

Excel® 2010 Introduction

Creating a New Workbook

1. Choose FILE, New.
2. Select Blank and click [OK], then [OK] (OK), then [OK] (OK).

Entering New Data

1. Activate a cell by [Clicking] on it, or by moving to it with the keyboard arrow keys.
2. Type the data. If you make a mistake while typing, press **Ctrl** + **Backspace** to delete characters.
3. Press **Enter** or **Ctrl** + **Enter** in the formula bar. As you type, Watch bar provides an AutoComplete suggestion based on numbers already entered in the column. Press **Enter** to accept, **Ctrl** + **Enter** to remove, or **Esc** + **Enter** to continue to type.

Pick from a Drop-Down List

Replace a cell of values already entered in a column, press **Alt** + **Up** or **Down** arrow keys and choose the value. Or, [Right Click] the cell, then choose [Pick from Drop-Down List].

Print

These symbols appear in the formula bar while entering data. To complete what you are entering, [Ctrl] + **U** (or press **Ctrl** + **Shift** + **U**), [Ctrl] + **I**, or press **Ctrl** + **Shift** + **I**.

Replacing the Contents of a Cell

1. [Click] on the cell to change.
2. Type the new data.
3. Press **Enter** or **Ctrl** + **Enter**.

Editing the Contents of a Cell

1. [Click] on the cell to change.
2. [Click] in the formula bar to edit directly in the cell. [Double Click] the cell or press **Ctrl** + **E**.
3. Use keyboard arrow keys to move. **<Backspace** to delete to the left, **Ctrl** + **Delete** to delete to the right, or type the new data.
4. When finished press **Enter**, or **Ctrl** + **Enter**.

Undo or Redo an Action

[Ctrl] + **Z** or press **Ctrl** + **Z** to undo an action. If you accidentally undo a step, [Click] [Redo] [Ctrl] + **Y** or press **Ctrl** + **Y**. [Ctrl] + **Y** the drop-down allows to choose multiple actions from a list.

Resizing Column Width/Row Height

1. [Point] at the shading line between the column or row headings. The mouse pointer changes into a double-headed arrow .
2. [Drag] to change the width or height. Or, to AutoFit to the widest/highest cell, [Double Click].
- 3.

Select a Cell Range to Adjust

Choose [HOME], [Select All]  then **Ctrl** + **A**.

To change several columns or rows at once, [Drag] along the column or row headings to select them, then follow the above steps.

Selecting Rows or Columns

1. Select a row or column heading. New columns insert to the left, and rows above the selection. To insert several rows or columns, select that number of rows or columns.
2. Choose [HOME], then [Select] .

Inserting Cells

1. Select the cells where you want to insert the new ones.
2. Choose [HOME], then  then [Select Cells].
3. Specify the direction to shift the selected cells. .

Deleting Cell Contents

Select the cells to clear, then press **Delete**. Formatting is not removed.

Clearing Formatting

1. Select the cells to clear.
2. Choose [HOME], then  then [Clear] [Format].

Deleting Rows, Columns, or Cells

They removes the cells and moves surrounding cells to fill the gap. This is the same as pressing **Delete**, which simply clears the contents of a cell.

The delete moves an columns.

1. Select the row or column to delete.

2. Choose [HOME], then [Delete] .

To delete cells:

1. Select the cell(s) to delete.
2. Choose [HOME], then  then [Delete Cells].
3. Specify which direction to shift the surrounding cells to fill the gap. .

Formatting Numbers

1. Select the cells to format. This can be done before or after the data has been entered.

2. Choose a format from the Number Format dropdown list, **Round** in the NUMBER group on the HOME tab, or, [Click] the following buttons:

- Displays better signs, commas, and decimal. [Click] the drop-down arrow for other options.
- Displays as a percentage.
- Displays commas between thousands, and two decimal places.
- Adds a decimal place each time you [Click].
- Removes a decimal place each time you [Click].

Borders, Shading, Text Color

Select cells, then choose **Border**, then [Click] and .

[Click] the drop-down arrow beside each for options. For cell and text color, never ever a choice to prevent.

Draw a Border Grid

1. [Click] the drop-down arrow of the Borders button  then [Select] [MEDIUM BORDER] or [No border grid].
2. [Drag] across or [Click] the borders to move.

3. [Click]  or press **Enter**.

Erase a Border

1. [Click] the drop-down arrow of the Borders button  then [Select] [NO BORDER].
2. [Drag] across or [Click] the borders to move.

3. [Click]  or press **Enter**.

Aligning and Merging Cells

Select either the cell, select the cells to align, then [Home tab], then one of **ALIGN**  .

To merge cells and create the combined, select the cells to merge across, and [HOME], **Merge & Center**.

For other merge options, [HOME], the drop-down arrow of the **MERGE & CENTER** button.

