

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 numbers 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

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Kanchan Deshpande, Manjeet Jauhar**



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Reviewing **Microsoft Excel 2010 Introduction Quick Reference Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Microsoft Excel 2010 Introduction Quick Reference Guide**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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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
 - 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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