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6) Quick Access Toolbar					
		4) Dialogue B	ox Launcher		
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1 Sa	ales by Regio	n			
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3 Column1 - July -	August 👻	September *	Quarter Tota -		- 1
4 East Region \$ 15,888.00 \$	and the second se				
5 Central Region 17,750.00	15,404.00	18,322.00			
6 Southern Region 18,931.00	17,932.00	20,003.00			
7 Western Region 20,050.00	21,435.00	23,112.00			
8 Monthly Total \$ 72,619.00 \$	69,416.00	\$ 81,217.00			
9					
10 Average Sales \$ 18,154.75 \$		and the second se			
11 High Sales 20,050.00	21,435.00	23,112.00			
12 Low Sales 15,888.00	14,645.00	18,322.00			_
13			-		
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Sales Eastern Region Profit	Sheet3	∕	1111	►	
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10) Tab Scrolling Buttons	`9) Workshe	eet Tabs	/	1	
\ Mode Indicator		8) \	, View Buttons	7) Zoom Slider	

Quick Keystrokes				
AutoSum	[Alt] + [=]			
Beginning of row	[Home]			
Beginning of Worksheet	[Ctrl] + [Home]			
Bold	[Ctrl] + [B]			
Сору	[Ctrl] + [C]			
Copy Cell Above	[Ctrl] + [D]			
Cut	[Ctrl] + [X]			
Date (Insert)	[Ctrl] + [;]			
Delete Cell Contents	[Del] or [Backspace]			
Edit Mode	[F2]			
End of Worksheet	[Ctrl] + [End]			
Fill Down (Range)	[Ctrl] + [D]			
Find	[Ctrl] + [F]			
Formulas (Display)	[Ctrl] + [`]			
GoTo	[Ctrl] + [G]			
Italic	[Ctrl] + [l]			
Next Worksheet	[Ctrl] + [Page Down]			
Open	[Ctrl] + [O]			
Paste	[Ctrl] + [V]			
Previous Worksheet	[Ctrl] + [Page Up]			
Print	[Ctrl] + [P]			
Replace	[Ctrl] + [H]			
Save	[Ctrl] + [S]			
Select All	[Ctrl] + [A]			
Select Range (Column)	[Ctrl] + [Shift] + [↓] [Ctrl] + [Shift] + [↑]			
Select Range (Row)	[Ctrl] + [Shift] + [→] [Ctrl] + [Shift] + [←]			
Time (Insert)	[Ctrl] + [Shift] + [;]			
Underline	[Ctrl] + [U]			
Undo	[Ctrl] + [Z]			
Wrap Text	[Alt] + [Enter]			

Mode Indicator

1) File tab (Backstage View)

Click to access the Open, Save, Print, and Close commands.

Click Recent to access the Recent Documents list. Click a gray push pin to permanently add a document to the list. The pin turns blue. The list remembers the last 25 documents and can be increased to 50. Right-click a document in the list and select

Remove from list to remove a document.

2) Ribbon Tabs

Contextual tabs such as Home, Insert, Page Layout and Formulas provide access to ribbons. Replaces menu bar in earlier versions.

3) Ribbon

Provides access to groups of tools and commands organized by tabs.

Clipboard, Font, Alignment, Number, Styles, Cells and Editing are groups on the ribbon of the Home tab. Point to a tool on a ribbon to display an enhanced screen tip.

4) Dialogue Box Launcher

Opens the dialogue box associated with the group.

5) Name Box

Displays the current cell reference. Enter a cell reference in the Name Box and press [Enter] to go to a specific cell. Used to create and select range names.

6) Quick Access Toolbar

Includes the Save, Undo, and Redo tools by default. Undo levels have been increased to 100 and you can undo actions even after you save the workbook. Right-click on the Quick Access toolbar and choose Customize Quick Access Toolbar... to add your favorite tools. You can also right-click on any tool on a Ribbon and select Add to Quick

Access Toolbar. Right-click a tool to remove. 7) Zoom Slider

Use to change worksheet magnification.

8) View Buttons

Use to switch between Normal, Page Layout, and Page Break Preview Views.

9) Worksheet tabs

Each workbook includes three worksheets by default; the maximum number of worksheets is 255. Each worksheet is 16,384 columns and 1,048,576 rows.

10) Tab Scrolling Buttons

Use to scroll through worksheet tabs. Right-click on the tab scrolling buttons to navigate to a worksheet.

11) Formula Bar

Displays the contents of the current cell. Drag the line between the Formula Bar and the column headings to resize.

Delete a Cell or Range

1. Select the cell or range and press the [Del] or [Backspace] key.

Edit Cell Contents

1. Double-click on the cell or press [F2] to access Edit mode and edit a cell's contents.

Mouse Pointer Shapes

- Point to the center of a cell to display the hollow cross and click to select a cell or drag to select a range.
- Point to the **fill handle** in the lower right corner of the cell pointer to display the black cross and drag to copy a formula or text to adjacent cells. If Excel recognizes a pattern,

click the **Undo** tool on the Quick Access Toolbar and hold down the [Ctrl] key and drag to copy to adjacent cells.

• Point to the black border of the cell pointer or selected range to display the move pointer and drag to move the cell or range or hold down the $\left[\text{Ctrl} \right]$ key and drag to copy the selected cell or range.

Fill a Series by Example

- 1. Type a number or date in a cell.
- 2. Type a number or date into an adjacent cell.
- 3. Select both cells to highlight the range.
- 4. Point to the fill handle in the lower right corner of the selected range to display the black cross and drag to copy the series to adjacent cells.