

Microsoft
Excel 2010
Courseware



Foundation Level
Training Manual

Microsoft Excel 2010 Training Manual

EZ-Ref Courseware

Microsoft Excel 2010 Training Manual:

Microsoft Excel 2010 Digital Classroom AGI Training Team, 2011-12-20 The perfect book and video training package for Excel 2010 This Excel 2010 book and video training package from the same professional training experts who also create many training materials for Adobe Systems is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Excel 2010 Each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks This training package takes you well beyond the basics in a series of easy to absorb five minute lessons Walks you through 8 lessons each consisting of easy to follow step by step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book Covers new Excel 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Additional resources available on companion Web site www.digitalclassroombooks.com Learn the ins and outs of Excel 2010

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Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations 4 Check Accessibility 5 Create a PDF Document Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word

Microsoft Word 2019 Training Manual Classroom in a Book TeachUcomp ,2020-08-15 Complete classroom training manual for Microsoft Word 2019 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered CHAPTER 1 Getting Acquainted with Word 1 1 About Word 1 2 The Word Environment 1 3 The Title Bar 1 4 The Ribbon 1 5 The File Tab and Backstage View 1 6 The Quick Access Toolbar 1 7 Touch Mode 1 8 The Ruler 1 9 The Scroll Bars 1 10 The Document View Buttons 1 11 The Zoom Slider 1 12 The Status Bar 1 13 The Mini Toolbar 1 14 Keyboard Shortcuts CHAPTER 2 Creating Basic Documents 2 1 Opening Documents 2 2 Closing Documents 2 3 Creating New Documents 2 4 Saving Documents 2 5 Recovering Unsaved Documents 2 6 Entering Text 2 7 Moving through Text 2 8 Selecting Text 2 9 Non Printing Characters 2 10 Working with Word File Formats 2 11 AutoSave Online Documents CHAPTER 3 Document views 3 1 Changing Document Views 3 2 Showing and Hiding the Ruler 3 3 Showing and Hiding Gridlines 3 4 Using the Navigation Pane 3 5 Zooming the Document 3 6 Opening a Copy of a Document in a New Window 3 7 Arranging Open Document Windows 3 8 Split Window 3 9 Comparing Open Documents 3 10 Switching Open Documents 3 11 Switching to Full Screen View CHAPTER 4 Basic Editing Skills 4 1 Deleting Text 4 2 Cutting Copying and Pasting 4 3 Undoing and Redoing Actions 4 4 Finding and Replacing Text 4 5 Selecting Text and Objects CHAPTER 5 BASIC PROOFING Tools 5 1 The Spelling and Grammar Tool 5 2 Setting Default Proofing Options 5 3 Using the Thesaurus 5 4 Finding the Word Count 5 5 Translating Documents 5 6 Read Aloud in Word CHAPTER 6 FONT Formatting 6 1 Formatting Fonts 6 2 The Font Dialog Box 6 3 The Format Painter 6 4 Applying Styles to Text 6 5 Removing Styles from Text CHAPTER 7 Formatting Paragraphs 7 1 Aligning Paragraphs 7 2 Indenting Paragraphs 7 3 Line Spacing and Paragraph Spacing CHAPTER 8 Document Layout 8 1 About Documents and Sections 8 2 Setting Page and Section Breaks 8 3 Creating Columns in a Document 8 4 Creating Column

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Microsoft

Outlook for Lawyers Training Manual Classroom in a Book TeachUcomp ,2020-10-27 Complete classroom training manuals for Microsoft Outlook 2019 for Lawyers 211 pages and 120 individual topics Includes practice exercises and keyboard shortcuts You will learn how to effectively manage legal contacts tasks and digital security In addition you ll receive our complete Outlook curriculum Topics Covered Getting Acquainted with Outlook 1 The Outlook Environment 2 The Title Bar 3 The Ribbon 4 The Quick Access Toolbar 5 Touch Mode 6 The Navigation Bar Folder Pane Reading Pane and To Do Bar Making Contacts 1 The People Folder 2 Customizing the Contacts Folder View 3 Creating Contacts 4 Basic Contact Management 5 Printing Contacts 6 Creating Contact Groups 7 Categorizing Contacts 8 Searching for Contacts 9 Calling Contacts 10 Mapping a Contact s Address E Mail 1 Using the Inbox 2 Changing the Inbox View 3 Message Flags 4 Searching for Messages 5 Creating Addressing and Sending Messages 6 Checking Message Spelling 7 Setting Message Options 8 Formatting Messages 9 Using Signatures 10 Replying to Messages 11 Forwarding Messages 12 Sending Attachments 13 Opening Attachments 14 Ignoring Conversations The Sent Items Folder 1 The Sent Items Folder 2 Resending Messages 3 Recalling Messages The Outbox Folder 1 Using the Outbox 2 Using the Drafts Folder Using the Calendar 1 The Calendar Window 2 Switching the Calendar View 3 Navigating the Calendar 4 Appointments Meetings and Events 5 Manipulating Calendar Objects 6 Setting an Appointment 7 Scheduling a Meeting 8 Checking Meeting Attendance Status 9 Responding to

