



# EXCEL 2010 QUICK REFERENCE

## SAVE A WORKBOOK

1. Click the **Save** button in the Quick Access



## SAVE AS 2003 WORKBOOK

1. Click **File – Save As**.
2. Select **Excel 97-2003 workbook**.

## CONVERT TO PDF

1. Save the file as a workbook.
2. Click **File – Save & Send**.
3. Select **Create PDF/XPS Document**.
4. Select **Create PDF/XPS**.

## CREATE A NEW WORKBOOK

1. Click **File – New**.
2. Either select a template or select **Blank Workbook**.

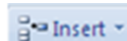
## OPEN & REVIEW A WORKBOOK

1. Click **File – Open**.
2. Navigate to the drive and folder for the file to open.

## SEND A WORKBOOK AS AN ATTACHMENT

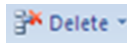
1. Click **File – Save & Send**.
2. Select **Send as Attachment** to attach a copy of the workbook to an e-mail.

## INSERT A COLUMN, ROW OR WORKSHEET



1. Click in a cell within the column or row that is to be blank.
2. On the *Home* tab on the Ribbon, click the down arrow on the **Insert** button.
3. Click either **Insert Sheet Columns** or **Insert Sheet Rows** or **Insert Sheet**.

## DELETE A COLUMN, ROW OR WORKSHEET



1. Click in a cell within the column or row that is to be deleted.

2. On the *Home* tab on the Ribbon, click the down arrow on the **Delete** button.
3. Click either **Delete Sheet Columns** or **Delete Sheet Rows** or **Delete Sheet**.
4. **ROW NOTE:** This command **deletes the entire row** and the rows below move up to replace the deleted row.
5. **COLUMN NOTE:** This command **deletes the entire column** and the columns to the right move over to replace the deleted column.
6. **WORKSHEET NOTE:** This command **deletes the entire worksheet**.

## RENAME A WORKSHEET

1. Double click on the Sheet tab.
2. Type a new name.
3. Press the ENTER key on the keyboard.

## MOVE A WORKSHEET

1. Place the pointer over the tab of the sheet to move.
2. Hold down the mouse button as you drag the sheet. A black triangle displays.
3. When the black triangle is in the new location for the sheet, release the mouse button.

## ADD A BORDER

1. Select the cells you wish to add a border around.
2. On the *Home* tab on the Ribbon, click the down arrow of the **Border** button (in the Font group).
3. Select the border from the list.

## ERASE A BORDER

1. On the *Home* tab of the Ribbon, click on the down arrow of the **Border** button (in the Font group).

2. Click the **Erase Border** button.
3. The mouse pointer looks like an eraser.
4. Place the pointer over the border to erase. Hold down the mouse button as you drag across the border to erase.
5. To turn off the eraser, click the down arrow of the Border tool (in the Font group) and click the **Erase Border** button.

## ADD A FILL COLOR

1. Select the cells you wish to add the fill color to.
2. On the *Home* tab of the Ribbon, click the down arrow of the **Fill** button (in the Font group).
3. Select a color from the list.

## ROTATE TEXT

1. Select the cells with the text to rotate.
2. On the *Home* tab of the Ribbon, click the **Orientation** button (in the Font group).
3. Select the appropriate orientation from the list.

## WRAP TEXT

1. Select the cells to change.
2. On the *Home* tab of the Ribbon, click the **Wrap Text** button (in the Alignment group).

## FORMAT NUMBERS WITH A COMMA

1. Select the cells to be changed.
2. On the *Home* tab of the Ribbon, click the **Comma** button (located in the Number group).

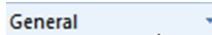
## FORMAT AS A PERCENTAGE

1. Select the cells to be changed.
2. On the *Home* tab of the Ribbon, click the **Percentage** button (located in the Numbers group).



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## FORMAT AS CURRENCY



1. Select the cells to be changed.
2. On the *Home* tab of the Ribbon, click the down arrow on the **General** button (located in the Number group).
3. Select either the **Currency** or **Accounting** format.
4. NOTE: The **Currency** format places the dollar sign directly to the left of the first digit. The **Accounting** format places the dollar sign as the first character on the left side of the cell and aligns the decimal points. The numbers are aligned vertically.

## MERGE CELLS

1. Select the cells to merge.
2. On the *Home* tab of the Ribbon, click the down arrow of the **Merge and Center** tool (located in the Alignment group).
3. Click on either **Merge & Center**, or **Merge Cells**, as appropriate.

## INDENT TEXT



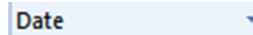
1. Select the cells to be changed.
2. On the *Home* tab of the Ribbon, click the **Decrease indent** or **Increase indent** button (located in the Alignment group).

## FORMAT DECIMAL PLACES



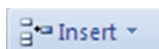
1. Select the cells to be changed.
2. On the *Home* tab of the Ribbon, click either the **Increase Decimal** or **Decrease Decimal** tool, as appropriate.

## FORMAT AS A DATE



1. Select the cells to be changed.
2. On the *Home* tab of the Ribbon, click the down arrow on the **Date** button (located in the Number group) and select the appropriate format.

## INSERT CELLS



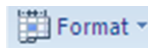
1. Select the cell where a new blank cell is to be inserted.
2. On the *Home* tab of the Ribbon, click the down arrow of the **Insert** button (in the Cells group) and select **Insert Cells**.

## DELETE CELLS




1. Select the cell or cells to be deleted.
2. On the *Home* tab of the Ribbon, click the down arrow of the **Delete** button (located in the Cells group) and select **Delete Cells**.
3. NOTE: The delete command deletes the entire cell (or cells) and moves the surrounding cells left or up to replace the deleted cell(s).

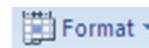
## MODIFY ROW HEIGHT




1. Click in a cell in the row.
2. On the *Home* tab of the Ribbon, click the down arrow of the **Format** button (in the Cells group) and click on **Row Height**.
3. Specify the new number for the height.
4. Alternative: Row height can also be changed by placing the mouse pointer on the bottom border of the row header. Once the mouse pointer changes to a double

pronged arrow  hold down the mouse and drag up or down to decrease or increase row height.

## MODIFY COLUMN WIDTH



1. Click in a cell in the column.
2. On the *Home* tab of the Ribbon, click the down arrow of the **Format** button (in the Cells group) and click on **Column Width**.
3. Specify the new number for the width.
4. Alternative: Column width can also be changed by placing the mouse pointer on the right border of the column header. Once the mouse pointer changes to a

double pronged arrow  hold down the mouse and drag left or right to decrease or increase column width.

## PRINT/PREVIEW

1. Click **File – Print**.
2. A print preview is displayed. Click the **Print** button to print the spreadsheet.

## PRINT OPTIONS

1. Click the **Page Layout** tab of the Ribbon.
2. To change the Orientation, click the **Orientation** down arrow.
3. To change the margins or center the worksheet horizontally or vertically, click the **Margins** down arrow.
4. Click the **Page Setup** down arrow.
5. **Header/Footer** tab: Specify header and/or footer options.
6. **Sheet** tab: Specify print area; specify columns to repeat at the top of every page, print gridlines, and page order.

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