Microsoft® Excel 2010
Quick Reference Guide

BEST STL

Keyboard Shortcuts

Alt + Page Down	Move right one screen
Alt + Page Up	Move left one screen
Ctrl + 0 (zero)	Hide Columns
Ctrl + Shift +)	Show hidden Columns
Ctrl + 1	Launch **Format cells** dialog box
Ctrl + 9	Hide rows
Ctrl + Shift + (	Show hidden rows
Ctrl + A	Select all (entire block of data)
Ctrl + C	Copy selected cells
Ctrl + Up Arrow	Move to the top of column data
Ctrl + Down Arrow	Move to the bottom of column data
Ctrl + End	Move to the bottom right cell in the used area of a worksheet
Ctrl + F	Find
Ctrl + H	Replace
Ctrl + G	Show Go To dialog box
Ctrl + Home	Move to the top left cell of a worksheet
Ctrl + Left Arrow	Move to the beginning of row data
Ctrl + Right Arrow	Move to the end of row data
Ctrl + N	New workbook
Ctrl + O	Open an existing workbook
Ctrl + P	Print
Ctrl + Shift + $	Apply Currency formating
Ctrl + Shift + %	Apply Percent formating
Ctrl + Shift + 8	Select a range
Ctrl + V	Paste
Ctrl + W	Close workbook
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + ;	Enter the current date
Ctrl +S	Save existing workbook
F1	Help
F11	Create a chart
F12	Save as
F4 or (**Ctrl + F**)	Repeat
F7	Spell Check
F9	Recalculate worksheets
Page Down	Move down one screen
Page Up	Move up one screen

Excel Basics

AutoFill

Excel's AutoFill feature can help you enter repeated or incremental text or numbers quickly. If you wanted to fill in the years 2010 to 2016 in a spreadsheet, enter 2010 in one cell and 2011 in the cell directly beneath. Select both cells, move your mouse to the small black box in the lower-right corner of the selection, then click and drag down:

This technique will work for two adjacent data items.

AutoSum

To apply a quick sum to a column of data, make the next empty cell under the column of data the active cell. Click the AutoSum command in the Formulas ribbon. You will see an animated border around the column of data and the formula already entered:

Simply press Enter to apply this formula to display the result (100) in the active cell (A5 in the picture above).
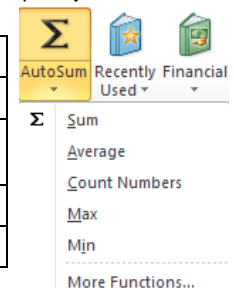
Basic Formulas

Formulas are mathematical expressions that operate on cell contents. When cells contain numerical data, you can add, subtract, multiply, and divide the cell contents as your worksheet requires. Formulas can contain cell references (like A1) or raw numbers (like 23) or functions (like Sum (B8:D8)).
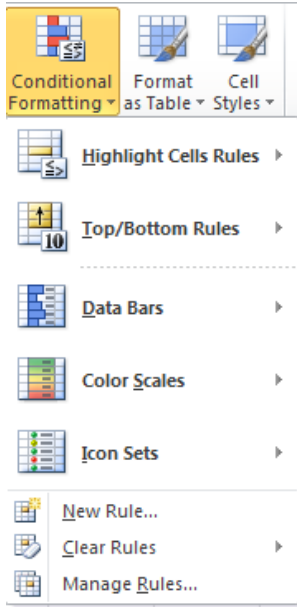

Frequently Used Functions

Click the AutoSum button in the Formulas ribbon to see frequently used functions:

Sum	Compute the sum of a group of numbers
Average	Compute the average of a group of numbers
Count Numbers	Find the total number of objects in a group
Max	Find the largest value
Min	Find the smallest value

Conditional Formatting

Highlight Cells Rules

Top/Bottom Rules

Data Bars

Color Scales

Icon Sets

New Rule…

Clear Rules

Manage Rules…

To help make the data easier to read, you can apply different conditional formatting options to a block of data. For example, you can get a quick idea of how sales are going in each division by applying a conditional format – all profit areas will be in black and all loss areas will be in red. The more black you see at a glance, the better the overall report will be!

Highlight some data and then click the Conditional formatting command in the Home ribbon:

Highlight Cells Rules	This will highlight cells that are greater than, less than, between or equal to values that you can specify.
Top/Bottom Rules	This option will allow you to highlight the top or bottom numbers or percent in the selected cells.
Data Bars	Will display colored bars that are indicative of the value in the cell. The higher the value compared to the rest of the data in the group, the 'taller' the data bar.
Color Scales	Will use different shades of color to represent different values, from low to high.
Icon Sets	Will use sets of similar icons that will visually indicate a cell's value.

Zoom Slider

Use Excel's Zoom feature to change the viewing scale of a work sheet. By default, a workbook opens at 100% zoom. To adjust this, use the zoom slider switch. You can drag the slider with your mouse toward the negative (-) sign to decrease the zoom level, or toward the (+) sign to increase the zoom level:
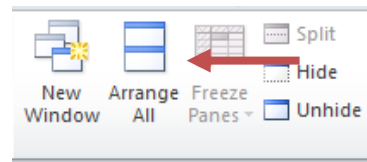
You can also left click on the current zoom amount (100% in the preceding image) to display preset magnification options, or to enter your own custom zoom level.
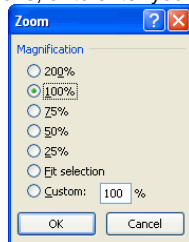
Managing Multiple Windows

If you find yourself working with many workbooks at once, you can easily arrange how the windows will be displayed on your screen. Click the Arrange all command in the View ribbon.

Tiled	Workbooks will be arranged adjacently over the screen area (like tiles).
Horizontal	Workbook windows will be arranged lengthways (like long strips) across the screen.
Vertical	Workbooks will be arranged lengthways up and down your screen, rather than across.
Cascade	Workbooks will be layered one in front of the other, with the title bar of each workbook visible.

Changing Your Chart Type

To change the chart type, highlight your chart, click the Design ribbon, and then click the **Change Chart Type** command. Select your type/style from the dialogue box:
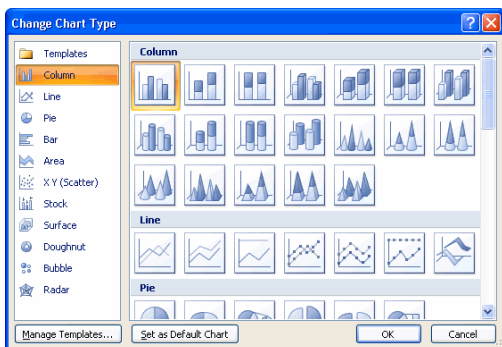
Excel File Extensions

The following table summarizes some of the file types associated with Excel 2010

xlsx	File extension for an Excel 2010 workbook file (earlier Excel versions used an xls extension.)
xlsm	Extension for a macro enabled workbook.
xltx	Extension for an Excel 2010 Template File (earlier Excel versions used xlt.)
xltm	Extension for a macro enabled Excel 2010 template file.
xlsb	Extension for an Excel 2010 binary workbook.
xlam	Extension for Excel 2010 add-in. (An Add-in is a small program that adds extra features or functionality to the base Excel 2010 program