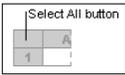


# Tips & Shortcuts in Excel® 2010

## Navigate to a Worksheet

1. Right-click on the tab scrolling buttons and select the worksheet.

## Select Cells

1. Click on the **Select All** button to the left of column A and above row 1 to highlight all cells in the active worksheet.  
  
A worksheet is 16,384 columns and 1,048,576 rows.  
To select multiple non-adjacent cells, select the first cell, press and hold down the [Ctrl] key and select each additional cell.

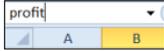
## Select Ranges

1. Click on the first cell in the range.  
The mouse pointer will display a hollow cross.
2. Drag to the last cell to highlight the range.  
Or click on the first cell, hold down the [Shift] key and click on the last cell or click on the first cell, hold down the [Shift] key and press the arrow keys on your keyboard.  
To select multiple non-adjacent ranges, select the first range, press and hold down the [Ctrl] key and drag to select each additional range.

## The Name Box

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

## Define a Range Name using the Name Box

1. Select the range and click in the **Name box**.  

2. Type a name for the range and press [Enter].
  - Range names cannot contain spaces.
  - The scope defaults to workbook; therefore you can reference the range name from any worksheet in the file.
  - Click the drop down arrow on the Name box and select a range name to highlight a range.
  - Use range names in formulas such as =sum(gross).

## Define Range Names from Headings

1. Select the ranges you want to name including the row and/or column headings.
2. Click on the **Formulas** tab and click on the **Create from Selection** tool.  

3. Select **Top row**, **Left column**, **Bottom row**, and/or **Right column** and click on **OK**.

## Apply Range Names to Existing Formulas

1. Click on a cell that contains a formula that you want to apply a range name to.
2. Click on the **Formulas** tab.
3. Click the drop down arrow on the **Define Name** tool and select **Apply Names...**
4. Select the range names to apply and click on **OK**.

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## Format Data as a Table

1. Select the range, click on the **Home** tab and click on the **Format as Table** tool in the Styles group.  

2. Select a table style.
  - Click in the table to display the Table Tools tab.
  - New adjacent columns and rows are automatically included in the table; therefore, new data is included in charts, range names, and pivot tables.
  - When you enter a formula in one cell, the Calculated Columns feature automatically applies the formula to all other cells in that column.

## Add a Total Row in a Table

1. Click on any cell in the table and click on the **Design** tab under the **Table Tools** tab.  

2. Click in the **Total Row** check box in the Table Style Options group.
  - The total row uses the Subtotals function to sum the last column.
3. Click the drop down arrow on the formula in the total row to select a different function.  

4. Click any cell(s) in the total row to add additional totals.
  - The Subtotals function in the total row only calculates visible cells when a filter is applied.

## Sorting (Single Level Sort)

1. Verify that the range you want to sort does not contain any blank rows and columns and contains headings.
2. Click on any cell below the column headings.
  - If the worksheet contains any data that should not be included in the sort, insert a blank column and/or row to separate this data from the data you are sorting.
3. Click on the **Data** tab.  

4. Click the **Sort Ascending** or **Sort Descending** tool in the Sort & Filter group.  

  - Text options are Sort A to Z and Sort Z to A.
  - Numbers options are Sort Smallest to Largest and Sort Largest to Smallest.
  - Dates options are Sort Oldest to Newest and Sort Newest to Oldest.

## Multi-Level Sort (Up to 64 levels)

1. Complete steps 1 through 3 above.
2. Click the **Sort** tool in the Sort & Filter group.  

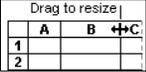
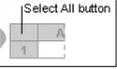
3. Click the **Sort by** drop down arrow and select the column heading of the first sort level.  

4. Click the **Sort On** drop down arrow and select the type of sort.  

  - To sort by cell contents, select Values. To sort by format, select Cell Color, Font Color, or Cell Icon.
5. Click the **Order** drop down arrow and select the sort order.
  - For text, select A to Z or Z to A; for numbers, select Smallest to Largest or Largest to Smallest. For dates or times, select Oldest to Newest or Newest to Oldest.
6. Click the **Add Level** button and repeat steps 3 through 5 to add additional sort levels.  

  - You can sort on up to 64 levels in Excel 2007.
7. Click on **OK**.

## Resize Columns and Rows

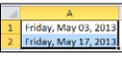
1. Drag the right boundary of a column heading or the bottom boundary of a row heading.  
  
The mouse pointer will display a double-headed arrow.  
Or  
Double-click on the column or row boundary to resize the column or row to accommodate the largest entry.  
Click the **Select All** button and double-click or drag a column or row boundary to resize all columns or rows.  
  
Pound symbols ### display when a cell that contains a value or formula is not wide enough.

## Fill a Series

1. 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.  

  - You can double-click on the fill handle to fill down. Excel will stop at the first blank cell.
  - If Excel recognizes a pattern, click **Undo** and hold down the [Ctrl] key as you drag to copy to adjacent cells.

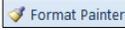
## Fill a Series by Example

1. Type a number, date, or text in a cell.  

2. Type another number, date, or text 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 fill the series into adjacent cells.  


## Move and Copy with Drag and Drop

1. Point to the black border of the cell pointer or selected range to display the **Move Pointer** and drag to move or hold down the [Ctrl] key and drag to **copy**.  


## The Format Painter Tool

1. Select the cell or range that contains the formatting you want to copy.
2. Click on the **Home** tab and click on the **Format Painter** tool in the Clipboard group.  
  
