

EXCEL REFERENCE

To	Do This
Make a cell active	Click it
Get help	Open the help menu and choose Microsoft Excel Help to start the Office Assistant, or choose Contents and Index for general information
Move to cell A1	Press Ctrl + Home
Enter data in a cell	Click the cell, type the data, then press Enter
Enter a formula in a cell	Click the cell, type an equal sign, type the formula, then press Enter
Save a worksheet	Choose file, Save
Change page setup	Choose File, page Setup, select options, then choose OK
Print a worksheet	Click the Print button on the Standard toolbar
Preview a worksheet before printing	Click the Print Preview button on the Standard toolbar.
Select a range of cells	Drag from the first cell to the last cell in the range, or use Shift and the arrow keys to highlight cells using the keyboard
AutoFill a range of cells	Select the cell containing the first entry in the series, then drag across the range you want to fill.
Insert rows or columns	Select the rows or columns, then choose Insert, Rows or Insert, Columns
Delete rows or columns	Select the rows or columns, then choose Edit, Delete
Copy cells	Select the cells to copy, then click the Copy button. Select the first cell in the new location, then click the paste button
Move cells	Select the cells to move, then click the cut button. Select the first cell in the new location, then choose Insert, cut Cells
Paste cells	Copy or cut the cells, select the new location, then click the Paste button.
Automatically total a row or column of cells	Click the AutoSum button on the Standard toolbar
Use absolute cell reference	Type a dollar sign (\$) in front of the row number and column letter in the cell address in the formula.
Change column width	Drag the column border to the desired width
Automatically adjust column width	Double-click the border between columns
Format numbers as currency	Select the cells and click the currency button on the toolbar.
Format cells	Select the cells and choose Format, Cells