

Excel 2010 Advanced



SAMPLE

Advanced Excel 2010 Manual

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Advanced Excel 2010 Manual:

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 2019 Training Manual Classroom in a Book** TeachUcomp, 2019-08-01 Complete classroom training manual for Microsoft Excel 2019. 453 pages and 212 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create spreadsheets and advanced formulas, format and manipulate spreadsheet layout, sharing and auditing workbooks, create charts, maps, macros and much more. Topics Covered: Getting Acquainted with Excel 1. About Excel 2. The Excel Environment 3. The Title Bar 4. The Ribbon 5. The File Tab and Backstage View 6. Scroll Bars 7. The Quick Access Toolbar 8. Touch Mode 9. The Formula Bar 10. The Workbook Window 11. The Status Bar 12. The Workbook View Buttons 13. The Zoom Slider 14. The Mini Toolbar 15. Keyboard Shortcuts. File Management 1. Creating New Workbooks 2. Saving Workbooks 3. Closing Workbooks 4. Opening Workbooks 5. Recovering Unsaved Workbooks 6. Opening a Workbook in a New Window 7. Arranging Open Workbook Windows 8. Freeze Panes 9. Split Panes 10. Hiding and Unhiding Workbook Windows 11. Comparing Open Workbooks 12. Switching Open Workbooks 13. Switching to Full Screen View 14. Working With Excel File Formats 15. AutoSave. Online Workbooks. Data Entry 1. Selecting Cells 2. Entering Text into Cells 3. Entering Numbers into Cells 4. AutoComplete 5. Pick from Drop Down List 6. Flash Fill 7. Selecting Ranges 8. Ranged Data Entry 9. Using AutoFill. Creating Formulas 1. Ranged Formula Syntax 2. Simple Formula Syntax 3. Writing Formulas 4. Using AutoSum 5. Inserting Functions 6. Editing a Range 7. Formula AutoCorrect 8. AutoCalculate 9. Function Compatibility. Copying/Pasting Formulas 1. Relative References and Absolute References 2. Cutting, Copying and Pasting Data 3. AutoFilling Cells 4. The Undo Button 5. The Redo Button. Columns/Rows 1. Selecting Columns/Rows 2. Adjusting Column Width and Row Height 3. Hiding and Unhiding Columns and Rows 4. Inserting and Deleting Columns and Rows. Formatting Worksheets 1. Formatting Cells 2. The Format Cells Dialog Box 3. Clearing All Formatting from Cells 4. Copying All Formatting from Cells to Another Area. Worksheet Tools 1. Inserting and Deleting Worksheets 2. Selecting Multiple Worksheets 3. Navigating Worksheets 4. Renaming Worksheets 5. Coloring Worksheet Tabs 6. Copying or Moving Worksheets. Setting Worksheet Layout 1. Using Page Break Preview 2. Using the Page

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