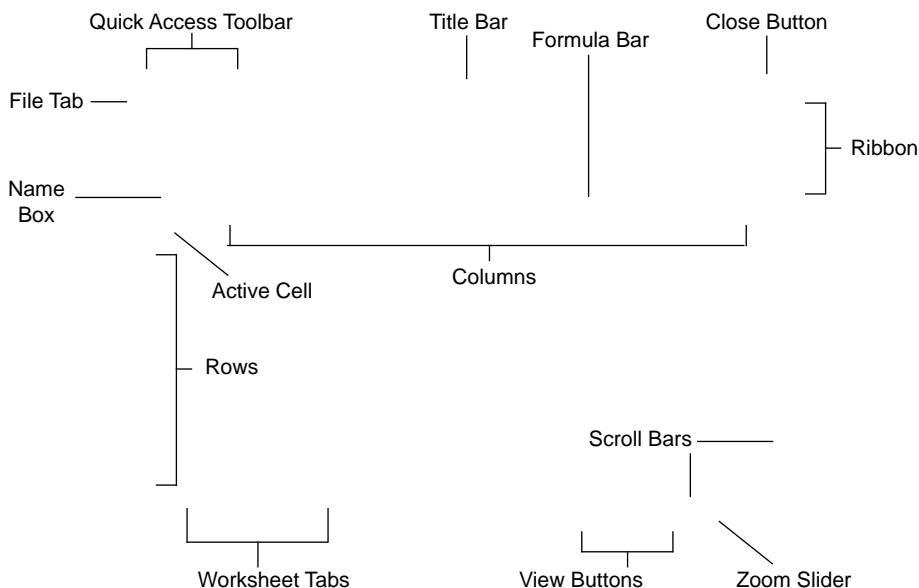


THE EXCEL 2010 SCREEN



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	<↑>, <↓>, <←>, <→>
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>

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>

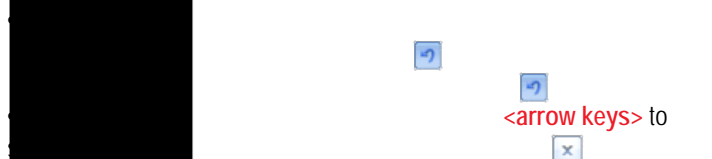
FORMATTING

Bold	<Ctrl> +
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>

THE FUNDAMENTALS

- To Undo: **File** tab and select **Print**. **Undo** button on the Quick Access Toolbar.
- To Redo or Repeat: **Redo** button on the Quick Access Toolbar. The last command is repeated if Undo was not previously used.
- To Close a Workbook: **Close** button.

To Open the Help window: Press **<F1>** to open the Help window. Type your question and press **<Enter>**.



To Select a Range: Press the **<Shift>** key while using the **<arrow keys>** to move the mouse pointer to the last cell of the range.

To Select All: Press the **Select All** button where the ribbon tabs meet.

To Minimize the Ribbon: Press the **Minimize Ribbon** button on the ribbon and select **Minimize Ribbon** from the ribbon.

To Zoom In/Out: Press the **Zoom In** and **Zoom Out** buttons on the slider.

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EDITING

FORMATTING

