

# Microsoft® Excel 2010 Cheat Sheet

## Program Layout

Labels in the screenshot include: Quick Access Toolbar, Title Bar, Minimize, Maximize, Close, Ribbon, File Tab, Tab, Cell Name, Active Cell, Dialog Box Launcher, Group, Rows, Columns, Scroll Bars, Status Bar, Worksheet Tabs, Views, and Zoom Slider.

**File Tab & Backstage View:** Holds the options to start a new workbook, open a saved file, save, print, prepare for distribution, publish the spreadsheet, close the program and show recently viewed documents

**Customize the Quick Access Toolbar** to hold commands such as Save, Print, Undo, Redo, Copy and Paste.

## Keyboard Shortcuts

### Program Shortcuts

Ctrl+O	Open
Ctrl+N	Create New
Ctrl+S	Save
Ctrl+P	Print
Ctrl+W	Close
F 7	Spell Check
F 1	Open Help

### Editing Shortcuts

Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+F	Find
Ctrl+A	Select All

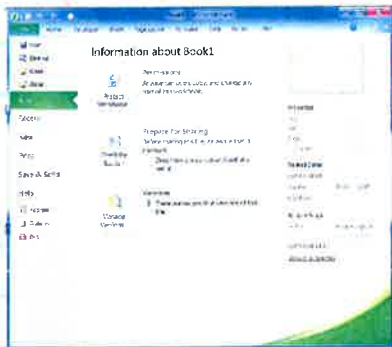
### Navigation Shortcuts

→←↑↓	Change Cell
Tab	Go Right One Cell
Shift+Tab	Go Left One Cell
Enter	Down One Cell
Shift+Enter	Up One Cell
Ctrl+Home	To Cell A1
Ctrl+End	To Last Data Cell

### Formatting Shortcuts

Ctrl+B	Bold
Ctrl+I	Italics
Ctrl+U	underline

## Program Basics



### Create New Workbook:

Click File Tab, select New, click Create

### Open a Workbook:

Click File Tab, select open

### Save a Workbook:

Click File Tab, select Save

### Save Workbook with a New Name:

Click File Tab, select Save As, type in the title

### Print Preview:

Click File Tab, Click Print, view the preview on the right side of the screen

### Print Workbook:

Click File Tab, choose Print

### Keys to Remember:

**Backspace:** erases back one space

**Delete:** erases forward one space

**Page Up:** moves up one sheet

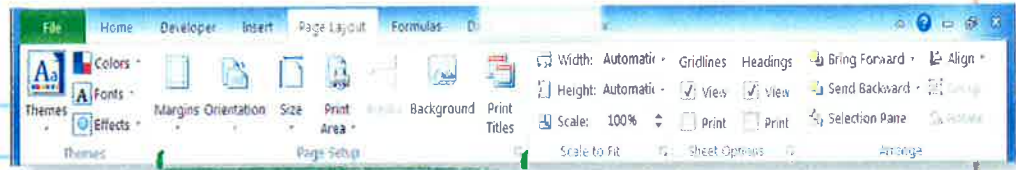
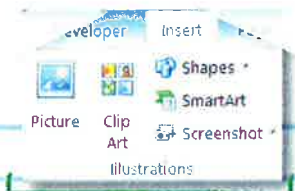
**Page Down:** moves down one sheet

**F5:** Open Go To Dialog Box

**Home:** moves to the first cell in a row

**Nm Lock:** controls the 10-key pad





**Illustrations Group**  
**• Workbook Tips**

**Page Setup Group**

**Add Worksheet:**  
 Click Insert Worksheet tab next to sheet tabs at the bottom of the program screen

**Delete Worksheet:**  
 Select the worksheet, click the delete button in the Cells group on the Home tab and select Delete Sheet

