

# Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

**Excel<sup>®</sup> 2010 Introduction**

**Creating a New Workbook**  
 1. Choose **FILE**, **NEW**.  
 2. Select **Blank workbook**, **Blank workbook 2**, **Blank workbook 3**, **Blank workbook 4**.

**Entering New Data**  
 1. Click in a cell by clicking on it or by moving the mouse to the desired cell.  
 2. Type the data. If you want a formula or display a pre-set calculation, use the **FORMULAS** ribbon.  
 3. Press **ENTER** or **CTRL+ENTER** (for tables) to save. To move the cursor to the next cell, press **DOWN ARROW**, **UP ARROW**, **LEFT ARROW**, or **RIGHT ARROW**.

**Pick From a Drop-Down List**  
 To pick from a list of available values in a cell, press **CTRL+D** (for values) or **CTRL+L** (for lists). Or, click the cell, then choose **DATA**, **VALIDATION**, **LIST**.

**AND** and **OR**  
 Press symbols **AND** or **OR** in the formula bar when entering data. To combine two or more entries, press **CTRL+AND** or **CTRL+OR** to press **AND** or **OR** respectively.

**Replacing the Contents of a Cell**  
 1. Click in the cell to change.  
 2. Type the new data.  
 3. Press **ENTER** or **CTRL+ENTER**.

**Editing the Contents of a Cell**  
 1. Click in the cell to change.  
 2. Click in the formula bar to edit the contents of the cell. Or, click **EDIT** (on the ribbon) or **F2** (on the keyboard) to edit the contents of the cell.  
 3. Use **DELETE** to delete the contents of the cell. Or, press **DELETE** to delete the contents of the cell.  
 4. When finished, press **ENTER** or **CTRL+ENTER**.

**Undo or Redo an Action**  
 Click **UNDO** (or press **CTRL+Z**) to undo an action. If you can't undo an action, click **REDO** (or press **CTRL+Y**) to redo an action.

**Resizing Column Width/Row Height**  
 1. Hover at the edge of a column or row header. The mouse pointer changes into a double-headed arrow. **RESIZE**  
 2. Drag to change the width or height. To auto-fit to the widest/tallest cell, choose **RESIZE TO FIT**.  
 Or:  
 1. Select a cell in the worksheet to edit.  
 2. Choose **HOME**, **CELLS**, **RESIZE ROWS OR COLUMNS** option.  
 To change the column width or row height, drag along the slider in a worksheet to adjust the size of the rows or columns.

**Inserting Rows or Columns**  
 1. Select a row or column header. Then, click **INSERT** (on the ribbon) and choose **ROWS** or **COLUMNS**.  
 2. Choose **HOME**, **CELLS**, **INSERT ROWS OR COLUMNS** option.  
 To insert a row or column, drag along the slider in a worksheet to adjust the size of the rows or columns.

**Inserting Cells**  
 1. Select the cells to insert or delete.  
 2. Choose **HOME**, **CELLS**, **INSERT ROWS OR COLUMNS** option.  
 3. Specify the direction to insert the selected cells. **INSERT**.

**Deleting Cell Contents**  
 Select the cell or cells that you want to delete. Then, press **DELETE**.

**Clearing Formatting**  
 1. Select the cell or cells.  
 2. Choose **HOME**, **CELLS**, **STYLE**, **RESET FORMATTING**.

**Deleting Rows, Columns, or Cells**  
 The ribbon **HOME**, **CELLS** has options to delete rows, columns, or cells. To delete a row, column, or cell, select the row, column, or cell, then press **DELETE**.

**To delete rows or columns:**  
 1. Select the row(s) or column(s) to delete.  
 2. Choose **HOME**, **CELLS**, **DELETE**.

**To delete cells:**  
 1. Select the cell(s) to delete.  
 2. Choose **HOME**, **CELLS**, **DELETE**.

**Formatting Numbers**  
 1. Select the cells to format. This can be done before or after the data has been entered.  
 2. Choose a format from the **Number Format** group on the **HOME** ribbon. Or, click the following options:  
 - **GENERAL** (to display the number as entered)  
 - **CURRENCY** (to display the number with a currency symbol)  
 - **PERCENTAGE** (to display the number as a percentage)  
 - **DATE** (to display the number as a date)  
 - **TIME** (to display the number as a time)  
 - **TEXT** (to display the number as text)  
 - **COMBINATIONS** (to display the number as a combination)

**Borders, Shading, Text Color**  
 Select **HOME**, **CELLS**, **BORDERS** to apply borders. To change the border color, hover over a border to preview.

**Draw a Border Grid**  
 1. Click the drop-down arrow of the **Borders** button. Or, click **HOME**, **CELLS**, **BORDERS**, **GRID**.  
 2. Drag to create one or more borders.  
 3. Click **OK** to apply the border.

