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<b>Italic</b> .....	<b>Ctrl + I</b>
<b>Underline</b> .....	<b>Ctrl + U</b>
<b>Open Format Cells dialog box</b> .....	<b>Ctrl + Shift + F</b>
<b>Select All</b> .....	<b>Ctrl + A</b>
<b>Select entire row</b> .....	<b>Shift + Space</b>
<b>Select entire column</b> .....	<b>Ctrl + Space</b>
<b>Hide selected rows</b> .....	<b>Ctrl + 9</b>
<b>Hide selected columns</b> .....	<b>Ctrl + 10</b>




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**Select an Entire Worksheet:** Click the **Select All** button where the column and row headings meet.

**Select Non-Adjacent Cells:** Click the first cell or cell range, hold down the **Ctrl** key, and select any non-adjacent cell or cell range.

**Cell Address:** Cells are referenced by the coordinates made from their column letter and row number, such as cell A1, B2, etc.



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# Microsoft Excel 2010 Quick Reference Guide

**Art Tennick**



## **Microsoft Excel 2010 Quick Reference Guide:**

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Tennick, 2010-09-05 250 ready to use powerful DAX formulas Develop effective business intelligence BI solutions and drive faster better decision making across your enterprise with help from an experienced database consultant and trainer Through clear explanations screenshots and examples Practical PowerPivot DAX Formulas for Excel 2010 shows you how to extract actionable insights from vast amounts of corporate data More than 250 downloadable DAX formulas plus valuable appendixes covering SQL MDX and DMX query design are included in this hands on guide Build pivot tables and charts with PowerPivot for Excel Import information from Access Excel data feeds SQL Server and other sources Organize and format BI reports using the PowerPivot Field List Write DAX formulas that filter sort average and denormalize data Construct complex DAX formulas from statistical math and date functions Compare current and past performance using date and time intelligence Handle non additive numbers non numeric values and running totals Develop complete self service and sharable BI solutions in a few minutes Download the source code from [www.mhprofessional.com/computingdownload](http://www.mhprofessional.com/computingdownload) *What's New in Microsoft Office 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca* Beezix, Inc Staff, 2010-06-01 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft

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**Microsoft Office 2010 QuickSteps** Carole Matthews, Marty Matthews, John Cronan, 2010-08-13 Step by Step Full Color Graphics Start using Office 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up the latest release of Microsoft's powerful productivity suite Follow along and quickly learn how to create Word documents build Excel spreadsheets manage Outlook email contacts and schedules design PowerPoint presentations and use Office Web Apps Get up to speed on Office 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 **Six Sigma Simplified** Jay Arthur, 2001-01-15 The perfect primer for anyone who wants to familiarize themselves with Six Sigma what it is and how to implement it without spending a fortune Developed for busy problem solvers who are dissatisfied with the current all or nothing approach to solving mission critical business problems It describes a proven crawl walk run methodology that delivers laser focused problem solving and results **Mastering Financial Modeling: A Professional's Guide to Building Financial Models in Excel** Eric Soubeiga, 2013-07-26 All the precision of financial modeling and none of the complexity Evidence based decision making is only as good as the external evidence on which it is based Financial models uncover potential risks on a company's balance sheet but the complexity of these instruments has limited their effectiveness Now Mastering Financial Modeling offers a simplified method for building the fast and accurate financial models serious evidencebased decision makers need What sets this practical guide apart is its learning on the job approach Unlike other books that teach modeling in a vacuum this superior method uses a diverse collection of case studies to convey each step of the building process Learning on the job connects the dots between the proper Excel formulas and functions and the real world situations where you want to use them By learning through association you can absorb the information quickly and have it ready to use when you need it The book starts right off on building models from creating a standalone cash flow model through integrating it with an income statement and balance sheet Along the way you will master the skill set you need to build advanced financial models With only a basic knowledge of accounting and finance individual investors and

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