



Excel Tactics

Excel Keyboard Shortcuts Quick Reference Guide

Program Operations

CTRL + N	Creates a new, blank workbook.
SHIFT + F12 or ALT + SHIFT + F2	Inserts a new worksheet.
CTRL + O	Displays the Open dialog box.
CTRL + P	Displays the Print and Print Preview.
CTRL + S	Saves the active file.
F12	Displays the Save As dialog box.
CTRL + F4 or W	Closes the selected workbook window.
ALT + F4	Closes Excel.

Formulas

CTRL + A	Displays the Function Arguments dialog.
CTRL + ALT + F9	Calculates all cells in open workbooks.
CTRL + ALT + SHIFT + F9	Recalculates dependent formulas and recalculates all cells in open workbooks.
CTRL + END	Moves the cursor to the end of the text in the formula bar.
CTRL + SHIFT + A	Inserts the argument names and parentheses after a function name.
CTRL + SHIFT + END	Extends selection to the end of the formula bar.
CTRL + SHIFT + U	Expands or collapses the formula bar.
F4	Cycles through absolute and relative cell reference types for selected reference.
F9	Calculates all worksheets.
SHIFT + F9	Calculates the active worksheet.

Worksheet Navigation

ALT + PAGE DOWN or PAGE UP	Moves one screen to the right or left in a worksheet.
ARROW KEYS	Moves one cell up, down, left, or right in a worksheet.
CTRL + ARROW KEY	Moves to the edge of the current data region in a worksheet.
CTRL + END	Moves to the bottom-right cell in a worksheet.
SHIFT + F5 or CTRL + F	Displays the Find and Replace dialog box, with the Find tab selected.
CTRL + H	Displays the Find and Replace dialog box, with the Replace tab selected.
SHIFT + F5	Repeats the last Find action.
CTRL + HOME	Moves to the beginning of a worksheet.
CTRL + PAGE DOWN or PAGE UP	Moves to the next or previous sheet in a workbook.
END, ARROW KEYS	Moves to the next or previous nonblank cell in the same column or row.
HOME	Moves to the beginning of a row in a worksheet or upper-left corner when multiple sheets are open.
PAGE DOWN & PAGE UP	Moves one screen down or up in a worksheet.
TAB & SHIFT + TAB	Moves to the next or previous cell in a worksheet.

Selections

CTRL + A or CTRL + SHIFT + SPACEBAR	Selects the current region. Pressing again selects the entire worksheet.
CTRL + SHIFT + *	Selects the current region.
SHIFT + SPACEBAR	Selects an entire row in a worksheet.
CTRL + SPACEBAR	Selects an entire column in a worksheet.
SHIFT + ARROW KEY	Extends the selection of cells by one cell.
SHIFT + F8	Enables you to add nonadjacent cells to a selection with the arrow keys.
CTRL + SHIFT + ARROW KEY	Extends the selection of cells to the next nonblank cell.
CTRL + SHIFT + END	Extends the selection of cells to bottom-right-most used cell in the worksheet.
CTRL + SHIFT + HOME	Extends the selection of cells to the beginning of the worksheet.
CTRL + SHIFT + D	Selects all cells that contain comments.
CTRL + SHIFT + PAGE DOWN or PAGE UP	Selects the current and next (or previous) sheet in a workbook.
CTRL + SHIFT + SPACEBAR	Selects all objects on a worksheet when an object is selected.
F5 or CTRL + G	Displays the Go To dialog box.
F8	Enables you to extend a selection with the arrow keys.

Cell Formatting

CTRL + *	Cycles between displaying cell values and cell formulas in the worksheet.
CTRL + L	Displays the Format Cells dialog box.
CTRL + SHIFT + B or P	Opens the Format Cells dialog box with the Font tab selected.
CTRL + B or B	Applies or removes bold formatting.
CTRL + I or I	Applies or removes italic formatting.
CTRL + U or U	Applies or removes underlining.
CTRL + C	Applies or removes text background.
CTRL + SHIFT + _	Removes the cell outline border.
CTRL + SHIFT + #	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL + SHIFT + B	Applies the Date format with the day, month, and year.
CTRL + SHIFT + C	Applies the Currency format with two decimal places (negative numbers in parentheses).
CTRL + SHIFT + %	Applies the Percentage format with no decimal places.
CTRL + SHIFT + R	Applies the outline border to the selected cells.
CTRL + SHIFT + @	Applies the Time format with the hour and minute, and am or pm.
CTRL + SHIFT + E	Applies the Scientific number format with two decimal places.
CTRL + SHIFT + ~	Applies the General number format.

