



# Excel 2010 Quick Reference

## Launch Excel

1. Select the  Start button on the taskbar.
2. Select to **All Programs > Microsoft Office**.
3. Select  **Microsoft Office Excel 2010**.

## Select a Cell using the Keyboard

- Press [**↓**] to move one cell down.
- Press [**→**] to move one cell to the right.
- Press [**←**] to move one cell to the left.
- Press [**↑**] to move one cell up.
- Press [**Ctrl+Home**] to move to cell A1.
- Press [**Page Down**] to move down one screen.
- Press [**Page Up**] to move up one screen.
- Press [**Alt+Page Up**] to move one screen to the left.
- Press [**Alt+Page Down**] to move one screen to the right.

## Use the Go To Dialog Box

1. Press [**F5**].
2. Enter the address of the desired cell in the Reference box.
3. Select **OK**.

## Enter Text or Numbers into Cells

1. Move to the cell into which you want to enter.
2. Type the desired text/number.
3. Press [**Enter**].

## Undo Errors

- Click the **Undo** button  on the Standard toolbar.

## Save a New Workbook

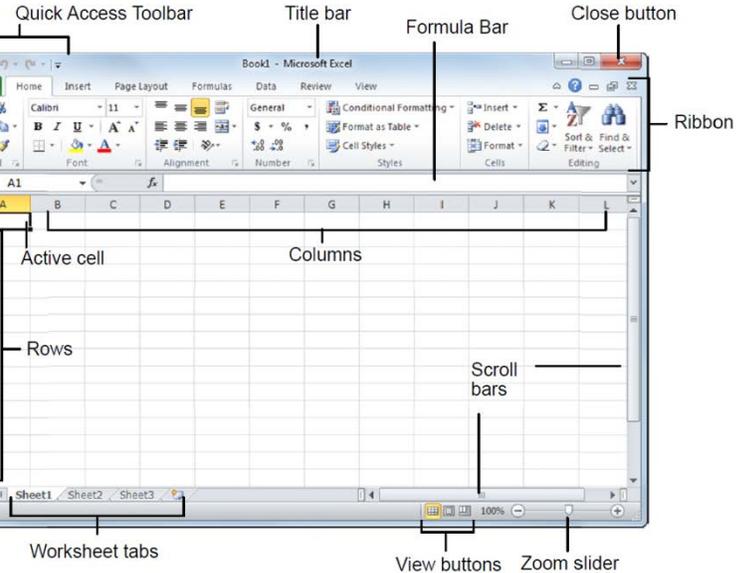
1. Click the **Save** button  on the Quick Access toolbar.
2. Type the desired file name.
3. Select where to save the workbook.
4. Select **Save**.

## Close a Workbook

1. On the **File** tab, select **Close**.

## Edit Existing Text

1. Double-click the cell you want to edit.
2. Position the insertion point in the entry, either in the formula bar or in the cell.
3. Edit the entry as desired.
4. Make additional editing changes as desired.
5. Press [**Enter**].



## Create a New Workbook

1. On the File tab, click the **New**.
2. Double-click **Blank workbook**.



## Open an Existing Workbook

1. On the File tab, click the **Open**.
2. Locate and select the file name you want to open.
3. Click the **Open** button.

## Data Entry Shortcuts

1. Select the desired cell.
2. Do one of the following:
  - a. Begin typing the entry until the desired completed entry appears in the cell.
  - a. Right-click the cell.
  - b. Press [**Enter**].
  - b. Select **Pick From Drop-down List**.
  - c. Select the desired entry.

## Replace Existing Text

1. Move to the cell with the data you want to replace.
2. Type the new data.
3. Press [**Enter**].

## Delete Existing Text

1. Move to the cell containing the entry you want to delete.
2. Press [**Delete**] to delete the entire cell entry.

## Edit Cell Entries

You can use the following keys to navigate and edit a cell in a worksheet:

Keys	Action
[Home]	Move the insertion point to the beginning of the cell entry.
[End]	Move the insertion point to the end of the cell entry.
[Right]	Move the insertion point one character to the right in the cell entry.
[Left]	Move the insertion point one character to the left in the cell entry.
[Backspace]	Delete selected text or the character to the left of the insertion point.
[Delete]	Delete selected text or the character to the right of the insertion point.