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Microsoft Excel 2010 Introduction Quick Reference Guide

Brian Williams

Microsoft Excel 2010 Introduction Quick Reference 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.

Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, 2010-06-10

Microsoft Excel 2010 Advanced and Macros Quick Reference Guide (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.

Microsoft Excel 2010 Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Intermediate Users) Beezix Software Services, Beezix, Inc Staff, 2011-04-15 Geared toward the intermediate to advanced user, this example rich 4 page laminated quick reference guide provides explanations and context for many powerful functions and formulas. Step by step instructions for many function formula related features. This guide is suitable as a training handout or simply an easy to use reference guide. The following topics include: Conditionally Summing Data, SUMIF, COUNTIF, Being Precise, Rounding functions, Improving Clarity with Range Names, Merging Text and Numbers, CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE.

Changing Results IF AND OR Table Lookups VLOOKUP HLOOKUP INDEX MATCH Error Recovery ISNA ISERROR Array Formulas Single Cell Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas [Microsoft Excel 2010 Charts and Sparklines Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix, Inc Staff, 2011-08-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use charts graphs and Sparklines features of Microsoft Office Excel 2010 The following topics are covered Charts Inserting a Chart Creating a Chart Sheet Using the Default Chart Type Changing Type Resizing a Chart in the Worksheet Changing Chart Type Charting Non Adjacent Data Selecting Chart Objects Adjusting Scale Creating a Chart with Two Scales Add Move or Remove the Legend Adding a Data Series Removing a Data Series Using Tables as a Data Source Switching Rows and Columns Adding or Removing Gridlines Exploding a Piece of a Pie Chart Adding Explanatory Text Adding Visuals Adding Data Labels Move Format Edit Data Labels Adding Removing a Chart Title Adding an Axis Title Moving a Title Using Styles and Layouts Moving the Chart to Another Worksheet Adding a Projection or Trendline to a Data Series Removing a Trendline Handling Hidden and Empty Cells Setting the Default Chart Creating a Chart Template Applying a Custom Chart Type Sparklines Creating a Sparkline Removing Sparklines Grouping Sparklines Changing Sparkline Type Customizing Sparklines Adding Text Highlighting Values Markers Changing Marker Color Change Sparklines Color and Weight Customizing Axis Settings Handling Hidden and Empty Cells This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas [**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 [Excel 2010 For Dummies eBook Set](#) Greg Harvey, 2012-12-13 Two complete e books covering beginning to intermediate level Excel for one low price This unique value priced e book set brings together two bestselling For Dummies books in a single e book file Including a comprehensive table of contents and

the full text of each book complete with cover this e book set gives you in depth information on Excel from basic worksheet creation to data management data analysis and VBA programming for custom applications Best of all you ll pay less than the cost of each book purchased separately You ll get the complete text of Excel 2010 All in One For Dummies which covers Navigating the interface customizing Excel and using Backstage View Building formatting editing proofing managing and printing worksheets Using formulas and functions Creating charts sorting and filtering data and performing what if analysis Excel 2010 VBA Programming For Dummies 2nd Edition which shows you how to Use the essential tools and operations for Visual Basic for Applications Work with range objects and control program flow Handle errors and eliminate bugs in your code Develop custom user interfaces for your applications including dialog boxes About the authors Greg Harvey author of Excel 2010 All in One For Dummies is an experienced educator and the author of all editions of Excel For Dummies John Walkenbach author of Excel 2010 VBA Programming For Dummies is a leading authority on spreadsheet software and the author of more than 50 books on Excel including Excel Bible

Microsoft Excel 2010 On Demand

Steve Johnson,Perspection Inc.,2010-06-22 What you need when you need it Need answers quickly Microsoft Excel 2010 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Includes Workshops MCAS Exam Prep More than 500 Essential Excel Tasks Inside the Book Create workbooks more efficiently using the improved Ribbon interface Use data analysis tools and techniques for better decision making Use organizing processing and presenting tools to create and analyze data Integrate data from external sources and add hyperlinks Use conditional formatting and Sparklines to visualize results Add impact to your data with PivotTable and PivotChart reports Organize information and add impact with clip art SmartArt diagrams tables and charts Use SharePoint to collaborate and share documents Use the Excel Web App to view and edit documents in a browser Prepare for the Microsoft Certified Application Specialist MCAS exam Bonus Online Content Register your book at queondemand com to gain access to Workshops and related files Keyboard shortcuts

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

Desktop – My Book of Computer Science Class 7 Sayan Banerjee,Swati Goel,Goyal Brothers Prakashan,2013-04-01 Goyal Brothers Prakashan

EBOOK: Using Information Technology Complete Edition

Brian Williams,2012-03-16 EBOOK Using Information Technology Complete Edition

Practical PowerPivot & DAX Formulas

for Excel 2010 Art 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/computing download

