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# Excel 2010

## Quick Reference

### Guide

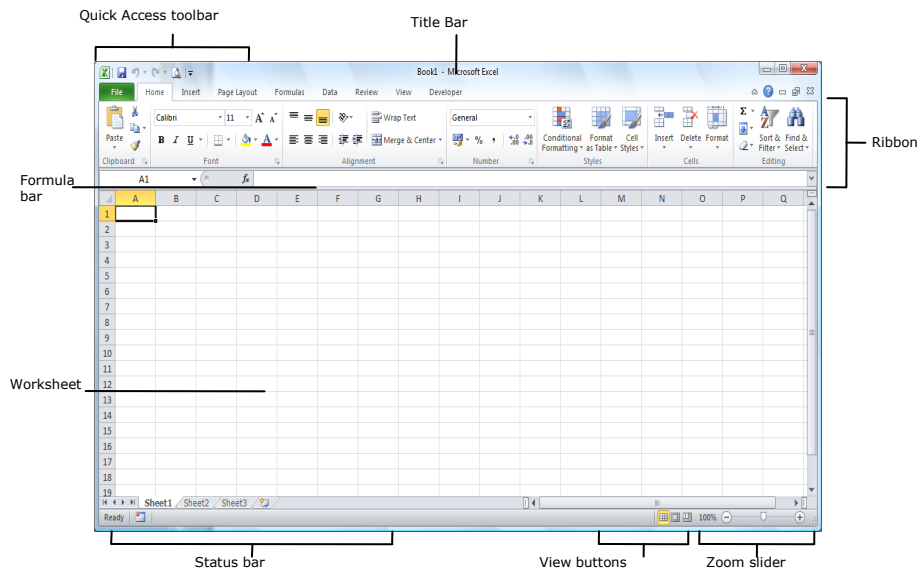


Last updated: November 2016

Review: November 2017



## Excel 2010 Screen



## Shortcuts

General	
New workbook	CTRL+N
Open workbook	CTRL+O
Save a workbook	CTRL+S
Print preview	CTRL+F2
Print a workbook	CTRL+P
Close a workbook	CTRL+W
Spell check	F7
Editing	
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Redo or repeat	CTRL+Y
Find	CTRL+F
Replace	CTRL+ H
Select All of the workspace	CTRL+A

## Common functions

<b>Syntax for formula</b>
=FunctionName(Start:End) or
e.g. where A5:A25 contains numbers
=SUM(A5:A25)
<b>Total value in range</b>
=SUM(A5:A25)
<b>Minimum value in range</b>
=MIN(A5:A25)
<b>Maximum value in range</b>
=MAX(A5:A25)
<b>Average amount in range</b>
=AVERAGE(A5: A25)
<b>Count number values in range</b>
=COUNT(A5:A25)
<b>Count numbers/text values in range</b>
=COUNTA(A5:A25)
<b>If statement</b>
=IF(Test,value is True,value is False)
=IF(A1=1,"True","False")

## Formatting

Using the **Home ribbon bar** tab the following can be achieved

- ◇ **Format Selected text**  
Use the buttons within the **Font** group or with the text selected use the **Dialogue box launcher**

- ◇ **To change paragraph alignment**  
Select the paragraph and choose from **Left, Centre, Right or Justify**



from within the Paragraph group

Using the **Page Layout ribbon bar** tab the following can be achieved.

- ◇ **Changing page orientation**



Click the Orientation button and select either Portrait or Landscape

- ◇ **Print Titles**



Click the **Print Titles** button and select 'Rows to repeat at top' click OK when complete.

- ◇ **Change Margins size**



Select the Change Margins button select the appropriate measurements or choose Custom Margins.

