Microsoft®
Excel 2002
Quick Reference Card

The Excel 2002 Screen

Title Bar • Formatting Toolbar • Standard Toolbar • Formula Bar • Menu Bar • Name Box • Select All Button • Active Cell (currently in cell A1) • Columns • Pointer • Rows • Office Assistant • Tab Scroll Buttons • Status Bar • Worksheet Tabs • Horizontal Scroll Bar • Vertical Split Bar • Task Pane • Vertical Scroll Bar • Horizontal Split Bar

Keyboard Shortcuts
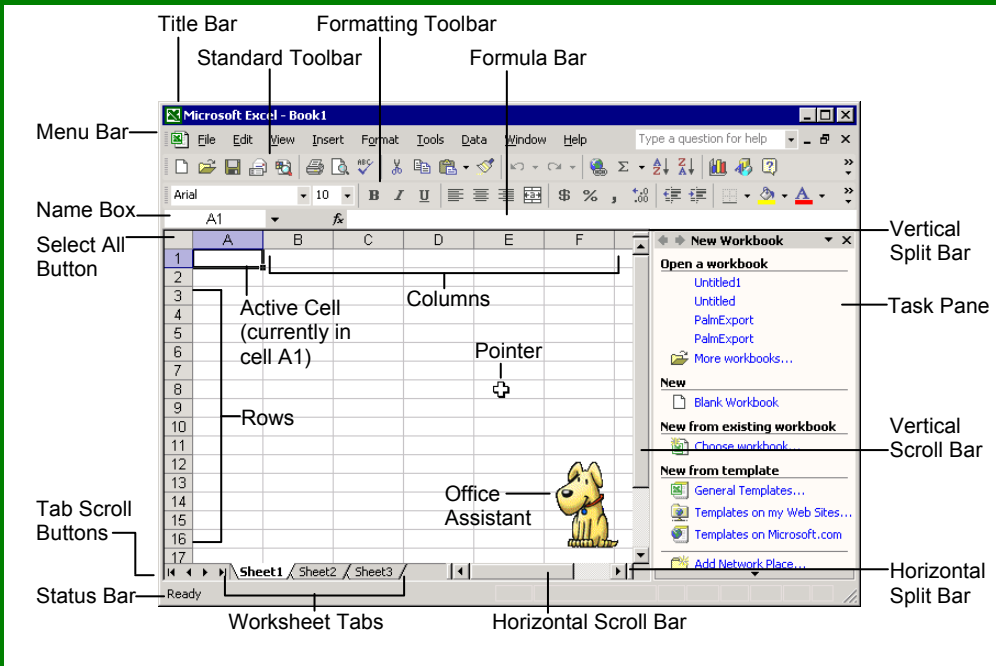
General

Open a Workbook	**<Ctrl> + <O>**
Save a Workbook	**<Ctrl> + <S>**
Print a Workbook	**<Ctrl> + <P>**
Close a Workbook	**<Ctrl> + <W>**
Undo	**<Ctrl> + <Z>**
Redo or Repeat	**<Ctrl> + <Y>**
Help	**<F1>**
Switch Between Applications	**<Alt> + <Tab>**

Navigation—Go To:

Move between unlocked cells	**<Tab>**
Up One Screen	**<Page Up>**
Down One Screen	**<Page Down>**
To cell A1	**<Ctrl> + <Home>**
To the Last Cell with Data	**<Ctrl> + <End>**
Open the Go To Dialog Box	**<F5>**
Left to end or beginning of next block	**<Ctrl> + <←>**
Right to end or beginning of next block	**<Ctrl> + <→>**
Up to end or beginning of next block	**<Ctrl> + <↑>**
Down to end or beginning of next block	**<Ctrl> + <↓>**

Editing

Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Clear Cell Contents	**<Delete>**
Edit Active Cell	**<F2>**
Absolute Reference	**<F4>**

