



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.

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

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

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[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 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas *[Data Visualization and Statistical Literacy for Open and Big Data](#)*

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Excel 2010 Simplified Paul

McFedries, 2011-03-29 Get going with Excel 2010 quickly and easily with this Simplified guide. Excel can be a complex program and Excel 2010 includes new features and functionalities that require users of older versions to relearn the application. Whether you're switching from an earlier version or learning Excel for the first time, this easy-to-follow visual guide provides information you can use right away. With an easy-to-read design, numbered steps illustrated with full-color screen shots, concise information and helpful tips, Excel 2010 Simplified makes learning faster and easier than ever before. Excel is the world's leading spreadsheet and data analysis tool. Excel 2010 includes numerous new features, a redesigned interface, a new focus on collaboration and application servers, and much more. Its complexity makes Excel a perfect subject for the step-by-step visual instruction in this guide. Numbered steps illustrated with full-color screen shots teach dozens of Excel 2010 tasks. Covers Excel basics, workbook fundamentals, formatting worksheets, and enhancing them with graphics, analyzing data, communicating results with charts and PivotTables, and much more. A quick and easy way to get up to speed on Excel 2010 for both novice users and those upgrading from an earlier version, Excel 2010 Simplified tames this complicated application and gives you the skills to start using Excel with confidence.

Microsoft Excel 2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts) Beezix

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Microsoft Excel 2010 In Depth Bill Jelen,2010-06-25 Excel 2010

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