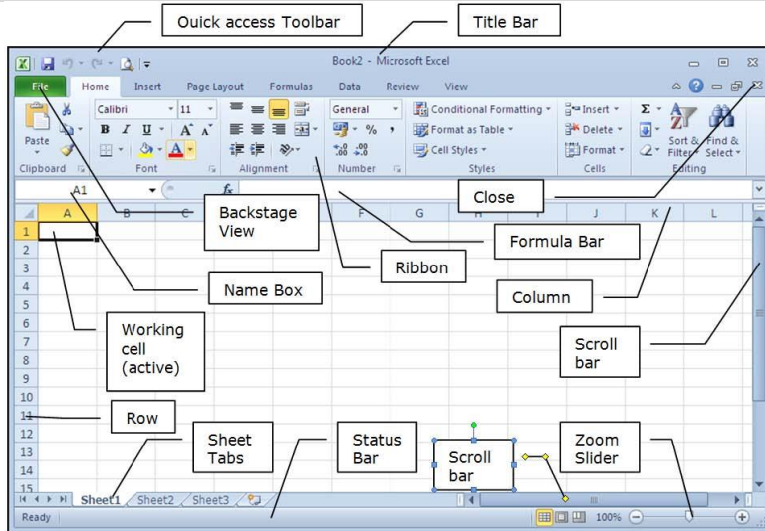


Excel 2010

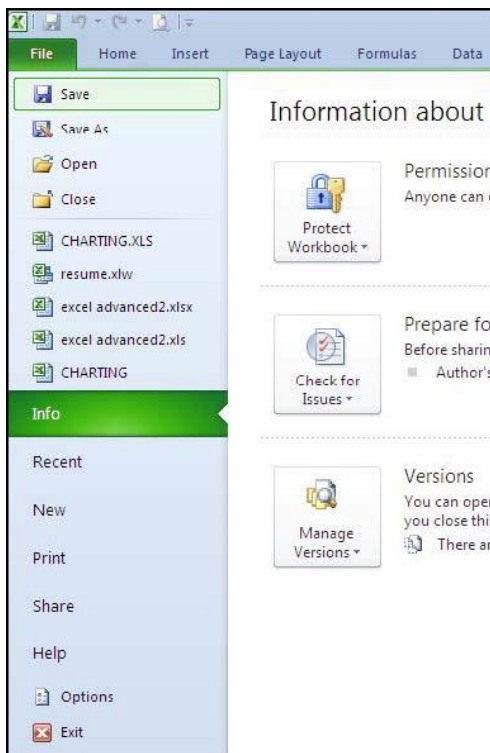
Quick Reference Card

THE EXCEL 2010 SCREEN



THE FUNDAMENTALS

The **File Ribbon**, located in the upper left-hand corner of the program window, replaces the Office button found in the 2007 version of Microsoft Excel. The File ribbon gives access to backstage view which contains basic file management commands, including New, Open, Save, Print and Close. And Options.



KEYBOARD SHORTCUTS

General

Open a Workbook	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Workbook	<Ctrl> + <S>
Print a Workbook	<Ctrl> + <P>
Close a Workbook	<Ctrl> + <W>
Help	<F1>
Run Spelling Check	<F7>

Editing

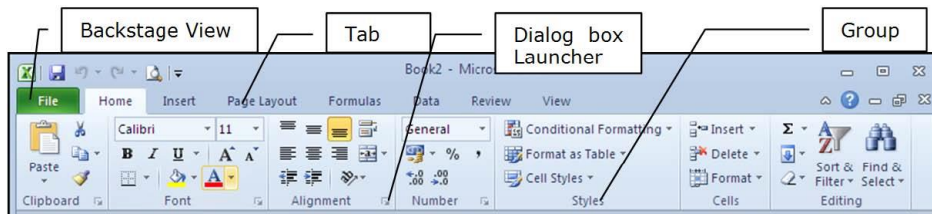
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>

Formatting

Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Open Format Cells	<Ctrl> + <E>
Dialog Box	

