

Excel 2010 User Guide

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[Excel 365 Formulas, Formatting And Printing](#)

John Wiley & Sons

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

[Advanced Pearson Education](#)

This Step-By-Step Workbook will guide you through learning the

Excel program including formulas commonly used, formatting capabilities, printing adjustments, multiple worksheet manipulation, adjusting rows and columns. It can be used by a beginner to understand core concepts as well as an advanced student to learn the "in's and out's" of Excel. Included are over 100 Practice Exercises that demonstrate how to use Excel concepts. It can also be used as a reference guide to quickly find specific topics. This workbook/manual will cover the following topics: Interface - This will provide an overview of the system including cell manipulation, Entering data into cells, Quick Access Toolbar, and zooming capabilities. General Formulas - This will include Sum, Average, Minimum, and Maximum, autofill, as well as other manually entered formulas. Row and columns - This will include auto adjustment, insert, delete, and hiding column/rows. Formatting - These chapters cover font, alignment, number, borders, format painter, and fill cell features. Worksheet Tabs - These are located on the bottom of the interface and will allow you to insert, delete, rename, move, copy, and change the color of the tabs. We will also cover ways to format multiple worksheets at the same time. Printing - This chapter will cover repeat title, print area, and print selection as well as how to scale a sheet to fit a typical sized page. Even if students have previously used Excel on some level, or are self-taught users, they will learn a new variety of shortcuts and time-saving tricks to enhance spreadsheet use. After studying this manual, students will experience a higher level of increased productivity and understanding of all Excel concepts. What's in the Workbook? Click on the left side of the screen: Look Inside! Enter one of the following keywords: Printing, Sum, Average, format, formula etc. ***** Design StrategyThis workbook is

designed in conjunction with an Online-Instructor-Led course (for more information see: www.elearnlogic.com). Unlike other computer guides, students will not need to review lengthy procedures in order to understand a topic. All that is necessary are the brief statements and command paths located within the guide that demonstrate how a concept is used. The following is the basic structure of the workbook: Chapter/Section - Each core chapter contains sections that further break down topics to provide the subject focus necessary for better understanding concepts. Concept Name - Each concept contains a short description, a definition of how to use it and a TIP providing additional help ideas. Practice Exercises - Most concepts provide a 2-4 minute step-by-step practice so you can better comprehend usage. Student Projects - These are more comprehensive tasks and take longer to complete. They test and challenge a student's knowledge of the topics covered. Index - This is located on the last page of the workbook to reference important topics as necessary. This workbook/guide can often be used as a reference to help student's understand concepts quickly and thoroughly. If more detail is needed for study, the Internet can also be used, as well, to search a concept. Furthermore, if student's skills are weak due to lack of implementation, they can refresh their knowledge quickly by visually scanning concepts of choice, and then testing them out using the applications.

Rev Up to Excel 2010 Alpha Books

A complete package for learning Excel 2013! Excel is essential to business today, but it can be tricky to navigate. If you're eager to excel at Excel, then this dynamic multimedia learning solution is for you. This complete Excel 2013 package includes a full-color printed book and a For Dummies interactive eLearning course on CD. You'll discover the basics of the Excel interface, how to navigate it, and how to make the most of key features including charts, formulas, functions, macros, and more. Follow the

material sequentially or jump in and out as you wish - it's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners master Excel 2013, the leading spreadsheet application used today Walks you through creating worksheets, working with formulas and functions, formatting data, using financial functions, displaying data in PivotTables, and much more Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow material sequentially or choose separate sections at your own time and pace Excel 2013 eLearning Kit For Dummies shows you the ins and outs of all things Excel so you can enhance your productivity and become a spreadsheet star! NOTE: CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.

The Excel Pro's Guide to Mastering Dax Pearson Education 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.

Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Microsoft Excel 2010 Step by Step

This step-by-step workbook will guide you through learning the Excel program. It can be used by a beginner to understand core concepts, and an advanced student to learn the in's and out's of Excel. The workbook includes over 170 Practice Exercises that demonstrate how to use Excel concepts, and

can also be used as a reference guide to quickly look up a topic. **Advanced Features - Protection, Validation, And Conditional Formatting** In this group of chapters, students will learn the advanced in's and out's of Excel. The following topics will be covered: - How to protect cells. - How to open a file with protection. - How to share a workbook on a server folder. - How to track changes. - How to format cells based on specific conditions. - Data Validation - Data Validation Dropdown Lists - Macros and how they allow for the automation of routine tasks. - Formula Troubleshooting Techniques - How to trace a cell. (Error Checking, Circular Reference, and Evaluating Formulas). - How to watch formulas across worksheets and workbooks. - What-If Analysis - Scenarios - Goal-Seek - Solver - Comma Delimited File Export and Import - How to consolidate Worksheets. **Advanced PivotTables** PivotTables will cover Filtering, Formatting, PivotCharts, Label Adjustments, and Calculation Capability. PivotTables are very similar in all versions; however, new features that have been added to Excel 2013 and 2016 will also be covered. **Advanced Power Add-Ins** PowerPivot Add-Ins have been created by the Business Intelligence organization within Microsoft. They are automatically added in Excel 2010/2013 which means they are available to use through the options menu. PowerPivot is a technique to create relationships between sheets similar to Access databases.

Office and SharePoint 2010 User's Guide Tickling Keys, Inc. 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 & Filtering:** Basic Sorting, Complex Sorting, Re-applying a Sort, Creating a Custom List, Creating a Custom List from Cell Data, Sorting Using a Custom List, Filtering and Advanced Filtering, Show/Hide AutoFilter, Searching for Filter Criteria in AutoFilter,

Criteria for Advanced Filters, Using Advanced Filters/Copying Filtered Data to Another Range, Selecting /Ordering Columns, Filter/Copy Unique Rows, Clearing Filtering and Sorting, Subtotals. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

Microsoft Excel 2010 Plain & Simple Pearson Education 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 & Functions, Entering a SUM Function Quickly, Absolute vs. Relative Cell References. Copying and Moving Data: Copying to Adjacent Cells; Cut, Copy, Paste; Drag & Drop. Sheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting Sheets. Editing Multiple Worksheets Simultaneously, Copying Data and Formatting to Multiple Worksheets. Previewing, Printing and Page Setup, Printing a Specific Area, Using Page Break Preview to Adjust Page Breaks, Repeating Rows/Columns on Every Page. Working with Previous Versions (Compatibility Mode). Also includes: Lists of Selection and Movement Shortcuts. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

Excel 2010 John Wiley & Sons

This book is suitable for both Excel beginners and seasoned experts. In this Excel 2016 book you'll learn how to use and apply advanced Excel skills to construct a robust Excel business application that would be well beyond the powers of most advanced Excel users. Even if you only have very basic Excel skills, the book is designed in such a way that you'll be able to construct a complex, polished professional Excel 2016 application. In constructing this project you'll discover new and

interesting ways to use many of Excel 2016's more powerful and complex features. This book will teach you best-practice when applying your Excel skills to large real-world projects. This book won't only teach you Excel skills. You'll also learn a best-practice design and development methodology that will stand you in good stead when working on future Excel projects. What you will learn Most Excel tutorials and reference books teach how to use individual Excel features but don't show how you can combine them into a robust and complex Excel application. In this book you will combine 80 key Excel skills to produce a single advanced Excel application. Here are just a few of the skills you'll use: Create a custom color set. Use custom formats. Use Spin Button and Check Box form controls. Define named ranges and named cells. Use the Name Manager to view, delete and edit range names. Create a drop-down list using a list validation. Use and understand the practical use of over 20 Excel functions including VLOOKUP, COUNTIF, DAY, MONTH, DATE, IFERROR, CHAR, IF, IFERROR, LEN, MOD, ROW, TEXT and WEEKDAY. Understand date serial numbers. Understand precedence rules. Format date serial numbers using a custom format. Create a formula-driven conditional format. Use the conditional format Rules Manager. Calculate the correct date (in any year) for Martin Luther King Day, President's Day, Labor Day, Columbus Day, Thanksgiving Day, New Year's Day, Independence Day, Christmas Day and Veterans Day, Easter Sunday and Memorial Day. Use structured table references. Concatenate text. Calculate the phases of the moon using Synodic Months and the MOD function. Create user-friendly validation error messages. Use Smart Tags. Lock cells, hide columns, hide entire worksheets and protect worksheets to prevent users from making unwanted changes. Companies who have taken Smart Method courses include: AOL Time Warner, The United States Army, Daimler Chrysler, Motorola, HSBC, Barclays, American Express, Allied Irish Banks, Imperial Tobacco, Volvo, The BBC, British Petroleum, The Foreign and Commonwealth Office, Unilever, The Institute of Chartered Accountants, The Ministry of Defence, Keele University, Deutsche Bank, HBOS, Transport For London, The Performing Rights Society, Scottish Power, The Office of the Parliamentary Ombudsman, BAE Systems, RBS, The British Museum, The National Gallery, Pokerstars, Marks & Spencer, Virgin, O2, BMW... and many, many others.

