



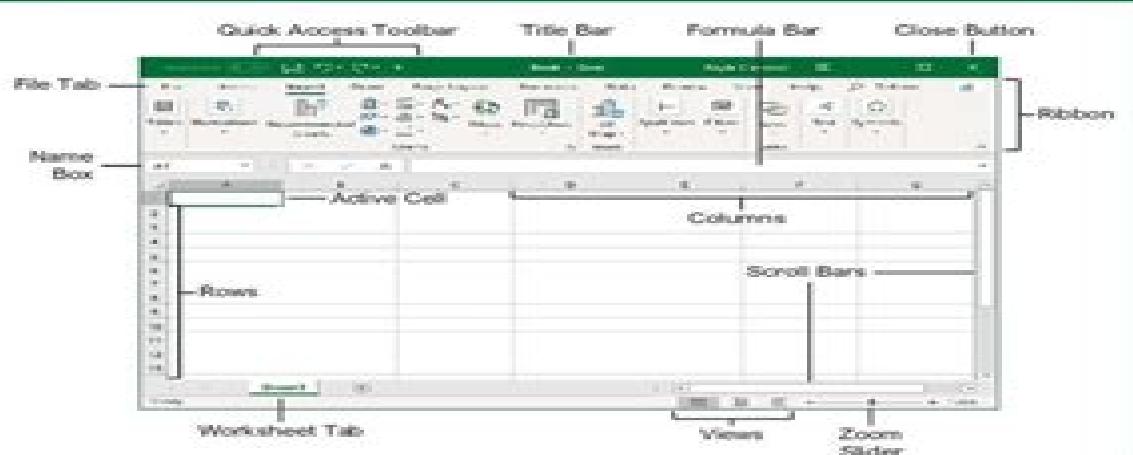
Microsoft®

# Excel Quick Reference

## Basic Skills



### The Excel Program Screen



### Getting Started



**Create a Workbook:** Click the **File** tab and select **New** or press **Ctrl + N**. Double-click a workbook.

**Open a Workbook:** Click the **File** tab and select **Open** or press **Ctrl + O**. Select a recent file or navigate to the location where the file is saved.

**Preview and Print a Workbook:** Click the **File** tab and select **Print**.

**Undo:** Click the **Undo**  button on the Quick Access Toolbar.

**Redo or Repeat:** Click the **Redo**  button on the Quick Access Toolbar. The button turns to **Repeat**  once everything has been re-done.

**Use Zoom:** Click and drag the zoom slider to the left or right.

**Select a Cell:** Click a cell or use the keyboard arrow keys to select it.

**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 selection to the last cell of the range.

**Select an Entire Worksheet:** Click the **Select All**  button where the column and row headings meet.

**Select Non-Adjacent Cells:** Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

**Cell Address:** Cells are referenced by the coordinates made from their column letter and row number, such as cell A1, B2, etc.



**Jump to a Cell:** Click in the **Name Box**, type the cell address you want to go to, and press **Enter**.

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

**Recover an Unsaved Workbook:** Restart Excel. If a workbook can be recovered, it will appear in the **Document Recovery pane**. Or, click the **File** tab, click **Recover unsaved workbooks** to open the pane, and select a workbook from the pane.

### Keyboard Shortcuts

#### General

Open a workbook	<b>Ctrl + O</b>
Create a new workbook	<b>Ctrl + N</b>
Save a workbook	<b>Ctrl + S</b>
Print a workbook	<b>Ctrl + P</b>
Close a workbook	<b>Ctrl + W</b>
Help	<b>F1</b>
Activate Tell Me field	<b>Alt + Q</b>
Spell check	<b>F7</b>
Calculate worksheets	<b>F9</b>
Create absolute reference	<b>F4</b>

#### Navigation

Move between cells	<b>↑, ↓, ←, →</b>
Right one cell	<b>Tab</b>
Left one cell	<b>Shift + Tab</b>
Down one cell	<b>Enter</b>
Up one cell	<b>Shift + Enter</b>
Down one screen	<b>Page Down</b>
To first cell of active row	<b>Home</b>
Enable End mode	<b>End</b>
To cell A1	<b>Ctrl + Home</b>
To last cell	<b>Ctrl + End</b>

#### Editing

Cut	<b>Ctrl + X</b>
Copy	<b>Ctrl + C</b>
Paste	<b>Ctrl + V</b>
Undo	<b>Ctrl + Z</b>
Redo	<b>Ctrl + Y</b>
Find	<b>Ctrl + F</b>
Replace	<b>Ctrl + H</b>
Edit active cell	<b>F2</b>
Clear cell contents	<b>Delete</b>

#### Formatting

Bold	<b>Ctrl + B</b>
Italics	<b>Ctrl + I</b>
Underline	<b>Ctrl + U</b>
Open Format Cells dialog box	<b>Ctrl + Shift + F</b>
Select All	<b>Ctrl + A</b>
Select entire row	<b>Shift + Space</b>
Select entire column	<b>Ctrl + Space</b>
Hide selected rows	<b>Ctrl + R</b>
Hide selected columns	<b>Ctrl + C</b>

