Quick Reference Summary

In the Microsoft Office Excel 2007 program, you can accomplish a task in a number of ways. The following table provides a quick reference to each task presented in this textbook. The first column identifies the task. The second column indicates the page number on which the task is discussed in the book. The subsequent four columns list the different ways the task in column one can be carried out.

Microsoft Office Excel 2007 Quick Reference Summary

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
AutoCalculate	EX 62	Select range | right-click AutoCalculate area | click calculation			
Bold	EX 38	Bold button on Mini toolbar	Bold button on Home tab or Font Dialog Box Launcher on Home tab | Font tab	Format Cells | Font tab | Bold in Font style list	CTRL+B
Borders	EX 111	Borders button on Mini toolbar	Borders button on Home tab or Alignment Dialog Box Launcher on Home tab | Border tab	Format Cells | Border tab	CTRL+1 | B
Cell Style, change	EX 35		Cell Styles button on Home tab		
Center	EX 113	Right-click cell | Center button on Mini toolbar	Center button on Home tab or Alignment Dialog Box Launcher on Home tab	Format Cells | Alignment tab	CTRL+1 | A
Center Across Columns	EX 40	Right-click selection | Merge & Center button on Mini toolbar	Merge & Center button on Home tab or Alignment Dialog Box Launcher on Home tab	Format Cells | Alignment tab	CTRL+1 | A
Chart, Add	EX 50, 205		Dialog Box Launcher in Charts group on Insert tab		F11
Clear Cell	EX 66	Drag fill handle back	Clear button on Home tab	Clear Contents	DELETE
Clear Worksheet	EX 66		Select All button on worksheet | Clear button on Home tab		
Close Workbook	EX 59		Close button on Ribbon or Office Button | Close		CTRL+W

Microsoft Office Excel 2007 Quick Reference Summary *(continued)*

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Color Background	EX 110		Fill Color button on Home tab or Font Dialog Box Launcher on Home tab	Format Cells | Fill tab	CTRL+1 | F
Color Tab	EX 216			Tab Color	
Column Width	EX 46, 122	Drag column heading boundary	Home tab | Format button | Column Width	Column Width	ALT+O | C | W
Comma Style Format	EX 44		Comma Style button on Home tab or Number Dialog Box Launcher on Home tab | Accounting	Format Cells | Number tab | Accounting	CTRL+1 | N
Conditional Formatting	EX 119		Conditional Formatting button on Home tab		ALT+O | D
Copy and Paste	EX 175		Copy button and Paste button on Home tab	Copy to copy; Paste to paste	CTRL+C; CTRL+V
Copy to adjacent cells	EX 27	Select source area | drag fill handle through destination cells	Select source area | click Copy button on Home tab | select destination area | click Paste button on Home tab	Right-click source area | click Copy | right-click destination area | click Paste	
Currency Style Format	EX 116		Currency Style button on Home tab or Format Cells | Number | Currency	Format Cells | Number | Currency	CTRL+1 | N
Cut	EX 64		Cut button on Home tab	Cut	CTRL+X
Date	EX 184	Insert Function button in formula bar | Date & Time | NOW	Date & Time button on Formulas tab | NOW		CTRL+SEMICOLON
Date, Format	EX 113		Font Dialog Box Launcher on Home tab | Number tab | Date	Format Cells | Number tab | Date	
Decimal Place, Decrease	EX 115		Decrease Decimal button on Home tab or Number Dialog Box Launcher on Home tab | Number tab | Currency	Format Cells | Number tab | Currency	CTRL+1 | N
Decimal Place, Increase	EX 118		Increase Decimal button on Home tab or Number Dialog Box Launcher on Home tab | Number tab | Currency	Format Cells | Number tab | Currency	CTRL+1 | N
Delete Rows or Columns	EX 180		Home tab | Delete button arrow | Delete Sheet Rows or Home tab | Delete button arrow | Delete Sheet Columns	Delete | Entire row or Delete | Entire column	
Document Properties, Set or View	EX 55	Office Button | Prepare | Properties			ALT+F | E | P

Microsoft Office Excel 2007 Quick Reference Summary *(continued)*

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
E-Mail from Excel	EX 142	Office Button | Send | E-Mail			ALT+F | D | E
Embedded Chart, Delete	EX 67				Select chart, press DELETE
File Management	EX 259		Office Button | Save As | right-click file name		ALT+F | A | right-click file name
Fit to Print	EX 156		Page Setup Dialog Box Launcher on Page Layout tab		ALT+P | SP
Folder, New	EX 259		Office Button | Save As | Create New Folder button		ALT+F | A
Font Color	EX 39	Font Color box arrow on Mini toolbar	Font Color button arrow on Home tab or Font Dialog Box Launcher on Home tab	Format Cells | Font tab	CTRL+1 | F
Font Size, Change	EX 38	Font Size box arrow on Mini toolbar	Font Size box arrow on Home tab or Font Dialog Box Launcher on Home tab	Format Cells | Font tab	CTRL+1 | F
Font Size, Increase	EX 39	Increase Font Size button on Mini toolbar	Increase Font Size button on Home tab		
Font Type	EX 36	Font box arrow on Mini toolbar	Font box arrow on Home tab or Font Dialog Box Launcher on Home tab	Format Cells | Font tab	CTRL+1 | F
Formula Assistance	EX 101	Insert Function button in formula bar	Insert Function button on Formulas tab		CTRL+A after you type function name
Formulas Version	EX 136				CTRL+ACCENT MARK
Freeze Worksheet Titles	EX 182		Freeze Panes button on the View tab | Freeze Panes		ALT+W | F
Full Screen	EX 9		Full Screen button on View tab		ALT+V | U
Function	EX 101	Insert Function button in formula bar	Insert Function button on Formulas tab		SHIFT+F3
Go To	EX 48	Click cell	Find & Select button on Home tab		F5
Goal Seek	EX 225		What-If Analysis button on Data tab | Goal Seek		ALT+T | G
Help	EX 67 and Appendix C		Microsoft Office Excel Help button on Ribbon		F1
Hide Column	EX 122	Drag column heading boundary	Format button on Home tab | Hide & Unhide or Hide & Unhide button on View tab	Hide	CTRL+0 (zero) to hide CTRL+SHIFT+) to display
Hide Row	EX 126	Drag row heading boundary		Hide	CTRL+9 to hide CTRL+SHIFT+(to display
In-Cell Editing	EX 63	Double-click cell			F2

