

# Excel® 2010 Introduction

## Creating a New Workbook

1. Choose **FILE**, **NEW**.
2. Select **BLANK WORKBOOK**, then [Click] **CREATE**. Or, press <Ctrl+N>.

## Entering New Data

1. Activate a cell by [Clicking] on it, or by moving to it with the keyboard arrow keys.
2. Type the data. If you make a mistake while typing, press <Backspace> to delete characters.
3. Press <Enter> or [Click] [✓] in the Formula Bar. As you type, Excel may provide an AutoComplete suggestion based on values already entered in the column. Press <Enter> to accept, <Delete> to remove, or ignore it by continuing to type.

## Pick from a Drop-Down List

To pick from a list of values already entered in a column, press <Alt+D> then use arrows and <Enter> to select. Or, [Right Click] the cell, then choose **PICK FROM DROP-DOWN LIST**.

✓ and [✓]

These symbols appear in the Formula Bar while entering data. To complete what you are entering, [Click] [✓] or press <Enter>. To cancel, [Click] [x] or press <Esc>.

## Replacing the Contents of a Cell

1. [Click] on the cell to change.
2. Type the new data.
3. Press <Enter> or [Click] [✓].

## Editing the Contents of a Cell

1. [Click] on the cell to change.
2. [Click] in the Formula Bar. Or to edit directly in the cell, [Double Click] the cell or press <F2>.
3. Use left/right arrow keys to move, <Backspace> to delete to the left, <Delete> to delete to the right, or type the text to insert.
4. When finished press <Enter>, or [Click] [✓].

## Undo or Redo an Action

[Click] [↶] or press <Ctrl+Z> to undo an action. If you mistakenly undo a step, [Click] **Redo** [↷] or press <Ctrl+Y>. [Click] the drop-down arrow to choose multiple actions from a list.

## Resizing Column Width/Row Height

1. [Point] at the dividing line between the columns or row headings. The mouse pointer changes into a double-headed arrow.
2. [Drag] to change the width or height. Or to AutoFit to the widest/tallest cell, [Double Click].

Or

1. Select a cell in the row/column to adjust.
2. Choose **HOME**, **FORMAT**, then a **CELL SIZE** option.

To change several columns or rows at once, [Drag] along the column or row headings to select them, then follow the above steps.

## Inserting Rows or Columns

1. Select a row or column heading. New columns insert to the left, and rows above the selection. To insert several rows or columns, select that number of rows or columns.
2. Choose **HOME**, then **INSERT**.

## Inserting Cells

1. Select the cells where you wish to insert the new ones.
2. Choose **HOME**, then **INSERT**, then **INSERT CELLS**.
3. Specify the direction to shift the selected cells. [Click] **OK**.

## Deleting Cell Contents

Select the cells to clear, then press <Delete>. Formatting is not removed.

## Clearing Formatting

1. Select the cells to clear.
2. Choose **HOME**, then **Clear**, then **CLEAR FORMATTING**.

## Deleting Rows, Columns, or Cells

This removes the cells and moves surrounding cells to fill the gap. This is not the same as pressing <Delete> which simply clears the contents of a cell.

To delete rows or columns:

1. Select the row(s) or column(s) to delete.

2. Choose **HOME**, then **DELETE**.

To delete cells:

1. Select the cell(s) to delete.
2. Choose **HOME**, then **Delete**, then **DELETE CELLS**.
3. Specify which direction to shift the surrounding cells to fill the gap. [Click] **OK**.

## Formatting Numbers

1. Select the cells to format. This can be done before or after the data has been entered.
2. Choose a format from the Number Format drop-down list, found in the NUMBER group on the **HOME** tab. Or, [Click] the following buttons:

- [Symbol] Displays dollar signs, commas, and decimals. [Click] the drop-down arrow for other currencies.
- [Symbol] Displays as a percentage.
- [Symbol] Displays numbers between thousands, and two decimal places.
- [Symbol] Adds a decimal place each time you [Click]. Removes a decimal place each time you [Click].

## Borders, Shading, Text Color

Select cells, then choose **HOME**, then [Click] one of:



[Click] the drop-down arrow beside each for options. For cell and text color, hover over a choice to preview.

## Draw a Border Grid

1. [Click] the drop-down arrow of the Borders button, then select **DRARY BORDER**, or to draw a grid, select **DRARY BORDER GRID**.
2. [Drag] to create one or more borders.
3. [Click] [✓] or press <Esc>.

## Erase a Border

1. [Click] the drop-down arrow of the Borders button, then select **ERASE BORDER**.
2. [Drag] across, or [Click] the borders to erase.
3. [Click] [✓] or press <Esc>.

## Aligning and Merging Cells

To align within the cell, select the cells to align, then choose **HOME**, then one of [Align Left], [Align Center], [Align Right], [Justify], [Merge & Center], or [Wrap Text]. To merge cells and center the contents, select the cells to merge across, and [Click] [Merge & Center]. For other merge options, [Click] the drop-down arrow of the **MERGE & CENTER** button.

## Viewing the Worksheet as it Will Print

To show the worksheet as it will print while you work, choose **VIEWS** then **PAGE LAYOUT**.

## Entering Dates

To enter dates in a format that can be used in formulas, use one of Excel's date formats, e.g. 3/14/10 or 14 March. To change how dates display for specific cells:

1. Select the cells containing dates.
2. [Click] [Number] in the NUMBER group of the **HOME** tab.
3. Select from the **DATE** category. Dates beginning with " " will always match the Windows date format. [Click] **OK**.

