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Microsoft Excel 2010 Basics

ABOUT THIS CLASS This class is designed to give a basic introduction into Microsoft Excel 2010. Throughout the class, we will progress from learning how to open Microsoft Excel to actually creating a spreadsheet. It is impossible in this amount of time to

[Excel 2010 Introduction: Part I - Formulas, Functions and ...](#)

Excel 2010 – Analysing Data Using Formulae & Pivot Tables Page 18 2

Select all of the data in the column & then in the ' Data ' tab, select ' Text To Columns ' . 3 If the data has ' separators ' e.g. ' , ' , select ' Delimited ' , then click ' Next ' .

User manual Microsoft

Excel 2010 (76 pages)

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DESCRIPTION

CTRL+SHIFT+(Unhides any hidden rows within the selection.

CTRL+SHIFT+) Unhides any hidden columns within the selection.

CTRL+SHIFT+& Applies the outline border to the selected cells.

CTRL+SHIFT_ Removes the outline border from the selected cells. Page 5/30

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training content is relevant for end users across all sizes in the United States. This valuable training content was developed to enable companies of all sizes and industries to deliver simple and cost-effective (free) training to end users.

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Quick reference: Excel 2010 shortcuts CTRL combination shortcut keys KEY

DESCRIPTION

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Unhides any hidden columns within the selection.

CTRL+SHIFT+& Applies the outline border to the selected cells. CTRL+SHIFT_

Removes the outline border from the selected cells.

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Microsoft Excel and Microsoft Word have a lot in common, since they both belong to the MS Office suite of programs.

This means that if you are familiar with MS Word, then you already know how to use several MS Excel features! In the MS Word 2010 manual, you'll be able to find more information and guidance on: Using the mouse and keyboard

Excel Intermediate Training Packet - Shasta COE

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Excel will automatically select the data for the pivot table. Excel will also automatically select New Worksheet as the destination for the pivot table. 3. Click Ok. A new worksheet will be added for the pivot

table. Initially, the spreadsheet will appear blank. The PivotTable Field List is located to the right. 4.

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Excel has several

functions that can be used to remove such unwanted characters. Which function you use depends upon where the unwanted characters are located: If the unwanted characters are on the right side of your good data, use the LEFT function to remove them.

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