows or Columns

1. Select the cell or cells to insert rows or columns next to.
2. Choose **HOME > INSERT > Insert Rows or Columns**.

Inserting Cells

1. Select the cell or cells to insert the new cells.
2. Choose **HOME > INSERT > Insert Cells**.
3. Specify the direction to insert the selected cells. **SHIFT+TAB**.

Deleting Cell Contents

Select the cell or cells that you wish to delete. Press **DELETE**.

Clearing Formatting

1. Select the cell or cells.
2. Choose **HOME > STYLING > Clear All Formatting**.

Deleting Rows, Columns, or Cells

The **DELETE** key deletes the contents of a cell. To delete rows, columns, or cells, select the cells that you wish to delete. Press **DELETE**.

To delete rows or columns:

1. Select the rows or columns to delete.
2. Choose **HOME > DELETE > Delete Rows or Columns**.

To delete cells:

1. Select the cells to delete.
2. Choose **HOME > DELETE > Delete Cells**.

Formatting Numbers

1. Select the cells to format. This can be done before or after the data has been entered.
2. Choose a format from the **Number Format** drop-down list, found in the **NUMBERING** group on the **HOME** tab. Or, click the following buttons:

- **Number** (to apply a number format)
- **Percentage** (to apply a percentage format)
- **Comma Style** (to apply a comma style format)
- **Text** (to apply a text format)
- **More Numbering Options** (to open the **Numbering Options** task pane)

Borders, Shading, Text Color

Select the cell or cells that you wish to format. Press **HOME > STYLING > Borders** to apply a border to the selected cells. Press **HOME > STYLING > Shading** to apply a background color to the selected cells. Press **HOME > STYLING > Text Color** to apply a text color to the selected cells.

Draw a Border Grid

1. Click the drop-down arrow of the **Borders** button in the **STYLING** group on the **HOME** tab.
2. Drag to create one or more borders.
3. Click **Cancel** to close the task pane.

Erase a Border

1. Click the drop-down arrow of the **Borders** button in the **STYLING** group on the **HOME** tab.
2. Drag to erase one or more borders.
3. Click **Cancel** to close the task pane.

Aligning and Merging Cells

To align within a cell, select a cell, then choose **HOME > STYLING > Alignment & Text** to open the **Alignment** task pane. To merge cells and center the contents, select the cells to merge, and click **Merge & Center** in the **Alignment** task pane. To center the contents, click the **Center** button in the **Alignment** task pane.

Viewing the Worksheet as it Will Print

To show the worksheet as it will appear when you print it, choose **VIEW > PRINT LAYOUT**.

Entering Dates

To enter dates in a format that can be used in formulas, use one of the following formulas: **DATE** or **TIME**.

To change how dates display:

1. Select the cells to change.
2. Choose **HOME > NUMBERING > Date and Time**.
3. Select the date category, then choose the format you want.

Entering a Sequence of Numbers

1. Enter the first number of the sequence in the adjacent cell.
2. Select the formula bar.
3. Drag the fill handle of the adjacent cell to an adjacent range of cells.

For all series options, e.g. 1, 2, 3, 4, 5:

1. Enter the first number of the series in a cell.
2. Select the cell range to fill, and drag the fill handle to the starting cell.
3. Choose **HOME > NUMBERING > Fill > Series**.
4. Specify the series options.

Moving Within the Worksheet

Move one cell down	↓
Move one cell up	↑
Move one cell left	←
Move one cell right	→
Move selected cells	Alt+Shift+Arrow
Copy selected cells	Ctrl+C
Paste selected cells	Ctrl+V
Copy selected cells to clipboard	Ctrl+Shift+C
Paste selected cells from clipboard	Ctrl+Shift+V
Copy selected cells to clipboard and paste into another location	Ctrl+Shift+C, Ctrl+Shift+V

Selection Shortcuts

- Active cell:** **HOME > FORMULAS > Select**
- Active cell range:** **HOME > FORMULAS > Select Range**
- All cells in worksheet:** **HOME > FORMULAS > Select All**
- Current region:** **HOME > FORMULAS > Select Current Region**
- Entire worksheet:** **HOME > FORMULAS > Select All**

Work with the Selection

Click the **Selection** button in the **FORMULAS** tab to open the **Selection** task pane. In the **Selection** task pane, click the **Selection** button to open the **Selection** task pane.

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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.

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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 laminated 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 a 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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