

# 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
<b>Advanced Filter</b>	EX 386		Advanced button on Data tab		ALT+A   Q
<b>AutoCalculate</b>	EX 62	Select range   right-click AutoCalculate area   click calculation			
<b>AutoFilter</b>	EX 380		Filter button on Data tab		ALT+A   T
<b>Bold</b>	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
<b>Borders</b>	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
<b>Cell Style, change</b>	EX 35		Cell Styles button on Home tab		
<b>Center</b>	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
<b>Center Across Columns</b>	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
<b>Chart, Add</b>	EX 50, 205		Dialog Box Launcher in Charts group on Insert tab		F11

Microsoft Office Excel 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
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 All Workbooks	EX 69	Office Button   Exit Excel			ALT+F   X
Close Workbook	EX 59		Close button on Ribbon or Office Button   Close		CTRL+W
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, 362		Conditional Formatting button on Home tab		ALT+H   L 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
Custom Formats	EX 438		Number Dialog Box Launcher on Home tab   Custom	Format Cells   Number   Custom	ALT+H   FM
Cut	EX 64		Cut button on Home tab	Cut	CTRL+X
Data Table	EX 288	What-If Analysis button on Data tab   Data Table			ALT+A   W   T
Data Validation, Cell	EX 348	Data Validation button on Data tab			ALT+A   V   V
Date	EX 184	Insert Function button in formula bar   Date & Time   NOW	Date & Time button on Formulas tab   NOW		CTRL+SEMICOLON

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

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Date, Format</b>	EX 113		Font Dialog Box Launcher on Home tab   Number tab   Date	Format Cells   Number tab   Date	
<b>Decimal Place, Decrease</b>	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
<b>Decimal Place, Increase</b>	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
<b>Delete Rows or Columns</b>	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	
<b>Document Properties, Set or View</b>	EX 55	Office Button   Prepare   Properties			ALT+F   E   P
<b>Draft Quality</b>	EX 309		Page Setup Dialog Box Launcher on Page Layout tab   Sheet tab		ALT+P   SP   S
<b>E-Mail from Excel</b>	EX 142	Office Button   Send   E-Mail			ALT+F   D   E
<b>Embedded Chart, Delete</b>	EX 67				Select chart, press DELETE
<b>File Management</b>	EX 259	Office Button   Save As   right-click file name			ALT+F   A   right-click file name
<b>Find</b>	EX 481		Find & Select button on Home tab   Find		CTRL+F
<b>Fit to Print</b>	EX 156		Page Setup Dialog Box Launcher on Page Layout tab		ALT+P   SP
<b>Folder, New</b>	EX 259	Office Button   Save As   Create New Folder button			ALT+F   A
<b>Font Color</b>	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
<b>Font Size, Change</b>	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
<b>Font Size, Increase</b>	EX 39	Increase Font Size button on Mini toolbar	Increase Font Size button on Home tab		

Microsoft Office Excel 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
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
Gridlines	EX 309, 510		Gridlines check box on View tab or Page Setup Dialog Box Launcher on Layout tab   Sheet tab		ALT+W   V   G ALT+P   V   G
Header	EX 130, 472		Page Setup Dialog Box Launcher on Page Layout tab   Header/ Footer tab		ALT+P   SP   H
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+RIGHT PARENTHESIS to display
Hide Row	EX 126	Drag row heading boundary	Format button on Home tab   Hide & Unhide   Hide Rows	Hide	CTRL+9 to hide CTRL+SHIFT+LEFT PARENTHESIS to display
Hide Sheet	EX 316			Hide	
Hide Workbook	EX 317		Hide button on View tab		ALT+W   H
In-Cell Editing	EX 63	Double-click cell			F2
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		

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

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Italicize</b>	EX 203		Italic button on Home tab or Font Dialog Box Launcher on Home tab   Font tab	Format Cells   Font tab	CTRL+I
<b>Link Update</b>	EX 138		Existing Connections button on Data tab		ALT+A   X
<b>Margins, Change</b>	EX 130, 472	In Page Layout view, drag margin in ruler	Margins button on Page Layout tab or Page Setup Dialog Box Launcher   Margins tab		ALT+P   M
<b>Merge Cells</b>	EX 41		Merge & Center button on Home tab or Alignment Dialog Box Launcher on Home tab	Format Cells   Alignment tab	ALT+O   E   A
<b>Move Cells</b>	EX 177	Point to border and drag	Cut button on Home tab; Paste button on Home tab	Cut; Paste	CTRL+X; CTRL+V
<b>Move Sheet</b>	EX 217	Drag sheet tab to desired location		Move or Copy	
<b>Name Cells</b>	EX 276	Click Name box in formula bar and type name	Define Name button on Formulas tab or Create from Selection button on Formula tab or Name Manager button on Formula tab	Name a Range	ALT+M   M   D
<b>New Workbook</b>	EX 67	Office Button   New			CTRL+N
<b>Open Workbook</b>	EX 61	Office Button   Open			CTRL+O
<b>Outline a Range</b>	EX 273		Border button on Home tab	Format Cells   Border tab	CTRL+1   B
<b>Outline a Worksheet</b>	EX 377		Group button on Data tab		ALT+A   G   G
<b>Page Break, Insert</b>	EX 478		Breaks button on Page Layout tab   Insert Page Break		ALT+P   B   I
<b>Page Break, Move</b>	EX 479	Click Page Break Preview button on status bar, drag page breaks	Page Break Preview button on View tab   drag page breaks		ALT+W   I
<b>Page Break, Remove</b>	EX 478		Breaks button on Page Layout tab   Remove Page Break		ALT+P   B   R
<b>Paste Options</b>	EX 176		Paste button arrow on Home tab		
<b>Percent Style Format</b>	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+%. .
<b>Picture, Insert</b>	EX 522		Insert Picture from File button on Insert tab		ALT+N   P