## Select Ranges with the Keyboard

1. Move the active cell to the first cell in the range.
2. Hold [Shift] and press the desired arrow key as necessary to extend the selection.

## Select Ranges with the Mouse

- Drag from the first cell in the range to the last.

**NOTE:** You can select a large range quickly by clicking the upper left cell in the range, pressing the [Shift] key, and clicking the lower right cell in the range. All cells between the two corner cells are selected.

## Use Formulas

The mathematical operators that can be used in a formula are listed in the following table (right):

When more than one operator appears in a formula, it is calculated using the standard mathematical order of precedence. This order determines which operations are carried out first. The order of precedence is as follows: parentheses, exponentiation, multiplication and division, addition and subtraction. For example, the result of  $(8*7)+2$  is 58, but the result of  $8*(7+2)$  is 72.

## Entering Formulas

1. Select the cell into which you want to enter the formula.
2. Type an **equal sign** (=) to begin the formula.
3. Enter the first cell referenced in the formula.
4. Enter the first mathematical operator.
5. Enter the next cell referenced in the formula.
6. Continue entering cell references and mathematical operators as needed.
7. When you have finished creating the formula, press [Enter].

## Rename an Existing Workbook

1. On the File tab select **Save As**.
2. Type the desired file name.
3. To change the file type, select the desired file type from the **Save as type** list.
4. Select where to save the new workbook.
5. Click **Save**.

## Use the Auto Fill Feature

1. Select the cell containing the starting label in the series.
2. Point to the fill handle at the bottom right corner of the active cell.
3. Drag the fill handle to select the range you want to fill.
4. Click the Auto Fill Options button .
5. Select the desired **Auto Fill** option.

## Select Non-adjacent Ranges

1. Drag from the first cell in the range to the last adjacent cell.
2. Hold [Ctrl] and drag to select the non-adjacent range.

## Enter Values into a Range

1. Select the range into which you want to enter data.
2. Type the data into the first cell of the range.
3. Press [Enter].
4. Continue entering data as desired.

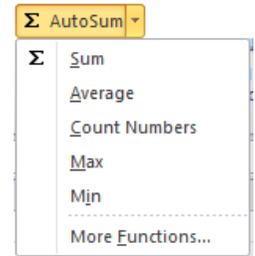
Operator	Performs
+ (plus sign)	Addition
- (minus sign)	Subtraction
* (asterisk)	Multiplication
/ (slash)	Division
( ) (parentheses)	Controls the order of mathematical operations; calculations within parentheses are performed first
% (percent)	Converts a number into a percentage; for example, when you type <b>10%</b> , Excel reads the value as .10
^ (caret)	Exponentiation; for example, when you type <b>2^3</b> , Excel reads the value as $2*2*2$

### Use the AutoSum Button

1. Select the cell into which you want to enter the formula.
2. Click the AutoSum button  on the Home tab.
3. Press [Enter].

### Use the AutoSum List

1. Select the cell into which you want to enter the formula.
2. Click the arrow on the AutoSum button.
3. Select the desired function.
4. Drag to select the range you want to calculate, if necessary.
5. Press [Enter].



### Enter Basic Functions

Function	Syntax	Description
<b>SUM</b>	=SUM(A1:A20)	Total all the numbers in a range
<b>AVERAGE</b>	=AVERAGE(A1:A20)	Return the average of a range of numbers; if a cell in the range is empty, it is not used in calculating the average; if a cell in the range contains the number zero, it is used in calculating the average
<b>MAX</b>	=MAX(A1:A20)	Return the highest value in a range of numbers
<b>MIN</b>	=MIN(A1:A20)	Return the lowest value in a range of numbers
<b>COUNT</b>	=COUNT(A1:A20)	Return the number of cells in the range that contain numbers

1. Select the cell into which you want to enter the formula.
2. Type an **equal sign (=)** and the function name, followed by an **open parenthesis**.
3. Select the range of cells to be calculated.
4. Press [Enter].

### Insert Functions in Formulas

1. Select the cell into which you want to enter the formula.
2. Click the **Insert Function** button  in the formula bar.
3. Select a category from the **Or select a category** list.
4. Select the function name from the **Select a function** list box.
5. Select **OK**.
6. Click the **Number 1** edit box **Collapse Dialog** button .
7. Select the range you want to use in the calculation.
8. Click the **Expand Dialog** button .
9. Select **OK**.

