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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 **F11** (NEW).
2. Select **WORKBOOK** from the **FILE** menu.
3. Select **WORKBOOK** from the **FILE** menu.

Entering New Data

1. Click on the cell you want to enter data into.
2. Type the data. If you want to enter data in a range of cells, click on the first cell, then click on the last cell, and type the data.
3. Press **ENTER** or **CTRL+ENTER** to move to the next cell.

Pick from a Drop-Down List

To pick from a list of data, click on the cell you want to enter data into, then click on the **DATA** tab, then click on the **DATA VALIDATION** button.

Repeating the Contents of a Cell

1. Click on the cell you want to repeat.
2. Press **CTRL+C** to copy the cell.
3. Press **CTRL+V** to paste the cell.

Editing the Contents of a Cell

1. Click on the cell you want to edit.
2. Press **F2** to enter edit mode.
3. Use the keyboard to edit the cell.
4. Press **ENTER** to save the cell.

Undo or Redo an Action

Press **CTRL+Z** to undo an action, or **CTRL+Y** to redo an action.

Resizing Column Width/Row Height

1. Click on the column or row you want to resize.
2. Drag the column or row handle to the size you want.

Inserting Rows or Columns

1. Select the row or column you want to insert.
2. Right-click on the selection.
3. Select **INSERT** from the context menu.

Inserting Cells

1. Select the cells you want to insert.
2. Right-click on the selection.
3. Select **INSERT** from the context menu.

Deleting Cell Contents

Select the cell or range of cells you want to delete, then press **DELETE**.

Clearing Formatting

Select the cell or range of cells you want to clear, then click on the **ERASE** button.

Deleting Rows, Columns, or Cells

Select the row, column, or cells you want to delete, then click on the **DELETE** button.

To delete rows or columns:

1. Select the row or column you want to delete.
2. Right-click on the selection.
3. Select **DELETE** from the context menu.

To delete cells:

1. Select the cells you want to delete.
2. Right-click on the selection.
3. Select **DELETE** from the context menu.

Formatting Numbers

1. Select the cells you want to format.
2. Click on the **NUMBER** tab in the **HOME** ribbon.
3. Click on the number format you want.

Borders, Shading, Text Color

Click on the **BORDERS**, **SHADING**, or **TEXT** buttons in the **HOME** ribbon.

Draw a Border Grid

1. Click on the **BORDERS** button.
2. Click on the **GRID** button.

Erase a Border

1. Click on the **BORDERS** button.
2. Click on the **ERASE** button.

Aligning and Merging Cells

Click on the **ALIGN** or **MERGE** buttons in the **HOME** ribbon.

Viewing the Worksheet as it Will Print

Click on the **VIEW** tab, then click on the **PRINT LAYOUT** button.

Entering Dates

To enter a date, click on the cell you want to enter the date into, then type the date.

Entering a Sequence of Numbers

1. Enter the first number in the sequence.
2. Click on the cell.
3. Press **CTRL+D** to fill the cells with the sequence.

Moving Within the Worksheet

Move	Shortcut
One cell up	↑
One cell down	↓
One cell left	←
One cell right	→
One row up	Shift+↑
One row down	Shift+↓
One column left	Shift+←
One column right	Shift+→
One page up	Page Up
One page down	Page Down
One screen up	Ctrl+Page Up
One screen down	Ctrl+Page Down

Selection Shortcuts

Selection	Shortcut
One cell	Click
One row	Click the row header
One column	Click the column header
One range	Click the first cell, then click the last cell
One range (range)	Click the first cell, then click the last cell, then press Shift



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. Don't 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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