# Excel® 2010 Introduction

- 1. Choose FILL NEW.
- 2. Select BLANK WORKSOOK, then [Click] CREATE. Or, press a Cost Aco.

#### **Entering New Data**

- 1. Activate a cell by [Clicking] on it, or by moving to it pulith the keyboard arrow keys.
- 2. Type the data, if you make a mistake while being, press «Backspoor» to delete characters.
- Press «Enter» or (Click) ">" in the Formula Bar. As you type, Excel may provide an AutoComplete topgeration based on values already entered in the columns. Press «Enter» to accept, «Defete» to remove. or ignory 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 +> then use arrows and <Enterto select. Or, (Right Click) the cell, then choose PICK. FROM DROP-DOWN LIST



These symbols appear in the Formula Bar while entering data. To complete what you are entering, (Click) wo or press «Enter». To careed, (Click) 'at or press «Est».

#### Replacing the Contents of a Cell

- 1. SChicks on the cell to change.
- 2. Type the new data.
- 1. Press -climbers- or (Click) W.

#### 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/hight amous been to move, «Backspace» to delete to the left, «Delete» to delete to the right, or tupe the text to insert.
- 4. When finished press < finter>, or [Click] w'.

#### Undo or Redo an Action

(Click) \*7 \* or press <Ctrl-2> to undo an action. If you mistakenly undo a step, (Click) Redo (\*\* \* or poets «Cot-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 culumn 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 widesthighest sxill, [Double Click].

#### Own

- 1. Select a cell in the row/column to adjust.
- 2. Choose HOME, FORMAT Them a CELL SQS mentions.

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

# Inserting Rows or Columns

- Select a new or column heading. New columns insert. to the left, and rows above the selection. To insert several rows or columns, select that number of must per consumers.
- 2. Choose HOME, then INSERT

#### Inserting Cells

- 1. Select the cells where you sould to insert the new ones.
- 2. Choose HOME, then your then MSERT CELCS.
- Specify the direction to shift the selected cells.

#### Deleting Cell Contents

Select the cells to clear, then press -Celetons Economies is not removed.

#### Clearing Formatting

- 1. Select the cells to clear.
- 2. Oncode HCRAS, them: 12 Chara + Then CLEAR FORMANTS.

#### Deleting Rows, Columns, or Cells

this removes the cells and moves surrounding cells to till the gap. This is not the came as pressing «Deleta» subich simply clears the stretents of a cell.

- To delete rows or columns:
- 1. Select the raw(s) or columns) to delete.
- 2. Choose HOARS, then DELETE TO

#### To delete cells:

- 1. Select the cells to delete.
- 2. Choose HOSEL, then Death then DELETE CHILL
- 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 extend.
- 2. Obtrook a format from the Number Format drop-down let, found in the NUMBER group on the 100500 tub. Or, [Click] the following builtons:
  - Displays dollar signs, commas, and decimals. [Click] the drop-down arous for other currencies.
  - Clination as a secretary .
    - Displays common between thousands, and have decireal places.
  - 541 Adds a decimal place each time you [Click]. Benopues a decimal place each time year 79

#### Borders, Shading, Text Color

Select cells, then choose HOME, then (Okt) one of: Contract Con

(Sick) the drop-down arrow beside each for options. For cell and text color, hover over a choice to preview.

#### Draw a Border Crid

- then select DIUGV BORDER, or to draw a grid. SWINGS CHANN BORDER GAID
- 2. [Drog] to create one or reuse borders.
- 3. (Child of press offsch.

#### syase a Border

- Kirk) the dep-does arrow of the forder button \* then select DRAGE BORDER.
- 2. [Crasp] across or [Click] the borders to wase.
- 3. (Click) a or press office.

#### Aligning and Merging Cells

To align within the cell, select the cells to align, then choose recount, then one of \$10 to the or the on the To exerge cells and center the contents, select the cells to merge across, and (Clob) (32 storpe is Center)

For other morps options, [Click] the drop down amou of the MERGE & CENTER button.

# Viewing the Worksheet as it will Print

to show the worksheet as it will print while you work, choose VII'll then PAGE LAYOUT

#### **Entering Dates**

To enter duting in a Spenial that ups he used in formulas, sales some of Except's clude Romants, e.g. 379470-or 149400-or.

To change how dates display for specific sale:

- 1. Select the cells operating dates.
- 2. (Click) (in the location group of the rector sub-Select How the DATE category Dates beganing with " will almost match the Windows date format.

#### Entering a Sequence of Numbers

- 1. Even the first have reached by dates. of the requirece lette adjacent cells.
- 2. Select the two cells.
- 3. [Drog] the SI handle of the selection into an adjacent Compared codes.

For options, after tring, [Click] <sup>BC</sup> stem conv. CELLS, FEE PORNORTHIS ONLY or SELL WITHOUT PORMATTING.

#### For other series options, e.g. weekdays:

- 1. Enter the starting number or date in a set.
- 2. Select the blank range to Mi, including the selbb with the starting valueful
- 1. Choose WORK, then In Part . then Mints.
- 4. Specify sprions, they (Chits) Oc.

#### Moving Within the Worksheet One cell up as done All and the

Call to the right the star State . 4- or Shift-Tab

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of Carlos solicito participants

PS, type cell, OK

or Shift-OC to select

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Alto Page 100

Page 40

Call to the left. Within selected cells. Sale States, Shift Sale. Shift Fatter

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To the last filled sell in any direction, or if in a blank cell, to the east filled cell

To a cell that you specify

Hand or provious sheet.

Selection Shortcuts An entire your

An entire column:

(CkS) where the you and The entire worksheet. column headings meet,

Several separate unges

withfreed surgers. Note: The «Shift» key with any of the blooment

phortcats listed above will print from the current. position to that begation E.g. (Sub-Cod horner) salects from the current position back to cell A1.

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speckeding.

# <u>Microsoft Excel 2010 Introduction Quick Reference</u> <u>Guide</u>

**Jicheng Xie** 

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### **Table of Contents Microsoft Excel 2010 Introduction Quick Reference Guide**

- 1. Understanding the eBook Microsoft Excel 2010 Introduction Quick Reference Guide
  - The Rise of Digital Reading Microsoft Excel 2010 Introduction Quick Reference Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Excel 2010 Introduction 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 Microsoft Excel 2010 Introduction Quick Reference Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Excel 2010 Introduction Quick Reference Guide
  - Personalized Recommendations
  - Microsoft Excel 2010 Introduction Quick Reference Guide User Reviews and Ratings

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