




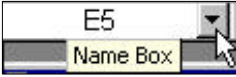

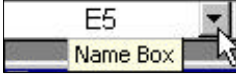
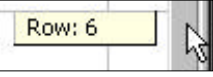


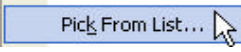








Moving around Spreadsheet	
cell to right	Tab or 
cell down	 or 
jump to	double click border
end of row or column of filled cells	Hm
left most cell in row	End 
right most cell in row	End 
1st cell in spreadsheet	Ctrl Hm
bottom right corner	Ctrl End
go to	Ctrl G F5 
go back (after go to)	F5 
name a cell or range	type name in box 
scroll so particular row shows at top	scroll to see row # in screen tip 
return view to show active cell	Ctrl 

Information in cells	
copy cell above	Ctrl 
pick from entries in list	rt click on cell >> 
edit in cell	double-click cell
Select a range	click and drag on diagonal
using mouse	
using keyboard	Shift    
create a custom list	highlight list >> Tools >> Options >> Custom Lists >> Import
get list	type entry in list and use fill handle
move data with drag and drop	select cells >> click and drag on border >> release
copy data with drag and drop	select cells >> click and drag on border >> ctrl release
delete contents of cell but not formatting	Del
sorting list	place cursor anywhere in list, click  
sort single column	select column first, then click 