Microsoft Office Excel 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Preview Worksheet	EX 132	Office Button   Print   Print Preview			ALT+F   W   V
Print Area, Clear	EX 310		Print Area button on Page Layout tab   Clear Print Area		ALT+P   R   C
Print Area, Set	EX 309		Print Area button on Page Layout tab   Set Print Area		ALT+F   T   S
Print Row and Column Headings	EX 309		Page Setup Dialog Box Launcher on Page Layout tab   Sheet tab		ALT+P   SP   S
Print Worksheet	EX 132	Office Button   Print			CTRL+P
Protect Worksheet	EX 313		Protect Sheet button on Review tab	Protect Sheet	ALT+R   PS
Quick Style, Add	EX 440		Cell Styles button on Home tab   New Cell Style		ALT+H   J   N
Quick Style, Apply	EX 443		Cell Styles button on Home tab		ALT+H   J
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+Z 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	
Replace	EX 483		Find & Select button on Home tab   Replace		CTRL+H
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, Different Format	EX 395	Office Button   Save As, choose from Save as type list			ALT+F   F   O
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 or Office Button   Save			CTRL+S
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

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

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Select Multiple Sheets	EX 218	CTRL+click tab or SHIFT+click tab		Select All Sheets	
Series	EX 169, 286	Drag fill handle	Fill button on Home tab	Fill Series	ALT+E   I   S ALT+H   F   I
Shortcut Menu	EX 12	Right-click object			SHIFT+F10
SmartArt	EX 510		SmartArt button on Insert tab		ALT+N   M
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 ALT+A   X
Subtotals	EX 375		Subtotal button on Data tab		ALT+A   B
Subtotals, Remove	EX 379		Subtotal button on Data tab   Remove All button		ALT+A   B   ALT+R
Sum	EX 25	Function Wizard button in formula bar   SUM	Sum button on Home tab	Insert Function button on Formulas tab	ALT+=
Table, Create	EX 346		Format as Table button on Home tab or Table button on Insert tab		ALT+H   T
Table, Sort	EX 369		Sort & Filter button on Home tab or Sort A to Z button on Data tab	Sort	ALT+A   A
Table Total Row, Add	EX 365		Total Row check box on Design tab of Table Tools contextual tab		ALT+J   T   T
Table Quick Style, Modify	EX 351		Format as Table button on Home tab   right- click style   Duplicate	Duplicate	ALT+H   T
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+Z, CTRL+Z
Unfreeze Worksheet Titles	EX 194		Freeze Panes button on View tab   Unfreeze Panes		ALT+W   F

Microsoft Office Excel 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Unhide Column</b>	EX 122	Drag hidden column heading boundary to right	Unhide button on View tab	Unhide	ALT+O   C   U
<b>Unhide Row</b>	EX 127	Drag hidden row heading boundary down	Unhide button on View tab	Unhide	ALT+O   R   U
<b>Unhide Sheet</b>	EX 316			Unhide	
<b>Unhide Workbook</b>	EX 317		Unhide button on View tab		ALT+W   H
<b>Unlock Cells</b>	EX 313		Font Dialog Box Launcher on Home tab   Protection tab	Format Cells   Protection tab	CTRL+1   SHIFT+P
<b>Unprotect Worksheet</b>	EX 315		Unprotect Sheet button on Review tab	Unprotect Sheet	ALT+R   PS
<b>Web Page, Save Workbook As</b>	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			
<b>WordArt</b>	EX 466		WordArt button on Insert tab		ALT+N   W
<b>Workbook Theme, Change</b>	EX 109		Themes button on Page Layout tab		
<b>Worksheet Name, Change</b>	EX 141	Double-click sheet tab, type new name		Rename	
<b>Workspace, Save</b>	EX 488		Save Workspace button on View tab		ALT+W   K
<b>Zoom</b>	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