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Microsoft Excel 2010 Reference Guide

Microsoft Excel 2010 Quick Reference Guide Author: Ross Hall
Subject: Microsoft Excel 2010 Created Date: 5/2/2012 2:35:44 PM ...

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Excel 2010 offers a wide variety of keystrokes for moving the cell cursor to a new cell. When you use one of these keystrokes, the program automatically scrolls a new part of the worksheet into view, if this is required to move the cell pointer. The following table summarizes these keystrokes, including how far each one moves the cell pointer from its starting position.

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want to reference, and press . Enter. COUNT Function: Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click the . Sum. on list arrow on the Home tab and select . Enter the cell range you want to reference, and press . Enter. Complete a Series Using AutoFill: Select the

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Excel 2010 automatically recognizes all the Ctrl shortcut keys that were used in legacy versions of Excel. In fact, many of these keys are consistent across all Windows applications. Table 5.1 lists the common Windows Ctrl shortcut keys. Table 5.1. Windows Shortcut Keys

Using the Shortcut Keys | Microsoft Excel 2010 Keyboard

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