Excel® 2010 Introduction

Creating a New Workbook

Entering New Data

Pick from a Drop-Down List

Replacing the Contents of a Cell

Editing the Contents of a Cell

Undo or Redo an Action

Resizing Column Width/Row Height

Inserting Rows or Columns

Inserting Cells

Deleting Cell Contents

Clearing Formatting

Deleting Rows, Columns, or Cells

To delete rows or columns

To delete cells

Formatting Numbers

Borders, Shading, Text Color

Draw a Border Grid

Erase a Border

Aligning and Merging Cells

Viewing the Worksheet as it Will Print

Entering Dates

To change how dates display for specific cells

Entering a Sequence of Numbers

For other series options, e.g. weekdays

Moving Within the Worksheet

One cell up or down	↑ or ↓
Cell to the right	→ or Tab
Cell to the left	← or Shift-Tab
Within selected cells	Tab, Enter, Shift-Tab, Shift-Enter
Beginning of the row	Home
Cell A1	Ctrl-Home
Intersection of the last used row and column	Ctrl-End
One screenful down	Page down
One screenful up	Page up
One screenful right	Alt-Page down
One screenful left	Alt-Page up
To the last filled cell in any direction, or if in a blank cell, to the next filled cell	Ctrl-Arrow Key
To a cell you specify	F5, type cell, OK
Next or previous sheet	Ctrl-PgDn or Ctrl-PgUp

Selection Shortcuts

An entire row:	[Click] the row heading
An entire column:	[Click] the column heading
The entire worksheet:	[Click] where the row and column headings meet
Several separate ranges:	Select one range, press <Ctrl> while selecting additional ranges.

Note: The <Shift> key with any of the Movement shortcuts listed above will select from the current position to that location. E.g. <Shift-Ctrl-Home> selects from the current position back to cell A1.

Microsoft Excel 2010 Introduction Quick Reference Guide

Beezix Software Services,Beezix, Inc Staff

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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 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 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 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

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Mathematics for Physical Chemistry Robert G. Mortimer,2013-06-07 Mathematics for Physical Chemistry is the ideal supplementary text for practicing chemists and students who want to sharpen their mathematics skills while enrolled in general through physical chemistry courses This book specifically emphasizes the use of mathematics in the context of physical chemistry as opposed to being simply a mathematics text This 4e includes new exercises in each chapter that provide practice in a technique immediately after discussion or example and encourage self study The early chapters are constructed around a sequence of mathematical topics with a gradual progression into more advanced material A final chapter discusses mathematical topics needed in the analysis of experimental data Numerous examples and problems interspersed throughout the presentations Each extensive chapter contains a preview and objectives Includes topics not found in similar books such as a review of general algebra and an introduction to group theory Provides chemistry specific instruction without the distraction of abstract concepts or theoretical issues in pure mathematics **Beginning SharePoint 2010 Administration** Göran Husman,Christian Ståhl,2010-06-08 Complete coverage on the latest advances in SharePoint 2010 administration SharePoint 2010 comprises an abundance of new features and this book shows you how to take advantage of all SharePoint 2010 s many improvements Written by a four time SharePoint MVP Beginning SharePoint

2010 Administration begins with a comparison of SharePoint 2010 compared to the previous version and then examines the differences between SharePoint Foundation SPF and SharePoint Server SPS This book is written for several audiences One audience is consultants and IT professionals who need to understand how to plan implement and configure SharePoint Another audience is administrators and the support team that must know how to manage SharePoint both the more advanced administration of service applications and site collections as well as managing sites and workspaces A third audience is the reader who wants to understand how SharePoint works and what to expect from it this is typically IT managers and project leaders This book assumes no previous knowledge of SharePoint but if you do have experience with SharePoint you will learn how SharePoint 2010 differs from previous releases If you intend to read and try all the exercises in this book you will need some basic understanding of network applications such as Windows Servers Microsoft SQL Server Active Directory DNS and IIS as well as experience with Microsoft Office If you don t intend to install SharePoint yourself then it is not necessary to have that network understanding What This Book Covers This book consists of 10 chapters and 4 appendixes If you want to learn how to install and configure SharePoint Foundation you should start reading Appendixes A and B If you will install SharePoint Server 2010 you should still quickly read Appendixes A and B since they cover the basic functionality also valid for SharePoint Server then you should continue reading carefully Appendixes C and D All these appendixes are very technical and detailed but you need to understand all this in order to install a SharePoint 2010 environment that follows Microsoft s Best Practice to match the requirements of your organization If you don t plan to install SharePoint yourself then you can start reading Chapter 1 and all the other chapters If some of them are less interesting to you you should still read them quickly to get an understanding of what they cover Later you might need that information and then it will be valuable to know where to find it The main part of this book is divided into 10 chapters Some of these chapters focus more on SharePoint Foundation SPF some on SharePoint Server SPS Chapter 1 Introduction to Microsoft SharePoint 2010 This chapter gives you an overview of SharePoint and most of its important features If you want to understand what SharePoint 2010 can do for you then read this chapter Chapter 2 Building SPF Sites This chapter focuses on the fundamental features of SharePoint 2010 if you plan to build an SPF based solution read this If you plan to build an SPS solution this chapter covers the basic functionality you also need to know Chapter 3 Office Integration This chapter describes how SharePoint 2010 integrates with MS Office If you are interested in document management features in SharePoint then you should read this chapter Chapter 4 Content Management in SharePoint 2010 This chapter focus on managing content especially web content management using wiki pages but also social computing features integration with offline solutions like MS Outlook and SharePoint Workspace and managing multilanguage sites Chapter 5 Managing My Sites This chapter focus on features only available in SPS not SPF It describes how to manage and and take advantage of the user s personal My Site both for personal use and for collaboration and information sharing Chapter 6 SharePoint Administration This chapter is a deep dive into many important

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