



# Microsoft Office Excel 2010 User Guide

**AN Whitehead**

## **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

[Office 2013: The Missing Manual](#) Nancy Conner,Matthew MacDonald,2013-05-22

Microsoft Office is the most widely used productivity software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you're ready for more You'll learn about Office's new templates and themes touchscreen features and other advances including Excel's Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft's SkyDrive

[Excel 2010 All-in-One For Dummies](#) Greg Harvey,2010-05-10

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**SharePoint 2010 Enterprise Architect's Guidebook** Reza Alirezaei, Brian Wilson, Arpan Shah, Bill Baer, Martin Kearn, 2012-04-03 Tips and techniques for becoming a successful SharePoint architect If you're eager to design and architect a successful deployment of SharePoint 2010 then this is the book for you Packed with real world experiences and solid processes this guidebook provides you with everything you need to perform for designing and architecting enterprise portal services Helpful examples examine the common design issues affecting SharePoint 2010 environments that can cause deployments to fail so you can learn what to avoid Plus key development and deployment issues are covered from an

architecture perspective and backup and disaster recovery planning are described at length Details the skills and attributes necessary in order to design and architect successful SharePoint 2010 deployments Provides real world scenarios and helpful examples of various types of enterprise portal services Discusses corporate Intranet service enterprise content management team collaboration services enterprise search service and more Addresses marketing your SharePoint 2010 solution to users to ensure they are aware of the services you provide With SharePoint 2010 Enterprise Architect s Guidebook you ll quickly discover the requirements for designing a successful SharePoint 2010 deployment *Excel 2010 For Dummies* Greg Harvey,2010-04-01 The bestselling Excel book on the market updated for Excel 2010 As the world s leading spreadsheet application Excel has a huge user base The release of Office 2010 brings major changes to Excel so Excel For Dummies comes to the rescue once more In the friendly and non threatening For Dummies style this popular guide shows beginners how to get up and running with Excel and helps more experienced users get comfortable with new features Excel is the number one spreadsheet application worldwide and Excel For Dummies is the number one guide to using it With the major changes in Microsoft Office 2010 Excel has new features and a new interface design users need help to get up to speed The book includes everything you need to know to perform basic Excel 2010 tasks Covers creating and editing worksheets and charts formatting cells entering formulas inserting graphs designing database forms and adding database records Also covers printing adding hyperlinks to worksheets saving worksheets as Web pages adding existing worksheet data to an existing Web page and much more Whether you re new to Excel or just need to understand the 2010 version Excel 2010 For Dummies provides what you need to know

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**(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2011-03-08 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in 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 Goal Seek Saving Views Defining Scenarios Hiding Columns Rows or Sheets Restricting Cell Entry with Data Validation Highlighting Invalid Data Clearing Data Validation Circles Data Consolidation Conditional Formatting Clearing Conditional Formatting Conditional Formatting Rules Manager Creating a Workspace With Multiple Workbooks Protecting Unprotecting Worksheets Password Protecting Specific Cells Keeping Part of a Worksheet Visible Freeze Panes Split Panes Macros Showing the Developer Tab Macro Names Recording a Macro Running a Macro Renaming a Macro Automatic Macro Execution Relative vs Absolute Recording Assigning to the Quick Access Toolbar Creating a Macro Without Recording Documenting a Macro Calling Another Macro Setting Macro Security Getting Help on Visual Basic Saving a Macro Enabled Worksheet Creating a Custom Ribbon Group Adding a Macro to the Ribbon Creating a Function Procedure Using a Function Procedure This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

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### **Microsoft Excel 2010 Tables,**

**PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts)** Beezix Software Services, Inc,2011-02-18 Laminated quick reference card showing step by step instructions and shortcuts for how to use tables PivotTables sorting and filtering features in 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 Excel Tables Creating an Excel Table Changing the Table Area Adding a New Row or Column to the Table Deleting a Table Row or Column Turning On/Off the Total Row Changing the Total Row Convert a Table to a Normal Range Using a Normal Range for Sorting Filtering Subtotals and PivotTables Removing Duplicates Structured References in Excel Tables PivotTables Creating a PivotTable or PivotChart Report Show/Hide the PivotTable Field List Adding/Removing a PivotTable Field Refreshing a PivotTable Rearranging a PivotTable Adding a PivotChart to an Existing PivotTable Changing the Summary Function Changing How Values are Shown Sorting in a PivotTable Grouping by Dates or Time Filtering PivotTables and Charts with Slicers Sorting Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

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