



Microsoft®

Excel Quick Reference

Basic Skills

The Excel Program Screen



Getting Started

- Home
- Insert
- Formulas
- References
- Layout
- Send To
- Save As
- Print
- View
- Export
- Publish
- Help
- Account
- Feedback
- Options

Create a Workbook: Click the **File** tab and select **New** or press **Ctrl + N**. Double-click a workbook.

Open a Workbook: Click the **File** tab and select **Open** or press **Ctrl + O**. Select a recent file or navigate to the location where the file is saved.

Preview and Print a Workbook: Click the **File** tab and select **Print**.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat once everything has been re-done.

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

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

Select a Cell Range: 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 range.

Select an Entire Worksheet: Click the **Select All** button where the column and row headings meet.

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

Cell Address: Cells are referenced by the coordinates made from their column letter and row number, such as cell A1, B2, etc.



Jump to a Cell: Click in the **Name Box**, type the cell address you want to go to, and press **Enter**.

Change Views: Click a **View** button in the status bar. Or, click the **View** tab and select a view.

Recover an Unsaved Workbook: Restart Excel. If a workbook can be recovered, it will appear in the Document Recovery pane. Or, click the **File** tab, click **Recover unsaved workbooks** to open the pane, and select a workbook from the pane.

Keyboard Shortcuts

General

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Activate Tell Me field	Alt + Q
Spell check	F7
Calculate worksheets	F9
Create absolute reference	F4

Navigation

Move between cells	↑, ↓, ←, →
Right one cell	Tab
Left one cell	Shift + Tab
Down one cell	Enter
Up one cell	Shift + Enter
Down one screen	Page Down
To first cell of active row	Home
Enable End mode	End
To cell A1	Ctrl + Home
To last cell	Ctrl + End

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Edit active cell	F2
Clear cell contents	Delete

Formatting

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Open Format Cells dialog box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0



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Ms Excel 2010 Quick Reference Guide

Terrance J. O'Malley, John H. Walsh



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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 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

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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

SolidWorks 2010 Part I - Basics Tools Paul Tran, 2010-05-03 SolidWorks 2010 Part I Basic Tools introduces new users to the SolidWorks interface SolidWorks tools and basic modeling techniques It provides readers with a strong understanding of SolidWorks and covers the creation of parts assemblies and drawings Every lesson and exercise in this book was created based on real world projects Each of these projects have been broken down and developed into easy and comprehensible steps for the reader Furthermore at the end of every chapter there are self test questionnaires to ensure that the reader has gained sufficient knowledge from each section before moving on to more advanced lessons This book takes the approach that in order to understand SolidWorks inside and out the reader should create everything from the beginning and take it step by step

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

Investment Adviser's Legal and Compliance Guide Terrance J. O'Malley,John H. Walsh,2013-01-01 Investment Adviser's Legal and Compliance Guide Second Edition is an invaluable guide written to assist attorneys and investment advisers in both drafting their compliance policies and procedures and reviewing them annually In addition the book serves as a practical tool for experienced attorneys and compliance officers for fulfilling their changing responsibilities under new rules adopted under the Investment Advisers Act of 1940 as well as new staff interpretations and guidance For the Second Edition the original author Terrance J Oand Malley is joined by John H Walsh While both authors are seasoned practitioners and acknowledged experts in the area of investment adviser compliance matters Mr Walshand's years of experience including at the SEC are reflected in the enhanced practical discussion of relevant legal and compliance issues including increased numbers of compliance tips enforcement and regulatory alerts and compliance tools Investment Adviser's Legal and Compliance Guide Second Edition covers in detail such topics as Filings and amendments that an adviser must make to maintain its SEC registration Major rules and requirements dealing with marketing and attracting new clients Issues arising in connection with the management of private funds The SEC's examination process New clients and the management of client accounts The book also covers requirements relating to the adviser's obligation to its customers including preventing insider trading and other trading abuses as well as an adviser's recordkeeping which is a major factor in meeting the requirements of the Investment Advisers Act In addition Investment Adviser's Legal and Compliance Guide Second Edition provides registered investment advisers and their legal counsel with a comprehensive review of their compliance responsibilities that arise under the Investment Advisers Act

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

The Handbook of Global Corporate Treasury Rajiv Rajendra, 2013-02-25 A complete guide to operating a corporate treasury from a global perspective For CFOs and treasurers looking to re align their treasuries with the growth of the global firm bankers who seek to maximize the value they create for clients treasury and finance firm employees and even finance students this book provides an easy to read approach to this exciting and increasingly complex world It includes a toolkit that gives practitioners a reference point that they can adapt immediately for use in their firms providing a low cost high efficiency advisory solution they previously lacked Offers a uniquely global perspective unlike most books on the subject which tend to focus on the US market Incorporates a bottom up segmented approach that uses fundamental building blocks to form a comprehensive overview of corporate treasury Includes a toolkit that provides a ready foundation for learning based on checklists templates and scorecards that can be adapted and customized to the needs of an individual firm Written by an author with more than 13 years working in different aspects of corporate and institutional banking from capital markets to transaction services Written by an author who has spent many years working The Handbook of Global Corporate Treasury serves as a ready reference for anyone interested in the nuances and practicalities of the complex world of corporate treasury

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Table of Contents **Ms Excel 2010 Quick Reference Guide**

1. Understanding the eBook Ms Excel 2010 Quick Reference Guide
 - The Rise of Digital Reading Ms Excel 2010 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Excel 2010 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ms Excel 2010 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Excel 2010 Quick Reference Guide
 - Personalized Recommendations
 - Ms Excel 2010 Quick Reference Guide User Reviews and Ratings
 - Ms Excel 2010 Quick Reference Guide and Bestseller Lists

5. Accessing Ms Excel 2010 Quick Reference Guide Free and Paid eBooks
 - Ms Excel 2010 Quick Reference Guide Public Domain eBooks
 - Ms Excel 2010 Quick Reference Guide eBook Subscription Services
 - Ms Excel 2010 Quick Reference Guide Budget-Friendly Options
6. Navigating Ms Excel 2010 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Excel 2010 Quick Reference Guide Compatibility with Devices
 - Ms Excel 2010 Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Excel 2010 Quick Reference Guide
 - Highlighting and Note-Taking Ms Excel 2010 Quick Reference Guide
 - Interactive Elements Ms Excel 2010 Quick Reference Guide
8. Staying Engaged with Ms Excel 2010 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Excel 2010 Quick Reference Guide
9. Balancing eBooks and Physical Books Ms Excel 2010 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Excel 2010 Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Ms Excel 2010 Quick Reference Guide
 - Setting Reading Goals Ms Excel 2010 Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Ms Excel 2010 Quick Reference Guide
 - Fact-Checking eBook Content of Ms Excel 2010 Quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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