Formatting

Bold	**<Ctrl> + <B>**
Italic	**<Ctrl> + <I>**
Underline	**<Ctrl> + <U>**

The Fundamentals

The Standard Toolbar

New • Save • Print Preview • Cut • Paste • Undo • Insert Hyperlink • Sort Ascending • Chart Wizard • Zoom • Open • Search • Print • Spell Check • Copy • Format Painter • Redo • AutoSum • Sort Descending • Drawing • Help
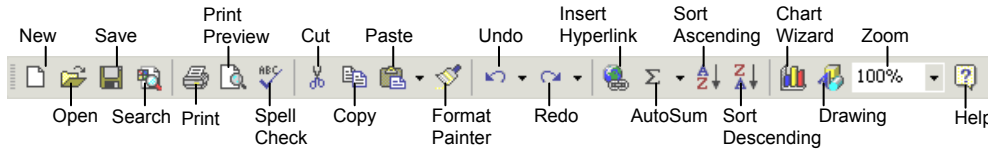
- **To Create a New Workbook:** Click the New button on the Standard toolbar or select **File → New** from the menu.

- **To Open a Workbook:** Click the **Open button** on the Standard toolbar, or select **File → Open** from the menu, or press **<Ctrl> + <O>**.

- **To Save a Workbook:** Click the **Save button** on the Standard toolbar, or select **File → Save** from the menu, or press **<Ctrl> + <S>**.

- **To Save a Workbook with a Different Name:** Select **File → Save As** from the menu and enter a different name for the workbook.

- Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can immediately find an address of a cell by looking at the **Name Box**.

- **To Select a Cell:** Select the cell you want to edit by clicking it with the mouse pointer or by using the keyboard arrow keys.

- **To Select a Cell Range (Using the Mouse):** Click the first cell of the range and drag the mouse pointer to the last cell of the range

- **To Select a Cell Range (Using the Keyboard):** Make sure the active cell is the first cell of the cell range, then press and hold down the **<Shift>** key while using the arrow keys to move the mouse pointer to the last cell of the range.

- **To Select an Entire Worksheet:** Click the **Select All button** where column and row headings meet.

- **To Preview a Worksheet:** Click the **Print Preview button** on the Standard toolbar, or select **File → Print Preview** from the menu.

- **To Print a Worksheet:** Click the **Print button** on the Standard toolbar, or select **File → Print** from the menu, or press **<Ctrl> + <P>**.

- **To See What a Toolbar Button Does:** Point to the button for a few seconds. A brief description of the button will appear.

- **To View or Hide a Toolbar:** Select **View → Toolbars** from the menu and select the toolbar you want to view or hide.

- **To Get Help:** Press **<F1>** to open the Office Assistant, type your question in normal English, and click **Search**.

Editing

- **To Edit a Cell's Contents:** Select the cell, click the **Formula bar**, edit the cell contents, and press **<Enter>** when you're finished.

- **To Clear a Cell's Contents:** Select the cell or cell range and press the **<Delete>** key.

- **To Cut or Copy Data:** Select the cell(s) and click the **Cut button** or the **Copy button** on the Standard toolbar.

- **To Paste Data:** Select the destination cell(s), click the cell or cell range, and click the **Paste button** on the Standard toolbar.

- **To Copy Using AutoFill:** Position the pointer over the fill handle at the bottom-right corner of the selected cell(s), then drag to the destination cell(s).

- **To Move or Copy Cells Using Drag-and-Drop:** Select the cell(s) you want to move or copy and position the pointer over any border of the selected cell(s), then drag to the destination cells. Hold down the **<Ctrl>** key while you drag to copy the cells.

- **To Use the Paste Special Command:** Cut or copy the cell(s), select the destination cell(s), select **Edit → Paste Special** from the menu, select an option from the Paste Special dialog box, and click **OK**.

- **To Insert a Column or Row:** Right-click the selected row or column heading(s) to the right of the column or below the row you want to insert and select **Insert** from the shortcut menu.

- **To Delete a Row or Column:** Select the row or column heading(s) and either right-click the selected row or column heading(s) and select **Delete** from the shortcut menu, or select **Edit → Delete** from the menu.

Formulas and Functions

- **To Total a Cell Range:** Click the cell where you want to insert the total, click the **AutoSum button** on the Standard toolbar, verify that the cell range selected is correct (if it isn't, select the cell range you want to total), and press **<Enter>**.

- **To Enter a Formula:** Select the cell where you want to insert the formula, press **=** (the equals sign), and enter the formula using values, cell references, operators, and functions. Press **<Enter>** when you're finished.

