



File		Edit		Information	
Create Spreadsheet	CTRL + N	Select All	CTRL + A	Trace Precedents	SHIFT + F9
Open a Spreadsheet	CTRL + O	Cut Selected Items	CTRL + X	Trace Dependents	SHIFT + F5
Save Spreadsheet	CTRL + S	Copy Selected Items	CTRL + C	To Add Comment	CTRL + ALT + C
Save As...	CTRL + SHIFT + S	Paste From Clipboard	CTRL + V	Show Comment	Ctrl + F1
Print Preview	CTRL + SHIFT + O	Paste Special	CTRL + SHIFT + V		
Print Spreadsheet	CTRL + P	Undo	CTRL + Z	Help	F1



Sheet				Range	
Next Sheet	CTRL + PgDn	Screen on the Right	ALT + PgDn	To Lower Block Margin	CTRL + Down
Previous Sheet	CTRL + PgUp	Screen on the Left	ALT + PgUp	To Upper Block Margin	CTRL + Up
File End	CTRL + End	Screen on the Below	PgDn	To Right Block Margin	CTRL + Right
File Begin	CTRL + Home	Screen on the Above	PgUp	To Left Block Margin	CTRL + Left
		Current Cell	Ctrl+BackSpace		



Sheet				Range	
Select Next Sheet	CTRL + SHIFT + PgDn	Select Column	CTRL + Space	Select To Lower Margin	CTRL + SHIFT + Down
Select Previous Sheet	CTRL + SHIFT + PgUp	Select Row	ALT + Space	Select To Upper Margin	CTRL + SHIFT + Up
Select To File End	CTRL + SHIFT + End	Select To Right Margin	SHIFT + End	Select To Right Margin	CTRL + SHIFT + Right
Select To File Begin	CTRL + SHIFT + Home	Select To Left Margin	SHIFT + Home	Select To Left Margin	CTRL + SHIFT + Left
				Select Data Area	CTRL + *

Instructions:

1. Print the reference card on card stock or paper.
2. Fold along the dotted lines (Illustration 1).
3. Join the top and bottom ends together as shown to form a triangular tube (Illustration 2).
4. Display.

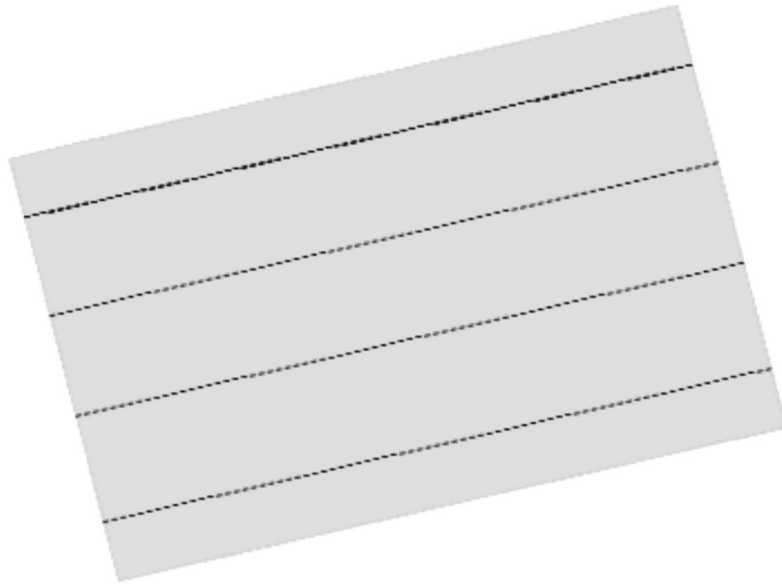


Illustration 1: Printed List

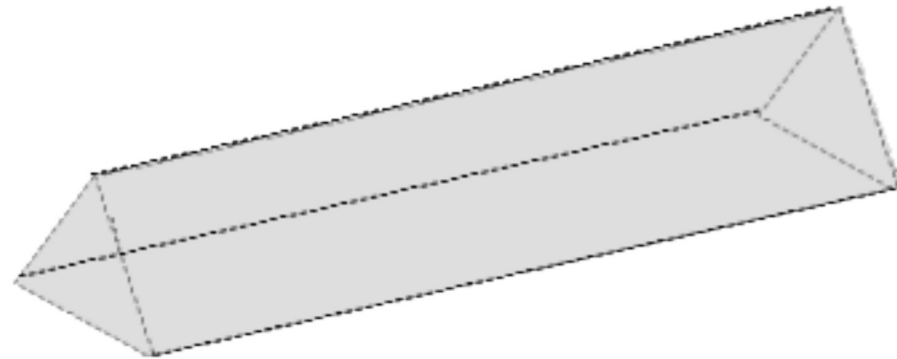


Illustration 2: Tube with joined ends

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