Introduction to Microsoft Excel 2010 Quick Reference Sheet

Spreadsheet	
What is a spreadsheet?	A grid of rows and columns that help to organize, summarize and calculate data.
How is Excel 2010 different from previous versions?	Microsoft Excel 2010 is built on the Ribbon concept that was introduced in Office 2007 and adds some features pertaining to security of documents as well as some improved statistical, financial, and math functions and wizard interface. While Excel 2010 documents share a file extension with Excel 2007 (*.docx) the Excel 2010 file is a unique file type. Excel 2007 documents will open in Excel in Compatibility mode and will not have certain of the new Excel 2010 tools available to use unless re-saved as a Excel 2010 document, which requires responding to a disclaimer statement that the Excel 2007 version may lose some formatting if saved as a Excel 2010 document.
The Excel Environment	
File Tab	The File tab replaces the Microsoft Office Button and the File menu used in earlier releases of Microsoft Office. The Backstage view is where you manage your documents and related data about them — create, save, and send documents, inspect documents for hidden properties or personal information, set options such as turning on or off AutoComplete suggestions, and more.
Quick Access Toolbar	On title bar or can be moved below the Ribbon. Contains commands most often used, can be customized.
Ribbon area and Tabs	Ribbon is area under title bar that contains tabs, each containing different commands specific to the function of the tab.
Groups and Buttons	Tabs contain groups of like commands (Buttons).
Dialogue Box Launcher	Groups have a launcher that contains related but less common commands.
Hovering, selecting and dropping down	Indentifying buttons by pointing, clicking on buttons to get most recent setting and clicking on dropdown arrows to change settings.
Status Bar	Gives information about the current workbook, right-click to customize.
View Toolbar	On the right side of the Status Bar, by default Excel displays shortcuts to two groups on the View tab, Workbook Views and Zoom.
Selecting Cells, Rows or Columns	

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Selecting a Cell	**Click into the cell. The cell's name will appear in the name box of the formula bar.**
Selecting a range of cells	**Click into the first cell in the range. Your cursor should be ⊕ .** **Hold down the left mouse button and drag to the last cell in the range. Release the mouse button.**
Selecting a Row	**Move your mouse directly over the row number until it changes to ➡ . Left click to select.**
Selecting a Column	**Move your mouse directly over the column letter until it changes to ⬇ . Left click to select**
Formatting	
Adjust column width	**Select the column→Home tab→Cells group→Format button→Auto Fit Column Width OR** **In the row containing the column letters, move your cursor between the column letters to the right of the column that needs adjusting until it changes to ↔ and then Double click.**
Formatting Cells	
Merge and Center	**With a range of cells selected → Home tab→Alignment group→ Merge & Center button**
To add cell shading	**Select cells→Home tab→Font group→Fill Color button list arrow→Select color**
Formatting Text	
Font Attributes (style, size, color, bold, etc.)	**Home tab→Font group→Appropriate Buttons. Formatting will apply to all text in a selected range of cells.**
Formatting Values (numbers)	
Apply Accounting Number Format	**Select cell, row or columns containing the number(s)→ Home tab→Number group→Accounting Number Format button $**
Editing a worksheet	
Insert a column	**Select the column to the right of where you want to insert the new column→Home tab→ Cells group→Insert button OR** **Select a column→Right Click →Insert (Column will be inserted to the left of the selected column .**

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Insert a row	**Select the row <u>below</u> where you want to insert the new row→Home tab→ Cells group→Insert button OR** **Select a row→Right Click →Insert (Row will be inserted above the selected row.**
Delete a row or column	**Select the row or column to be deleted→ Home tab→ Cells group→Delete button**
To move a row (cut and paste method)	**Select the row→Right Click→Cut→Select the row below where you want to move the row→ Right Click→Insert cut cells**
To move a column (cut and paste method)	**Select the column→Right Click→Cut→Select the column to the right of where you want to move the column→ Right Click→Insert cut cells**
Insert a comment	**Select the cell where you want to insert the comment→Review tab→comments group→New Comment button**
To make a comment visible	**Click in the cell that contains the comment (it will have a red triangle in the upper right corner)→right click→Show/Hide Comments**
Formulas & Functions & Referencing	
To total a column or row of numbers	**Click into the cell at the end of the column/row of numbers →Home tab →Editing group →AutoSum Button Σ → Click the check mark on the Formula bar.**
To enter a formula	**Click into the cell →Type an "=" →Reference starting cell by clicking into it →type the operator for your calculation (+ Addition, - Subtraction, * Multiplication, / Division) → Reference next cell by clicking into it →When all cells are referenced, click the check mark on the Formula bar.**
To enter a function	**Click into the cell → Type an "=" →Type function name (sum, Average, etc) →Type left parenthesis (→ Reference starting cell by clicking into it →Type a colon ":" → Reference ending cell by clicking into it → Click the check mark on the Formula bar.**
To insert a function	**Click into the cell→Formulas tab →Function Library group →Insert Function button →Select function →OK button →Verify range (change if necessary) → OK button**
Copy a formula from one cell to another	**Click in the cell with the formula→Move your cursor over the fill handle→Hold down left mouse button and drag to next cell.**

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To reference a cell in a separate worksheet	**Click into the cell where you want to insert the reference → Type an "=" →Click on the tab for the worksheet that contains the cell that you want to reference →Click in the cell you want to reference→ Click the check mark on the Formula bar**
To reference a cell in a separate workbook (Linking Workbooks)	**Open both workbooks; Click into the cell into which you want to insert the reference → Type an "=" →Click on the taskbar button for the other worksheet→Click in the cell that you want to reference→ Click the check mark on the Formula bar**
To view formulas/functions	**Hold down the <CTRL> key → Press and release the ~ key. Repeat process to return to other view.**
Workbook Management	
To copy a Worksheet	**Right click on worksheet tab → Move or Copy →Create a copy check box →OK.**
To rename a Worksheet	**Right click on worksheet tab →Rename →Type new name →Click in clear cell.**
Correction tools	
Smart Tags (denoted by a small green triangle in a cell)	**Click into the cell with the smart tag→an options box will appear→Point to it and click on the list arrow for options (Check the formula bar for correctness)**
Spellchecker	**Review tab → Proofing group → Spelling & Grammar. Excel will run through every possible error it finds. Press either ignore or change.**
Printing your workbook	
Print/ Print preview	**File Tab → Print → choose options before pressing OK to print.**
Adjusting worksheet to print on one page	**Page Layout tab →Page Setup group →Launcher opens dialog box→Page tab→Scaling section→Select radio button shown below** ⊙ Fit to: [1] page(s) wide by [1] tall **→OK button**
Adjusting worksheet to print comments	**Page Layout tab →Page Setup group →Launcher opens dialog box→Sheet tab →Print section →Comments box arrow →Select "as displayed on sheet" →OK button**
Adding a header	**Page Layout tab →Page Setup group →Launcher opens dialog box→Header/Footer tab→Custom Header button→Click in section of your choice→Type header→OK button**
Charts	

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Creating a chart	**Insert Tab→Charts group→Button of choice (opens a menu)→Style button of choice**
Select Data	**Click on chart→Chart Tools Design tab→Data group→Select Data button→Click on the range of cells that contain the data**
Apply a chart layout	**Click on chart→ Chart Tools Design tab→Chart Layouts group→Button of Choice→Fill in the labels(Title, etc)**