



# Microsoft Office Excel 2010 User Guide

**Marty Matthews**



## **Microsoft Office Excel 2010 User Guide:**

**Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc, Beezix, Inc Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010 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 Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas *Office and SharePoint 2010 User's Guide* Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment *EBOOK: Using Information Technology Complete Edition* Brian Williams, 2012-03-16 EBOOK Using Information Technology Complete Edition **Microsoft Office Excel 2010 QuickSteps** John Cronan, 2010-01-26 Step by Step Full Color Graphics Start using Excel 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful spreadsheet application Follow along and quickly learn how to create workbooks enter and edit data use formulas and functions create charts and tables analyze data extend Excel and more Get up to speed on Excel 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid **Rev Up to Excel 2010** Bill Jelen, 2010 Provides information on the new features and functions of Microsoft Excel 2010 with coverage of such topics as customizing the ribbon sorting and filtering creating dashboards and using PowerPivot [Excel 2010: The Missing Manual](#) Matthew MacDonald, 2010-06-18 Excel the

world's most popular spreadsheet program has the muscle to analyze heaps of data. Beyond basic number crunching, Excel 2010 has many impressive features that are hard to find much less master especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view. Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments and more. Organize your data. Search, sort and filter huge amounts of information. Illustrate trends. Bring your data to life with charts and graphics including miniature charts called Sparklines. Examine your data. Summarize information and find hidden patterns with pivot tables and slicers. Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online. Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save.

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Excel 2010 All-in-One For Dummies Greg Harvey, 2010-05-10 A comprehensive up to date user friendly guide to Excel 2010. Excel is the standard for spreadsheet applications and is used worldwide but it's not always user friendly. That makes it a perfect For Dummies topic and this handy all in one guide covers all the essentials, the new features, how to analyze data with Excel and much more. Eight minibooks address Excel basics, worksheet design, formulas and functions, worksheet collaboration and review, charts and graphics, data management, data analysis and Excel and VBA. Excel is the leading spreadsheet data analysis software and is used throughout the world. The newest revision includes upgraded tools and a redesigned interface. For Dummies books are the bestselling guides to Excel with more than three million copies sold. Excel 2010 All in One For Dummies covers the changes in the newest version as well as familiar tasks such as creating and editing worksheets, setting up formulas and performing statistical functions. Eight self contained minibooks cover the basics, worksheet design, formulas and functions, worksheet collaboration, presenting data in charts and graphics, data management, data analysis and creating macros with VBA. Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All in One For Dummies has everything they need to know.

*Using Microsoft Excel 2010, Enhanced Edition* Tracy Syrstad, Bill Jelen, 2011-08-29 This USING Microsoft Excel 2010 book is enhanced with nearly 2 hours of FREE step by step VIDEO TUTORIALS and AUDIO SIDEBARS Microsoft Excel is a requirement for most jobs today Workers in every office use Excel to track and report information Excel is an amazingly flexible program with seemingly endless blank canvas of rows and columns charts and pivot tables If you've never opened Excel or if you've used Excel only to neatly arrange lists in columns this book will get you up to speed with the real life skills needed to survive in a job that requires familiarity with Excel USING Microsoft Excel 2010 is a media rich learning experience designed to help new users master Microsoft Excel 2010 quickly and get the most out of it fast EVERY chapter has multiple video and audio files integrated into the learning material which creates interactive content that works together to teach everything mainstream Microsoft Excel 2010 users need to know You'll Learn How to Understand the Excel Interface Use the Excel Web App Format Sort Filter and Consolidate Data Use Formulas and Functions Examples of Topics Covered in VIDEO TUTORIALS which Walk You Through Tasks You've Just Got to See Using the Fill handle to Fill in a Series Creating Sparklines Recording a Macro Using Relative Referencing Examples of Topics Covered in AUDIO SIDEBARS which Deliver Insights Straight From the Experts Pasting and Delimited Text Creating Custom Lists The Importance of Choosing the Right Chart Type Please note that due to the incredibly rich media included in your Enhanced eBook you may experience longer download times Please be patient while your product is delivered This Enhanced eBook has been developed to match the Apple Enhanced eBook specifications for the iPad and may not render well on older iPhones or iPods or perform on other devices or reader applications

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Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder Permissions 7 Finding Items E Mail Options  
 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your Password 4  
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 Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic  
 Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16 Publishing Calendars  
 17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting Requests 3 Viewing  
 Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1 Creating a New  
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### **Table of Contents Microsoft Office Excel 2010 User Guide**

1. Understanding the eBook Microsoft Office Excel 2010 User Guide
  - The Rise of Digital Reading Microsoft Office Excel 2010 User Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office Excel 2010 User Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Office Excel 2010 User Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office Excel 2010 User Guide
  - Personalized Recommendations
  - Microsoft Office Excel 2010 User Guide User Reviews and Ratings

- Microsoft Office Excel 2010 User Guide and Bestseller Lists
- 5. Accessing Microsoft Office Excel 2010 User Guide Free and Paid eBooks
  - Microsoft Office Excel 2010 User Guide Public Domain eBooks
  - Microsoft Office Excel 2010 User Guide eBook Subscription Services
  - Microsoft Office Excel 2010 User Guide Budget-Friendly Options
- 6. Navigating Microsoft Office Excel 2010 User Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Office Excel 2010 User Guide Compatibility with Devices
  - Microsoft Office Excel 2010 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Office Excel 2010 User Guide
  - Highlighting and Note-Taking Microsoft Office Excel 2010 User Guide
  - Interactive Elements Microsoft Office Excel 2010 User Guide
- 8. Staying Engaged with Microsoft Office Excel 2010 User Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Office Excel 2010 User Guide
- 9. Balancing eBooks and Physical Books Microsoft Office Excel 2010 User Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Office Excel 2010 User Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office Excel 2010 User Guide
  - Setting Reading Goals Microsoft Office Excel 2010 User Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office Excel 2010 User Guide
  - Fact-Checking eBook Content of Microsoft Office Excel 2010 User Guide
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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