



# Excel Tactics

## Excel Keyboard Shortcuts Quick Reference Guide

### Program Operations

|                                 |                                       |
|---------------------------------|---------------------------------------|
| CTRL + N                        | Creates a new, blank workbook.        |
| SHIFT + F12 or ALT + SHIFT + F2 | Inserts a new worksheet.              |
| CTRL + O                        | Displays the Open dialog box.         |
| CTRL + P                        | Displays the Print and Print Preview. |
| CTRL + S                        | Saves the active file.                |
| F12                             | Displays the Save As dialog box.      |
| CTRL + F4 or W                  | Closes the selected workbook window.  |
| ALT + B                         | Closes Excel.                         |

### Formulas

|                         |   |
|-------------------------|---|
| CTRL + A                | Displays the Function Arguments dialog.   |
| CTRL + ALT + F9         | Calculates all cells in open workbooks.   |
| CTRL + ALT + SHIFT + F9 | Recalculates dependent formulas and recalculates all cells in open workbooks.     |
| CTRL + END              | Moves the cursor to the end of the text in the formula bar.                       |
| CTRL + SHIFT + A        | Inserts the argument names and parentheses after a function name.                 |
| CTRL + SHIFT + END      | Extends selection to the end of the formula bar.                                  |
| CTRL + SHIFT + U        | Expands or collapses the formula bar.   |
| F4                      | Cycles through absolute and relative cell reference types for selected reference. |
| F9                      | Calculates all worksheets.  |
| SHIFT + F9              | Calculates the active worksheet.  |

### Worksheet Navigation

|                             |  |
|-----------------------------|--|
| ALT + PAGE DOWN or PAGE UP  | Moves one screen to the right or left in a worksheet.  |
| ARROW KEYS                  | Moves one cell up, down, left, or right in a worksheet.  |
| CTRL + ARROW KEY            | Moves to the edge of the current data region in a worksheet.                                       |
| CTRL + END                  | Moves to the bottom-right cell in a worksheet.   |
| SHIFT + F5 or CTRL + F      | Displays the Find and Replace dialog box, with the Find tab selected.                              |
| CTRL + H                    | Displays the Find and Replace dialog box, with the Replace tab selected.                           |
| SHIFT + F5                  | Repeats the last Find action.  |
| CTRL + HOME                 | Moves to the beginning of a worksheet.   |
| CTRL + PAGE DOWN or PAGE UP | Moves to the next or previous sheet in a workbook.   |
| END, ARROW KEYS             | Moves to the next or previous nonblank cell in the same column or row.                             |
| HOME                        | Moves to the beginning of a row in a worksheet or upper-left corner when multiple sheets are open. |
| PAGE DOWN & PAGE UP         | Moves one screen down or up in a worksheet.  |
| TAB & SHIFT + TAB           | Moves to the next or previous cell in a worksheet.   |

### Selections

|                                     |   |
|-------------------------------------|---|
| CTRL + A or CTRL + SHIFT + SPACEBAR | Selects the current region. Pressing again selects the entire worksheet.        |
| CTRL + SHIFT + *                    | Selects the current region.   |
| SHIFT + SPACEBAR                    | Selects an entire row in a worksheet.   |
| CTRL + SPACEBAR                     | Selects an entire column in a worksheet.  |
| SHIFT + ARROW KEY                   | Extends the selection of cells by one cell.                                     |
| SHIFT + B                           | Enables you to add nonadjacent cells to a selection with the arrow keys.        |
| CTRL + SHIFT + ARROW KEY            | Extends the selection of cells to the next nonblank cell.                       |
| CTRL + SHIFT + END                  | Extends the selection of cells to bottom-right-most used cell in the worksheet. |
| CTRL + SHIFT + HOME                 | Extends the selection of cells to the beginning of the worksheet.               |
| CTRL + SHIFT + D                    | Selects all cells that contain comments.  |
| CTRL + SHIFT + PAGE DOWN or PAGE UP | Selects the current and next (or previous) sheet in a workbook.                 |
| CTRL + SHIFT + SPACEBAR             | Selects all objects on a worksheet when an object is selected.                  |
| F5 or CTRL + G                      | Displays the Go To dialog box.  |
| F8                                  | Enables you to extend a selection with the arrow keys.                          |

