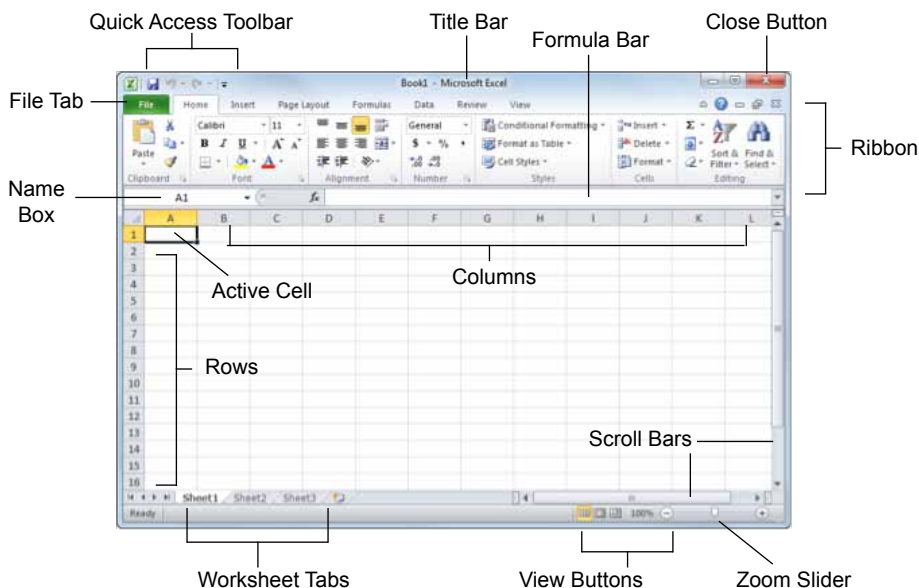


# Microsoft® EXCEL 2010

## QUICK REFERENCE CARD

### THE EXCEL 2010 SCREEN



### 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

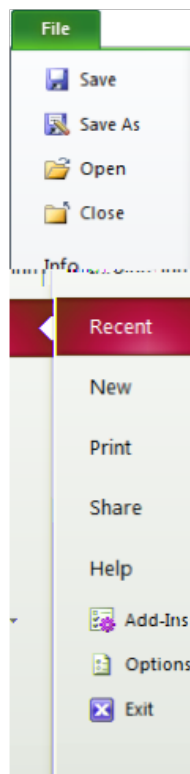
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>
Edit active cell	<F2>
Clear cell contents	<Delete>

#### FORMATTING

Bold	<Ctrl> + <B>
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>



### 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 **Create**
- **To Open a Workbook:** Click the **File** tab, and select **Open**
- **To Save a Workbook:** Click the **Save** button
- **To Preview and Print a Workbook:** Click the **File** tab, and select **Print**
- **To Undo:** Click the **Undo** button
- **To Redo or Repeat:** Click the **Redo** button
- **To Close a Workbook:** Click the **Close** button
- **To Get Help:** Press <F1>
- **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 a Cell Range:** Click and drag to select a range of cells. Or, click and drag while holding the **<Shift>** key
- **To Select an Entire Worksheet:** Click the **Select All** button
- **To Minimize the Ribbon:** Click the **Minimize Ribbon** button. 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 **Zoom Out** or **Zoom In**

## EDITING

- **To Edit a Cell's Contents:** Select the cell and click the **Formula Bar**, **<Enter>**
- **To Clear a Cell's Contents:** Select the cell(s) and press the **<Delete>**
- **To Cut or Copy Data:** Select cell(s) and click the  **Cut**  **Copy** button in the Clipboard group on the Home tab.
- **To Paste Data:** Place the insertion point where you want to paste and **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). **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 **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 **Sum**
- **To Enter a Formula:** Select the cell where you want to insert the **<=>** 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  **Insert Function**
- **To Reference a Cell in a Formula**
- **To Create an Absolute Cell Reference:** Precede the cell references
- **To Use Several Operators or Cell Ranges** formula you want to calculate first in parentheses.

## CHARTS

- **To Create a Chart:** Select the cell range that contains the data you **Insert** tab on the Ribbon. Click a chart type button in the Charts group and select the chart you want to use from the
- **To Insert a Sparkline:** Select the cell range that contains the data **Insert** tab on the Ribbon. Select the sparkline you want to insert from the Sparkline group. Select the cell or **OK**

## FORMATTING

- **To Format Text**
- **To Format Values:** Use the commands in the Number group on the
- **To Copy Formatting with the Format Painter:** Select the cell(s)  **Format Painter** button in the Clipboard group on the Home tab. Then, select the cell(s)
- **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
- **To Apply a Document Theme:** Click the **Page Layout** Ribbon, click the **Themes** button in the Themes group, and select a
- **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** column header, or the bottom border of the row header. Double-click the

## 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** **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, **Tab Color**, and choose the color you want to apply.
- **To Move or Copy a Worksheet:** Click and drag a tab to move a **<Ctrl>**
- **To Protect or Share a Workbook:** Click the **Review** Ribbon and use the commands in the Changes group.
- **To Recover Autosaved Versions:** Click the **File Info**. Select an autosaved version from the Versions list. Or, click **Manage Versions** **Recover Draft Versions**