



Excel 2011 for Mac: Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Cards)

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Laminated quick reference card showing step-by-step instructions and shortcuts for Microsoft Excel 2011 for Mac. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered:

Beginning a New Workbook, Opening an Existing Document, Page Layout vs. Normal View, Entering New Data, Entering Data into a Selected Range, Replacing the Contents of a Cell, Undo or Redo an Action, Editing the Contents of a Cell, Clearing Cells or Ranges of Cells, Inserting Rows or Columns, Inserting Cells, Deleting Rows, Columns, or Cells, Column Width and Row Height, Changing Column Width to Fit, Entering Dates, Copying to Adjacent Cells, Entering a Sequence of Numbers, Excel Formulas, Entering a Formula, Commonly Used Functions, Entering a SUM ^Function Quickly, Using the Formula Builder, Absolute vs. Relative Cell References, Moving or Copying Data: Cut, Copy, and Paste; Drag and Drop. Formatting Numbers, Aligning Cell Contents, Borders, Shading, Clearing Formatting, Renaming a Sheet, Selecting Sheets, Moving Sheets, Copying Sheets, Inserting a Worksheet, Deleting Sheets, Moving Among Sheets, Printing the Worksheet, Printing a Specific Area, Setting a Page Break, Repeating Rows or Columns on Every Page of a Printout.

This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This card is one of two titles available for Excel 2011: Excel 2011 Introduction and Excel 2011 Charts, Tables & PivotTables.

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