# Microsoft Excel 2010 Quick Reference Guide

**Beezix Software Services, Inc, Beezix,  
Inc Staff**

## **Microsoft Excel 2010 Quick Reference Guide:**

**Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc, Beezix, Inc Staff, 2010-05-01 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, Cut, Copy, Paste, Drag, Excel 2010 Tables, PivotTables, Sorting, Advanced Charts, Functions, Formulas, [Microsoft Excel 2010 Functions and Formulas Quick Reference Guide \(4-Page Cheat Sheet Focusing on Examples and Context for Intermediate Users\)](#), Beezix Software Services, Beezix, Inc Staff, 2011-04-15. Geared toward the intermediate to advanced user, this example rich 4 page laminated quick reference guide provides explanations and context for many powerful functions and formulas. Step by step instructions for many function formula related features. This guide is suitable as a training handout or simply an easy to use reference guide. The following topics include: Conditionally Summing Data, SUMIF, COUNTIF, Being Precise, Rounding functions, Improving Clarity with Range Names, Merging Text and Numbers, CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE, Changing Results, IF, AND, OR, Table Lookups, VLOOKUP, HLOOKUP, INDEX, MATCH, Error Recovery, ISNA, ISERROR, Array Formulas, Single Cell, Excel 2010 Tables, PivotTables, Sorting, Advanced Charts, Functions, Formulas.

**Microsoft Excel 2010 Advanced and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff, 2011-03-08 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in 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: Goal Seek, Saving Views, Defining Scenarios, Hiding Columns, Rows or Sheets, Restricting Cell Entry with Data Validation, Highlighting Invalid Data, Clearing Data Validation Circles, Data Consolidation, Conditional Formatting, Clearing Conditional Formatting, Conditional Formatting Rules Manager, Creating a Workspace With Multiple Workbooks, Protecting, Unprotecting Worksheets, Password Protecting Specific Cells, Keeping Part of a Worksheet Visible, Freeze Panes, Split Panes, Macros, Showing the Developer Tab, Macro Names, Recording a Macro, Running a Macro, Renaming a Macro, Automatic Macro Execution, Relative vs Absolute Recording, Assigning to the Quick Access Toolbar, Creating a Macro Without Recording, Documenting a Macro, Calling Another Macro, Setting Macro Security, Getting Help on Visual Basic, Saving a Macro Enabled Worksheet, Creating a Custom Ribbon Group, Adding a Macro to the Ribbon, Creating a Function Procedure, Using a Function Procedure. This guide is one of several titles available for Excel 2010.

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**PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc,2011-02-18 Laminated quick reference card showing step by step instructions and shortcuts for how to use tables PivotTables sorting and filtering features in 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 Excel Tables Creating an Excel Table Changing the Table Area Adding a New Row or Column to the Table Deleting a Table Row or Column Turning On Off the Total Row Changing the Total Row Convert a Table to a Normal Range Using a Normal Range for Sorting Filtering Subtotals and PivotTables Removing Duplicates Structured References in Excel Tables PivotTables Creating a PivotTable or PivotChart Report Show Hide the PivotTable Field List Adding Removing a PivotTable Field Refreshing a PivotTable Rearranging a PivotTable Adding a PivotChart to an Existing PivotTable Changing the Summary Function Changing How Values are Shown Sorting in a PivotTable Grouping by Dates or Time Filtering PivotTables and Charts with Slicers Sorting Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas **Excel 2010 Made Simple** Abbott Katz,MSL Made Simple Learning,2011-08-14 Get the most out of Excel 2010 with Excel 2010 Made Simple learn the key features understand what's new and utilize dozens of time saving tips and tricks to get your job done Over 500 screen visuals and

clear cut instructions guide you through the features of Excel 2010 from formulas and charts to navigating around a worksheet and understanding Visual Basic for Applications VBA and macros Excel 2010 Made Simple takes a practical and highly effective approach to using Excel 2010 showing you the best way to complete your most common spreadsheet tasks You ll learn how to input format sort and filter your data to find out what you want to know You ll see how to place your data in tables and named ranges for easy access all of which will get you working efficiently and productively Excel 2010 Made Simple also covers the new features introduced in Excel 2010 For instance it shows you how to use Sparklines for data comparison and the Backstage view for printing and sharing your spreadsheets so you can carry out your tasks with minimum fuss The hands on focus on tasks means you ll see how to actually use Excel 2010 to suit your needs

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**Office Excel 2010 QuickSteps** John Cronan,2010-01-26 Step by Step Full Color Graphics Start using Excel 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft s powerful spreadsheet application Follow along and quickly learn how to create workbooks enter and edit data use formulas and functions create charts and tables analyze data extend Excel and more Get up to speed on Excel 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

