



Microsoft Office Excel 2010 User Guide

William Panek



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

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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

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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

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Using Microsoft Excel 2010, Enhanced Edition Tracy Syrstad, Bill Jelen, 2011-08-29 This USING Microsoft Excel 2010 book is enhanced with nearly 2 hours of FREE step by step VIDEO TUTORIALS and AUDIO SIDEBARS Microsoft Excel is a requirement for most jobs today Workers in every office use Excel to track and report information Excel is an amazingly flexible program with seemingly endless blank canvas of rows and columns charts and pivot tables If you ve never opened Excel or if you ve used Excel only to neatly arrange lists in columns this book will get you up to speed with the real life skills needed to survive in a job that requires familiarity with Excel USING Microsoft Excel 2010 is a media rich learning experience designed to help new users master Microsoft Excel 2010 quickly and get the most out of it fast EVERY chapter has multiple video and audio files integrated into the learning material which creates interactive content that works together to teach everything mainstream Microsoft Excel 2010 users need to know You ll Learn How to Understand the Excel Interface Use the Excel Web App Format Sort Filter and Consolidate Data Use Formulas and Functions Examples of Topics Covered in VIDEO TUTORIALS which Walk You Through Tasks You ve Just Got to See Using the Fill handle to Fill in a Series Creating Sparklines Recording a Macro Using Relative Referencing Examples of Topics Covered in AUDIO SIDEBARS which Deliver Insights Straight From the Experts Pasting and Delimited Text Creating Custom Lists The Importance of Choosing the Right Chart Type Please note that due to the incredibly rich media included in your Enhanced eBook you may experience longer download times Please be patient while your product is delivered This Enhanced eBook has been developed to match the Apple Enhanced eBook specifications for the iPad and may not render well on older iPhones or iPods or perform on other devices or reader applications

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Covers all aspects of working with Excel 2010 from its updated Ribbon interface to its breakthrough collaboration and improved business intelligence For everyone who wants to get the most out of Excel 2010 from casual users to corporate professionals

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