

Excel® 2010 Introduction

Creating a New Workbook

1. Choose **File > New**.
2. Select **Blank Workbook**, then **(Ctrl) > 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 require a formula while typing, press **<Enter>** 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>** or then **<Alt>** and **<Enter>** to select. Or, **(Right Click)** the cell, then choose **Fill > From Drop-Down List**.

✓ and (✓)

These symbols appear in the Formula bar while copying data. To complete what you're entering, **(Click)** **(✓)** or press **<Enter>**. To cancel, **(Click)** **(✗)** or press **<Esc>**.

Replacing the Contents of a Cell

1. **(Click)** on the cell to change.
2. Type the new data.

1. Press **<Enter>** or **(Click)** **(✓)**.

Editing the Contents of a Cell

1. **(Click)** on the cell to change.
2. **(Click)** on the formula bar, or to edit directly in the cell, **(Double Click)** the cell or press **<Ctrl>**.
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. **(Drag)** at the dividing line between the column 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 spreadsheet to adjust.
 2. Choose **Home > Layout > Cells > Size** options.

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/rows 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 Formats**.

Deleting Rows, Columns, or Cells

This removes the cells and moves surrounding cells to fill the gap. This is similar to deleting a column, which simply clears the contents of a cell.

To delete rows or columns:

1. Select the number 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 **Home** group on the ribbon tab. Or, **(Click)** the following buttons:

- (#)** Displays dollar signs, commas, and decimals. **(Click)** the drop-down arrow for other currencies.
- (%)** Displays as a percentage.
- (1234)** Displays numbers between thousands, and two decimal places.
- (1234.56)** Adds a decimal place each time you **(Click)**.
- (1234.5678)** Removes a decimal place each time you **(Click)**.

Borders, Shading, Text Color

Select cells, then choose **Home**, then **(Click)** one of **(Border)**, **(Shading)**, or **(Text Color)**. **(Click)** the drop-down arrow beside each for options. For cell and text color, hover over **<Color>** to preview.

Draw a Border Grid

1. **(Click)** the drop-down arrow of the **Borders** button **(□)**, then select **Outline Borders**, or to draw a grid, select **Draw Borders 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 Borders**.
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 cell to align, then choose **<Align>**, then one of **(Left)**, **(Center)**, **(Right)**, **(Top)**, **(Bottom)**, **(Wrap)**, or **(Merge & Center)**. 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 **View > Print Layout**.

Entering Dates

Remember, date is a format that can be used to include the date of Excel's date format, e.g. 12/15/10. To change how dates display, for specific cells:

1. Select the cells containing dates.
2. **(Click)** **(□)** in the **Number** group of the ribbon tab.
3. Select from the **Date** category. Dates beginning with **1** will always match the Windows date format **(MM/DD/YY)**.

Entering a Sequence of Numbers

1. Enter the first two numbers in date 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)** **(□)** then **Cells > Cells > Fill > Fill Series > Series In This Worksheet Formulas** tab.

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 **(□)** 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 |
| With selected cells | Tab, Shift+Tab, Shift+Enter |
| Beginning of the row | Home |
| End of the row | Ctrl+End |
| Beginning of the column | Ctrl+Home |
| End of the column | Ctrl+End |
| One row up | Page Up |
| One row down | Page Down |
| One column left | Alt+Page Left |
| One column right | Alt+Page Right |
| Scrolls last filled cell in any direction, or if no filled cell, to the next filled cell | Ctrl+Arrow Key |
| To scroll that you specify | F5, type cell ID, or <Alt> <G> to select the cell ID |
| Next or previous sheet | Ctrl+Page Left/Right |

Selection Shortcuts

- For entire row:** **(Click)** the row heading. **(Click)** the column heading.
- For entire column:** **(Click)** the column heading.
- For entire worksheet:** **(Click)** where the row and column headings meet.
- Several separate ranges:** Select one range, then **<Ctrl>** while selecting additional ranges.

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

Microsoft Excel 2010 Introduction Quick Reference Guide

ML Morrison



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