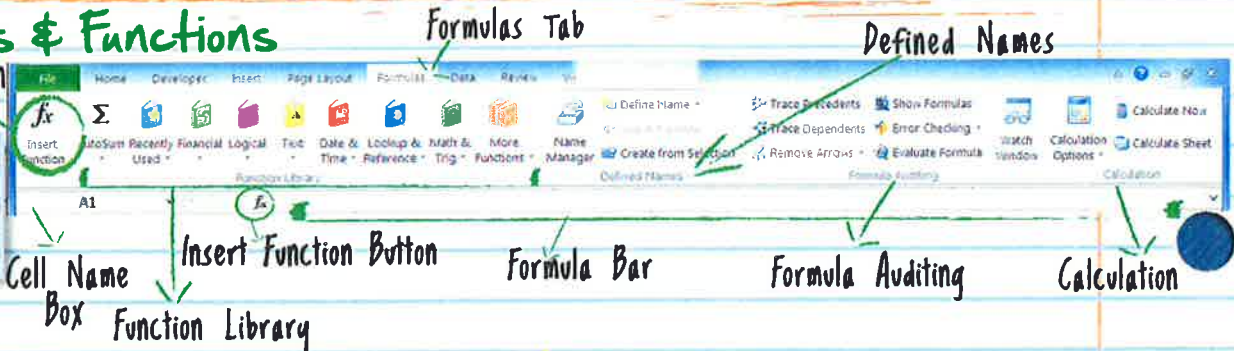
**Rename Worksheet:**  
 Double-click sheet tab, type in new name and press enter

**Add Illustrations to Worksheet:**  
 Click on the Insert tab and look in the Illustrations group

**Adjust Margins, Orientation, Size and Breaks:**  
 Click the Page Layout tab on the Ribbon and use the Page Setup group

**• Formulas & Functions**

**Insert Function Button**  
 Always start with an equals sign.



**To Insert a Formula:**  
 Select the cell, press = and enter the formula

**Formulas**

If multiple operators, Excel will follow the order of operations.

**Math Operators for Formulas:**  
 Addition +      Multiplication \*  
 Subtraction -    Division /

	A	B	C	D
1	<b>Addition Formula</b>	<b>Subtraction Formula</b>	<b>Multiplication Formula</b>	<b>Division Formula</b>
2	=A3+A4	=B3-B4	=C3*C4	=D3/D4
3	10	30	50	70
4	20	40	60	80
5				

**Functions**

	A	B	C	D
1	<b>Addition Function</b>	<b>Average Function</b>	<b>Minimum Function</b>	<b>Maximum Function</b>
2	=SUM(A3:A4)	=AVERAGE(B3:B4)	=MIN(C3:C4)	=MAX(D3:D4)
3	10	30	50	70
4	20	40	60	80
5				

**To Insert a Function:**  
 Select the cell, click the Insert Function button on the Formula Bar or on the Formulas Tab

**Symbols used in Functions:**  
 To indicate a range of cells use a colon :  
 Always place parentheses around the cells