3. Select the cell or range you want to format.  
If you double-click on the Format Painter tool, you can paint multiple times. Click the Format Painter tool to turn it off when you are finished.

## Clear Formatting

1. Select the cell or range and click on the **Home** tab.  

2. Click the **Clear** tool in the Editing group and select **Clear Formats**.  


## Duplicate a Worksheet

1. Click on the **worksheet tab**  you want to copy.
2. Hold down the **[Ctrl]** key and drag the worksheet tab to the desired location.
  - Release the mouse button before the **[Ctrl]** key; otherwise you will move the worksheet.

## Group Worksheets

1. Click on the first **worksheet tab**  to select the worksheet.
2. To group non-adjacent worksheets, hold down the **[Ctrl]** key and click on each additional worksheet tab to include in the group.

Or to group adjacent worksheets, hold down the **[Shift]** key and click the last worksheet tab to include in the group.

Or to group all worksheets, right-click on any worksheet tab and choose **Select All Sheets** from the shortcut menu.

All the worksheet tabs in the group appear white and the title bar displays the word **[Group]** in brackets.

All actions completed in one worksheet are applied to all worksheets in the group.

## Ungroup Worksheets

1. Right-click on a worksheet tab  and select **Ungroup Sheets**.

Worksheets also ungroup when you click on a worksheet tab that is not in the group.

## Print Gridlines

1. Click on the **Page Layout**  tab and select the **Print Gridlines** check box in the Sheet Options group.

## Add Print Titles

1. Click on the **Page Layout**  tab and click on the **Print Titles** tool. 
2. Click in the **Rows to repeat at top** text box and select the row(s) on the worksheet to repeat.
3. Click in the **Columns to repeat at left** text box and select the column(s) to repeat.
4. Click on the **Print Preview**  or **Print**  button.

## Freeze Panes

1. Select the cell below the rows and to the right of the columns you want to freeze.
2. Click on the **View**  tab.
3. Click on the **Freeze Panes** tool in the Window group and select **Freeze Panes**.   
Click the **Freeze Panes** tool and select **Unfreeze Panes** to clear.

## Split Screen

1. Click the **View**  tab and click on the **Split**  tool in the Window group. You can drag the splitters to a different location.
2. To remove the split, click on the **Split**  tool or double-click on each splitter. You can also drag the horizontal splitter above the vertical scroll bar or the vertical splitter to the right of the horizontal scroll bar to split the screen.

## Remove Unwanted Rows/Columns

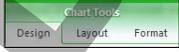
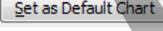
To remove unwanted blank rows and/or columns at the end of a worksheet:

1. Select the first blank row heading to highlight the entire row.
2. Hold down the **[Shift]** key and drag the **scroll box** (located on the vertical scroll bar) to the bottom of the vertical scroll bar. 
3. Hold down the **[Shift]** key and click on the last row heading to select all the blank rows.
4. Right-click on any row heading and select **Delete** from the shortcut menu.
5. Press **[Ctrl]+[Home]** to go to the beginning of the worksheet.
6. Press **[Ctrl]+[S]** to save the workbook.
7. Press **[Ctrl]+[End]** to go to the end of the worksheet.
  - The blank rows and columns are removed and the cell pointer is positioned in the last cell containing data in the worksheet.

## Create the Default Chart Type

1. Select the source data (the range to chart).
2. Press **[F11]** to insert the default chart type on a new worksheet.

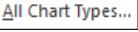
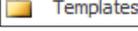
## Change the Default Chart Type

1. Click on the Chart area (the empty white space surrounding the chart) to select the chart.
2. Click on the **Design** tab under the **Chart Tools** tab. 
3. Click on the **Change Chart Type** tool in the Type group. 
4. Click on the **Set as Default Chart**  button and click on **OK**.

## Save a Custom Chart as a Template

1. Click on the Chart area (the empty white space surrounding the chart) to select the chart.
2. Click on the **Design** tab under the **Chart Tools** tab. 
3. Click on the **Save As Template** tool in the Type group. 
4. Type a filename in the **File name:** text box and click on the **Save** tool.

## Create a Chart Using a Saved Template

1. Select the source data (the range you want to chart) and click on the **Insert**  tab.
2. Click any tool in the Charts  group and select **All Chart Types...** 
3. Click on the **Templates** folder in the upper left corner of the Insert Chart dialogue box. 
4. Select your template and click on **OK**.

## Move a Chart to a New Worksheet

1. Right-click on the chart area and select **Move Chart**.
2. Select the **New sheet** option button, enter a new worksheet name and click on **OK**.

## Convert a file to the 2007 Format

1. Click on the **Microsoft Office** button and select **Convert**.   
A dialogue box displays indicating the workbook will be converted to the new format which will enable all new features. The original workbook will be deleted and cannot be restored.
2. Click on **OK** to convert the workbook.

## Customize the Quick Access Toolbar

- Includes the **Save**, **Undo**, and **Redo/Repeat** tools by default.
  - Undo levels have been increased to 100 and you can undo actions after you save the workbook.
1. Right-click on any command in the Microsoft Office button or any tool on a **Ribbon** and select **Add to Quick Access Toolbar**.  
Or right-click on the Quick Access toolbar and choose **Customize Quick Access Toolbar...** to add your favorite tools.
    - Right-click a tool on the quick access toolbar to remove.

## 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]

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