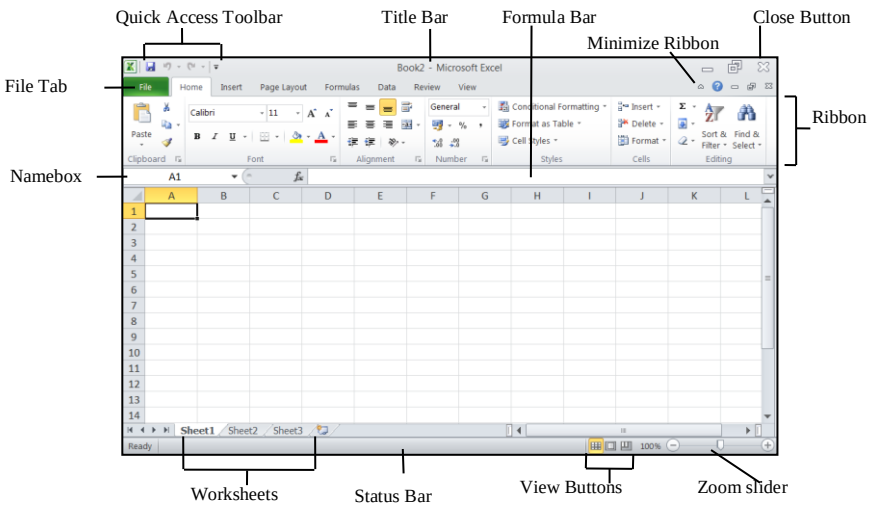
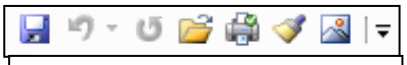
Quick Reference Card MS Office Excel 2010



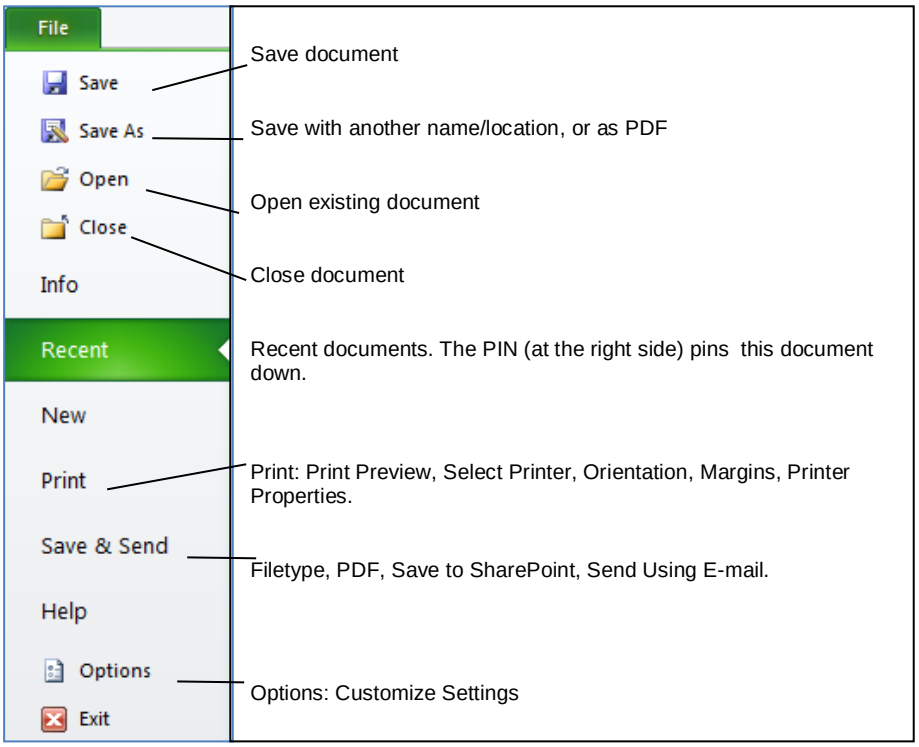
KEYBOARD SHORTCUTS

Open doc	<Ctrl>+<O>
New doc	<Ctrl>+<N>
Save	<Ctrl>+<S>
Print	<Ctrl>+<P>
Close	<Ctrl>+<W>
Copy	<Ctrl>+<C>
Paste	<Ctrl>+<V>
Cut	<Ctrl>+<X>

QUICK ACCESS TOOLBAR



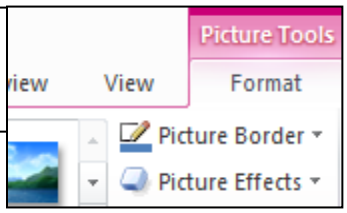
With the Quick Access Toolbar you get direct access to frequently used commands.
Add button from Ribbon: Press right mousebutton, then select Add to Quick Access Toolbar.

