

Excel® 2010 Introduction

Creating a New Workbook

1. Choose FILE, NEW.
2. Select BLANK WORKBOOK, then [Click] CREATE. Or, press <Ctrl-N>.

Entering New Data

1. Activate a cell by [Clicking] on it, or by moving to it with the keyboard arrow keys.
2. Type the data. If you make a mistake while typing, press <Backspace> to delete characters.
3. Press <Enter> or [Click] in the Formula Bar. As you type, Excel may provide an AutoComplete suggestion based on values already entered in the column. Press <Enter> to accept, <Delete> to remove, or ignore it by continuing to type.

Pick from a Drop-Down List

To pick from a list of values already entered in a column, press <Alt-↓> then use arrows and <Enter> to select. Or, [Right Click] the cell, then choose PICK FROM DROP-DOWN LIST.

and

These symbols appear in the Formula Bar while entering data. To complete what you are entering, [Click] or press <Enter>. To cancel, [Click] or press <Esc>.

Replacing the Contents of a Cell

1. [Click] on the cell to change.
2. Type the new data.
3. Press <Enter> or [Click] .

Editing the Contents of a Cell

1. [Click] on the cell to change.
2. [Click] in the Formula Bar. Or to edit directly in the cell, [Double Click] the cell or press <F2>.
3. Use left/right arrow keys to move, <Backspace> to delete to the left, <Delete> to delete to the right, or type the text to insert.
4. When finished press <Enter>, or [Click] .

Undo or Redo an Action

[Click] or press <Ctrl-Z> to undo an action.

If you mistakenly undo a step, [Click] Redo or press <Ctrl-Y>. [Click] the drop-down arrow to choose multiple actions from a list.

Resizing Column Width/Row Height

1. [Point] at the dividing line between the column or row headings. The mouse pointer changes into a double-headed arrow .
2. [Drag] to change the width or height. Or to AutoFit to the widest/highest cell, [Double Click].

Or

1. Select a cell in the row/column to adjust.
2. Choose HOME, FORMAT then a CELL SIZE option.

To change several columns or rows at once, [Drag] along the column or row headings to select them, then follow the above steps.

Inserting Rows or Columns

1. Select a row or column heading. New columns insert to the left, and rows above the selection. To insert several rows or columns, select that number of rows or columns.
2. Choose HOME, then INSERT .

Inserting Cells

1. Select the cells where you wish to insert the new ones.
2. Choose HOME, then then INSERT CELLS.
3. Specify the direction to shift the selected cells. [Click] OK.

Deleting Cell Contents

Select the cells to clear, then press <Delete>. Formatting is not removed.

Clearing Formatting

1. Select the cells to clear.
2. Choose HOME, then then CLEAR FORMATS.

Deleting Rows, Columns, or Cells

This removes the cells and moves surrounding cells to fill the gap. This is not the same as pressing <Delete> which simply clears the contents of a cell.

To delete rows or columns:

1. Select the row(s) or column(s) to delete.
2. Choose HOME, then DELETE .

To delete cells:

1. Select the cell(s) to delete.
2. Choose HOME, then then DELETE CELLS.
3. Specify which direction to shift the surrounding cells to fill the gap. [Click] OK.

Formatting Numbers

1. Select the cells to format. This can be done before or after the data has been entered.
2. Choose a format from the Number Format drop-down list, found in the NUMBER group on the HOME tab. Or, [Click] the following buttons:

- Displays dollar signs, commas, and decimals. [Click] the drop-down arrow for other currencies.
- Displays as a percentage.
- Displays commas between thousands, and two decimal places.
- Adds a decimal place each time you [Click].
- Removes a decimal place each time you [Click].

Borders, Shading, Text Color

Select cells, then choose HOME, then [Click] one of:



[Click] the drop-down arrow beside each for options. For cell and text color, hover over a choice to preview.

Draw a Border Grid

1. [Click] the drop-down arrow of the Borders button , then select DRAW BORDER, or to draw a grid, select DRAW BORDER GRID.
2. [Drag] to create one or more borders.
3. [Click] or press <Esc>.

Erase a Border

1. [Click] the drop-down arrow of the Borders button , then select ERASE BORDER.
2. [Drag] across or [Click] the borders to erase.
3. [Click] or press <Esc>.

Aligning and Merging Cells

To align within the cell, select the cells to align, then choose HOME, then one of or .

To merge cells and center the contents, select the cells to merge across, and [Click] Merge & Center.

For other merge options, [Click] the drop-down arrow of the MERGE & CENTER button.

Viewing the Worksheet as it Will Print

To show the worksheet as it will print while you work, choose VIEW then PAGE LAYOUT .

Entering Dates

To enter dates in a format that can be used in formulas, use one of Excel's date formats, e.g. 3/14/10 or 14-Mar-01.

