

Excel 2010 Cheat Sheet

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Basics

Cell location at intersection of row and column, holds one value

Cell name cell named after its row and then column, (e.g. A1, B200, AA5)

Row horizontal series of cells, Excel holds over 1,000,000 rows

Column vertical stack of cells, Excel holds over 16,000 columns

Spreadsheet electronic document that uses a grid — rows, columns, and cells to hold values

Worksheet a spreadsheet in Excel

Workbook an Excel file that can hold multiple worksheets

.xlsx spreadsheet file format for Excel 2007 and later

.xls spreadsheet file format for Excel versions older than 2007

.csv comma-separated values text file format

Excel Layout

Ribbon menu interface across top

Tab groups tools together by use

Tool button that performs a function

Name box shows selected cell name

Formula bar shows formula in cell

Column/row header shows name of column/row

Worksheet tabs switch worksheets

View buttons change view

Zoom bar zoom in/out

Navigate Cells

Arrow key move ← ↑ → ↓ one cell

[Enter] move down one cell

[Tab] move right one cell

[Shift]+[Tab] move left one cell

[Home] jump to first cell in row

[Ctrl]+[Home] jump to cell A1

[Page Down] jump down one page

[Page Up] jump up one page

Pointer click on cell to move there

Select, Move, & Clear Data

Select cell click on or move to cell

Select multiple cells drag pointer across cells or [Shift]+arrow keys

Select non-contiguous cells hold [Ctrl], drag pointer across cells and release, drag across other cells

Select row/column click its header

Select all cells click square at intersection of row and column headers or [Ctrl]+A

Select data select upper left cell, [Ctrl]+[Shift]+[→], [Ctrl]+[Shift]+[↓]

Move data select data, place pointer on border, drag selection

Clear contents select cell(s), press [Delete]

Clear contents select cell(s), press [Delete]

Insert, Delete, Resize Rows/Columns

Insert column (on left) right-click column header, click “Insert”

Insert row (above) right-click row header, click “Insert”

Delete row(s)/column(s) Select row(s)/column(s), right-click header, click “Delete”

Resize row(s)/column(s) Select row(s)/

column(s), place pointer over right/bottom edge of header, drag header
Auto-Resize row(s)/column(s) Select row(s)/column(s), place pointer over right/bottom edge of header, double-click

Format Cells

- Select cells, right-click selection, click “Format Cells”
- Select appropriate category for your values (e.g. Number, Date, Text)
- Select other tabs to change alignment, font, border, etc.

Sorting

- Select *ALL* data to be sorted
- Click “Data” tab, “Sort” button, select column, values, and order

Formulas

1. Select cell for formula
 2. Begin formula with “=”
 3. Type in rest of formula
 4. Press [Enter] to run
- “=3+2” will produce “5”
 - “=(A1+B1)” adds A1 and B1 values
 - If A1 or B1 changes, result changes
 - “=average(A1:A10)” calculates average of values from A1 to A10
 - For more formulas, click the “Formulas” tab

Charts

- Select data to go in chart, also select corresponding dates or headings
- Click “Insert” tab, select desired chart