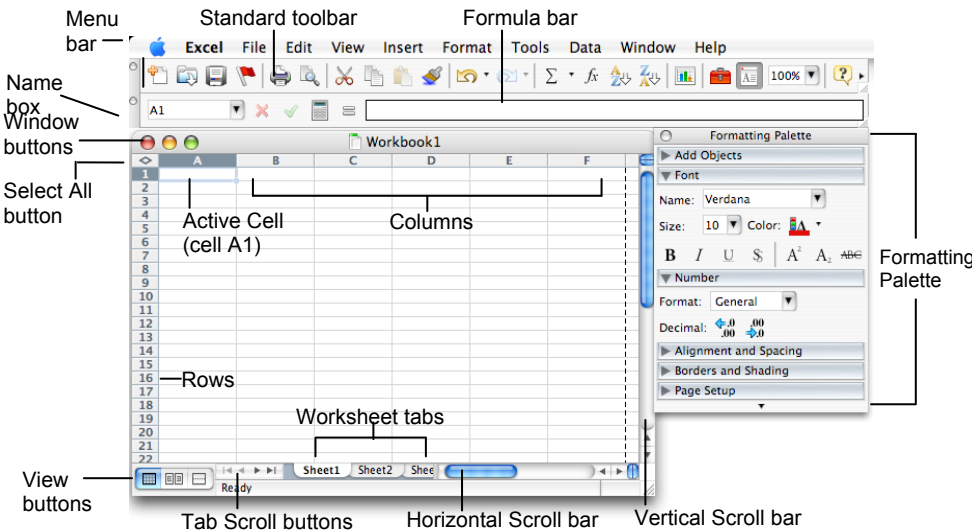


Microsoft®  
**Excel 2004**  
 Quick Reference Card

**Excel 2004 Screen**



**Shortcuts**

**General**

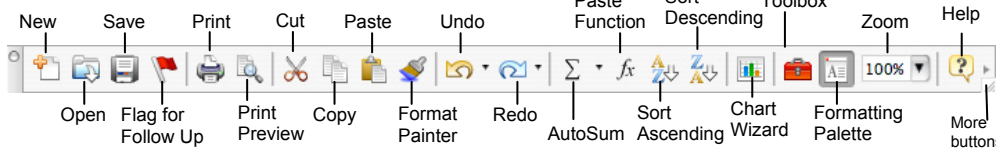
Open a Workbook	<⌘> + <O>
Save a Workbook	<⌘> + <S>
Print a Workbook	<⌘> + <P>
Close a Workbook	<⌘> + <W>
Undo	<⌘> + <Z>
Redo or Repeat	<⌘> + <Y>

**Navigation**

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	<Ctrl> + <G>
Move One Screen to the Right	<Option> + <Page Down>
Move One Screen to the Left	<Option> + <Page Up>
Move to the Beginning of the Row	<Home>

**The Fundamentals**

**The Standard Toolbar**



- **To Create a New Workbook:** Click the **New button** on the Standard toolbar or select **File** → **New Workbook** from the menu, or press <⌘> + <N>.
- **To Open a Workbook:** Click the **Open button** on the Standard toolbar, select **File** → **Open** from the menu, or press <⌘> + <O>.
- **To Save a Workbook:** Click the **Save button** on the Standard toolbar, or select **File** → **Save** from the menu, or press <⌘> + <S>.
- **To Save a Workbook with a Different Name:** Select **File** → **Save As** from the menu and enter a different name for the workbook.
- **Cell References:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find an address of a cell by looking at the **Name Box**.
- **To Select a Cell:** Select the cell by clicking it or by using the keyboard arrow keys.
- **To Select a Cell Range:** Click the first cell of the range and drag the mouse pointer to the last cell of the range.
- **To Open or Close the Formatting Palette:** Click the **Formatting Palette button** on the Standard toolbar.
- **To Preview a Worksheet:** Click the **Print Preview button** on the Standard toolbar, or select **File** → **Print Preview** from the menu.
- **To Select an Entire Worksheet:** Click the **Select All button**.
- **To Print a Worksheet:** Click the **Print button** on the Standard toolbar, or select **File** → **Print** from the menu, or press <⌘> + <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 More Toolbar Buttons:** Click **More Buttons** at the right end of the toolbar. Select the button you want to use from the list.
- **To View or Hide a Toolbar:** Select **View** → **Toolbars** from the menu and select the toolbar you want to view.
- **To Open the Project Gallery:** Select **File** → **Project Gallery** from the menu, or press <Shift> + <⌘> + <P>.
- **To Hide Excel:** Select **Excel** → **Hide Excel** from the menu, or press <⌘> + <H>. Click the program icon to unhide the program.
- **To Get Help:** Select **Help** from the menu bar and select the type of help you want to use.

