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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. Click **File**, **New**.
2. Select **Blank Workbook** (or **Blank Quickstart**).

Entering New Data

1. Click the cell to be edited, or click, drag, and drop data into the cell.
2. Type the data. Press **Enter** to move to the next cell, or **Tab** to move to the next cell in the same row.
3. Press **Ctrl+Enter** to move to the next cell in the next row.

Pick from a Drop-Down List

To pick from a list of values, click the cell, click the arrow on the right side of the cell, and click the value you want.

Replacing the Contents of a Cell

1. Click the cell to be replaced.
2. Press **Ctrl+Enter**.

Editing the Contents of a Cell

1. Click the cell to be edited.
2. Press **F2** to enter edit mode.
3. Edit the cell's contents.
4. Press **Enter** to save the changes.

Undo or Redo an Action

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

Resizing Column Widths/Row Height

1. Hover the mouse over the column or row header.
2. Click and drag the mouse to the right or left to resize the column or row.

Inserting Rows or Columns

1. Select the cell to be inserted.
2. Press **Ctrl+Shift+Enter**.

Inserting Cells

1. Select the cell to be inserted.
2. Press **Ctrl+Shift+Enter**.

Deleting Cell Contents

Select the cell, click **Home**, **Editing**, **Clear**.

Clearing Formatting

1. Select the cell to be cleared.
2. Press **Ctrl+Shift+F**.

Deleting Rows, Columns, or Cells

Select the cell, click **Home**, **Cells**, **Delete**.

To delete one or more rows:

1. Select the row to be deleted.
2. Press **Ctrl+Shift+Del**.

To delete one or more columns:

1. Select the column to be deleted.
2. Press **Ctrl+Shift+Del**.

Formatting Numbers

1. Select the cell to be formatted.
2. Press **Ctrl+Shift+1**.

Formatting Text

1. Select the cell to be formatted.
2. Press **Ctrl+Shift+F**.

Borders, Shading, Text Color

Select the cell, click **Home**, **Styles**, **Borders**, **Shading**, **Text Color**.

Draw a Border Grid

1. Click the **Border Grid** icon.
2. Click the cell to be formatted.

Erase a Border

1. Click the **Erase Border** icon.
2. Click the cell to be formatted.

Aligning and Merging Cells

Select the cell, click **Home**, **Cells**, **Align**, **Merge**.

Viewing the Worksheet as it Will Print

Click **View**, **Print Range**.

Entering Dates

To enter a date, click the cell, type the date, or click **Home**, **Formulas**, **Date and Time**.

Entering a Sequence of Numbers

1. Enter the first number in the sequence.
2. Press **Ctrl+Enter**.

Moving Within the Worksheet

Click the cell to the left	←
Click the cell to the right	→
Click the cell above	↑
Click the cell below	↓
Click the cell to the left and up	↖
Click the cell to the right and up	↗
Click the cell to the left and down	↙
Click the cell to the right and down	↘
Click the cell to the left and up and down	↕
Click the cell to the right and up and down	↔
Click the cell to the left and up and right	↔
Click the cell to the right and up and right	↔
Click the cell to the left and down and right	↔
Click the cell to the right and down and right	↔
Click the cell to the left and up and down and right	↔
Click the cell to the right and up and down and right	↔

Selection Shortcuts

Click the cell	Click the cell
Click the cell to the left	Click the cell to the left
Click the cell to the right	Click the cell to the right
Click the cell above	Click the cell above
Click the cell below	Click the cell below
Click the cell to the left and up	Click the cell to the left and up
Click the cell to the right and up	Click the cell to the right and up
Click the cell to the left and down	Click the cell to the left and down
Click the cell to the right and down	Click the cell to the right and down
Click the cell to the left and up and down	Click the cell to the left and up and down
Click the cell to the right and up and down	Click the cell to the right and up and down



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.

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc (May 1, 2010)

Language: English

ISBN-10: 193622013X

ISBN-13: 978-1936220137

Product Dimensions: 11 x 8.5 x 0.1 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars [See all reviews](#) (447 customer reviews)

Best Sellers Rank: #14,008 in Books (See Top 100 in Books) #6 in [Books > Computers & Technology > Software > Microsoft > Microsoft Excel](#) #7 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#) #4032 in [Books > Reference](#)

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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