

# 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 column 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/highest 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. Now 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  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 FORMATS**.

## 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  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 **DRAW BORDER**, or to draw a grid, select **DRAW BORDER GRID**.
2. [Drag] to create one or more borders.
3. [Click]  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]  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] .

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 **VIEW** 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-Mar-08.

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 , 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-OK to select to the new cell |
| Next or previous sheet                                                                   | Ctrl-PgOn or Ctrl-PgOff                                  |

## 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

**Raffaella Di Napoli**



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## **Microsoft Excel 2010 Introduction Quick Reference Guide** Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Microsoft Excel 2010 Introduction Quick Reference Guide**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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