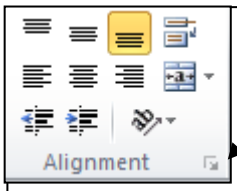


MINI TOOLBAR

The Mini Toolbar appears when you select text and move the Mouse upwards. When you place the Mouse on top of the Mini Toolbar, it becomes clearly visible, and now you can make a selection from this toolbar.

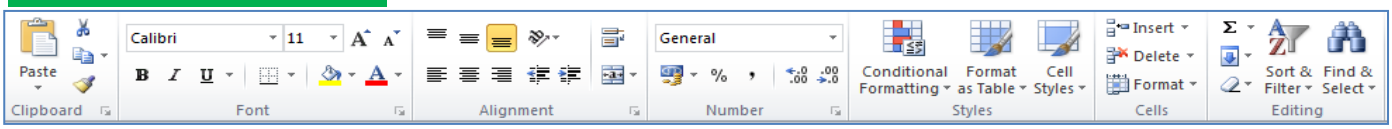
Additional Tabs: Making a selection in the Ribbon, e.g. Insert Picture, will get you an additional Tab, Picture Tools Format, which you can use to edit.

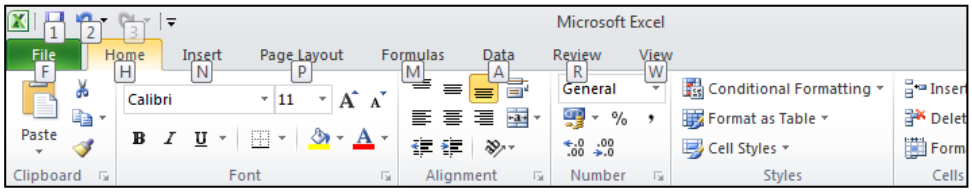




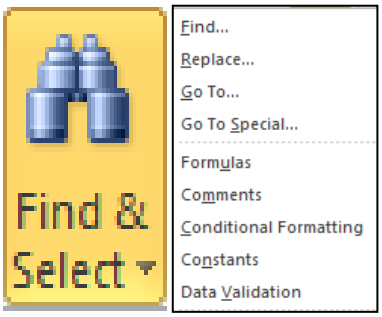
Clicking on this button will open a Dialog Box, in this case the Dialog Box Paragraph.

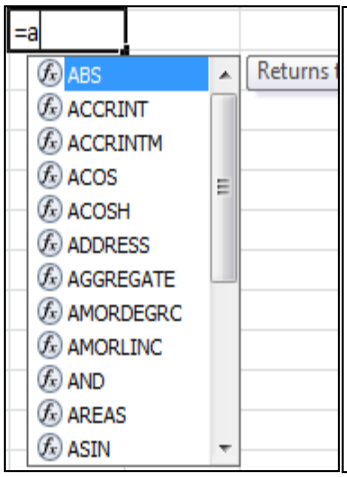
TAB HOME





By pressing the left Alt-key ,letters and numbers will appear next to Tabs and Commands in the Ribbon. Now you can select items by using the keyboard instead of the mouse. So to select the tab Insert, press the N-key. Subsequently again letters and numbers will appear in the new menu/ribbon.





If you want to insert a function, type after the equal-sign the First letter of the function. You will get a list of functions which start with the typed letter. Select from the list the desired function.

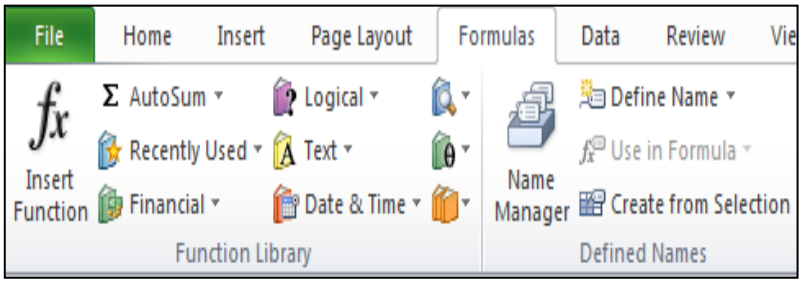
Also you will get a short description of the selected function.

