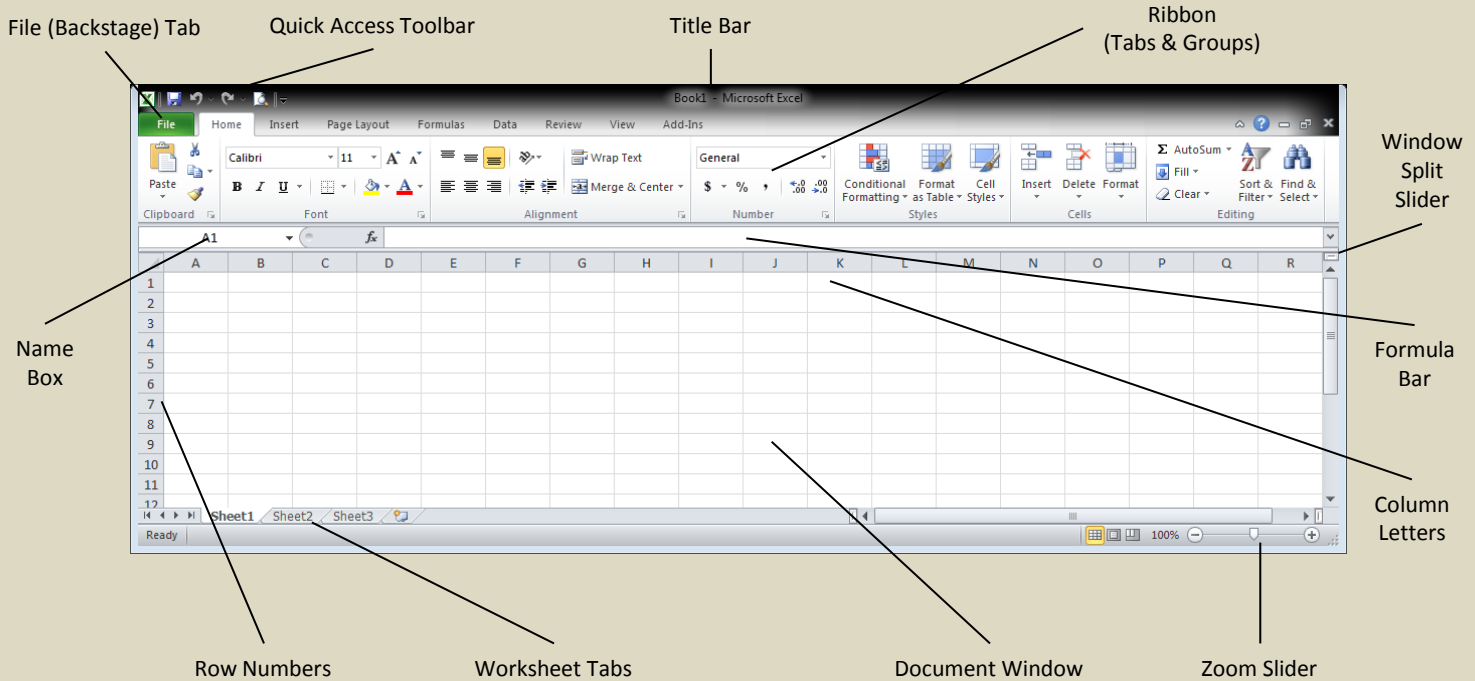
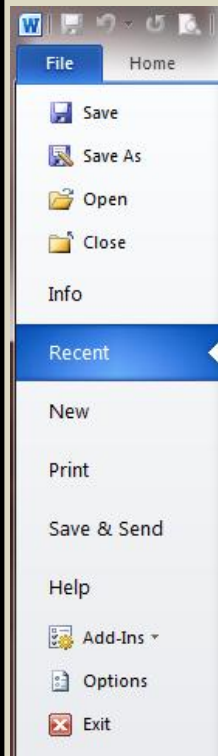


The Excel 2010 Window



Backstage



Though it looks like another tab, the “Backstage” area is where you find the commands that act upon the whole document – not just some portion of the document.

For instance, the Saving, Printing, Security, Versioning, Collaboration, Information, and Workflow, commands all appear in the backstage area.

This is also where you will find the “Options” for the application itself. These options settings control how the application works, displays data – even how the Ribbon displays commands. Spend a few minutes familiarizing yourself with the available options.

Quick Access & Mini Toolbars



The Quick Access Toolbar works a little like the toolbars in the previous versions. It is always visible in the top left of the application window, and it provides quick access to the Save, Undo/Redo, Open, and Print functions as well as numerous other commands.

To edit the Quick Access Toolbar, click on the down arrow to the immediate right of the last button.



Like the Quick Access Toolbar, the Mini-Toolbar provides quick access to specific commands. For instance, the image above represents the appearance of the Mini-Toolbar when you have selected a cell or cells in MS-Excel.

