

Download Excel Basics Cheat Sheet 2010

Charts from the Insert tab: Excel 2010 retires the Chart Wizard and offers you direct access to all the major types of charts on the Ribbon's Insert tab. Simply select the data to chart, click the command button for the chart type on the Insert tab, and then select the style you want for that chart type. And with a little help from the many command buttons and galleries on the Design, Layout, and Format tabs on its Chart Tools contextual tab, you have a really professional-looking chart ...Microsoft Excel 2010 ® Quick Reference Card 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, F4 normal, or mixed reference Navigation: The File tab in Excel 2010 replaces the Office orb button in Excel 2007, which replaced the old File menu found in earlier versions of Excel. Click it, and it leads you to Backstage, a new command center where you can handle an array of tasks, including opening, printing and sharing files; customization; version control and more. As you'll see later in this story, Backstage represents the biggest change in Excel 2010. The printable Excel cheat sheet . Excel can be used to prepare data, do math, and even run small businesses. With a few simple tools, you too can work wonders. The Basics. 1.) A function = a predefined formula. Ex. Sum = add cells Average = find the mean of cell Count = count a number of cells INT = round off decimals leaving integers