### Cell Formatting

|                       |   |
|-----------------------|---|
| CTRL + *              | Cycles between displaying cell values and cell formulas in the worksheet.                                       |
| CTRL + L              | Displays the Format Cells dialog box.   |
| CTRL + SHIFT + B or P | Opens the Format Cells dialog box with the Font tab selected.   |
| CTRL + B or B         | Applies or removes bold formatting.   |
| CTRL + I or I         | Applies or removes italic formatting.   |
| CTRL + U or U         | Applies or removes underlining.   |
| CTRL + D              | Applies or removes text background.   |
| CTRL + SHIFT + _      | Removes the cell outline border.  |
| CTRL + SHIFT + #      | Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values. |
| CTRL + SHIFT + B      | Applies the Date format with the day, month, and year.  |
| CTRL + SHIFT + C      | Applies the Currency format with two decimal places (negative numbers in parentheses).                          |
| CTRL + SHIFT + %      | Applies the Percentage format with no decimal places.   |
| CTRL + SHIFT + R      | Applies the outline border to the selected cells.   |
| CTRL + SHIFT + @      | Applies the Time format with the hour and minute, and am or pm.   |
| CTRL + SHIFT + E      | Applies the Scientific number format with two decimal places.   |
| CTRL + SHIFT + ~      | Applies the General number format.  |

# Microsoft Excel 2010 Quick Reference Guide

**Beezix, Beezix Software Services**



## **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) 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 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 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 Excel 2010 On Demand* Steve Johnson, Perspection Inc., 2010-06-22 What you need when you need it Need answers quickly Microsoft Excel 2010 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Includes Workshops MCAS Exam Prep More than 500 Essential Excel Tasks Inside the Book Create workbooks more efficiently using the improved Ribbon interface Use data analysis tools and techniques for better decision making Use organizing processing and presenting tools to create and analyze data Integrate data from external sources and add hyperlinks Use conditional formatting and Sparklines to visualize results Add impact to your data with PivotTable and PivotChart reports Organize information and add impact with clip art SmartArt diagrams tables and charts Use SharePoint to collaborate and share documents Use the Excel Web App to view and edit documents in a browser Prepare for the Microsoft Certified Application Specialist MCAS exam Bonus Online Content Register your book at [queondemand.com](#) to gain access to Workshops and related files Keyboard shortcuts      [Excel 2010 For Dummies Quick Reference](#) Colin Banfield, John 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

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Harvey,2010-04-01 The bestselling Excel book on the market updated for Excel 2010 As the world s leading spreadsheet application Excel has a huge user base The release of Office 2010 brings major changes to Excel so Excel For Dummies comes to the rescue once more In the friendly and non threatening For Dummies style this popular guide shows beginners how to get up and running with Excel and helps more experienced users get comfortable with new features Excel is the number one spreadsheet application worldwide and Excel For Dummies is the number one guide to using it With the major changes in Microsoft Office 2010 Excel has new features and a new interface design users need help to get up to speed The book includes everything you need to know to perform basic Excel 2010 tasks Covers creating and editing worksheets and charts formatting cells entering formulas inserting graphs designing database forms and adding database records Also covers printing adding hyperlinks to worksheets saving worksheets as Web pages adding existing worksheet data to an existing Web page and much more Whether you re new to Excel or just need to understand the 2010 version Excel 2010 For Dummies provides what you need to know *Hacker's Guide To Microsoft Excel (How To Use Excel, Shortcuts, Modeling, Macros, and more)* Kimberly Hudson,2012-02-24 ABOUT THE BOOK Microsoft Excel is a user friendly spreadsheet program that lets you organize data create charts program time saving shortcuts and make reports It is part of the Microsoft Office Suite There are multiple versions of Microsoft Excel out there the latest being part of the Microsoft Office 2010 Suite Although you may be baffled by Excel now don t give up Once you read what Excel can do you will quickly use simple functions to answer questions create charts and increase productivity MEET THE AUTHOR Kimberly Hudson is a professional writer who lives and works in Massachusetts Graduated from American University in Washington D C with a B A magna cum laude in International Studies She spent a semester traveling China After college she was a research assistant fundraiser and has won two national awards for online newsletters Facebook <http://www.facebook.com/profile.php?id/7403026> Twitter KimberlyNHudson Blog [www.thewestwaswritten.wordpress.com](http://www.thewestwaswritten.wordpress.com) EXCERPT FROM THE BOOK Like all software