Microsoft Office Excel 2007 Quick Reference Summary *(continued)*

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Insert Rows or Columns	EX 178		Home tab | Insert button arrow | Insert Sheet Rows or Home tab | Insert button arrow | Insert Sheet Columns	Insert	ALT+I | R or C
Insert Single Cell or Range of Cells	EX 179		Home | Insert button arrow | Insert Cells		
Italicize	EX 203		Italic button on Home tab or Font Dialog Box Launcher on Home tab | Font tab	Format Cells | Font tab	CTRL+I
Margins, Change	EX 130		Margins button on Page Layout tab		
Merge Cells	EX 41		Merge & Center button on Home tab or Alignment Dialog Box Launcher on Home tab	Format Cells | Alignment tab	ALT+O | E | A
Move Cells	EX 177	Point to border and drag	Cut button on Home tab; Paste button on Home tab	Cut; Paste	CTRL+X; CTRL+V
Move Sheet	EX 217	Drag sheet tab to desired location		Move or Copy	
New Workbook	EX 67	Office Button | New			CTRL+N
Open Workbook	EX 61	Office Button | Open			CTRL+O
Paste Options	EX 176		Paste button arrow on Home tab		
Percent Style Format	EX 118		Percent Style button on Home tab or Number Dialog Box Launcher on Home tab | Percentage	Format Cells | Number tab | Percentage	CTRL+1 | N or CTRL+SHIFT+%.
Preview Worksheet	EX 132	Office Button | Print | Print Preview			ALT+F | W | V
Print Worksheet	EX 132	Office Button | Print			CTRL+P
Quit Excel	EX 59	Close button on title bar Office Button | Exit Excel			ALT+F4
Range Finder	EX 106	Double-click cell			
Redo	EX 65	Redo button on Quick Access Toolbar			ALT+3 or CTRL+Y
Remove Splits	EX 223	Double-click split bar	Split button on View tab		ALT+W | S
Rename Sheet tab	EX 217	Double-click sheet tab | type sheet name		Rename	
Rotate Text	EX 169		Alignment Dialog Box Launcher on Home tab	Format Cells | Alignment tab	ALT+O | E | A
Row Height	EX 125	Drag row heading boundary	Format button on Home tab | Row Height	Row Height	ALT+O | R | E
Save Workbook, New Name	EX 57		Office Button | Save As		ALT+F | A
Save Workbook, Same Name	EX 57	Save button on Quick Access Toolbar	Office Button | Save		CTRL+S

Microsoft Office Excel 2007 Quick Reference Summary *(continued)*

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Select All of Worksheet	EX 67	Select All button on worksheet			CTRL+A
Select Cell	EX 15	Click cell or click Name box, type cell reference, press ENTER			Use arrow keys
Select Multiple Sheets	EX 218	CTRL+click tab or SHIFT+click tab		Select All Sheets	
Series	EX 169	Drag fill handle			ALT+E | I | S
Shortcut Menu	EX 12	Right-click object			SHIFT+F10
Spell Check	EX 127	Spelling button on Review tab			F7
Split Cell	EX 41		Merge & Center button on Home tab or Alignment Dialog Box Launcher on Home tab | click Merge cells to deselect	Format Cells | Alignment tab | click Merge cells to deselect	ALT+O | E | A
Split Window into Panes	EX 222	Drag vertical or horizontal split box	Split button on View tab		ALT+W | S
Stock Quotes	EX 138		Existing Connections button on Data tab		ALT+D | D | D
Sum	EX 25	Function Wizard button in formula bar | SUM	Sum button on Home tab	Insert Function button on Formulas tab	ALT+=
Underline	EX 203		Underline button on Home tab or Font Dialog Box Launcher on Home tab	Format Cells | Font tab	CTRL+U
Undo	EX 65	Undo button on Quick Access Toolbar			ALT+2, CTRL+Z
Unfreeze Worksheet Titles	EX 194		Freeze Panes button on View tab | Unfreeze Panes		ALT+W | F
Unhide Column	EX 122	Drag hidden column heading boundary to right	Unhide button on View tab	Unhide	ALT+O | C | U
Unhide Row	EX 127	Drag hidden row heading boundary down	Unhide button on View tab	Unhide	ALT+O | R | U
Web Page, Save Workbook As	EX 256	Office button | Save As | Save as type: arrow | Single File Web Page or Office button | Save As | Save as type: arrow | Web Page			
Worksheet Name, Change	EX 141	Double-click sheet tab, type new name		Rename	
Workbook Theme, Change	EX 109		Themes button on Page Layout tab		
Zoom	EX 220	Zoom box on status bar or Zoom In and Zoom Out buttons on status bar	Zoom button on View tab		ALT+V | Z