Meeting Requests 10 Scheduling an Event 11 Setting Recurrence 12 Printing the Calendar 13 Teams Meetings in Outlook 14
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1 Creating and Using Notes Advanced Mailbox Options 1 Creating Mailbox Rules 2 Creating Custom Mailbox Views 3
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Delegate 3 Deleting Delegates Security 1 Types of Email Encryption in Outlook 2 Sending Encrypted Email Managing Mail 1
Using Subfolders 2 Using Mailbox Rules to Organize Mail 3 Using Search and Search Folders to Organize Mail 4 Making
Mail Easier to Search 5 Managing Reminders 6 Saving Email as PDF 7 Turning Emails into Tasks 8 AutoReply to Email 9
Auto forward Email 10 Using Quick Parts 11 Using Quick Steps in Outlook 12 Tips to Reduce PST Folder Size 13 Adding
Confidentiality Notices 14 Deferring Mail Delivery Legal Contacts 1 Using BCC for Confidentiality with Contact Groups
Managing Legal Scheduling 1 Automatically Processing Meeting Requests Managing Tasks 1 Task Tracking vs Forwarding
Email 2 Viewing and Managing Task Times 3 Categorizing Tasks and Managing Views

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 14 Replying to Messages 15 Forwarding Messages 16 Ignoring a
Conversation Thread 17 The Deleted Items Folder 18 Permanently Deleting Items 19 Recovering Deleted Items Managing

Items 1 Creating and Managing Categories 2 Categorizing Items 3 Marking Messages as Read or Unread 4 Flagging Items 5 Marking Messages as Junk 6 Pinning Messages 7 Archiving Messages 8 Changing the Display of Messages in the Inbox Pane Mailbox Management 1 Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4 Managing the Favorites Folder List 5 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 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding Shared Calendars 10 Using the 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 Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10 Editing Managing and Deleting Groups

Microsoft Excel 2010 - Beginning

EZ-Ref Courseware, 2010-09-01 Beginning B Cell Styles The Format Painter Working with Charts Absolute Addressing Creating Templates

Microsoft Excel 2010 - Beginning EZ-Ref Courseware, 2010-09-01 Beginning Color Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the basic 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 Topics covered in Microsoft Excel 2010 Beginning 6 8 hours Spreadsheet Basics Microsoft Excel Basics Screen Menu Navigating Within a Worksheet Changing the View Using Help Entering Editing Deleting Cell Styles The Format Painter Working with Charts Absolute Addressing Creating Templates

QuickBooks Pro 2020 for Lawyers Training

Manual Classroom in a Book TeachUcomp, 2019-10-27 Complete classroom training manuals for QuickBooks Pro 2020 for Lawyers Full classroom manual in one book 344 pages and 212 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and effectively manage a legal company file as well as use QuickBooks for trust accounting In addition you'll receive our complete QuickBooks curriculum Topics Covered The QuickBooks Environment 1