### Edit Functions

1. Select the cell containing the function you want to edit.
2. Click the **Insert Function** button  in the formula bar.
3. Select the **Collapse Dialog** button  for the argument you want to edit.
4. Drag the range you want to use in the calculation.
5. Click the **Expand Dialog** button .
6. Select **OK**.

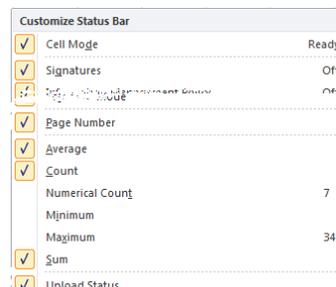
### AutoCalculate on the Status Bar

The status bar can display AutoCalculate functions and their results based on selected values.

1. Select the range you want to calculate.
2. View the AutoCalculate result(s) on the status bar.

### Customize Status Bar

1. Right-click on the status bar.  
*Customize list will appear.*
2. Select the desired option to toggle it on or off.  
*Selected items will have a check mark.*



Function	AutoCalculate Result
<b>None</b>	Do not display a number
<b>Average</b>	Display the average of the cells in the selected range
<b>Count</b>	Display the number of cells in the selected range
<b>Count Nums</b>	Display the number of cells in the selected range that contain numeric entries
<b>Max</b>	Display the highest cell value in the selected range
<b>Min</b>	Display the lowest cell value in the selected range
<b>Sum</b>	Display the sum of the cells in the selected range

### Use Range Borders to Modify Formulas

1. Double-click the cell containing the formula to edit.
2. Do one of the following:
  - To move a range reference, drag its colored border to include the new range.
  - To change the size of a referenced range, drag the square range handle at any corner of the border in the desired direction to include more or fewer cells.
3. Press **[Enter]**.

### Check Errors

1. Select the cell displaying a green triangle (upper-left corner).
2. Do one of the following:
  - Point to the error checking smart tag to display  the ScreenTip.
  - Click the error checking smart tag to display a list and then select the desired option.

### Create an Absolute Reference

An absolute reference is designated by a dollar sign (\$) before both the column letter and row number. You can also create a mixed reference by making only the column letter or only the row number absolute. You can type the dollar sign(s) as you create the formula, or press **[F4]** after typing the cell reference to have Excel add the dollar signs. Continue pressing the **[F4]** key to cycle through each of the four types of references.

1. Select the cell in which you want to enter the formula.
2. Type the desired formula.
3. Click anywhere in the cell reference you want to make absolute, either in the formula bar or in the cell itself.
4. Press **[F4]** until the desired type of cell reference appears.
5. Press **[Enter]**.

### Fill Cells

1. Select the cell containing the data you want to copy.
2. Point to the fill handle at the bottom, right corner of the cell you want to copy.
3. Drag the fill handle over the range you want to fill.

### Preview a Worksheet

1. Click **Print** on the File tab.  
*A preview of the worksheet will appear.*
2. Click the Home tab to exit.

### Print the Current Worksheet

1. Click **Print** on the File tab.
2. Optional: Select desired options.
3. Click **Print**.

### Copy/Cut and Paste Data

1. Select the cell or range you want to cut or copy.
2. Click **Cut**  or **Copy**  on the Home tab.
3. Select the desired cell or range in which to paste.
4. Click **Paste** on the Home tab.

NOTE: Click the arrow at the bottom of the Paste button for different paste options.



Cell Entry	Type of Reference	Result
<b>C1</b>	Relative	Both the row number and column letter are adjusted when copied.
<b>\$C1</b>	Mixed	The column letter is not adjusted when copied.
<b>C\$1</b>	Mixed	The row number is not adjusted when copied.
<b>\$C\$1</b>	Absolute	Neither the column letter nor the row number is adjusted when copied.

### Use Drag-and-Drop Editing

1. Select the range you want to move.
2. Point to the border of the selected range.
3. Drag the range to the desired location.
4. Select the range you want to copy.
5. Point to the border of the selected range.
6. Hold **[Ctrl]** and drag the range to the desired location.

### Print a Selected Range

1. Select the range you want to print.
2. Hold **[Ctrl]** and select additional ranges, if desired.
3. Click **Print** on the File tab.
4. Under "Settings", change "Print Active Sheets" to **Print Selection**.
5. Click **Print**.