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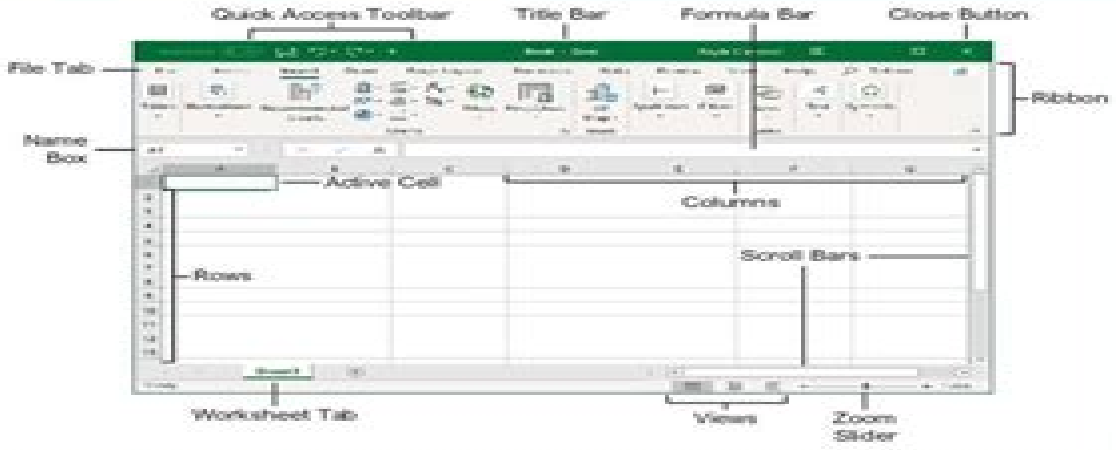
The Excel Program Screen



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	**Ctrl + O**
Create a new workbook	**Ctrl + N**
Save a workbook	**Ctrl + S**
Print a workbook	**Ctrl + P**
Close a workbook	**Ctrl + W**
Help	**F1**
Activate Tell Me field	**Alt + Q**
Spell check	**F7**
Calculate worksheets	**F9**
Create absolute 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**
To first cell of active row	**Home**
Enable End mode	**End**
To cell A1	**Ctrl + Home**
To last cell	**Ctrl + End**

Editing

Cut	**Ctrl + X**
Copy	**Ctrl + C**
Paste	**Ctrl + V**
Undo	**Ctrl + Z**
Redo	**Ctrl + Y**
Find	**Ctrl + F**
Replace	**Ctrl + H**
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**

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Microsoft Excel 2010 Quick Reference Guide

SJ Ball

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 Interme** 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 Excel 2010 Introduction Excel 2010 Tables PivotTables

Sorting Advanced Charts Functions Formulas *Microsoft Excel 2010 Charts and Sparklines Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2011-08-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use charts graphs and Sparklines features of Microsoft Office Excel 2010 The following topics are covered Charts Inserting a Chart Creating a Chart Sheet Using the Default Chart Type Changing Type Resizing a Chart in the Worksheet Changing Chart Type Charting Non Adjacent Data Selecting Chart Objects Adjusting Scale Creating a Chart with Two Scales Add Move or Remove the Legend Adding a Data Series Removing a Data Series Using Tables as a Data Source Switching Rows and Columns Adding or Removing Gridlines Exploding a Piece of a Pie Chart Adding Explanatory Text Adding Visuals Adding Data Labels Move Format Edit Data Labels Adding Removing a Chart Title Adding an Axis Title Moving a Title Using Styles and Layouts Moving the Chart to Another Worksheet Adding a Projection or Trendline to a Data Series Removing a Trendline Handling Hidden and Empty Cells Setting the Default Chart Creating a Chart Template Applying a Custom Chart Type Sparklines Creating a Sparkline Removing Sparklines Grouping Sparklines Changing Sparkline Type Customizing Sparklines Adding Text Highlighting Values Markers Changing Marker Color Change Sparklines Color and Weight Customizing Axis Settings Handling Hidden and Empty Cells This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas **Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix,Beezix Software Services,2010-06-10 **Microsoft Excel 2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcu** 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

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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 **The Writers Directory** ,2013

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 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 *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

financial professionals alike can Create a core model and customize it for companies in most industries Understand every working component of a financial model and what each one tells you about a company Format cells and sheets in Excel for easily repeatable modeling Written with the practitioner in mind Mastering Financial Modeling shows you how to ensure your model is ready for real world application by safeguarding it against modeling errors It covers a full array of Excel s builtin auditing and testing tools and illustrates how to build customized error checking tools of your own to catch the inaccuracies that typically fall through the cracks Get the most out of your data with Mastering Financial Modeling Mastering Financial Modeling brings the power of financial models down to earth and puts it in the hands of investors bankers and private equity professionals who don t have a passion for crunching numbers Nowhere else can you get step by step instruction on building these valuable tools from an elite World Bank investment officer Starting from the ground up Eric Soubeiga shows you how to interpret and build financial models in Microsoft Excel that will accurately assess any company s valuation and profit potential Even if you have unsuccessfully tried financial modeling in the past this book will reach you because it associates every lesson to the business world you work in daily Chapter by chapter you will master financial modeling and in the end you will Command authority over building every aspect of a financial model Be capable of explaining the accounting and finance concepts behind the mechanics of modeling Confidently determine a company s ability to generate cash flows for its capital investors with discounted cash flow DCF modeling Execute powerful spreadsheet calculations in Excel Most importantly as a decision maker the insight you bring to the table through your sophisticated understanding and application of financial modeling will benefit every stakeholder See what leading professionals around the world already know Mastering Financial Modeling is the most comprehensive guide on the market for designing building and implementing valuation projection models What it does from there is up to you **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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