Microsoft Excel 2010 Quick Reference Guide

Kimberly Hudson



Microsoft Excel 2010 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 Excel 2010 Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Intermediate) Beezix Software Services, 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 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 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 to gain access to Workshops and related files Keyboard shortcuts *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 2010 For Dummies Quick Reference Colin Banfield, John Walkenbach, 2010-04-13 Find the answers to your most important Excel questions with this reference. John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. Known as Mr. Spreadsheet, Walkenbach, along with Excel expert Colin Banfield, answers your most common and important Excel questions in this easy-to-understand reference. You'll learn how to open, save, protect, and recover workbook files; add, copy, and delete worksheets; enter and edit data; and text; create formulas and functions; audit; format; and print; and more. Highly organized and free of unnecessary jargon, this essential reference allows you to find the answers you're looking for quickly and easily. Excel gurus Walkenbach and Banfield offer quick and easy answers to common Excel questions. Offers information in a highly organized, easy-to-understand format so you can find exactly what you need. Includes information on opening, saving, protecting, and recovering workbook files; adding, copying, and deleting worksheets; entering and editing data and text; creating formulas and functions; auditing; formatting; printing; and more. Covers navigating the user interface using the Ribbon and Quick Access toolbar; saving, protecting, and recovering workbook files; entering and editing data; creating formulas and functions; and much more. Excel 2010 For Dummies Quick Reference enables you to spend more time working on your projects rather than trying to figure how to make Excel work for you.

Hacker's Guide To Microsoft Excel (How To Use Excel, Shortcuts, Modeling, Macros, and more) Kimberly Hudson, 2012-02-24 ABOUT THE BOOK Microsoft Excel is a user-friendly spreadsheet program that lets you organize data, create charts, program time-saving shortcuts, and make reports. It is part of the Microsoft Office Suite. There are multiple versions of Microsoft Excel out there, the latest being part of the Microsoft Office 2010 Suite. Although you may be baffled by Excel now, don't give up. Once you read what Excel can do, you will quickly use simple functions to answer questions, create charts, and increase productivity.

MEET THE AUTHOR Kimberly Hudson is a professional writer who lives and works in Massachusetts. Graduated from American University in Washington, D.C. with a B.A. magna cum laude in International Studies. She spent a semester traveling China. After college, she was a research assistant, fundraiser, and has won two national awards for online newsletters. Facebook: <http://www.facebook.com/profile.php?id=7403026> Twitter: KimberlyNHudson Blog: www.thewestwaswritten.wordpress.com EXCERPT FROM THE BOOK Like all software

products Excel has gone through multiple versions with varying degrees of usefulness Below are two of the largest issues that can quickly wreck your Excel experience The takeaway is that if you are doing high function math with Excel only use the 2010 version 1 Vanishing Macro Coding From our earlier discussion of macros we learned that it is possible to write out sets of instructions that are repeated often so you only have to push one button Excel has had issues with making this time saving tool work especially in the 2007 version According to NotebookReview com The macro recording errors that plagued Excel 2007 have been repaired In the old version including shapes or charts in your macro recording would leave the final file with huge function gaps or worse leave a blank recording altogether Definitely use Excel 2010 for a macro heavy Excel use Buy a copy to keep reading *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 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 eBook Set** Greg Harvey, 2012-12-13 Two complete e

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Office Practice 2010 End User Computing Study Guide

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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

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 avoid errors and more The book's Web site provides all the programming examples from the book Introduces you to a new range of Excel 2010 options Shows you how to use Visual Basic for Applications VBA to program your own custom Excel applications or to automate functions Explains how to create VBA macros program handle errors debug and more Covers Visual Basic Editor tools and functions working with range objects controlling program flow and the easiest ways to create custom dialog boxes toolbars and menus Includes a companion Web site with all the sample programs from the book Create your own custom Excel programs with this information packed guide Note CD ROM DVD and other supplementary materials are not included as part of eBook file

What's New in Microsoft Office 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Card) Beezix, Inc Staff, 2010-06-01 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing Office 2003 commands and their Office 2010 equivalents Topics include Office The Ribbon Backstage View The File Menu Quick Access Toolbar Formatting Text with the Mini Toolbar Pasting with Live Preview Saving as PDF Emailing a PDF Co-authoring Word PowerPoint Work Anywhere Office Web Apps Using Themes to Format a Document SmartArt Shape Styles New or Changed Picture Features Showing Macro and Form Controls New File Formats Working with Preview File Versions Other New or Changed Features Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Navigating and Reorganizing using Headings Searching Using the Navigation Pane Creating and Using Quick Styles Using the Apply Styles Window Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part The Reviewing Pane Tracking Moved Text Improved Compare and Combine Other New or Changed Features Features No Longer Available Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Pasting Cells as a Linked Picture Changes to Excel Tables Lists Structured References in Excel Tables Filtering Pivot Tables with Slicers Other PivotTable Changes Inserting a Chart in a Cell Sparklines Filter Improvements New Conditional Formatting Sorting by Icon Cell Color or Font Color Other New or Changed Features PowerPoint Organizing Slides with Sections Resetting Placeholders Adding Placeholders to a Slide Master Adding a Customized Layout Background Styles New or Changed Text Features Using the Animation Painter Video Improvements

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Practical Excel 2010 Justin Holt,2016-02-20 Practical Excel 2010 is for the novice user and for those who know they are not using it to its full potential and want to know more Using over 450 clear screen shots and user friendly plain English explanations you can clearly follow the real world examples used There are many books written about Excel 2010 What makes this one different is that it doesn t just tell you what to do it explains the reason why you would want to After using this book you will soon be using conditional formatting creating macros pivoting your data and so much more You could be the Go To person that colleagues turn to

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