- **To Create a New Blank Workbook:** Click the **File** ribbon, select **New**, and click **Create**, or press <Ctrl> + <N>.
- **To Open a Workbook:** Click the **File** ribbon and select **Open**, or press <Ctrl> + <O>.
- **To Save a Workbook:** Click the **Save** button on the Quick Access Toolbar, or press <Ctrl> + <S>.
- **To Save a Workbook with a Different Name:** Click the **File** ribbon, select **Save As**, and enter a new name for the workbook.
- **To Preview a Workbook:** Click the **File** ribbon, select **Print**.
- **To Quick Print:** Click the **File** ribbon, select **Print**, Click the **Print** button.
- **To Undo:** Click the **Undo** button on the Quick Access Toolbar or press <Ctrl> + <Z>.
- **To Close a Workbook:** Click the **File** ribbon, Click the **Close** button; or press <Ctrl> + <W>.
- **To Get Help:** Press <F1> to open the **Help** window. Type the question and press <Enter>.
- **To Exit Excel:** Click the **File** ribbon and click **Exit**.

EDITING



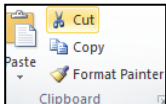
- **To Edit a Cell's Contents:**

Select the cell, click the **Formula Bar**, edit the cell contents, and press <Enter> when finished.

- **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:** Select the destination cell(s) and click the Paste button in the Clipboard group on the Home tab.

- **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 Move or Copy Cells Using Drag and Drop:** Select the cell(s) to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down <Ctrl> key while dragging.

- **To Paste Special:** Cut or copy the cell(s), select the destination cell(s), click the **Paste** button list arrow in the Clipboard group on the Home tab, and select Paste Special. Select an option and click OK.

- **To Insert a Column or Row:** Right-click the selected row or column heading(s) to the right of the column or below the row where the new column/row is needed and select **Insert** from the contextual menu.

- **To Delete a Column or Row:** Select the row or column heading(s) and either right-click them 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 desired and click the **Review** tab on the Ribbon. Click the **New Comment** button in the **Comments** group. Type a comment, then click outside the comment text box. Point to or hover over the cell to view the comment

FORMATTING

- **To Format Text:** Use the commands in the **Font** group on the **Home** tab, or click the **Dialog Box Launcher** in the Font group to open the Font dialog box.

- **To Format Values:** Use the **commands** in the **Number** group on the Home tab, or click the **Dialog Box Launcher** in the Number group to open the Format Cells dialog box.

- **To Copy Formatting with the Format Painter:** Select the cell(s) with the formatting desired, then click the **Format Painter** button in the Clipboard group on the Home tab. Then, select the cell(s) to apply the copied formatting to.

- **To Change Cell Alignment:** Select the cell(s) and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**) in the **Alignment** group on the **Home** tab.

FORMULAS AND FUNCTIONS

- **To Total a Cell Range:** Click the cell where the total belongs and click the **AutoSum** button in the **Editing** group on the **Home** tab. Verify the selected cell range and press **return**.

- **To Create a Formula:** Select the cell where the formula is needed, press <=>, and enter the formula using values, cell references, operators, and functions. Press <Enter> when finished.

- **To Insert a Function:** Select the cell where the function is desired and click the **Insert Function** button on the Formula Bar.



- **To Reference a Cell in a Formula:** Type the cell reference (for example, **B5**) in the formula or click the cell to be referenced.

WORKBOOK MANAGEMENT

- **To Add a New Worksheet:** Click the **Insert Worksheet** tab next to the sheet tabs at the bottom of the program screen.

- **To Delete a Worksheet:** Select the sheet want to delete, click the **Delete** button in the **Cells** group on the **Home** tab, and select **Delete Sheet**. Or, 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 Split a Window:** Drag either the vertical or horizontal split bar (located near the scroll bars) onto the worksheet.

- **To Freeze Panes:** Place the cell pointer where in the first cell to freeze, click the **View** tab on the Ribbon, click the **Freeze Panes** button in the **Window** group, and select an option from the list.

- **To Select a Print Area:** Select the cell range to print, click the **Page Layout** tab on the Ribbon, click the **Print Area** button in the **Page Setup** group, and select **Set Print Area**.

- **To Adjust Page Margins, Orientation, Size, and Breaks:** Click the **Page Layout** tab on the Ribbon and use the commands in the **Page Layout** group, or click the **Dialog Box Launcher** in the **Page Setup** group to open the **Page Setup** dialog box.