**Erase a Border**  
 1. Click the drop-down arrow of the **Borders** button. Or, click **HOME**, **CELLS**, **BORDERS**, **ERASE**.  
 2. Drag to remove one or more borders.  
 3. Click **OK** to apply the border.

**Aligning and Merging Cells**  
 To align within a cell, select a cell in the **FORMULAS** ribbon and click **ALIGN** (or **ALIGN** on the ribbon).  
 To merge cells and center the contents, select the cells to merge, then click **MERGE & CENTER** (on the ribbon).  
 For other merge options, click the drop-down arrow of the **MERGE & CENTER** button.

**Viewing the Worksheet as it Will Print**  
 To show the worksheet as it will print, click **VIEW**, **WORKSHEET VIEW**, **PRINT RANGE**.

**Entering Dates**  
 To enter dates in a format that can be used in formulas, select a cell, then type the date, e.g. **1/10/10** or **10/10/10**.  
 To change how dates display, press **CTRL+SHIFT+#**.  
 1. Select the cell containing the date.  
 2. Click **HOME**, **CELLS**, **NUMBER FORMATS**, **DATE**.  
 3. Select from the **DATE** category. Dates beginning with **#** in the worksheet are the **DATE** category.  
 4. Press **ENTER**.

**Entering a Sequence of Numbers**  
 1. Enter the first number of the sequence in an adjacent group of cells.  
 2. Select the range.  
 3. Drag the fill handle (the small square in the bottom-right corner) to the adjacent group of cells.  
 For options, after clicking **HOME**, **CELLS**, **NUMBER FORMATS**, **SEQUENCE**, **SEQUENCE** options are available.  
 For other sequence options, e.g. **SEQUENCE**, click **SEQUENCE** options are available.  
 1. Enter the starting value and the number of cells.  
 2. Select the **SEQUENCE** option. Or, click **SEQUENCE** options are available.  
 3. Press **ENTER**.

**Moving Within the Worksheet**  
 To move within the worksheet, click the **GO TO** button (on the ribbon) or **CTRL+G** (on the keyboard).  
 To move to the end of the worksheet, click **GO TO**, **LAST CELL** (on the ribbon) or **CTRL+END** (on the keyboard).  
 To move to the beginning of the worksheet, click **GO TO**, **FIRST CELL** (on the ribbon) or **CTRL+HOME** (on the keyboard).  
 To move to the first non-blank cell in the worksheet, click **GO TO**, **FIRST CELL** (on the ribbon) or **CTRL+HOME** (on the keyboard).  
 To move to the last non-blank cell in the worksheet, click **GO TO**, **LAST CELL** (on the ribbon) or **CTRL+END** (on the keyboard).  
 To move to the cell that contains the active cell's formula, click **GO TO**, **FORMULA CELL** (on the ribbon) or **CTRL+SHIFT+F** (on the keyboard).  
 To move to the cell that contains the active cell's value, click **GO TO**, **VALUE CELL** (on the ribbon) or **CTRL+SHIFT+V** (on the keyboard).

**Selection Shortcuts**  
 To select all cells on the worksheet, click **FORMULAS**, **SELECT ALL** (on the ribbon) or **CTRL+A** (on the keyboard).  
 To select the cells containing data, click **FORMULAS**, **SELECT DATA** (on the ribbon) or **CTRL+SHIFT+L** (on the keyboard).  
 To select the cells containing formulas, click **FORMULAS**, **SELECT FORMULAS** (on the ribbon) or **CTRL+SHIFT+F** (on the keyboard).  
 To select the cells containing values, click **FORMULAS**, **SELECT VALUES** (on the ribbon) or **CTRL+SHIFT+V** (on the keyboard).  
 To select the cells containing text, click **FORMULAS**, **SELECT TEXT** (on the ribbon) or **CTRL+SHIFT+T** (on the keyboard).  
 To select the cells containing numbers, click **FORMULAS**, **SELECT NUMBERS** (on the ribbon) or **CTRL+SHIFT+N** (on the keyboard).  
 To select the cells containing dates, click **FORMULAS**, **SELECT DATES** (on the ribbon) or **CTRL+SHIFT+D** (on the keyboard).  
 To select the cells containing times, click **FORMULAS**, **SELECT TIMES** (on the ribbon) or **CTRL+SHIFT+T** (on the keyboard).  
 To select the cells containing errors, click **FORMULAS**, **SELECT ERRORS** (on the ribbon) or **CTRL+SHIFT+E** (on the keyboard).  
 To select the cells containing hidden rows, click **FORMULAS**, **SELECT HIDDEN ROWS** (on the ribbon) or **CTRL+SHIFT+H** (on the keyboard).  
 To select the cells containing hidden columns, click **FORMULAS**, **SELECT HIDDEN COLUMNS** (on the ribbon) or **CTRL+SHIFT+W** (on the keyboard).



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## 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

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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. 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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