



## Get to know Excel 2010: Create your first spreadsheet

### Quick Reference Card

#### SEE ALSO

- [Basic tasks in Excel 2010](#)
- [The best keyboard shortcuts for moving in a workbook](#)

#### CREATE A NEW SPREADSHEET

1. On the ribbon, click the **File** tab.
2. On the left side of the window, click **New**.
3. Click **Create**.

#### SAVE A SPREADSHEET

1. On the ribbon, click the **File** tab.
2. On the left side of the window, click **Save** or **Save as**.
3. If necessary, in **Folders**, select a folder to save the file in.
4. In the **File name** box, type a name for the spreadsheet.
5. Click **Save**.

#### PREPARE TO PRINT

1. On the ribbon, click the **File**.
2. On the left side of the window, click **Print**.
3. On the right side of the window, you'll see Print Preview view, which shows what your spreadsheet will look like when you print it.
4. Select any of the options you want under **Settings**.
5. Under **Settings**, click **Page Setup** to select, for example, whether to print gridlines.
6. If necessary, under **Printer**, select your printer.
7. Then click **Print** at the top of the window.

**Tip** You can also select print options on the **Page Layout** tab on the ribbon.

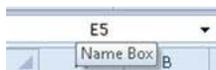
#### SPREADSHEETS AND CELL ADDRESSES

Spreadsheets are made up of columns, rows, and cells. Columns have alphabetical headings, starting with A, B, C, and so on. After the 26 letters of the alphabet, Excel starts the column headings with AA through AZ, and then starts again with AAA through ZZZ and so on. Excel has 16,384 columns altogether.

Rows have numerical headings, starting with 1, 2, 3, and so on.

A cell is where one column and one row meet, and a cell is where you type. When you click in a cell, it becomes the active cell, with a black border around the cell. Anything you type will go into the active cell.

Use the **Name Box** on the ribbon to see the address of the cell you are typing in.



When you look in the **Name Box**, if you see, for example, E5, it means the cursor is in column E, row 5. Cell addresses not only tell you where something is in a spreadsheet but also are used in Excel formulas.

To use the **Name Box** to go to another cell, type the cell address in the **Name Box**, and then press ENTER. To return to the beginning of the sheet, type **A1** in the **Name Box**, and then press ENTER again.

#### NAVIGATE IN A SPREADSHEET

- Click in any cell to move the cursor to that cell.
- Press ENTER to move down a cell.
- Press the TAB key to move to the right one cell.
- Use the UP, DOWN, LEFT, and RIGHT ARROW keys on your keyboard to move the cursor in different directions.



#### Tips

- To learn more about navigating in a spreadsheet, under **See Also** at the top of the Quick Reference Card, see "The best keyboard shortcuts for moving in a workbook."
- To start a new line of text at a specific point in a cell, double-click the cell, click the location where you want to break the line in the cell, and then press ALT+ENTER..

#### ENTER DATA

##### To enter dates:

- Use a slash (/) or a minus sign (-) to separate the parts of a date. For example, 7/15/2010 or 15-July-2010. To enter today's date, press CTRL+; (semicolon).

##### To enter a time:

- Type a space after the time, and then an "a" or a "p." For example, 9:00 p. Otherwise, Excel enters the time as AM. To enter the current time, press CTRL+SHIFT+; (semicolon).

##### To enter fractions:

- Leave a space between the whole number and the fraction. For example, 1 1/8.
- To enter a fraction only, enter a zero first. For example, 0 1/4.

#### DATA-ENTRY TIMESAVERS

**AutoComplete** If the first few characters you type in a cell match an entry you've already made, Excel will fill in the remaining characters for you. Just press ENTER or TAB to accept the entry.

**AutoFill** Type an entry in a cell, such as the day of the week or a month of the year. Move the cursor to the lower-right corner of the cell until the cursor changes to a black plus sign. Click and drag the fill handle (the black plus sign) to fill in the rest of the series. You can drag either down a column, or across a row. Release the mouse button when you are done.

To fill in a series of numbers, you need to make more than one entry. For example, to fill in the series 2, 4, 6, 8, and so on, type **2** in a cell, and then press ENTER or the TAB key. Type **4** in an adjoining cell, and then press ENTER or the TAB key. Click and drag, following the steps above to complete the series.

#### EDIT DATA

##### Do any of the following:

- Double-click the cell that contains the data you want to edit, OR
- Click the cell that contains the data you want to edit, and then click in the **Formula Bar** to make changes.
- To delete characters, press BACKSPACE, or select the characters to highlight them, and then press DELETE.
- To insert characters, click in the cell where you need to type, and then type the new characters.
- To overwrite characters, select them, and then type the new characters.
- To enter changes, press ENTER or the TAB key after you make your changes.

#### WRAP TEXT IN A CELL

- On the **Home** tab, in the **Alignment** group, click **Wrap Text** .

#### DO MATH IN EXCEL

To do math in Excel, you create formulas, which always start with an equal (=) sign.

- To add, type **=89+23**
- To subtract, type **=89-23**
- To multiply, type **=89\*23**
- To divide, type **=89/23**

##### Use AutoSum to let Excel do the math for you:

1. Place the cursor directly under numbers in a column, or directly to the right of a row of numbers.
2. On the **Home** tab, in the **Editing** group:
  - To add, click the **AutoSum** button .

- To do other kinds of math, click the arrow on the **AutoSum** button  , and then click **Average**, **Count Numbers**, **Max**, or **Min**.
3. To complete the formula, in the spreadsheet, press ENTER or the TAB key.

### INSERT OR DELETE COLUMNS AND ROWS

#### To insert:

- A column, click a cell immediately to the right of where you want to insert a new column, or
- A row, click a cell immediately below where you want to insert a new row, and then:
- On the **Home** tab, in the **Cells** group, click the arrow under **Insert** and click either:
  - **Insert Sheet Columns**, or
  - **Insert Sheet Rows**.

#### To delete:

- A column or a row, place your cursor in the column or row you want to delete, and then:
- On the **Home** tab, in the **Cells** group, click the arrow under **Delete** and click either:
  - **Delete Sheet Columns**, or
  - **Delete Sheet Rows**.

### INSERT OR DELETE SPREADSHEETS

- To insert a spreadsheet, at the bottom of the spreadsheet, click the last sheet tab on the right. Then click the **Insert Worksheet** button .
- To delete a spreadsheet, click the sheet tab you want to delete. Then right-click and select **Delete**.

### RENAME A SPREADSHEET TAB

- Click the spreadsheet sheet tab you want to rename, and then right-click the tab. Click **Rename**. The sheet name is highlighted on the tab. Type over the existing text, and then press ENTER.

### FREEZE PANES

You can keep column titles and row headings in sight as you scroll down or across a spreadsheet. Note that you can use only one type of freeze at a time.

- On the **View** tab, in the **Window** group, click the arrow under **Freeze Panes**. To freeze:
  - The top row only, click **Freeze Top Row**.
  - The left column only, click **Freeze First Column**.
  - Both the top row and the left column, place the cursor in the cell immediately to the right of the first column and immediately under the first row. For example, you might click in cell B2. Then click **Freeze Panes**.
- To unfreeze panes, in the **Window** group, click the arrow under **Freeze Panes**, and then click **Unfreeze Panes**.