Microsoft® Excel 2010
Quick Reference Card

The Excel 2010 Screen

- Quick Access Toolbar
- Title bar
- Formula Bar
- Close button
- File tab
- Ribbon
- Name box
- Active cell
- Columns
- Rows
- Scroll bars
- Worksheet tabs
- View buttons
- Zoom slider
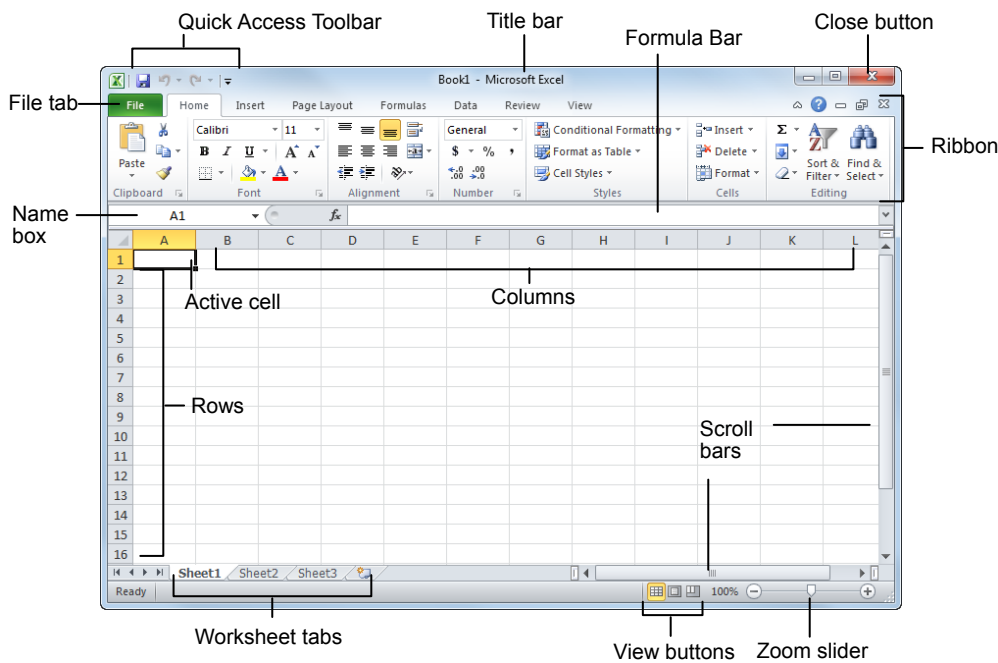
Keyboard Shortcuts

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 menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.
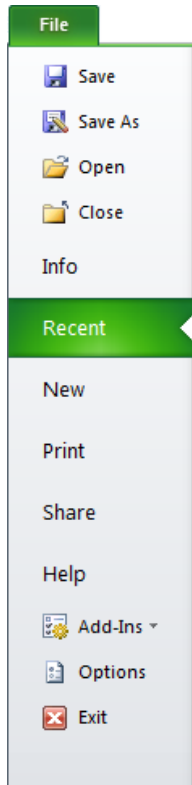
- **To Create a New Workbook:** Click the **File** tab and select **New**, and click **Create**, or press **<Ctrl> + <N>**.

- **To Open a Workbook:** Click the **File** tab 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 Preview and Print a Workbook:** Click the **File** tab and select **Print**, or press **<Ctrl> + <P>**.

- **To Undo:** Click the **Undo** button on the Quick Access Toolbar, or press **<Ctrl> + <Z>**.

- **To Redo or Repeat:** Click the **Redo** button on the Quick Access Toolbar, or press **<Ctrl> + <Y>**. The last command is repeated if Undo was not previously used.

- **To Close a Workbook:** Click the **Close** button, or press **<Ctrl> + <W>**.

- **To Get Help:** Press **<F1>** to open the Help window. Type your question and press **<Enter>**.

- **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 it.

- **To Select a Cell Range:** Click and drag to select a range of cells. Or, press and hold down the **<Shift>** key while using the **<arrow keys>** to move the mouse pointer to the last cell of the range.

- **To Select an Entire Worksheet:** Click the **Select All** button where column and row headings meet. Or, press **<Ctrl> + <A>**.

- **To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl> + <F1>**. Or, right-click a **tab** and select **Minimize Ribbon** from the contextual menu.

- **To Change Program Settings:** Click the **File** tab and select **Options**.

- **To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the **Zoom Out** and **Zoom In** buttons on the slider.

- **To Change Views:** Click a **View** button in the status bar. Or, click the **View** tab and select a view.

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Editing

- **To Edit a Cell's Contents:** Select the cell and click the **Formula Bar**, or double-click the cell. Edit the cell contents and press **<Enter>**.

- **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:** Place the insertion point where you want to paste and click the **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 Paste Special:** 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 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 Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want 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 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). Right-click 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 where you want to insert a comment and click the **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 and click the **Sum** button in the Editing group on the Home tab. Verify the selected cell range and click the **Sum** button again.

- **To Enter a Formula:** Select the cell where you want to insert the formula. Type **=** 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 function and click the _fx_ **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 you want to reference.

- **To Create an Absolute Cell Reference:** Precede the cell references with a $ sign or press **<F4>** after selecting cell(s) to make it absolute.

- **To Use Several Operators or Cell Ranges:** Enclose the part of a formula you want to calculate first in parentheses.

Charts

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

- **To Insert a Sparkline:** Select the cell range that contains the data you want to chart and click the **Insert** tab on the Ribbon. Select the sparkline you want to insert from the Sparkline group. Select the cell or cell range where you want to add the sparkline and click **OK**.

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 Format Cells 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 you want to copy and click the 🖌 **Format Painter** button in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.

- **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 the Ribbon and select a style from the gallery.

- **To Format a Cell Range as a Table:** Select the cells you want to apply table formatting to. Click the **Format as Table** button in the Styles group of the Home tab on the Ribbon and select a table format from the gallery.

- **To Apply a Document Theme:** Click the **Page Layout** tab on the Ribbon, click the **Themes** button in the Themes group, and select a theme from the gallery.

- **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:** Drag the right border of the column header, or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

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:** 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 Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.

- **To Move or Copy a Worksheet:** Click and drag a tab to move a worksheet. Hold down the **<Ctrl>** key while clicking and dragging to copy the worksheet.

- **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 you want to freeze the window, 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 you want 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 Setup group, or click the **Dialog Box Launcher** in the Page Setup group to open the Page Setup dialog box.

- **To Protect or Share a Workbook:** Click the **Review** tab on the Ribbon and use the commands in the Changes group.

- **To Recover Autosaved Versions:** Click the **File** tab on the Ribbon and select **Info**. Select an autosaved version from the Versions list. Or, click the **Manage Versions** button and select **Recover Draft Versions**.

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