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types of charts on the Ribbon's Insert tab. Simply select the data to chart, click the command button for the chart type on the Insert tab, and then select the style you want for that chart type. And with a

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little help from the many
command buttons and
galleries on the Design,
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Hot Keys for Common Excel
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activate Excel 2010 hot keys
by pressing the Alt key
before you type the mnemonic

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letter for a particular task. Hot key sequences for the most common formula-related commands in Excel 2010 begin with the sequence Alt+F because the F in forMulas was the only mnemonic key still available

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(F is assigned to the File menu commands). After you know to press Alt+M to access Formula tab commands, it's pretty easy sailing.

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General Open a Workbook Ctrl

+ O Create New Ctrl + N Save

Ctrl + S Preview and Print

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Ctrl + W Help F1 Run

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Spelling Check F7 Calculate
worksheets F9 Create an
absolute, F4 normal, or
mixed reference Navigation:
Move Between Cells , , ,
Right One Cell Tab

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Harvey As an integral part
of the Ribbon interface used
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Microsoft Office 2010, Excel gives you access to hot key sequences that, for all of you keyboard enthusiasts, can greatly speed up the process of selecting program commands.

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Microsoft Office 2010 Ribbon
Tabs. Microsoft Office 2010
displays commands in a
series of icons stored on
different tabs. This

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combination of icons and tabs is known as the Ribbon interface, which appears in Word, PowerPoint, Excel, Outlook, and Access.

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Formula/Function to Parse
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and functions easily and efficiently. What are keyboard shortcuts?

Shortcuts use a combination of keys to perform an action or function. For example: to save a document, hold down the Control key and S.

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the many menus tabs columns and rows of the excel 2010 user interface however this cheat sheet will help you navigate your way by showing you keystrokes for moving the cell cursor to a new cell

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