To change how dates display for specific cells:

1. Select the cells containing dates.
2. [Click] in the NUMBER group of the HOME tab.
3. Select from the DATE category. Dates beginning with * will always match the Windows date format. [Click] OK.

Entering a Sequence of Numbers

1. Enter the first two numbers or dates of the sequence into adjacent cells.
2. Select the two cells.
3. [Drag] the fill handle of the selection into an adjacent range of cells. For options, after filling, [Click] then: COPY CELLS, FILL FORMATTING ONLY or FILL WITHOUT FORMATTING.

For other series options, e.g. weekdays:

1. Enter the starting number or date in a cell.
2. Select the blank range to fill, including the cell(s) with the starting value(s).
3. Choose HOME, then then SERIES.
4. Specify options, then [Click] OK.

Moving Within the Worksheet

One cell up or down	↑ or ↓
Cell to the right	→ or Tab
Cell to the left	← or Shift-Tab
Within selected cells	Tab, Enter, Shift-Tab Shift-Enter
Beginning of the row	Home
Cell A1	Ctrl-Home
Intersection of the last used row and column	Ctrl-End
One screenful down	Page down
One screenful up	Page up
One screenful right	Alt-Page down
One screenful left	Alt-Page up
To the last filled cell in any direction, or if in a blank cell, to the next filled cell	Ctrl-Arrow Key
To a cell that you specify	F5, type cell, OK or Shift-OK to select to the new cell
Next or previous sheet	Ctrl-PgDn or Ctrl-PgUp

Selection Shortcuts

1. An entire row: [Click] the row heading.
2. An entire column: [Click] the column heading.
3. The entire worksheet: [Click] where the row and column headings meet.
4. Several separate ranges: Select one range, press <Ctrl> while selecting additional ranges.

Note: The <Shift> key with any of the Movement shortcuts listed above will select from the current position to that location. E.g. <Shift-Ctrl-Home> selects from the current position back to cell A1.

The Formula

The basic arithmetic operators used in formulas are:

- + addition * multiplication
- subtraction / division

All formulas begin with an equals sign (=) e.g., the following formula in cell B4 subtracts the Expenses in cell B3 from the Income in cell B2. The Formula Bar displays the formula =B2-B3 when the formula cell is active and the worksheet cell displays the result:

B4	A	B	C
1	January		
2	Income	1850	
3	Expenses	1320	
4	Saving	530	

Use () parentheses to surround parts of a formula to be calculated first, e.g. =(B2+B5+B8)*.02

Entering a Formula

- [Click] in the cell where you want the result of your calculation to appear.
- Type the formula, beginning with =.
While typing the formula, instead of typing a cell reference you can also [Click] on the cell.
- Press <Enter>, or [Click] .

Some examples:

=B2*C2

=B8*50%

=(C4+C9)/C10

Commonly Used Functions

A function is a built-in calculation that you can use in a formula.

- =SUM(B1:B50) Adds the numbers in the range.
- =AVERAGE(B1:B50) Averages numbers in a range. Blank cells are ignored, zeroes are averaged.
- =MAX(B1:B50) Returns the highest number in the range. (MIN returns lowest)
- =TODAY() Enters the current date.

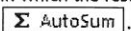
When typing in a function, a ScreenTip provides help on the function structure:

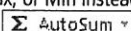
=round(
ROUND(number, num_digits)

Functions can be part of larger calculations, e.g.

=SUM(B1:B50)/C2

Entering a SUM Function Quickly

- Activate the cell in which the result is to appear.
- [Click] AutoSum .
- If the selected range is correct, press <Enter> or [Click] . Or, select the correct range, then press <Enter> or [Click] .

To insert Average, Count, Max, or Min instead of Sum, [Click] the drop-down arrow .

Absolute vs. Relative Cell References

- Relative: A relative reference (e.g. A5) changes when copied, maintaining the relative position of the referenced cell(s) to the formula cell. e.g. it always reference the cell "two to the left".
- Absolute: An absolute reference (e.g. \$A\$5) stays exactly the same when copied.

For example, the rate in B1 (absolute reference) will be multiplied by the value "one cell to the left" (relative reference) when the formula is copied down the column:






	A	B
1	Rate	1.06
2		
3	504	=B\$1*A3
4	360	
5	6930	

Note: To quickly make a cell reference absolute, [Click] on the reference within the formula, and press <F4>.


Copying to Adjacent Cells

- Select the cell to copy.
- [Point] at the fill handle in the bottom right corner. The mouse pointer will change to a thin plus sign.
- [Drag] into the empty cells. Certain data will produce a sequence, e.g. January, Monday, Quarter 1. If this is not wanted, hold down <Ctrl> to force a copy.

Moving or Copying ... Cut, Copy, Paste

- Select the cell(s) to move or copy.
- To move, choose HOME, then , or press <Ctrl-X>. To copy, choose HOME, then , or press <Ctrl-C>. A marquee surrounds the cells.
- [Click] on the top, left cell of the new location.
- [Click] PASTE , or press <Ctrl-V>. For paste options, or to preview the paste, [Click] Paste  and hover over the options. Or, after pasting, press <Ctrl> or [Click] the Paste Options button  next to the pasted data.