The Home Page and Insights Tabs 2 The Centers 3 The Menu Bar and Keyboard Shortcuts 4 The Open Window List 5 The Icon Bar 6 Customizing the Icon Bar 7 The Chart of Accounts 8 Accounting Methods 9 Financial Reports Creating a QuickBooks Company File 1 Using Express Start 2 Using the EasyStep Interview 3 Returning to the Easy Step Interview 4 Creating a Local Backup Copy 5 Restoring a Company File from a Local Backup Copy 6 Setting Up Users 7 Single and Multiple User Modes 8 Closing Company Files 9 Opening a Company File Using Lists 1 Using Lists 2 The Chart of Accounts 3 The Customers Jobs List 4 The Employees List 5 The Vendors List 6 Using Custom Fields 7 Sorting List 8 Inactivating and Reactivating List Items 9 Printing Lists 10 Renaming Merging List Items 11 Adding Multiple List Entries from Excel Setting Up Sales Tax 1 The Sales Tax Process 2 Creating Tax Agencies 3 Creating Individual Sales Tax Items 4 Creating a Sales Tax Group 5 Setting Sales Tax Preferences 6 Indicating Taxable Non taxable Customers and Items Setting Up Inventory Items 1 Setting Up Inventory 2 Creating Inventory Items 3 Creating a Purchase Order 4 Receiving Items with a Bill 5 Entering Item Receipts 6 Matching Bills to Item Receipts 7 Adjusting Inventory Setting Up Other Items 1 Service Items 2 Non Inventory Items 3 Other Charges 4 Subtotals 5 Groups 6 Discounts 7 Payments 8 Changing Item Prices Basic Sales 1 Selecting a Sales Form 2 Creating an Invoice 3 Creating Batch Invoices 4 Creating a Sales Receipt 5 Finding Transaction Forms 6 Previewing Sales Forms 7 Printing Sales Forms Using Price Levels 1 Using Price Levels Creating Billing Statements 1 Setting Finance Charge Defaults 2 Entering Statement Charges 3 Applying Finance Charges and Creating Statements Payment Processing 1 Recording Customer Payments 2 Entering a Partial Payment 3 Applying One Payment to Multiple Invoices 4 Entering Overpayments 5 Entering Down Payments or Prepayments 6 Applying Customer Credits 7 Making Deposits 8 Handling Bounced Checks 9 Automatically Transferring Credits Between Jobs 10 Manually Transferring Credits Between Jobs Handling Refunds 1 Creating a Credit Memo and Refund Check 2 Refunding Customer Payments Entering and Paying Bills 1 Setting Billing Preferences 2 Entering Bills 3 Paying Bills 4 Early Bill Payment Discounts 5 Entering a Vendor Credit 6 Applying a Vendor Credit Using Bank Accounts 1 Using Registers 2 Writing Checks 3 Writing a Check for Inventory Items 4 Printing Checks 5 Transferring Funds 6 Reconciling Accounts 7 Voiding Checks Paying Sales Tax 1 Sales Tax Reports 2 Using the Sales Tax Payable Register 3 Paying Your Tax Agencies Reporting 1 Graph and Report Preferences 2 Using QuickReports 3 Using QuickZoom 4 Preset Reports 5 Modifying a Report 6 Rearranging and Resizing Report Columns 7 Memorizing a Report 8 Memorized Report Groups 9 Printing Reports 10 Batch Printing Forms 11 Exporting Reports to Excel 12 Saving Forms and Reports as PDF Files 13 Comment on a Report 14 Process Multiple Reports 15 Scheduled Reports Using Graphs 1 Using Graphs 2 Company Snapshot Customizing Forms 1 Creating New Form Templates 2 Performing Basic Customization 3 Performing Additional Customization 4 The Layout Designer 5 Changing the Grid and Margins in the Layout Designer 6 Selecting Objects in the Layout Designer 7 Moving and Resizing Objects in the Layout Designer 8 Formatting Objects in the Layout Designer 9 Copying Objects and Formatting in the Layout Designer 10 Adding and Removing Objects in

the Layout Designer 11 Aligning and Stacking Objects in the Layout Designer 12 Resizing Columns in the Layout Designer
Estimating 1 Creating a Job 2 Creating an Estimate 3 Duplicating Estimates 4 Invoicing From Estimates 5 Updating Job
Statuses 6 Inactivating Estimates 7 Making Purchases for a Job 8 Invoicing for Job Costs 9 Using Job Reports Time Tracking
1 Tracking Time and Printing a Blank Timesheet 2 Weekly Timesheets 3 Time Enter Single Activity 4 Invoicing from Time
Data 5 Using Time Reports 6 Tracking Vehicle Mileage 7 Charging Customers for Mileage Payroll 1 The Payroll Process 2
Creating Payroll Items 3 Setting Employee Defaults 4 Setting Up Employee Payroll Information 5 Creating Payroll Schedules
6 Creating Scheduled Paychecks 7 Creating Unscheduled Paychecks 8 Creating Termination Paychecks 9 Voiding Paychecks
10 Tracking Your Tax Liabilities 11 Paying Your Payroll Tax Liabilities 12 Adjusting Payroll Liabilities 13 Entering Liability
Refund Checks 14 Process Payroll Forms 15 Tracking Workers Compensation Using Credit Card Accounts 1 Creating Credit
Card Accounts 2 Entering Credit Card Charges 3 Reconciling and Paying Credit Cards Assets and Liabilities 1 Assets and
Liabilities 2 Creating and Using an Other Current Asset Account 3 Removing Value from Other Current Asset Accounts 4
Creating Fixed Asset Accounts 5 Creating Liability Accounts 6 Setting the Original Cost of Fixed Assets 7 Tracking
Depreciation 8 The Loan Manager 9 The Fixed Asset Item List Equity Accounts 1 Equity Accounts 2 Recording an Owner's
Draw 3 Recording a Capital Investment Writing Letters With QuickBooks 1 Using the Letters and Envelopes Wizard 2 Editing
Letter Templates Company Management 1 Viewing Your Company Information 2 Setting Up Budgets 3 Using the To Do List 4
Using Reminders and Setting Preferences 5 Making General Journal Entries 6 Using the Cash Flow Projector 7 Using
Payment Reminders Using QuickBooks Tools 1 Company File Cleanup 2 Exporting and Importing List Data Using IIF Files 3
Advanced Importing of Excel Data 4 Updating QuickBooks 5 Using the Calculator 6 Using the Portable Company Files 7
Using the Calendar 8 The Income Tracker 9 The Bill Tracker 10 The Lead Center 11 Moving QuickBooks Desktop Using the
Migrator Tool Using the Accountant's Review 1 Creating an Accountant's Copy 2 Transferring an Accountant's Copy 3
Importing Accountant's 4 Removing Restrictions Using the Help Menu 1 Using Help Creating a Legal Company File 1 Making
a Legal Company Using Express Start 2 Making a Legal Company Using the EasyStep Interview 3 Reviewing the Default
Chart of Accounts 4 Entering Vendors 5 Entering Clients and Cases 6 Enabling Class Tracking for Law Firms 7 Creating
Billing Line Items Setting up a Trust Account 1 What is an IOLTA 2 Creating Accounts for Trust Management 3 Creating
Items for Trust Management Managing a Trust Account 1 Depositing Client Money into the Client Trust Account 2 Entering
Bills to Pay from the Trust Account 3 Recording Bills for Office Expenses 4 Paying Bills from the Client Trust Account 5 Using
a Client Trust Credit Card 6 Time Tracking and Invoicing for Legal Professionals 7 Paying the Law Firm's Invoices Using the
Client Funds 8 Refunding Unused Client Trust Account Funds 9 Escheated Trust Funds Trust Account Reporting 1 Creating a
Trust Account Liability Proof Report 2 Creating a Trust Liability Balances by Client Report 3 Creating a Client Ledger Report
4 Creating an Account Journal Report

