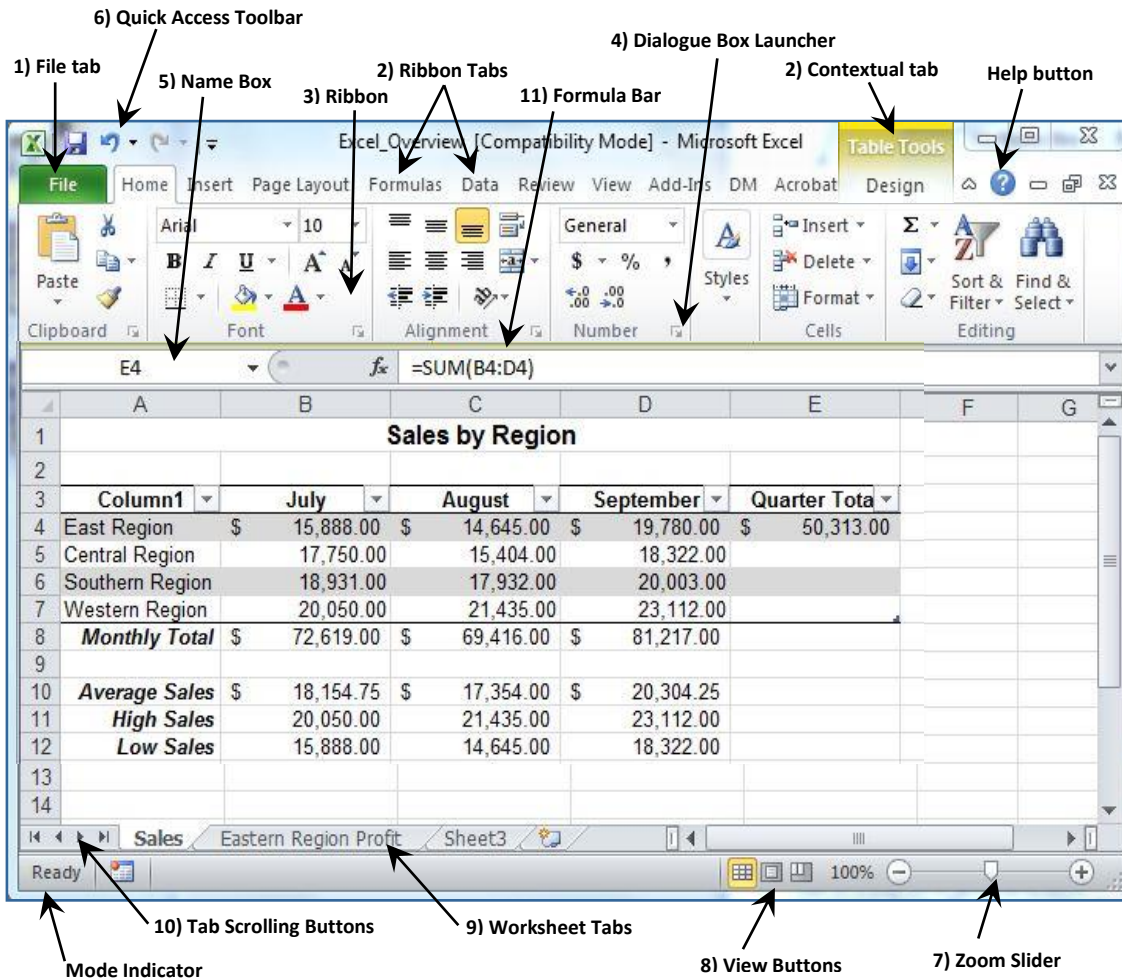


# Excel® 2010 Introduction



## Quick Keystrokes

AutoSum	[Alt] + [=]
Beginning of row	[Home]
Beginning of Worksheet	[Ctrl] + [Home]
Bold	[Ctrl] + [B]
Copy	[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] + [I]
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]

### 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.

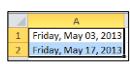
### Edit Cell Contents

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 **[Ctrl]** key and drag to **copy** the selected cell or range. 

### Fill a Series by Example

- Type a number or date in a cell. 
- Type a number or date into an adjacent cell.
- Select both cells to highlight the range.
- 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.