**Editing**

Cut	<⌘> + <X>
Copy	<⌘> + <C>
Paste	<⌘> + <V>
Clear Cell Content	<Delete>
Edit Active Cell	<Ctrl> + <U>
Formatting Palette	<Ctrl> + <A>

**Formatting**

Bold	<⌘> + <B>
Italic	<⌘> + <I>
Underline	<⌘> + <U>
Format Cells Dialog	<⌘> + <1>

**Formatting Palette Panels**

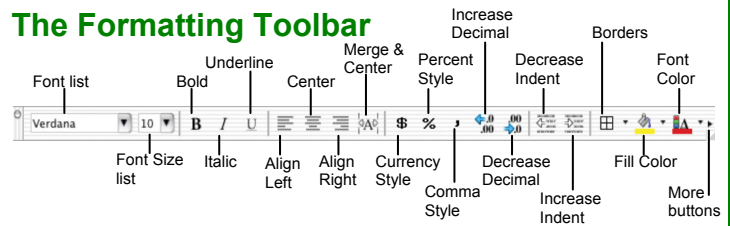
- **Font:** Change font name, size or style.
- **Number:** Change format or move the decimal.
- **Text Alignment:** Change text alignment or orientation, and wrap text, indent, shrink to fit or merge cells.
- **Borders and Shading:** Apply borders and change border properties, apply shading.
- **Worksheet:** Specify worksheet margins and how the worksheet will print.

## Editing

- **To Edit a Cell's Contents:** Select the cell, click the **Formula bar**, edit the cell contents, and press **<Return>** 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. To copy the cells, hold down the **<Option>** key while you drag.
- **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:** Select the row or column heading to the right of the column or below the row you want to insert. Select **Insert** from the menu bar and select **Rows** or **Columns** from the menu.
- **To Delete a Row or Column:** Select the row or column heading(s) and select **Edit** → **Delete** from the menu.

## Formatting

### The Formatting Toolbar



- **To Use the Formatting Palette:** Select the cells you want to format and apply formatting from the appropriate panel in the palette, just as you would from a toolbar or menu.
- **To Format Text:** Change the style of text by clicking the **B Bold button**, **I Italic button**, or **U Underline button** on the Formatting toolbar. Change the font type by selecting a font from the **Verdana Font list** on the Formatting toolbar. Change the font size by selecting the pt. size from the **10 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.

## 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 **<Return>**.
- **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 **<Return>** 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 Paste Function Dialog Box to Enter or Edit a Formula:** Select the cell where you want to enter or edit a formula and click the **Paste Function button** on the Standard toolbar.
- **Formulas with Several Operators and Cell Ranges:** If you combine several operators in a single formula, 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 **Retirement Name box** in the Formula bar.
- **To Create a Formula with the Calculator:** Click the **Calculator button** on the Formula bar. Enter the formula as you would into a standard calculator, and click **OK** when you're finished.

## Workbook Management

- **To Add a New Worksheet:** Select **Insert** → **Worksheet** from the menu.
- **To Delete a Worksheet:** Select **Edit** → **Delete Sheet** from the menu.
- **To Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **<Return>**.
- **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.

## 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**.