Microsoft Excel 2010 Laurie Ulrich Fuller,Jeffery A. Riley,Deidre Hayes,Jennifer

Fulton,2010-06-17 This book is a guide to the features of Microsoft Excel one of the key products of the Microsoft Office suite Step by step instructions and visual aides help the reader easily learn the software PICTURE YOURSELF LEARNING MICROSOFT EXCEL 2010 teaches the latest version of Microsoft Excel by following along in a four color highly visual format Readers will develop the skills needed to complete a multitude of tasks such as working with formulas filtering and sorting data working with charts and much more *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 Excel 2010 Plain & Simple](#) Curtis Frye,2010-06-15 Get the guide that makes learning Microsoft Excel 2010 plain and simple This full color no nonsense book shows you the quickest ways to solve a problem or learn a skill using easy to follow steps and concise straightforward language You ll analyze manage and share information in more ways than ever before Here s WHAT you ll learn Manage your financial data and personal expenses Get started quickly with prebuilt templates Create formulas and functions to do the hard work Sort filter update and copy your data Use charts and graphics to bring data to life Collaborate with colleagues by sharing spreadsheets online Here s HOW you ll learn it Jump in whenever you need answers Easy to follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS exercises help apply what you learn right away [Microsoft Excel 2010 Digital Classroom](#) AGI Training Team,2012-05-09 The perfect book and video training package for Excel 2010 This Excel 2010 book and video training package from the same professional training experts who also create many training materials for Adobe Systems is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Excel 2010 Each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you re learning and clearly demonstrate how to do tasks This training package takes you well beyond the basics in a series of easy to absorb five minute lessons Walks you through 8 lessons each consisting of easy to follow step by step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you re learning in the book Covers new Excel 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Additional resources available on companion Web site www

digitalclassroombooks.com Learn the ins and outs of Excel 2010

Microsoft® Excel 2010: A Case Approach, Complete

Timothy O'Leary,Linda O'Leary,2011-07-21 Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw Hill Higher Education offer your students a fully integrated learning program with time tested quality and reliability Office 2010 A Case Approach offers running case study throughout the text to help students understand the material in a consistent relevant environment Through this theme of Making Office Relevant this text helps students understand why they need this course and these skills Student success is assured through clear step by step instruction plentiful screen captures and conceptual explanations Each Lab designed to be covered in 1 hour of class time combines conceptual coverage with detailed software specific instructions Each Lab opens with a running case study that highlights real world applications of each software program and leads students from problem to solution The O'Leary Series helps students learn specific applications skills along with those that cross all Office applications which is especially important in mastering this version of Office The O'Leary Series also correlates with SimNet Online our online training and assessment program for Office 2010

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 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

Excel 2010: Intermediate Student

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