

# Prentice Hall Excel 2010 PHIT Tip

**PRENTICE HALL IT PHIT Tips**  
**Excel 2010**

**Shortcuts, Ribbon, and Command**

Ctrl + N	New workbook
Ctrl + O	Open workbook
Ctrl + V	View
Ctrl + F	Quick Find
Ctrl + STACERBAR	Active Cell
SHIFT + STACERBAR	Select Row
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + O	Undo/Redo

ALT + ENTER Start a new line in the same cell

Ctrl + F2 Print Preview

Ctrl + SHIFT + F2 Paste as text

Ctrl + SHIFT + % Paste as formula

UP + RIGHT or CTRL + RIGHT Select cells to the right of the active cell

DOWN or CTRL + DOWN Select cells to the bottom of the active cell

Ctrl + V or Ctrl + Paste Paste as text

Ctrl + Paste Paste as formula

**Excel 2010 Ribbon**

**Home tab**  
Excel 2010 contains the Ribbon, consisting of tabs. Each tab contains groups of items that you will use the most. Access the top of the Ribbon on tab names that you click to change between the tabs.

- If you do not see the option you would like at one of the tabs, you can search for other options in a given area by clicking the **Display More Commands** button in the bottom right of the group to open a dialog box with more options.
- To hide the Ribbon, right-click any tab name to display the context menu for the Ribbon, and then click **Minimize the Ribbon**. To maximize the Ribbon again, right-click any tab name and click **Maximize the Ribbon** again to remove the check mark from the menu—the Ribbon will appear.

**Contextual tabs**  
Excel 2010 has some tabs and features that you need them. These are called contextual tabs. When you click a chart or other object, a contextual tab will appear with the associated features.

**Background View**  
Excel 2010 has replaced the Office button with Background view. Located on the File tab, Background view is where you can:

- Save your workbooks
- Open recently used workbooks
- Create new workbooks
- Close a workbook and all its sheets
- Print and preview workbooks
- Save workbook properties
- Open Help
- Change workbook properties
- Change Start options

**Changing Start options**

- Go to Background view by clicking the File tab.
- Click the Options button near the bottom of the tab.
- Go to the Start tab side of the window to go from one area of Start to another and to view or change the options.
- Click on OK when you are done.

**The Quick Access Toolbar**  
Above the Ribbon, you can always use the Quick Access Toolbar with some of the core commands you will use to finish, for example, Save, Undo, and Redo are available on the Toolbar. You can customize the Quick Access Toolbar by adding the commands you use frequently—simply click the drop-down arrow next to the Toolbar and select a command.

**Basic Tasks**

**Starting Microsoft Excel 2010**

- Click the Start button.
- Point to All Programs, click Microsoft Office, and then click Microsoft Excel 2010.

**Opening a workbook**

- Click the File tab, and then click Open.
- Drag over the location where the workbook is stored.
- Click the file, and then click Open.

**Closing a workbook**  
Click the Close button  located in the top right corner of the Excel window.

Or:

- Click the File tab and then click Close.

**Starting a new workbook**

- Click the File tab and then click New.
- Click Blank workbook as a template (or which to base the new workbook).
- Click Create or Overwrite.

**Entering data in your workbook**

- Click in a cell or input at the data cell in the worksheet, cell A1.
- Type the information you would like to see in the worksheet.
- Press Enter, use the arrow keys, or click in a cell to move to another cell.

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## Reviews

*An extremely wonderful publication with lucid and perfect reasons. It typically will not expense too much. You are going to like the way the blogger compose this publication.*  
 (Prof. Maya Hand)

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