



Microsoft Office | Excel 2010

Excel Manual 2010

Bill Jelen

Excel Manual 2010:

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 *Microsoft Excel 2010* Euroinnova Editorial, 2012 *Excel 2010* Axzo Press, 2011 Our manuals facilitate your learning by providing structured interaction with the software itself **Excel 2010 : Advanced**, 2012 *Microsoft Office Excel 2010*, 2010 *Excel 2010* Axzo Press, Axzo Press Staff, 2011-02-21 This ILT Series course builds on the skills and concepts taught in Excel 2010 Intermediate Students will work with advanced formulas as well as lookup functions such as VLOOKUP MATCH and INDEX In addition students will learn about data validation and database functions such as DSUM They will learn how to import and export data and how to query external databases Finally students will learn about the analytical features of Excel such as Goal Seek and Solver running and recording macros SmartArt graphics and conditional formatting with graphics Course manual comes with CertBlaster exam prep software download This course will help students prepare for the Microsoft Office Specialist exam for Excel 2010 exam 77-882 For comprehensive certification training students should complete the Basic Intermediate and Advanced courses for Excel 2010 **Excel 2010** Axzo Press, 2011-01-30 This ILT Series course builds on the skills and concepts taught in Excel 2010 Basic Students will learn how to use multiple worksheets and workbooks efficiently and they will start working with more advanced formatting options including styles themes and backgrounds They will also learn how to create outlines and subtotals how to create and apply cell names and how to work with tables Students will save workbooks as Web pages insert and edit hyperlinks and learn to share workbooks by email This course also covers advanced charting techniques use of trendlines and sparklines worksheet auditing and protection file sharing and merging and workbook templates Finally students will learn to work with PivotTables and PivotCharts Course manual comes with CertBlaster exam prep software download *Microsoft Office Excel 2010*, 2010 *Microsoft Excel 2010 - Advanced* EZ-Ref Courseware, 2010-12-15 Advanced Color 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

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