products Excel has gone through multiple versions with varying degrees of usefulness Below are two of the largest issues that can quickly wreck your Excel experience The takeaway is that if you are doing high function math with Excel only use the 2010 version 1 Vanishing Macro Coding From our earlier discussion of macros we learned that it is possible to write out sets of instructions that are repeated often so you only have to push one button Excel has had issues with making this time saving tool work especially in the 2007 version According to NotebookReview com The macro recording errors that plagued Excel 2007 have been repaired In the old version including shapes or charts in your macro recording would leave the final file with huge function gaps or worse leave a blank recording altogether Definitely use Excel 2010 for a macro heavy Excel use Buy a copy to keep reading

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*Office Practice 2010 End User Computing Study Guide* Ignatious Lesiba "Thapelo" Kekana, 2019-01-06 ICT training manual both theory and practical This book is ideal for any one who is interested in learning how to utilize the Microsoft Office Package Enjoy the book

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**MSC Nastran 2012 Quick Reference Guide** MSC Software,2011-11-15

**Office and SharePoint 2010 User's Guide** Michael Antonovich,2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment

*Excel 2010 Workbook For Dummies* Greg Harvey,2010-08-13 Reinforce your understanding of Excel with these Workbook exercises Boost your knowledge of important Excel tasks by putting your skills to work in real world situations The For Dummies Workbook format provides more than 100 exercises that help you create actual results with Excel so you can gain proficiency Perfect for students people learning Excel on their own and financial professionals who must plan and execute complex projects in Excel Excel 2010 Workbook For Dummies helps you discover all the ways this program can work for you Excel is the world s most popular number crunching program and For Dummies books are the most popular guides to Excel The Workbook approach offers practical application with more than 100 exercises to work through and plenty of step by step guidance This guide covers the new features of Excel 2010 includes a section on creating graphic displays of information and offers ideas for financial planners Also provides exercises on using formulas and functions managing and securing data and performing data analysis A companion CD ROM includes screen shots and practice materials Excel 2010 Workbook For Dummies helps you get comfortable with Excel so you can take advantage of all it has to offer Note CD ROM DVD and other supplementary materials are not included as part of eBook file

**Excel 2010: The Missing Manual** Matthew MacDonald,2010-06-18 Excel the world s most popular spreadsheet program has the muscle to analyze heaps of data Beyond basic number crunching Excel 2010 has many impressive features that are hard to find much less master especially from online help pages This Missing Manual clearly

explains how everything works with a unique and witty style to help you learn quickly Navigate with ease Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations Write formulas for rounding numbers calculating mortgage payments and more Organize your data Search sort and filter huge amounts of information Illustrate trends Bring your data to life with charts and graphics including miniature charts called Sparklines Examine your data Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets Use the Excel Web App to collaborate with colleagues online Rescue lost data Restore old versions of data and find spreadsheets you forgot to save

*SharePoint 2010 User's Guide* Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you will then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

What's New in Microsoft Office 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card) Beezix, Inc Staff,2010-06-01 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing Office 2003 commands and their Office 2010 equivalents Topics include Office The Ribbon Backstage View The File Menu Quick Access Toolbar Formatting Text with the Mini Toolbar Pasting with Live Preview Saving as PDF Emailing a PDF Co authoring Word PowerPoint Work Anywhere Office Web Apps Using Themes to Format a Document SmartArt Shape Styles New or Changed Picture Features Showing Macro and Form Controls New File



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