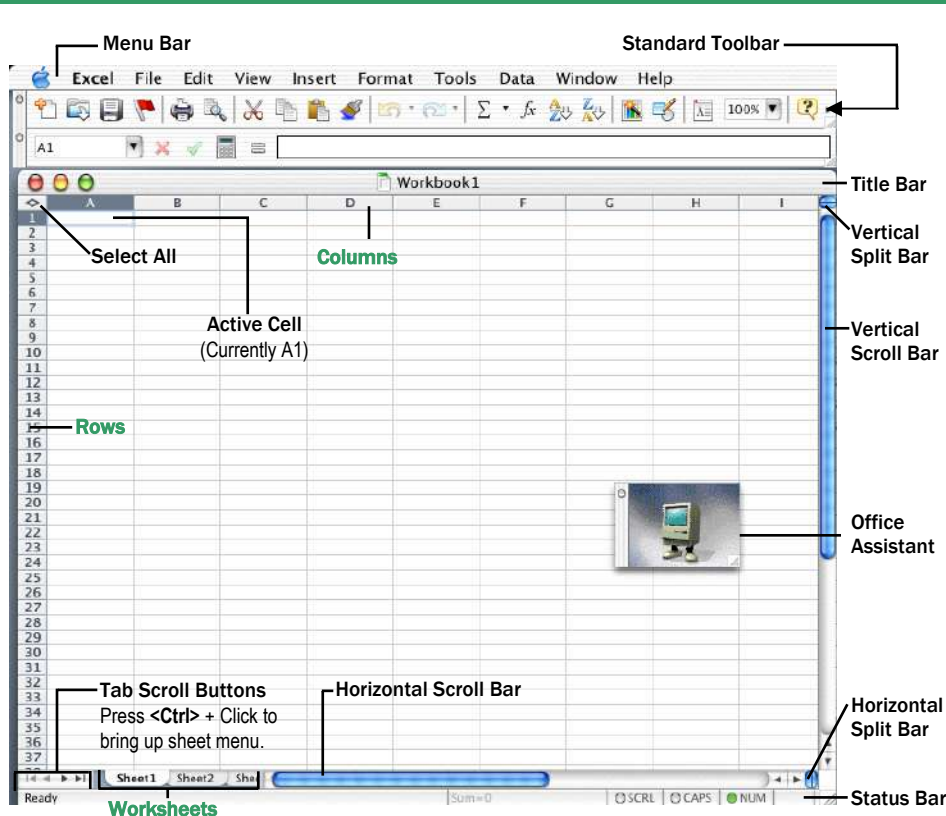


## Excel X Screen At A Glance



## Formatting Palette

Click on each title (or triangle) to expand and collapse the menu from the palette.

**Font**

Name: Verdana

Size: 10

Font color: [Color Picker]

Font style: **B** *I* U ABC

**Number**

Format: General

Decimal: 0.00

**Text Alignment**

Horizontal: [Icons]

Vertical: [Icons]

☐ Wrap text Indent: 0

☐ Shrink to fit ☐ Merge cells

**Orientation**

[Icons]

**Font -**  
 Adjust font here. Use the Name menu to change font, Size menu to change size, or Font color to open up a color palette.

**Borders and Shading -**  
 Adjust border and shading preferences here, including colors, fill pattern and line style.

**Number -**  
 Adjust Cell Format and decimal placement here.

**Text Alignment -**  
 Adjust text alignment, orientation and set wrapping and shrinking here.

**Worksheet -**  
 Adjust Worksheet Margins and printing preferences here.

**Borders and Shading**

Draw borders by hand: [Icon]

**Borders**

Type: [Icon] Color: [Color Picker]

Style: [List]

**Shading**

Pattern: [List] Color: [Color Picker]

**Worksheet**

**Margins**


Left: 0.75" Top: 1" Right: 0.75" Bottom: 1" Header: 0.5" Footer: 0.5"

**When printing**

☐ Center horizontally ☐ Center vertically

☐ Print gridlines ☐ Fit to one page

☐ Print row and column headings

**Can't See The Formatting Palette?** Click  on the Standard Toolbar

## DeskCardHints

### Excel Performance

**Adjust AutoRecover** to recover documents in case of computer crash or power outage. Click Excel on the Menu Bar, Click Preferences, and then Click Save. Select "Save AutoRecover info every" check box and adjust the minutes for how often Excel will save an AutoRecover point.