... Drag and Drop

- Select the cells to move or copy.
- [Point] at the outline around the selected cells (avoiding the fill handle). The mouse pointer will change .
- To move cells, [Drag] the selection to the new location. To move to a new sheet, press <Alt> while you [Drag] over a worksheet tab. To copy cells, press <Ctrl> while you [Drag]. To move and insert, press <Shift> while you [Drag]. A horizontal bar indicates insert and shift cells down, a vertical bar indicates insert and shift cells right. <Ctrl>, <Alt>, and <Shift> can be combined.

Renaming a Sheet

- [Double Click] the sheet tab.
- Type the name, and press <Enter>.

Moving or Copying Sheets


To move: [Drag] the sheet tab to the new position—even to another workbook if visible.

To copy: <Ctrl>-[Drag] the sheet tab to the position for the new sheet.


Selecting Sheets

- Adjacent sheets: [Click] on the sheet tab at one end, and <Shift>-[Click] on the tab at the other end.
- Non-adjacent sheets: <Ctrl>-[Click] on sheet tabs.
- All sheets: [Right Click] while pointing at the sheet tabs and choose SELECT ALL SHEETS.
- To de-select one sheet: <Ctrl>-[Click] the sheet (it cannot be the active sheet). To de-select all: [Click] on a sheet tab that is not selected. If all are selected, [Click] on any sheet tab except the active one.


Moving Among Sheets

[Click] on the sheet tab. If the sheet tab is not visible, use the sheet tab controls .

Inserting a Sheet

[Click]  to the right of the sheet tabs.

Or

Choose HOME, then  then INSERT SHEET.


Deleting a Sheet

[Right Click] the sheet tab, then choose DELETE.



Editing Multiple Sheets Simultaneously

When multiple sheets are selected they become grouped. Any changes you make to one sheet, will also change all other selected sheets. The title bar of the workbook will show [Group] while in this mode. Be sure to exit group mode when finished (See Selecting Sheets above).

Copying Data and/or Formatting to Multiple Worksheets


- Select the cells to copy.
- Select the destination sheets by pressing <Ctrl> or <Shift> while [Clicking] the sheet tabs.
- Choose HOME, then , ACROSS WORKSHEETS.
- Choose whether to copy cell CONTENTS, FORMATTING, or both (ALL). [Click] OK.

Printing the Worksheet


- Choose FILE, PRINT.
- Review the print preview, optionally change PRINTER or SETTINGS. The preview automatically refreshes. To show drag-able margins, [Click]  in the bottom right corner.
- [Click] PRINT .

Printing a Specific Area


To set a print area that is saved with the file:

- Select the range to print.
- Choose PAGE LAYOUT, then in the PAGE SETUP group [Click] PRINT AREA  then SET PRINT AREA. Or, to add a second+ print area on the same worksheet, choose ADD TO PRINT AREA.



To clear the print areas on a worksheet:

Choose PAGE LAYOUT, then PRINT AREA , then CLEAR PRINT AREA.

To print a temporary print area:




- Select the range to print, then choose FILE, PRINT.
- Change the first drop-down list under SETTINGS to PRINT SELECTION. [Click] PRINT .

Using Page Break Preview to Adjust Page Breaks

- Choose VIEW, then PAGE BREAK PREVIEW or [Click]  on the right side of the status bar.
- [Drag] page breaks to the best position.
- Choose VIEW, then NORMAL  when done.





Repeating Rows/Columns on Every Page

To print headings of a list on every page:

- Choose PAGE LAYOUT, then PRINT TITLES .
- [Click]  beside ROWS TO REPEAT AT TOP or COLUMNS TO REPEAT AT LEFT, and select the rows and/or columns in the worksheet.
- [Click] , then OK.

Working with Previous File Versions

Files created in Excel versions 97-2003 open in compatibility mode with [COMPATIBILITY MODE] in the title bar.

- Features are disabled or changed to keep the file usable with Excel 97-2003.
- To save a file for use with 97-2003 Excel, choose FILE, SAVE & SEND  CHANGE FILE TYPE  EXCEL 97-2003 WORKBOOK, then [Click] SAVE AS .
- A warning will display if the file will behave differently with the older Excel programs.
- To convert to the 2007+ format, choose FILE, INFO then CONVERT .
- Office XP and 2003 can install a Microsoft Office Compatibility Pack from www.microsoft.com/downloads to read the new file format.

Is there something else you'd like to see here? Contact us with your suggestions, or to inquire about our other cards:

Beezix Software Services, Inc.
(877) 272 5444

e-mail: info@beezix.com
online: www.beezix.com

© 2010 Beezix Software Services, Inc.
All rights reserved. Printed in the U.S.A.

