Quick Reference Guide for Microsoft®
Excel 2010

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Keyboard Shortcuts

General

Open a Workbook	Ctrl + O
Create New	Ctrl + N
Save	Ctrl + S
Preview and Print	Ctrl + P
Close a Workbook	Ctrl + W
Help	F1
Spell Check	F7
Calculate Worksheets	F9
Create an absolute, normal, or mixed reference	F4

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo or Repeat	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A
Edit active cell	F2
Clear cell contents	Delete

Navigation

Move between cells	← ↑ ↓ →
Right one cell	Tab
Left one cell	Shift+tab
Down one cell	Enter
Up one cell	Shift+Enter
Down one screen	Page Down
Up one screen	Page up
To cell A1	Ctrl+Home
To last cell	Ctrl+End
Go to dialogue box	F5

Formatting

Bold	Ctrl+B
Italics	Ctrl+I
Underline	Ctrl+U
Select All	Ctrl+A
Select row	Shift+Space
Select column	Ctrl+Space

Excel 2010 Screen

Quick Access Toolbar • Title bar • Close Button • File tab • Ribbon • Active cell • Columns • Rows • Worksheet Tabs • View Buttons • Zoom Slider
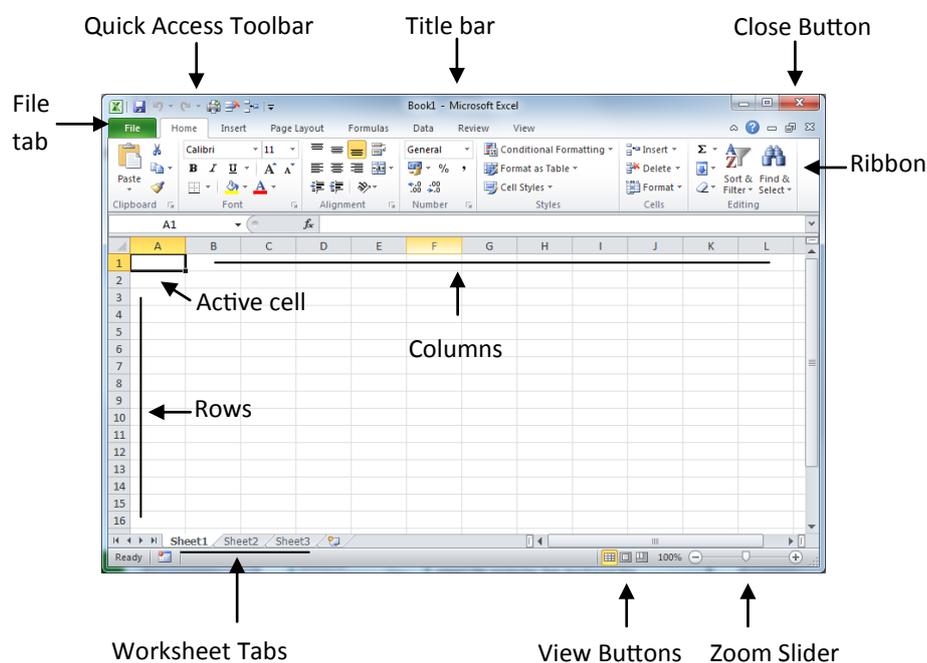
The Essentials

- The **File** tab menu and Backstage view contain commands for working with a program's files, including New, Open, Save, Print and Close.

- **To Create a New Workbook**: Click File > New > **Create**, or **Ctrl+N**

- **To Open a Workbook**: Click File > **Open**, or **Ctrl+O**

- **To Save a Workbook**: Click the **Save** button on the Quick Access Toolbar, or **Ctrl+S**

- **To Preview and Print a Document**: Click File > **Print**, or **Ctrl+P**

- **For Help**: **F1.** Type your question and press Enter.

- **To Undo or Redo**: Click the **Undo** button on the Quick Access Tool bar, or press **Ctrl+Z**. **To redo**: Click the **redo** button, or press **Ctrl+Z**

- **Cell addresses**: Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the Name Box.

- **To Select a Cell**: Click a cell or use the keyboard arrow keys to select it.

- **To Select a Cell Range**: Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the **arrow keys** to move the mouse pointer to the last cell of the range.

- **To Select an Entire Worksheet**: Click the **Select All** button where column and row headings meet. Or, press **Ctrl + A**.

- **To Minimize the Ribbon**: Click the **Minimize Ribbon** button on the Ribbon. Or, press **Ctrl + F1**. Or, right-click a **tab** and select **Minimize Ribbon** from the contextual menu.

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Editing

- **To Edit a Cell's Contents**: Select the cell and click the Formula Bar, or double-click the cell. Edit the cell contents and press Enter.

- **To Clear a Cell's Contents**: Select the cell(s) and press the Delete key.

- **To Cut or Copy Data**: Select cell(s) and click the Cut or Copy button in the Clipboard group on the Home tab.

- **To Paste Data**: Place the insertion point where you want to paste and click the Paste button in the Clipboard group on the Home tab.

- **To Preview an Item Before Pasting**: Place the insertion point where you want to paste, click the Paste button list arrow in the Clipboard group on the Home tab, and select a preview option to view the item.

- **To Paste Special**: Select the destination cell(s), click the Paste button list arrow in the Clipboard group on the Home tab, and select Paste Special. Select an option and click OK.

- **To Copy Using Auto Fill**: Point to the fill handle at the bottom-right corner of the selected cell(s), then drag to the destination cell(s).

- **To Complete a Series Using AutoFill**: Select the cells that define the series. Click and drag the fill handle to complete the series.

- **To Move or Copy Cells Using Drag and Drop**: Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down Ctrl key while dragging.

- **To Insert a Column or Row**: Right-click to the right of the column, or below the row you want to insert. Select Insert from the contextual menu, or click the Insert button in the Cells group on the Home tab.

- **To Delete a Column or Row**: Select the row or column heading(s). Rightclick and select Delete from the contextual menu, or click the Delete button in the Cells group on the Home tab.

- **To Insert a Comment**: Select the cell where you want to insert a comment and click the Review tab on the Ribbon. Click the New Comment button in the Comments group. Type a comment and click outside the comment box.

Formatting

- **To Format Text**: Use the Formatting controls on the Home tab in the Font group:

Calibri | 11 | A A

B I U | | | A | A

- **To Format a Cell Range as a Table**: Select the cells you want to apply table formatting to. Click the **Format as Table button** in the Styles group of the Home tab on the Ribbon and select a table format from the gallery.

- **To Adjust Column Width or Row Height**: Drag the right border of the column header, or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

Formulas and Functions

- **To Total a Cell Range**: Click the cell where you want to insert the total and click the **Sum** button in the Editing group on the Home tab. Verify the selected cell range and click the Sum button again.

- **To Enter a Formula**: Select the cell where you want to insert the formula. Type = and enter the formula using values, cell references, operators, and functions. Press **Enter** when you're finished.

- **To Insert a Function**: Select the cell where you want to enter the function and click the **Insert Function** button on the Formula Bar.

- **To Reference a Cell in a Formula**: Type the cell reference (for example, B5) in the formula or click the cell you want to reference.

- **To Create an Absolute Cell Reference**: Precede the cell references with a $ sign or press F4 after selecting cell(s) to make it absolute.

- **To Use Several Operators or Cell Ranges**: Enclose the part of a formula you want to calculate first in parentheses.

Charts

- **To Create a Chart**: Select the cell range that contains the data you want to chart and click Insert > Click a chart type button > Select a chart. Alternatively, click **F11** (insert chart in new worksheet) or **Alt+F1** (insert in current worksheet).