**Warn When a Document Has a Macro:** Click Excel on the Menu Bar, Click Preferences, and then Click General. Make sure that the "Macro Virus Protection" box is checked. This is the primary way a virus can infect your computer (through Excel). NOTE: While Macro virus protection can be turned off it is NOT recommended.

**Track Changes to a Shared Document:** Click Tools on the Menu Bar and Point to "Track Changes" and Click "Highlight Changes..." from the pop-up menu. You can set preferences here. NOTE: Track Changes automatically shares the workbook.

**Secure a Workbook:** Click Tools on the Menu Bar and point to Protection. You can choose to protect sheet, entire workbook and choose to share the workbook. This will make the workbook read-only. To ensure that the workbook cannot be changed, make sure you assign a password. NOTE: If the assigned password is forgotten the document CANNOT be recovered.


**Start with a New Workbook Instead of Project Gallery** by Clicking Excel on the Menu Bar, then Click Preferences. Under General uncheck the box next to "Show Project Gallery at startup".

### Excel Appearance

**Change Default Font:** Click Excel on the Menu Bar, then Preferences. Under General, change font name under "Standard font" and size and Click OK.

**Freeze Panes to keep Headers in View:** For keeping Header Row in View, Click row number *underneath* and on the Menu Bar Click Window then click Freeze Panes. To keep a Header Column in View, Click column letter *to the right* of the Header Column and on the Menu Bar Click Window then click Freeze Panes.

**Change the Default Number of Worksheets:** Click Excel on the Menu Bar, then Preferences. Under General, adjust the number next to "Sheets in a new workbook." To add a single worksheet, Click Insert on the Menu Bar then Click Worksheet.

**To Manually Adjust a Page Break:** Click Print Preview  on the Standard Toolbar and then click "Page Break Preview". Adjust page breaks by manually Clicking and Dragging them with the mouse.

## Keyboard & Mouse Shortcuts

## Excel Tips

### Editing & Navigation Shortcuts

Select All	<⌘> + <A>
Cut Cell	<⌘> + <X>
Copy Cell	<⌘> + <C>
Paste Cell	<⌘> + <V>
Delete Cell Contents	<Delete>
Delete Selection	<Ctrl> + <->
Edit Active Cell	<Ctrl> + <U>
Undo Last Action	<⌘> + <Z>
Insert Blank Cells	<Ctrl> + <Shift> + <+>
Undo	<⌘> + <Z>
Redo	<⌘> + <Y>
Quit Application	<⌘> + <Q>
Beginning of Row	<Home>
Beginning of Worksheet	<Ctrl> + <Home>
Last Worksheet Cell	<Ctrl> + <End>
Open Workbook	<⌘> + <O>
Close Workbook	<⌘> + <W>
Create New Workbook	<⌘> + <N>
Print a Workbook	<⌘> + <P>
Spelling	<F7>
Next Pane in Split Workbook	<F6>
Previous Pane in Split Workbook	<Shift> + <F6>
Display Go To Dialog Box	<Ctrl> + <G>
Display Find Dialog Box	<⌘> + <F>
Find Next	<⌘> + <G>