## Entering a Sequence of Numbers

1. Enter the first two numbers or dates of the sequence into adjacent cells.
  2. Select the two cells.
  3. [Drag] the fill handle of the selection into an adjacent range of cells.
- For options, after filling, [Click] [Fill] then **COPY CELLS, FILL FORMATTING ONLY** or **FILL WITHOUT FORMATTING**.

For other series options, e.g. weekdays:

1. Enter the starting number or date in a cell.
2. Select the blank range to fill, including the cell(s) with the starting value(s).
3. Choose **HOME**, then [Fill] then **SERIES**.
4. Specify options, then [Click] **OK**.

## 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 that you specify	F5, type cell, OK, or Shift+Click to select to the new cell
Next or previous sheet	Ctrl+Page 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

**Matthew MacDonald**



## **Microsoft Excel 2010 Introduction 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 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 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 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](http://queondemand.com) to gain access to Workshops and related files Keyboard shortcuts **Microsoft Excel 2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts)** 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 For Dummies eBook Set** Greg Harvey,2012-12-13 Two complete e books covering beginning to intermediate level Excel for one low price This unique value priced e book set brings together two bestselling For Dummies books in a single e book file Including a comprehensive table of contents and the full text of each book complete with cover this e book set gives you in depth information on Excel from basic worksheet creation to data management data analysis and VBA programming for custom applications Best of all you ll pay less than the cost of each book purchased separately You ll get the complete text of Excel 2010 All in One For Dummies which covers Navigating the interface customizing Excel and using Backstage View Building formatting editing proofing managing and printing worksheets Using formulas and functions Creating charts sorting and filtering data and performing what if analysis Excel 2010 VBA Programming For Dummies 2nd Edition which shows you how to Use the essential tools and operations for Visual Basic for Applications Work with range objects and control program flow Handle errors and eliminate bugs in your code Develop custom user interfaces for your applications including dialog boxes About the authors Greg Harvey author of Excel 2010 All in One For Dummies is an experienced educator and the author of all editions of Excel For Dummies John Walkenbach author of Excel 2010 VBA Programming For Dummies is a leading authority on spreadsheet software and the author of more than 50 books on Excel including Excel Bible      *Microsoft Excel 2007 Introduction Quick Reference Guide* Beezix Software Services,Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2007 The following topics are covered Creating Workbooks Entering and Editing Data Clearing Cells Undo and Redo Inserting and Deleting Rows Columns and Cells Column Width and Row Height Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Editing Multiple Worksheets Simultaneously and Copying Data and Formatting to Multiple Worksheets Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user      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 ll 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

**Commands Guide Tutorial for Solidworks 2010** David C. Planchard, Marie P. Planchard, 2010

The Commands Guide Tutorial for SolidWorks 2010 is a comprehensive reference book written to assist beginner to intermediate users of SolidWorks SolidWorks is an immense software package and no one book can cover all topics for all users The book provides a centralized reference location to address many of the System and Document properties FeatureManagers PropertyManagers ConfigurationManagers and RenderManagers along with 2D and 3D Sketch tools Sketch entities 3D Feature tools Motion Study SustainabilityXpress DFMXpress SimulationXpress Sheet Metal PhotoView 360 and more Chapter 1 provides a basic overview of the concepts and terminology used throughout this book using SolidWorks 2010 software If you are completely new to SolidWorks you should read Chapter 1 in detail and complete Lesson 1 Lesson 2 and Lesson 3 in the SolidWorks Tutorials If you are familiar with an earlier release of SolidWorks you still might want to skim Chapter 1 to become acquainted with some of the commands menus and features that you have not used or you can simply jump to any section in any chapter Each chapter 17 total provides detailed PropertyManager information on key topics with individual stand alone short tutorials to reinforce and demonstrate the functionality and ease of the SolidWorks tool or feature All models for the 230 plus tutorials are located on the enclosed CD with their solution initial and final Learn by doing not just by reading Formulate the skills to create modify and edit sketches and solid features Learn the techniques to reuse features parts and assemblies through symmetry patterns copied components design tables configurations and more The book is designed to compliment the Online Tutorials and Online Help contained in SolidWorks

2010 The goal is to illustrate how multiple design situations and systematic steps combine to produce successful designs The authors developed the tutorials by combining their own industry experience with the knowledge of engineers department managers vendors and manufacturers These professionals are directly involved with SolidWorks everyday Their responsibilities go far beyond the creation of just a 3D model [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 For Dummies** Greg 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 [Excel VBA Programming For Dummies](#) John Walkenbach,2010-04-20 Take your Excel skills to the next level with VBA programming Now that you ve mastered Excel basics it s time to move to the next level creating your own customized Excel 2010 solutions using Visual Basic for Applications VBA The new edition of this non threatening guide is your key to getting there Using step by step instruction and the accessible friendly For Dummies style this practical book shows you how to use VBA write macros customize your Excel apps to look and work the way you want

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**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

*Excel 2010 ELearning Kit For Dummies* Faithe Wempen, 2012-01-10 Master the leading spreadsheet and data analysis tool with this book and CD package Learn step by step to create worksheets work with formulas and functions format data use financial functions and more

**Microsoft Excel 2010 Digital Classroom** AGI Training Team, 2011-12-20 The perfect book and video training package for Excel 2010 This Excel 2010 book and video training package from the same professional training experts who also create many training materials for Adobe Systems is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Excel 2010 Each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks This training package takes you well beyond the basics in a series of easy to absorb five minute lessons Walks you through 8 lessons each consisting of easy to follow step by step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book Covers new Excel 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Additional resources available on companion Web site [www.digitalclassroombooks.com](http://www.digitalclassroombooks.com) Learn the ins and outs of Excel 2010

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book is divided into segments of English Mathematics Environmental Science for classes 1 2 Science Social Studies for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured

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