Useful Excel Commands

Icon	Name	Keyboard Shortcut	Location Ribbon and Group or Office Button	How is it used
Print	Print	CTRL + P	Office Button	To print workbooks
Paste	Paste	CRTL + V	Home Ribbon -> Clipboard Group	to add text or pictures that has been copied

1. From DocuShare download the zipped fiel name where_are_commands_located yto your folder in your edisk/pdrive. Make sure you create a folder inside your Excel folder called commands.

2. Create a new workbook. Name it lastname_excel_commands and save it in your commands folder.

3. Insert apropriate column heading. Follow my example. Format Appropriately.

4. Merge the 1st row for the title "Useful Commands"

5. Center Allign all cells.

6. Insert the appropriate jpg files from your folder into the correct cells. You choose the order for placement!
        Just make sure you place 20 of them!

7. Complete the rest of the cells with the correct information. I have given you an example to follow for the print command, as well as the paste command.

8. Format the table appropriately, usign at least seven different borders or shading.

9. Adjust your rows so all information can be seen. Wrap the text as needed.