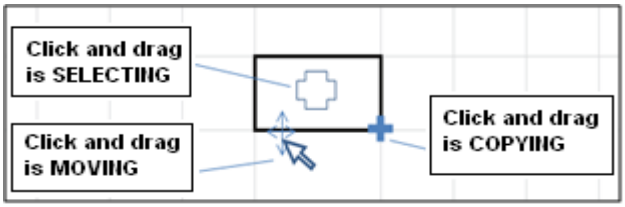
SOME FREQUENTLY USED FUNCTIONS

If	Performs a logical test which results in True or False.
Round	Rounds a number to a given amount of Decimals.
Concatenate	Strings together text fragments.
Upper	Covert text to all uppercase.
Proper	Sets the First letter of each word to uppercase
Today	Returns current system date.
Now	Returns current system date and time
Max	Returns largest value from numbers provided.
Min	Returns smallest value from numbers provided
Count	Counts the numerical values from numbers provided.
Counta	Counts the not empty cells in an array.
Average	Returns the average of numbers provided.

In the tab **Formulas** functions can be directly selected by type and recenty used functions have a special button. When clicking the down arrow next to a group one can select a function from the group..

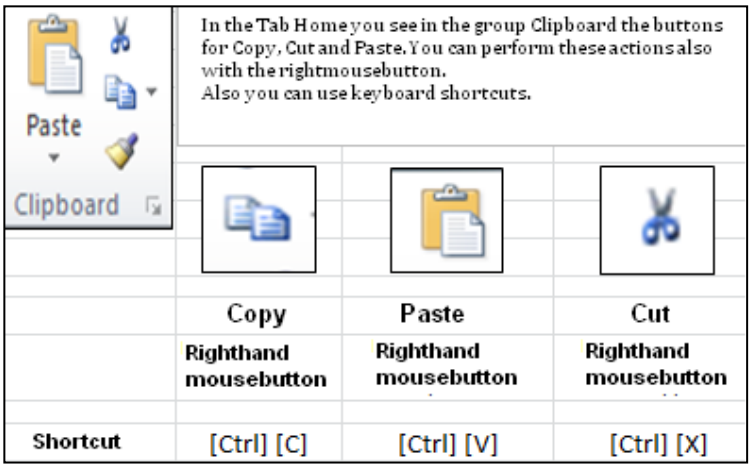
The **Fx** (in de Formula Bar) can also be used to make a selection from the more than 320 functions which exist in Excel.





By holding down the left mousebutton one can select one or more cells.
Holding down the left mousebutton at the border of a cell, one can move the contents of a cell by dragging.

By dragging the Fill-Handle (the small square at the righthand bottom of the cell border) one can create a series of numbers or use a predefined list.



WHERE CAN I FIND IT

Print area	: Page Layout → groep Print Area → Set Print Area
Orientation	: Page Layout → Page Setup → Orientation
Print preview	: File Tab → Print
Defined names	: Formulas → group Defined names → Define name
Cell properties	: Rightclick on cell → Format Cells or Home → group Number →click on down Arrow to the right of General.
Goalseek	: Tab Data → group Data Tools → What-If Analysis → Goal Seek …
Create Pivottable	: Tab Insert → group Tables → PivotTable.
File Properties	: File Tab → Info → at the right side you see Properties
Import	: Tab Data → Get External Data → select The desired source.
Header Footer	: Tab Insert → group Text → click on Header & Footer → tab Header & Footer Tools appears. The screen layout changes now to the Page Layout view.
Macro's	: Tab View → group Macros → click on the button Macros → select from menu.

WHERE CAN I FIND IT

Save As	: File tab → Save as → Save as type: doc (Word 97-2003 Document)
Excel Options	: File tab → Options → at the left you can make a selection form the list.
Fill Color	: Tab Home → group Font → click down arrow to the right of Fill Color → select the desired color.
Borders	: Tab Home → group Font → click down arrow to the right of Borders → select the desired border.
Scenario Manager	: Tab Data → group Data Tools → What-If Analysis → Scenario Manager.
Sort	: Tab Home → group Editing → Sort & Filter → Sort A to Z or Tab Data →group Sort & Filter → Sort.
Spelling	: Tab Review → group Proofing → Spelling
Subtotal	: Tab Data → group Outline → Subtotal.
Insert Symbol	: Tab Insert → group Symbols → click on Symbols → click on Symbol → select symbool
Data Validation	: Tab Data → group Data Tools → Data Validation.