- **To Reference a Cell in a Formula:** Type the cell reference (for example, "B5") or simply click the cell you want to reference.

- **To Use the Formula Palette to Enter or Edit a Formula:** Select the cell where you want to enter or edit a formula and click the **Insert Function button** on the Formula bar.

- **Formulas with Several Operators and Cell Ranges:** If you combine several operators in a single formula, Microsoft Excel performs the operations in this order: **( )**, **:**, **%**, **^**, ***** and **/**, **+** and **-**, **= <> <= >=**. You can change this order by enclosing the part of the formula you want to calculate first in parentheses.

- **To Create a Cell Range Name:** Select a cell range and then give it a name in the **Name box** in the Formula bar.

- **To Create an Absolute Cell Reference:** Absolute cell references are preceded by $ signs in a formula. Press **<F4>** after selecting a cell range to make it an absolute reference.

Charts

- **To Create a Chart:** Select the cell range that contains the data you want to chart and click the **Chart Wizard button** on the Standard toolbar. Select the chart type and click **Next**. Verify the cell range and click **Next**. Adjust the chart options and click **Next**. Specify where you want to place the chart (as an embedded object or on a new sheet) and click **Finish**.

Formatting

The Formatting Toolbar
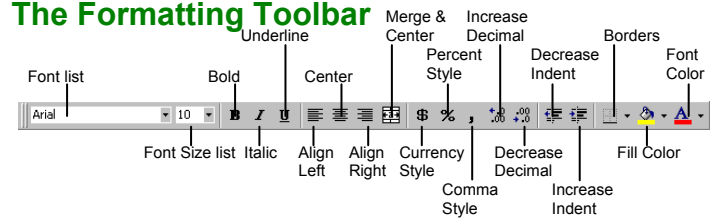
- **To Format Text:** Change the style of text by clicking the **Bold button**, **Italic button**, or **Underline button** on the Formatting toolbar.
  Change the font type by selecting a font from the **Font list** on the Formatting toolbar.
  Change the font size by selecting the pt. size from the **Font Size list**.

- **To Format Values:** Select the cell(s) you want to format and click the appropriate number formatting button(s) on the Formatting toolbar. They are: Currency, Percent, Comma, Increase Decimal, and Decrease Decimal.

- **To Change Cell Alignment:** Select the cell(s) and click the appropriate alignment button (Align Left, Center, Align Right, or Merge and Center) on the Formatting toolbar.

- **To Adjust Column Width:** Drag the right border of the column header. Double-click the border to AutoFit the column according to its contents.

- **To Adjust Row Height:** Drag the bottom border of the row header. Double-click the border to AutoFit the row according to its contents.

- **Adding Borders:** Select the cell(s), click the **Borders list** on the Formatting toolbar, and select the border you want.

- **Applying Shading:** Select the cell(s), click the **Fill Color list** on the Formatting toolbar, and select the shading you want.

- **To Use the Format Painter to Copy Formatting:** Select the cell(s) with the formatting options you want to copy, click the **Format Painter button** on the Standard toolbar, and select the cell(s) where you want to apply the copied formatting.

Workbook Management

- **To Add a New Worksheet:** Select **Insert → Worksheet** from the menu or right-click on a sheet tab, select **Insert** from the shortcut menu, and select **Worksheet** from the Insert dialog box.

- **To Delete a Worksheet:** Select **Edit → Delete Sheet** from the menu or right-click on the tab and select **Delete** from the shortcut menu.

- **To Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.

- **To Split a Window:** Drag either the vertical or horizontal split bar (located on the vertical and horizontal scroll bars), or move the cell pointer to the cell **below** the row and to the **right** of the column you want to split and select **Window → Split** from the menu.

- **To Freeze Panes:** Split the window into panes, then select **Window → Freeze Panes** from the menu.

- **To Select a Print Area:** Select the cell range you want to print and select **File → Print Area → Set Print Area** from the menu.

- **To Adjust Where the Page Breaks:** Select **View → Page Break Preview** from the menu and drag the **Page Break Indicator line** to where you want the page break to occur. Select **View → Normal** from the menu when you're finished.