Microsoft Press
Microsoft PowerPivot for Excel 2010: Give Your Data

Meaning introduces PowerPivot in Excel 2010 to power users and data analysts who want to give their data meaning by creating their own Business Intelligence models. And with Microsoft Excel 2010: Data Analysis and Business Modeling, you'll learn the best ways to use Office Excel 2010 for data analysis and business modeling. Award-winning professor and statistician Wayne Winston shares practical examples to help you transform data into bottom-line results. Web site includes practice files. The two books included in this kit are: 9780735640580 Microsoft PowerPivot for Excel 2010 9780735643369 Microsoft Office Excel 2007: Data Analysis and Business Modeling, 3E

Excel 2019 Formulas, Formatting And Printing Apress
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.

Microsoft Excel 2010 Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Interme John Wiley & Sons
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 Formulas Holy Macro! Books

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 & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

Office and SharePoint 2010 User's Guide Createspace Independent Publishing Platform
Dig into formulas, functions, and more to build your Excel skills. Whether you're a beginner or an Excel veteran, this friendly guide provides the fundamental techniques to help you create, edit, format, and print your own spreadsheets. You'll start from scratch and quickly progress to manipulating data with formulas and using Excel's extensive formatting options to present your information in the most powerful way. Open the book and find: Ways to navigate Excel's Ribbon interface Data entry tips to start your spreadsheet How to build formulas and edit workbooks Formatting steps to follow Printing basics to present your data

Microsoft Excel 2010 Apress
This Step-By-Step Workbook will guide you through learning the advanced Excel concepts including Protection, Data Validation, Conditional Format, Import/Export, PivotTable, and PowerPivot. It can be used by a beginner to understand core concepts, and an advanced student to learn the "in's and out's" of Excel. Included are over 170 Practice Exercises that demonstrate how to use Excel concepts. They can also be used as a reference guide to quickly look up specific topics. What's in the workbook? Click on the left

side of the screen: Look Inside! Enter one of the following keywords: Variables, Range, Input Boxes, VB Editor, etc. Take A Class: <http://www.elearnlogic.com/download/schedule.pdf> Advanced Features - Protection, Validation, And Conditional Formatting In this group of chapters, students will learn the advanced "in's and out's" of Excel. The following topics will be covered: How to protect cells. How to open a file with protection. How to share a workbook on a server folder. How to track changes. How to format cells based on specific conditions. Data Validation Data Validation Dropdown Lists Macros and how they allow for the automation of routine tasks. Formula Troubleshooting Techniques. How to trace a cell. (Error Checking, Circular Reference, and Evaluating Formulas). How to watch formulas across worksheets and workbooks. What-If Analysis Scenarios Goal-Seek Solver Comma Delimited File Export and Import How to consolidate Worksheets. Advanced PivotTables PivotTables will cover Filtering, Formatting, PivotCharts, Label Adjustments, and Calculation Capability. PivotTables are very similar in all versions; however, new features that have been added to Excel 2013 and 2016 will also be covered. Advanced Power Add-Ins PowerPivot Add-Ins have been created by the Business Intelligence organization within Microsoft. They are automatically added in Excel 2010/2013 which means they are available to use in the options menu. PowerPivot is a technique used to create relationships between sheets, similar to Access databases.

