

## Excel Study Guide 2010

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~~When using Charts or Graphs in Excel, swapping the X and Y axis can drastically change the appearance of the graphs. The following steps explain how to swap the data : 1. Select which graph you wish to alter. -In this case, select the bar graph. 2. Click on the Design tab. 3. In the Ribbon, click on Switch Row/Column 4.~~

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Quick reference: Excel 2010 shortcuts CTRL combination shortcut keys KEY DESCRIPTION CTRL+SHIFT+( Unhides any hidden rows within the selection. CTRL+SHIFT+) Unhides any hidden columns within the selection. CTRL+SHIFT+& Applies the outline border to the selected cells. CTRL+SHIFT\_ Removes the outline border from the selected cells.

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