### Formatting Shortcuts

Display Format Cell Box	<⌘> + <1>
Apply General Number Format	<Ctrl> + <Shift> + <~>
Apply Currency Format w/ 2 Decimals	<Ctrl> + <Shift> + <\$>
Apply Percentage Format w/ no Decimals	<Ctrl> + <Shift> + <%>
Apply Exponential Number Format	<Ctrl> + <Shift> + <^>
Apply Date Format with Day, Month & Year	<Ctrl> + <Shift> + <#>
Apply Time Format with Hour & Minute & AM/PM	<Ctrl> + <Shift> + <@>
Apply Number Format w/ 2 Decimals	<Ctrl> + <Shift> + <!>
Toggle Bold	<⌘> + <B>
Toggle Italics	<⌘> + <I>
Toggle Underline	<⌘> + <U>
Toggle Strikethrough	<⌘> + <Shift> + <Underline>
Toggle Text Shadow	<⌘> + <Shift> + <W>
Toggle Text Outline	<⌘> + <Shift> + <D>
Hide Rows	<Ctrl> + <9>
Unhide Rows	<Ctrl> + <Shift> + <(>
Hide Columns	<Ctrl> + <Zero>
Unhide Columns	<Ctrl> + <Shift> + <)>
Highlight Active Cell	Double-Click

### Quickly Format Columns & Rows

**Enter Formatting in the First Cell:** Press Enter. Press the Up Arrow on the keyboard and position the mouse in the lower right corner (handle) of the Cell until it changes to a modified square and Click and Drag the cursor either across the row or down the column.

**To Quickly Create a Series** such as Consecutive Numbers or Dates, enter two (or more) dates in consecutive Cells. Now highlight the two dates by holding down the <Shift> key while Clicking the two Cells, then position the mouse in the lower right corner (handle) of the last Cell until the cursor changes to a modified square and Click and Drag the cursor. The formatting will duplicate!


### Quickly Hide / Unhide Columns

**For Hiding Columns:** Select Column and press <Ctrl> + <Zero>. **For Unhiding Columns** select the Column to unhide & press <Ctrl> + <Shift> + <(>.

**For Hiding Rows:** Select Row and press <Ctrl> + <9>. **For Unhiding Rows** select the Column to unhide & press <Ctrl> + <Shift> + <(>.

### Print Only a Selection of Cells

**Click First Cell to Be Printed** and hold down the <Shift> key. Now with the mouse or arrow keys, highlight the cells to print. Click File on the Menu Bar and Click Print. Under "Print what" click the radio button next to "Selection" then press Print.

**Adjust Column Widths in Print Preview:** In Print Preview View, Click on the Margins  Button. At top of page, Click and Drag the Margin Handles to the desired location to adjust column widths.

### Find Correct Function

**Search for Common Functions** by Clicking the down arrow next to the AutoSum  $\Sigma$  Button. Choose "More Functions..." at the bottom of the menu. Choose the Desired Function Category and then the Desired Function Name (once you click it a short description of the function appears).

## TheHelpDesk

**Quicker Sorting:** Highlight range of cells to sort and Click Data from the Menu Bar. Choose Sort. In the dialog box choose the Column to sort by.

**Common Formula Error Messages:** If an incorrect formula is entered, Excel displays an error value in the cell. Error values always begin with a pound sign (#). Some common errors:

#VALUE!	Cells used in formula contain numbers that will not return logical value amount.
#NAME!	Unknown function name entered.
#DIV/0!	Formula is attempting to divide by 0. Is blank Cell referenced?

**Change Page Size & Orientation:** Click File on the Menu Bar and then "Page Setup..." Under the Page tab you can adjust orientation and scaling. Under the other tabs Margins, Headers, Sheet Center and Print area can be adjusted (including gridlines, B&W and Page Order.)

**Import a Table from Word:** Open the Word document with desired table. Click in the table then Click Table on the Menu Bar and Point to "Select" then Click "Table". Hit <⌘> + <C> on the keyboard then go to desired location in Excel and type <⌘> + <V> to paste the table into the Excel Workbook.

## Standard Toolbar At A Glance