Formatting	
Bold	CTRL+B
Italics	CTRL+I
CTRL+U	Underline
Navigating	
Beginning of sheet (A1)	CTRL+HOME
End of sheet (Last cell containing data, or formatting)	CTRL+END
Down one cell	Enter
Up one cell	Shift+Enter
End of line	END+Right arrow
Start of line	End+Left arrow
Move one cell to left/right	← →
Move one cell Up/Down	↑ ↓
Move down one screen	Page Down
Move up one screen	Page Up

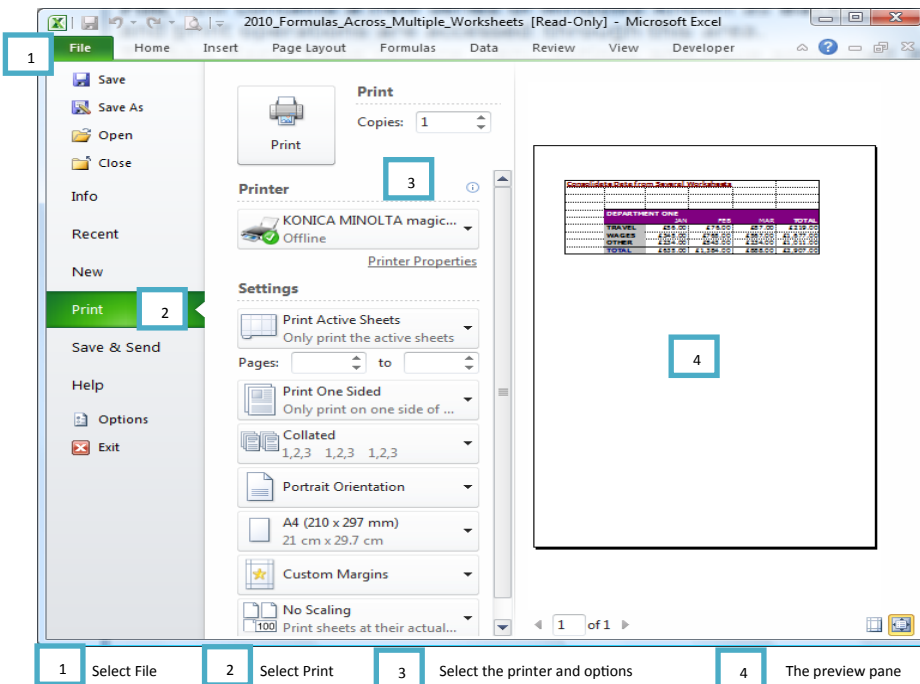
## Fundamentals

In the top left of your screen, you will see the **File** and **Ribbon Bars/Tabs**. These replace the normal menu system that was associated with Office 2003 and previous versions.

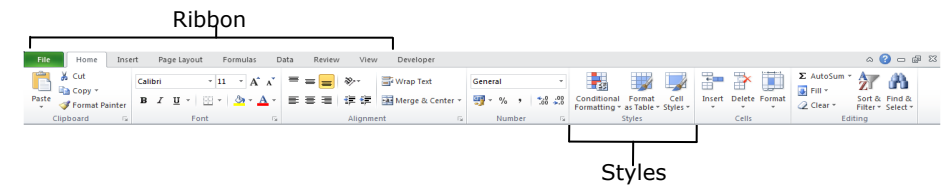
**File** now contains a new series of windows known as **Backstage**. All file and print operations are accessed through this area.

**Ribbon Bars/Tabs** replace menu options and have associated items grouped together for ease of use.

Part of 'The Backstage' dialog window:

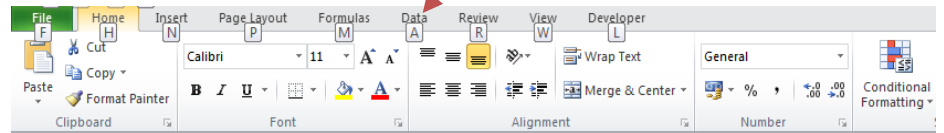


## Ribbon Toolbar



## Navigating with the Ribbon Bar

Access keys make it quicker to use a command by pressing a few keys. Every command in Word 2010 can be accessed by using an **Access key**. You can get to most commands by using two to five keystrokes. To use an Access key: **PRESS ALT** then the appropriate letter. **KeyTips** will appear over each feature that is available in the current view of the ribbon bar.



## Databases

Excel can be used as a datalist/database, this data can be sorted and filtered as required. **Sorting data**

To sort data quickly, use the sort ascending/descending buttons.

## Filtering data

To apply filters to a datalist/database

1. Select Sort/Filter from the Editing group
2. Select **Filter**
3. Select the appropriate field to filter. Little triangle top right.
4. Select the criteria

