



# Microsoft Excel 2010 Manual

**B Lingard**

## **Microsoft Excel 2010 Manual:**

*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 **Excel 2010** Axzo Press Axzo Press, 2011 Our manuals facilitate your learning by providing structured interaction with the software itself **Microsoft Excel 2010** Euroinnova Editorial, 2012 **Excel 2010 : Basic**, 2011 **Microsoft Office Excel 2010**, 2010

**Microsoft Excel 2010 - Beginning** EZ-Ref Courseware, 2010-09-01 Beginning B Cell Styles The Format Painter Working with Charts Absolute Addressing Creating Templates **Excel 2010 : Advanced**, 2012 *Microsoft Excel 2010 - Advanced* EZ-Ref Courseware, 2010-12-15 Advanced B W Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the advanced concepts of Microsoft Excel 2010 To download the exercise files that accompany this title please visit <http://www.ezref.com> exercise files For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics covered in Microsoft Excel 2010 Advanced 6 8 hours Creating Outlines Pivot Tables Pivot Charts Advanced Chart Options Adding Clipart Graphic Files AutoShapes Adding Word Art Using the Goal Seeker Creating Scenarios Adding an Outlook Task Consolidating Data Importing Exporting Customizing the Toolbar Working with Styles Custom Views File Properties Setting Program Options Sending Workbooks Creating Web Pages *Outlook on the Web Training Manual Classroom in a Book* TeachUcomp, 2019-10-27 Complete classroom training manual for Microsoft Outlook on the Web 143 pages and 94 individual topics Includes practice exercises and keyboard shortcuts You will learn all about email tasks effective use of the calendar and much more Topics Covered Getting Acquainted with Outlook on the Web 1 Introduction to the Outlook on the Web 2 What is the Outlook on the Web 3 Starting Outlook on the Web 4 The Outlook on the Web Environment 5 System Requirements for the Outlook on the Web 6 Using the Outlook on the Web Light Version 7 Applying a Theme 8 Adding and Managing Add ins E Mail 1 Using the Inbox 2 Creating and Addressing Messages 3 Entering and Formatting Messages 4 Checking Message Spelling 5 Saving Message Drafts 6 Sending Attachments from OneDrive 7 Sending Local Attachments 8 Inserting Pictures 9 Sending a Message 10 Receiving E Mail Messages 11 Opening Messages 12 Printing Messages 13 Downloading Attachments

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Excel 2010 Axzo Press,Axzo Press Staff,2011-02-21 This ILT Series course builds  
on the skills and concepts taught in Excel 2010 Intermediate Students will work with advanced formulas as well as lookup  
functions such as VLOOKUP MATCH and INDEX In addition students will learn about data validation and database functions  
such as DSUM They will learn how to import and export data and how to query external databases Finally students will learn  
about the analytical features of Excel such as Goal Seek and Solver running and recording macros SmartArt graphics and  
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**Excel 2010: Intermediate Student Manual** Axzo Press,2011-02-21 This ILT Series course rated 5 0 5 0 in overall quality by ProCert Labs builds on the skills and concepts taught in Excel 2010 Basic Students will learn how to use multiple worksheets and workbooks efficiently and they will start working with more advanced formatting options including styles themes and backgrounds They will also learn how to create outlines and subtotals how to create and apply cell names and how to work with tables Students will save workbooks as Web pages insert and edit hyperlinks and learn to share workbooks by email This course also covers advanced charting techniques use of trendlines and sparklines worksheet auditing and protection file sharing and merging and workbook templates Finally students will learn to work with PivotTables and PivotCharts Course manual comes with CertBlaster exam prep software download This course will help students prepare for the Microsoft Office Specialist core level exam for Excel 2010 exam 77 882 and the Microsoft Office Specialist Expert exam for Excel 2010 exam 77 888 For comprehensive certification training students should complete the Basic Intermediate and Advanced courses for Excel 2010 *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

**QuickBooks Desktop Pro 2021 Training Manual Classroom in a Book** TeachUcomp ,2020-12-17 Complete classroom training manual for QuickBooks Desktop Pro 2021 301 pages and 190 individual topics Includes practice exercises and keyboard shortcuts You will learn how to set up a QuickBooks company file pay employees and vendors create custom reports reconcile your accounts use estimating time tracking and much more Topics Covered The QuickBooks Environment 1 The Home Page and Insight Tabs 2 The Centers 3 The Menu Bar and

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