Shortcut Keys

General		Text Selection		Navigation	
Create New Workbook	CTRL – N	Word	Double-click the word	Column A	Home
Open Workbook	CTRL – O	Sentence	CTRL – click	One cell to right	Tab
Save Workbook	CTRL – S	Line	Click selection bar next to line	One cell to left	Shift – Tab
Print Workbook	CTRL – P	Paragraph	Triple-click	Down one cell	Enter
Close Workbook	CTRL – W	Everything	CTRL – A	Up one cell	Shift – Enter
Help	F1			To cell A1	CTRL – Home
<p>Note on Pasting cell data: You may notice when copy/pasting cell data that your source data selection is removed if you perform a non-Paste operation (i.e. Add data or formatting to another cell). This behavior is actually by design and serves to help prevent paste errors.</p>		Editing		Last cell with data	CTRL – End
		Cut	CTRL – X	End - ←	
		Copy	CTRL – C	End - ↑	
		Paste	CTRL – V	End - →	
		Undo	CTRL – Z	or, End - ↓	
		Redo/Repeat	CTRL – Y	Formatting	
Select All	CTRL – A	Bold	CTRL – B		
		Italics	CTRL – I		
		Underline	CTRL – U		

Cell and Text Formatting

- **Change Page Orientation:** Click the Page Layout tab on the Ribbon. Click the Orientation button.
- **Change Page Margins:** Click the Page Layout tab on the Ribbon. Click the Margins button.
- **Move cell with mouse:** Select the cell(s) you wish to move. Click and hold the border of the cell and drag it to the desired location.
- **Change cell alignment:** Select the cell(s) and click the appropriate alignment button (left, center, or right) found in the ribbon (Home tab, Alignment group) or mini-toolbar.
- **Change column width or row height:** Double click the column/row border to Auto-Fit the cell size to fit its contents. Click and drag the right border of the column header or the bottom border of the row header to manually size the cell.
- **Using the Format Painter:** Select the cells/text with the formatting you wish to copy and click the Format Painter button. Then select the cells/text you wish to apply the copied formatting to. Formatting multiple cell or text ranges may be accomplished by double-clicking the Format Painter button (single-click the Format Painter button to turn off the format painting operation).
- **Format cell values:** Select the cells you wish to format and click the appropriate format button contained in the Number group on the Home tab, or click the Dialog Box Launcher in the bottom right corner of the Number group.
- **Add cell borders or shading:** Select the cells you wish to format and then use the appropriate format button contained in the Font group on the Home tab, or click the Dialog Box Launcher in the bottom right corner of the Font group.

MS-Excel 2010


Quick Reference Card

www.TheComputerConnectors.com • (605) 553-0674

Workbooks and Worksheets

- **Adjust Page Margins, Orientation, and Size:** Use the commands in the Page Layout group on the Layout tab, or click the Dialog Box Launcher in the bottom right corner of the Page Layout group.
- **To Protect a Workbook:** Use the commands in the Changes group in the Review tab.
- **Set the Print Area:** Select the cells you wish to include in the print range. Then click the Print Area button in the Page Setup group on the Page Layout tab.
- **Rename a Worksheet:** Double-click the worksheet's tab (bottom left), type a new name, and press Enter
- **Delete a Worksheet:** Right-click the worksheet's tab (bottom left) and select Delete
- **Add a Worksheet:** Click the Insert Worksheet tab or press Shift-F11
- **Add a Theme:** Use the Themes button in the Themes group on the Page Layout tab
- **Add a Chart:** Select the cells containing the data you wish to chart. Then use the buttons and commands contained in the Chart group on the Insert tab.

Formulas, Functions, and Data Entry

- **Entering a formula:** Select the cell you wish to enter a formula into, press "=", and then type the desired formula.
- **Inserting a function:** Select the cell you wish to insert a function into, press "=", and then type the name of the function. Complete the insertion by adding valid arguments to the function. An Insert Function wizard is available by clicking the  button.

Note: Formulas may contain one or more functions.

- **Cell referencing:** Cells are referenced in a formula/function through either relative (default) or absolute referencing. The "\$" character is used to define an absolute reference. Use the Help button to learn more about relative and absolute cell referencing.
- **Using the Fill Handle:** Excel is capable of helping you enter data into cells. Use the Fill-Handle to tell Excel to complete a data entry pattern for you by selecting the first few cells containing the pattern. Then click and drag the fill handle to adjacent cells to complete the series. In the example to the right, clicking and dragging the Fill Handle downward would tell Excel to enter the successive months for you.
- **Example formulas:** In the image below, the Sum, Average, and Count functions in column "E" are used to perform calculations on the four columns ("A" to "D") to the right.

	A
1	January
2	February
3	
4	
5	

Fill Handle

	A	B	C	D	E	F	G	H
1						Function Syntax		
2	1	2	3	4	10	Sum: =SUM(A2:D2)		
3	1	2	3	4	2.5	Average: =AVERAGE(A3:D3)		
4	1	2	3	4	4	Count: =COUNT(A4:D4)		
5								
6								

Functions in these cells

Example Mathematical Formulas (refer to image above)

=D4 / B4 + D4	Actual Calculation: (4 / 2) + 4	Result: 6
=D3 – C2	Actual Calculation: 4 – 3	Result: 1
=A4+ B2 – C3 * D2	Actual Calculation: 1 +2 – (3 * 4)	Result: -9