[Microsoft Excel 2007 Introduction Quick Reference Guide](#) Beezix Software Services, Beezix, Inc Staff, 2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2007 The following topics are covered Creating Workbooks Entering and Editing Data Clearing Cells Undo and Redo Inserting and Deleting Rows Columns and Cells Column Width and Row Height Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Editing Multiple Worksheets Simultaneously and Copying Data and Formatting to Multiple Worksheets Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

[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 financial professionals alike can Create a core model and customize it for companies in most industries Understand every working component of a financial model and what each one tells you about a

company Format cells and sheets in Excel for easily repeatable modeling Written with the practitioner in mind Mastering Financial Modeling shows you how to ensure your model is ready for real world application by safeguarding it against modeling errors It covers a full array of Excel's built-in auditing and testing tools and illustrates how to build customized error checking tools of your own to catch the inaccuracies that typically fall through the cracks Get the most out of your data with Mastering Financial Modeling Mastering Financial Modeling brings the power of financial models down to earth and puts it in the hands of investors bankers and private equity professionals who don't have a passion for crunching numbers Nowhere else can you get step by step instruction on building these valuable tools from an elite World Bank investment officer Starting from the ground up Eric Soubeiga shows you how to interpret and build financial models in Microsoft Excel that will accurately assess any company's valuation and profit potential Even if you have unsuccessfully tried financial modeling in the past this book will teach you because it associates every lesson to the business world you work in daily Chapter by chapter you will master financial modeling and in the end you will command authority over building every aspect of a financial model Be capable of explaining the accounting and finance concepts behind the mechanics of modeling Confidently determine a company's ability to generate cash flows for its capital investors with discounted cash flow DCF modeling Execute powerful spreadsheet calculations in Excel Most importantly as a decision maker the insight you bring to the table through your sophisticated understanding and application of financial modeling will benefit every stakeholder See what leading professionals around the world already know Mastering Financial Modeling is the most comprehensive guide on the market for designing building and implementing valuation projection models What it does from there is up to you

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Beginning

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2010 Administration begins with a comparison of SharePoint 2010 compared to the previous version and then examines the differences between SharePoint Foundation SPF and SharePoint Server SPS This book is written for several audiences One audience is consultants and IT professionals who need to understand how to plan implement and configure SharePoint Another audience is administrators and the support team that must know how to manage SharePoint both the more advanced administration of service applications and site collections as well as managing sites and workspaces A third audience is the reader who wants to understand how SharePoint works and what to expect from it this is typically IT managers and project leaders This book assumes no previous knowledge of SharePoint but if you do have experience with SharePoint you will learn how SharePoint 2010 differs from previous releases If you intend to read and try all the exercises in this book you will need some basic understanding of network applications such as Windows Servers Microsoft SQL Server Active Directory DNS and IIS as well as experience with Microsoft Office If you don t intend to install SharePoint yourself then it is not necessary to have that network understanding What This Book Covers This book consists of 10 chapters and 4 appendixes If you want to learn how to install and configure SharePoint Foundation you should start reading Appendixes A and B If you will install SharePoint Server 2010 you should still quickly read Appendixes A and B since they cover the basic functionality also valid for SharePoint Server then you should continue reading carefully Appendixes C and D All these appendixes are very technical and detailed but you need to understand all this in order to install a SharePoint 2010 environment that follows Microsoft s Best Practice to match the requirements of your organization If you don t plan to install SharePoint yourself then you can start reading Chapter 1 and all the other chapters If some of them are less interesting to you you should still read them quickly to get an understanding of what they cover Later you might need that information and then it will be valuable to know where to find it The main part of this book is divided into 10 chapters Some of these chapters focus more on SharePoint Foundation SPF some on SharePoint Server SPS Chapter 1 Introduction to Microsoft SharePoint 2010 This chapter gives you an overview of SharePoint and most of its important features If you want to understand what SharePoint 2010 can do for you then read this chapter Chapter 2 Building SPF Sites This chapter focuses on the fundamental features of SharePoint 2010 if you plan to build an SPF based solution read this If you plan to build an SPS solution this chapter covers the basic functionality you also need to know Chapter 3 Office Integration This chapter describes how SharePoint 2010 integrates with MS Office If you are interested in document management features in SharePoint then you should read this chapter Chapter 4 Content Management in SharePoint 2010 This chapter focus on managing content especially web content management using wiki pages but also social computing features integration with offline solutions like MS Outlook and SharePoint Workspace and managing multilanguage sites Chapter 5 Managing My Sites This chapter focus on features only available in SPS not SPF It describes how to manage and and take advantage of the user s personal My Site both for personal use and for collaboration and information sharing Chapter 6 SharePoint Administration This chapter is a deep dive into many important

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