Design Strategy - This will explain how the workbook/guide was designed. This workbook is designed in conjunction with an Online-Instructor-Led course (for more information see: www.elearnlogic.com). Unlike other computer guides, students will not need to review lengthy procedures in order to understand a topic. All that is necessary are the brief statements and command paths located within the guide that demonstrate how a concept is used. There are many Step-By-Step Practice Exercises and more comprehensive Student Projects offered to help students better understand concepts. The following is the basic structure of the workbook: Concept Name - Each concept contains a short description, a definition how to use it and TIP providing additional help ideas. Practice Exercise - Most concepts provide a 2-4 minute step-by-step practice so you can understand how to use it. Furthermore, they will find that this workbook/guide can often be used as a reference to help them understand concepts quickly and thoroughly. An index is also provided on the last page to reference important topics as necessary. However, if more detail is needed for study, the Internet can be used, as well, to search a concept. Also, if student's skills are weak due to lack of implementation, they can refresh their knowledge quickly by visually scanning concepts of choice, and then testing them out using the application.

Dax Formulas for Powerpivot Crisp Pub Incorporated
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 re-learn 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 Step by Step Apress

Find the answers to your most important Excel questions with this reference John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. Known as "Mr. Spreadsheet," Walkenbach—along with Excel expert Colin Banfield—answers your most common and important Excel questions in this easy-to-understand reference. You'll learn how to open, save, protect, and recover workbook files; add, copy, and delete worksheets; enter and edit data and text; create formulas and functions; audit, format, and print; and more. Highly organized and free of unnecessary jargon, this essential reference allows you to find the answers you're looking for quickly and easily. Excel gurus Walkenbach and Banfield offer quick and easy answers to common Excel questions Offers information in a highly organized, easy-to-understand format so you can find exactly what you need Includes

information on opening, saving, protecting and recovering workbook files; adding, copying, and deleting worksheets; entering and editing data and text; creating formulas and functions; auditing; formatting; printing; and more Covers navigating the user interface; using the Ribbon and Quick Access toolbar; saving, protecting, and recovering workbook files; entering and editing data; creating formulas and functions, and much more Excel 2010 For Dummies Quick Reference enables you to spend more time working on your projects rather than trying to figure how to make Excel work for you!

[Integrating SharePoint with Excel, Outlook, Access and Word](#)
Tickling Keys, Inc.

You're beyond the basics, so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Excel 2010—and challenge yourself to new levels of mastery! Learn expert techniques for designing powerful spreadsheets Apply built-in functions—or write your own—and carry out complex calculations Use rich charting and graphic capabilities to visualize data Perform sophisticated data analysis: financial, statistical, and "what-if" Design PivotTable reports to dynamically analyze data Share and collaborate with others—while managing sensitive data Link and embed Excel data into other documents Create macros with Microsoft Visual Basic for Applications Sample spreadsheets from inside the book Add-ins and other resources to help you extend Microsoft Office programs Links to demos, user communities, and product support

Excel 2016 Advanced Features "O'Reilly Media, Inc."

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 & Multi-Cell Arrays) Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAY) Using a Formula for Data Validation Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Show/Hide Formulas, Watching Cells, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell

Relationships, Removing Relationship Arrows. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

Excel 2013 eLearning Kit For Dummies John Wiley & Sons

Excel 2010 is a step-by-step instructions created by Pamphlet Master as a complete guide on how to use Excel 2010. This pamphlet will serve as your reference guide or training handout for all Excel 2010 users. Topics covered in the pamphlet are: - The Ribbon - Opening Excel - Select Cells or Ranges - Cut, Copy, and Paste Data - Set Column/Row Width/Height - Automatically Fit Column/Row Contents -Merge, Split and Center Cells -Formatting Spreadsheets -Cell Borders -Finalizing a Spreadsheet -Save a Spreadsheet -Print a Spreadsheet

Microsoft PowerPivot for Excel 2010 John Wiley & Sons
Beginning Microsoft Excel 2010 is a practical, step-by-step guide to getting started with the world's most widely-used spreadsheet application. The book offers a hands-on approach to learning how to create and edit spreadsheets, use various calculation formulas, employ charts/graphs, and get work done efficiently. Microsoft rolled out several new features with Excel 2010—perhaps the most notable was the ability to use Excel 2010 online and collaborate on a project in real time. Beginning Microsoft Office 2010 keeps you up-to-date with all of these features and more.