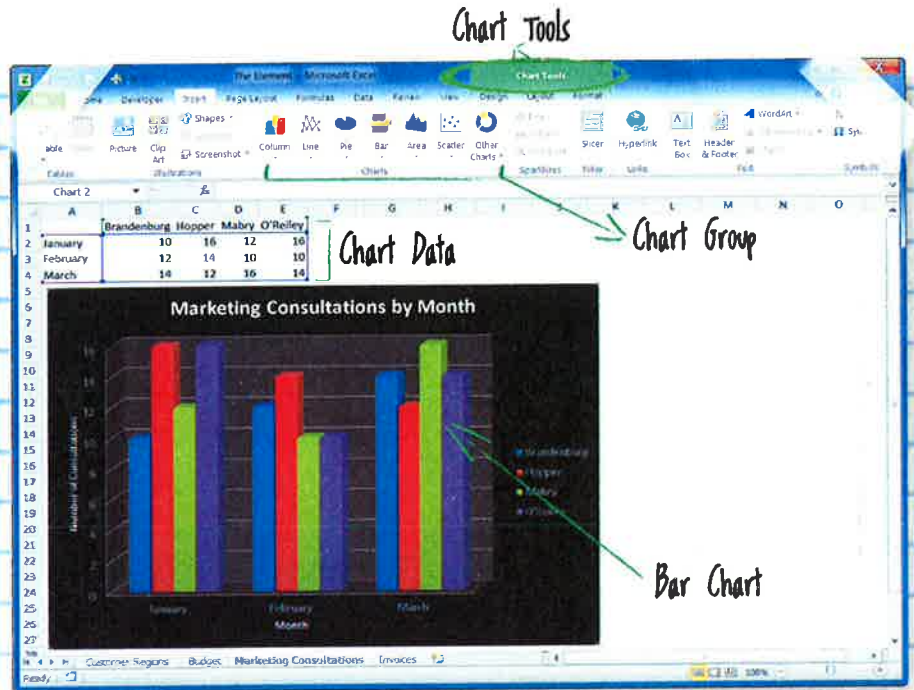


## Charts

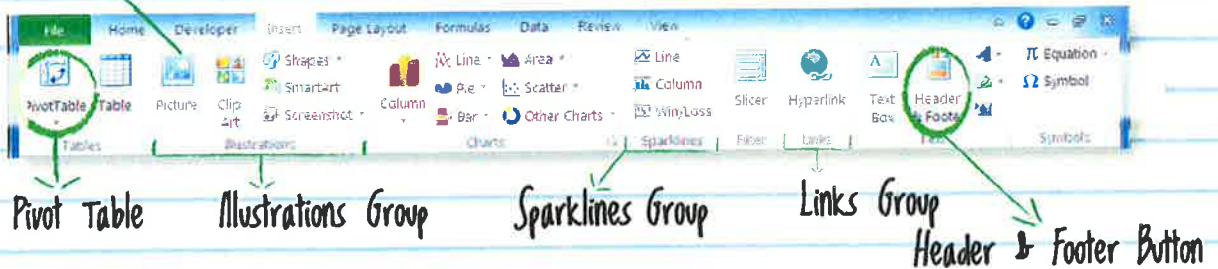
### To Create a Chart:

Select the cell range containing the data you want to make a chart and click the Insert tab on the Ribbon. Click a chart type in the Charts group and select the chart you want to use from the list.

Use the Chart Tools section of the Ribbon to change the Design, Layout and Format of the chart.



### Insert Tab



## Items to Add

### Header & Footer:

Click the Insert tab on the Ribbon and click the Header & Footer button in the Text group

### Hyperlinks:

Select the cell, click hyperlink in the Links group, on the Insert tab

### Comments:

Select the cell, click the Review tab on the Ribbon, click the New Comment button in the Comments group, type the comment, then click outside the comment text box

### Spreadsheet Views-

Normal View- allows worksheet to take up the entire window

Page Layout View- breaks down worksheet page by page

Full Screen View- expands spreadsheet to fit your screen size



Workbook Views

Show/Hide Options

Zoom

Window Options

## • Formatting Basics



Font Group

Alignment Buttons

### Format Text:

Use the Font group on the Home tab

### Format Values:

Use the Number group on the Home tab

### Change Cell Alignment:

Select cell and click the alignment button in the Alignment group on the Home tab

### Adjust Column Width:

Drag the right border of the column header

### Adjust Row Height:

Drag the bottom border of the row header

### Add Cell Borders:

Select the cell, click the Border button list arrow in the Font group on the Home tab and select a border type

### Add Cell Shading:

Select the cell, click the Fill Color button list arrow in the Font group on the Home tab and select a color

## • Editing Basics

### Edit a Cell's Contents:

Select the cell and begin typing

### Clear a Cell's Contents:

Select the cell and press Delete

### Drag and Drop to Move Cells:

Select the cells, point the mouse over any border of the cells, then drag to the destination

### Drag and Drop to Copy Cells:

Select the cells you want, point to any border of the cells and press the Ctrl key while dragging

### Editing Shortcuts

Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste

### Insert a Row or Column:

Right-click the row or column heading to the right of the column or below the row you want to insert, select Insert from the menu

### Delete a Row or Column:

Select the row or column heading, right-click and choose Delete from the menu

## • Your Notes...