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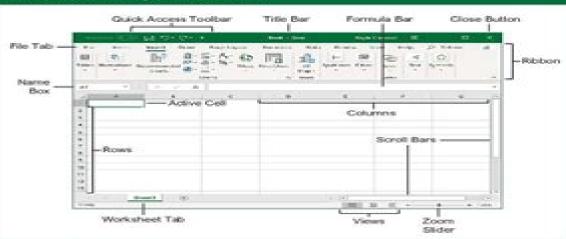
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Basic Skills



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

Select a Celt Click a cell or use the keyboard arrow keys to select it.

Select a Cell Bange; 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 rance.

Select an Entire Worksheet, Click the Select All Lik button where the column and row headings meet.

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

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Open a workbook	Ctrl + O
Create a new workbook	Chr. + N.
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook.	CHI + W
Holp	F1
Activate Tell Me field	Alt - Q
Spell check	F7
Calculate worksharets	87.0

Create absolute reference ... F4

Navigation

Move between cells	_ t. +. +. +. ·
Right one cel	Tab
Left one cell	Shift + Tab
Down one cell	Enter
Up one cell	Shift - Enter
Drown one screen	Page Down
To first cell of active row	
Enable End mode	_ End
To cell A1	Ctrl = Home
To last cell	Cited - Food

Editing

Cut	CHI+X
Gopy	Ctrl + C
Poste	Ctrl + V
Undo	Otrl + Z
Riedo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Edit active cell	F2
Characteristic constants	Charleston.

Formatting

Bold	Ctrt + B
Italies	Otrl = I
Underline	Otrl + U
Open Format Cells dialog box	Ctrl + Shift
Select All	Ctrl + A
Select online row	Shift - Space
Select entire column	Ctrl - Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

Ms Excel 2010 Quick Reference Guide

Matthew MacDonald

Ms Excel 2010 Quick Reference Guide:

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Ms Excel 2010 Quick Reference Guide Book Review: Unveiling the Magic of Language

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