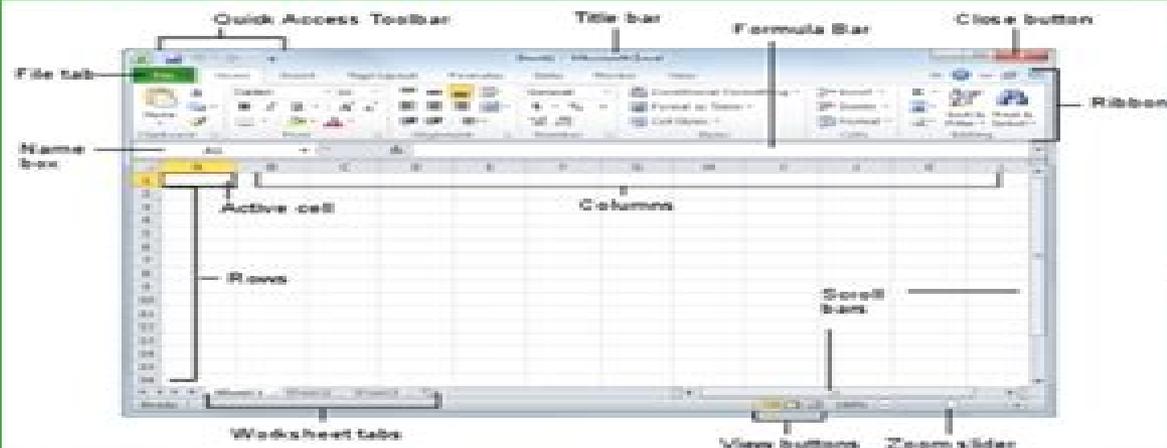


The Excel 2010 Screen



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
Run Spelling Check	F7
Calculate worksheets	F9
Create an absolute, normal, or mixed reference	F4

Navigation:	
Move Between Cells	T, ↓, ←, →, Tab
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 Dialog Box	F5

The Fundamentals

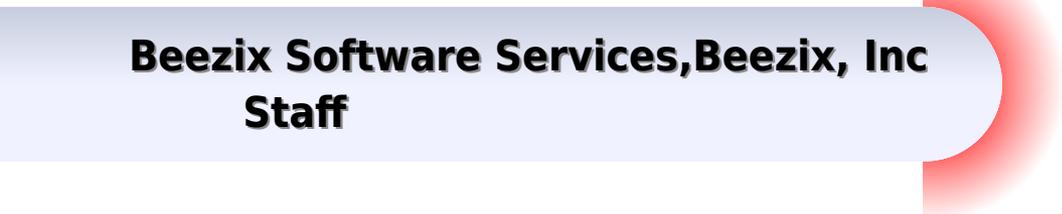
- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.
- 
- To Create a New Workbook: Click the File tab and select New, and click Create, or press Ctrl + N.
 - To Open a Workbook: Click the File tab and select Open, or press Ctrl + O.
 - To Save a Workbook: Click the Save button on the Quick Access Toolbar, or press Ctrl + S.
 - To Preview and Print a Workbook: Click the File tab and select Print, or press Ctrl + P.
 - To Undo: Click the Undo button on the Quick Access Toolbar, or press Ctrl + Z.
 - To Redo or Repeat: Click the Redo button on the Quick Access Toolbar, or press Ctrl + Y.
 - To Close a Workbook: Click the Close button, or press Ctrl + W.
 - To Get Help: Press F1 to open the Help window. Type your question and press Enter.
 - 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.
 - To Change Program Settings: Click the File tab and select Options.
 - To Use Zoom: Click and drag the zoom slider to the left or right. Or, click the Zoom Out and Zoom In buttons on the slider.
 - To Change Views: Click a View button in the status bar. Or, click the View tab and select a view.

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

Formatting	
Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Open Format Cells Dialog Box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift + Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

Ms Excel 2010 Quick Reference Guide

**Beezix Software Services, Beezix, Inc
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Table of Contents Ms Excel 2010 Quick Reference Guide

1. Understanding the eBook Ms Excel 2010 Quick Reference Guide
 - The Rise of Digital Reading Ms Excel 2010 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Excel 2010 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ms Excel 2010 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Excel 2010 Quick Reference Guide
 - Personalized Recommendations
 - Ms Excel 2010 Quick Reference Guide User Reviews and Ratings
 - Ms Excel 2010 Quick Reference Guide and Bestseller Lists
5. Accessing Ms Excel 2010 Quick Reference Guide Free and Paid eBooks
 - Ms Excel 2010 Quick Reference Guide Public Domain eBooks
 - Ms Excel 2010 Quick Reference Guide eBook Subscription Services
 - Ms Excel 2010 Quick Reference Guide Budget-Friendly Options

6. Navigating Ms Excel 2010 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Excel 2010 Quick Reference Guide Compatibility with Devices
 - Ms Excel 2010 Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Excel 2010 Quick Reference Guide
 - Highlighting and Note-Taking Ms Excel 2010 Quick Reference Guide
 - Interactive Elements Ms Excel 2010 Quick Reference Guide
8. Staying Engaged with Ms Excel 2010 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Excel 2010 Quick Reference Guide
9. Balancing eBooks and Physical Books Ms Excel 2010 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Excel 2010 Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Ms Excel 2010 Quick Reference Guide
 - Setting Reading Goals Ms Excel 2010 Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Ms Excel 2010 Quick Reference Guide
 - Fact-Checking eBook Content of Ms Excel 2010 Quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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