

# 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] [✗] 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:

- Displays dollar signs, commas, and decimals. [Click] the drop-down arrow for other currencies.
- Displays as a percentage.
- Displays commas between thousands, and two decimal places.
- 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] **OK** 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] **OK** or press <Esc>.

## Aligning and Merging Cells

To align within the cell, select the cells to align, then choose **HOME**, then one of or 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] 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] 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

**Jianjun Gao**



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