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Walkenbach,2010-04-13 Find the answers to your most important Excel questions with this reference John Walkenbach s name is synonymous with excellence in computer books that decipher complex technical topics Known as Mr Spreadsheet Walkenbach along with Excel expert Colin Banfield answers your most common and important Excel questions in this easy to understand reference You ll learn how to open save protect and recover workbook files add copy and delete worksheets enter and edit data and text create formulas and functions audit format and print and more Highly organized and free of unnecessary jargon this essential reference allows you to find the answers you re looking for quickly and easily Excel gurus Walkenbach and Banfield offer quick and easy answers to common Excel questions Offers information in a highly organized easy to understand format so you can find exactly what you need Includes information on opening saving protecting and recovering workbook files adding copying and deleting worksheets entering and editing data and text creating formulas and functions auditing formatting printing and more Covers navigating the user interface using the Ribbon and Quick Access toolbar saving protecting and recovering workbook files entering and editing data creating formulas and functions and much more Excel 2010 For Dummies Quick Reference enables you to spend more time working on your projects rather than trying to figure how to make Excel work for you

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*Metrics-Based Process Mapping* Karen Martin, Mike Osterling, 2012-10-22 Metrics Based Process Mapping MBPM is a tactical level visual mapping approach that enables improvement teams to make effective data based decisions regarding waste elimination and measure ongoing process performance The mapping technique often used to drill down from a value stream map integrates the functional orientation of traditional swim lane process maps with time and quality metrics that are essential for designing improved processes Building on the success of its popular predecessor Metrics Based Process Mapping An Excel Based Solution this book takes readers to the next level in understanding processes and process improvement Included with the book is an interactive macro driven Excel tool which allows users to electronically capture their current and future state maps The tool also audits the maps for completeness summarizes the metrics and auto calculates the improvements Improvements to this version include Foundational content about processes what they are and how they vary A description of the difference between value stream and process level maps New content about how to bridge the gap between your current state and your desired future state Tips for effective team formation and mapping facilitation An implementation plan for those using the mapping methodology as a standalone tool and not part of a Kaizen Event The Excel based tool included on

the accompanying CD provides readers with a user friendly way to electronically archive manually created maps in team settings for easier storage and distribution across your entire organization While current and future state MBPMs are initially created during team based activities using butcher paper and post its the electronic maps serve as standard work documentation for the improved process enabling training communication and process monitoring activities This flexible user friendly tool includes A custom toolbar that simplifies map creation and editing Automated calculation of key metrics An audit feature to prevent mapping errors The ability to simulate how improvements will impact staffing requirements System Requirements The tool is intended for use on PCs using Excel 2003 or later it will NOT function with earlier versions of Excel or on Macintosh computers View a demo of the Excel tool at [www.mbpmapping.com](http://www.mbpmapping.com) *The Writers Directory*,2013 **Six**

**Sigma Simplified** Jay Arthur,2001-01-15 The perfect primer for anyone who wants to familiarize themselves with Six Sigma what it is and how to implement it without spending a fortune Developed for busy problem solvers who are dissatisfied with the current all or nothing approach to solving mission critical business problems It describes a proven crawl walk run methodology that delivers laser focused problem solving and results *Microsoft Office 2010 QuickSteps* Carole

Matthews,Marty Matthews,John Cronan,2010-08-13 Step by Step Full Color Graphics Start using Office 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up the latest release of Microsoft s powerful productivity suite Follow along and quickly learn how to create Word documents build Excel spreadsheets manage Outlook email contacts and schedules design PowerPoint presentations and use Office Web Apps Get up to speed on Office 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid **Mastering Financial Modeling: A Professional's Guide to Building**

**Financial Models in Excel** Eric Soubeiga,2013-07-26 All the precision of financial modeling and none of the complexity Evidence based decision making is only as good as the external evidence on which it is based Financial models uncover potential risks on a company s balance sheet but the complexity of these instruments has limited their effectiveness Now Mastering Financial Modeling offers a simplified method for building the fast and accurate financial models serious evidencebased decision makers need What sets this practical guide apart is its learning on the job approach Unlike other books that teach modeling in a vacuum this superior method uses a diverse collection of case studies to convey each step of the building process Learning on the job connects the dots between the proper Excel formulas and functions and the real world situations where you want to use them By learning through association you can absorb the information quickly and have it ready to use when you need it The book starts right off on building models from creating a standalone cash flow model through integrating it with an income statement and balance sheet Along the way you will master the skill set you need to build advanced financial models With only a basic knowledge of accounting and finance individual investors and

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**Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc

Staff,2010-10-30 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Access 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 Table Design Preventing Data Entry Errors Find and Sort More Quickly With Indexing Joining Tables to Create Relationships Deleting a Table Join Preventing Orphaned Data with Referential Integrity Query Design Performing Calculations Summarizing Selected Data Form Design Adding Form Controls Sorting Removing Automatic Labels Modifying Automatic Labels Modifying Form Controls Report Design Summarizing by Group Printing Options Table Relationships Complex Expressions Examples Form Control This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate

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