

# **Excel 2010 Complete Tutorial**

**Axzo Press**

## **Excel 2010 Advanced** Stephen Moffat,2011

Learn Excel 2016 Essential Skills with the Smart Method Mike Smart,2018-01-17 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

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*Excel 2013 eLearning Kit For Dummies* Faithe Wempen, 2013-10-21 Publisher's Note- The online training portion of this product is no longer available. 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

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**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

**Learn Excel 2013 Expert Skills with the Smart Method** Mike Smart, 2014-04 This book is very, very different to any other computer book you have ever read. The Smart Method provides an

entirely new and better way to learn Excel. You'll immediately appreciate the value and relevance of each skill as it is taught. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple and no-nonsense way. Amongst other things you'll learn how to: ¿Use Excel 2013¿s new data model feature to create table relationships ¿Master dynamic tables and structured table references ¿Completely understand Excel 2013¿s new ability to create OLAP cubes ¿Use Excel 2013¿s new OLAP Pivot Tables to present OLAP cube data ¿Perform What-If analysis to model and compare business scenarios ¿Record macros and then execute them from button controls ¿Create intuitive user interfaces using form controls ¿Enforce complex business rules using function-driven custom validations ¿Use advanced functions to solve real-world business problems ¿Understand and use all of Excel¿s security features ¿Use Excel 2013¿s new timeline slicers to quickly filter date ranges ¿Create and use dynamic and table-based range names

The Complete Idiot's Guide to Microsoft Excel 2010 Richard Rost,2011 The Complete Idiot's Guide to Excel 2010 2-in-1 is a special volume/CD-ROM combination, providing both beginner and advanced Excel users the tools necessary to navigate the latest features of the 2010 edition.

**Simply Excel 2010** Paul McFedries,2010-07-01 If you are serious about getting up to speed with Excel 2010, this clear, concise guide is the ideal companion for fast and efficient learning. The author illustrates the main functions of Excel 2010, explaining everything you need to know in plain, jargon-free English with full-colour screen shots and numbered, step-by-step instructions. The simple, yet elegant design features a multitude of images as well as tips & tricks to make this a perfect reference for all ages - just follow the instructions on your own PC. Whether you are a beginner or an experienced user in need of a quick grip on the updates in Excel 2010, read on for: Excel 2010 basics

workbook fundamentals formatting worksheets and enhancing them with graphics analysing data and communicating results with charts and PivotTables Packed with advice and illustrations, this visual tutorial is excellent value for money. Learn something new today – read it, try it and become your own expert with Simply Excel 2010!

*Excel Tutorial for Beginners: Learn Excel Tutorial from Scratch* Anmol GOYAL,2018-03-06 Microsoft Excel is a commercial spreadsheet application, written and distributed by Microsoft for Microsoft Windows and Mac OS X. At the time of writing this tutorial the Microsoft excel version was 2010 for Microsoft Windows and 2011 for Mac OS X. Microsoft Excel is a spreadsheet tool capable of performing calculations, analyzing data and integrating information from different programs. By default, documents saved in Excel 2010 are saved with the .xlsx extension whereas the file extension of the prior Excel versions are .xls. Audience This tutorial has been designed for computer users who would like to learn Microsoft Excel in easy and simple steps. It will be highly useful for those learners who do not have prior exposure to Microsoft applications. Prerequisites Before proceeding with this tutorial, you should have a basic understanding of Computer peripherals like mouse, keyboard, monitor, screen etc. and their basic operations. You should also have the basic skills of file management and folder navigations.

**Excel 2010** Axzo Press,2011 Our manuals facilitate your learning by providing structured interaction with the software itself.

*Using Microsoft Excel 2010, Enhanced Edition* Tracy Syrstad,Bill Jelen,2011-08-29 \*\*\* This USING Microsoft Excel 2010 book is enhanced with nearly 2 hours of FREE step-by-step VIDEO TUTORIALS and AUDIO SIDEBARS! \*\*\* Microsoft Excel is a requirement for most jobs today. Workers in every office use Excel to track and report information. Excel is an amazingly flexible program with

seemingly endless blank canvas of rows and columns, charts, and pivot tables. If you've never opened Excel, or if you've used Excel only to neatly arrange lists in columns, this book will get you up to speed with the real-life skills needed to survive in a job that requires familiarity with Excel. USING Microsoft Excel 2010 is a media-rich learning experience designed to help new users master Microsoft Excel 2010 quickly, and get the most out of it, fast! EVERY chapter has multiple video and audio files integrated into the learning material which creates interactive content that works together to teach everything mainstream Microsoft Excel 2010 users need to know. You'll Learn How to: - Understand the Excel Interface - Use the Excel Web App - Format, Sort, Filter and Consolidate Data - Use Formulas and Functions Examples of Topics Covered in VIDEO TUTORIALS, which Walk You Through Tasks You've Just Got to See! - Using the Fill handle to Fill in a Series - Creating Sparklines - Recording a Macro Using Relative Referencing Examples of Topics Covered in AUDIO SIDEBARS, which Deliver Insights Straight From the Experts! - Pasting and Delimited Text - Creating Custom Lists - The Importance of Choosing the Right Chart Type Please note that due to the incredibly rich media included in your Enhanced eBook, you may experience longer download times. Please be patient while your product is delivered. This Enhanced eBook has been developed to match the Apple Enhanced eBook specifications for the iPad and may not render well on older iPhones or iPods or perform on other devices or reader applications.

*Easy Microsoft Excel 2010* Michael Alexander, 2010-06-15 This year, millions of beginner-to-intermediate-level users will be searching for the easiest possible way to master Excel 2010's new features - and, with *Easy Microsoft Excel 2010*, you'll find exactly what you're looking for. This full-color, utterly simple, step-by-step book has been carefully crafted to provide instant access to the 100+ tasks you'll find most useful and valuable. As with all books in the Easy series, it's designed to

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Illustrated Course Guide: Microsoft Excel 2010 Basic Elizabeth Eisner Reding, Lynn Wermers, 2010-10-05 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels -- Basic, Intermediate, and Advanced -- perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Don't Fear the Spreadsheet** Tyler Nash, Bill Jelen, Kevin Jones, Tom Urtis, 2012-07-01 Written in a question-and-answer format, this lowest-level beginner book covers the extreme basics of using

spreadsheets in Excel. Instead of delving into advanced topics that scare most Excel novices away, the guide starts at a much more basic level, quickly providing a passable knowledge of the program and allowing users to overcome their fears and frustrations. It answers hundreds of common questions, including Can I delete data from a spreadsheet without changing the formatting? How can I merge two cells, columns, or rows? How do I use text-wrapping? How do I create custom functions? and What is a Macro and how do I go about creating it? Intended for the roughly 40 percent Excel users who have never even entered a formula, this book will demystify the problems and confusion that prevent them from using the program to its potential.

**Slaying Excel Dragons** Mike Girvin, 2011-02-01 This enthusiastic introduction provides support for Excel beginners and focuses on using the program immediately for maximum efficiency. With 1,104 screenshots and explicit information on everything from rows, columns, and cells to subtotaling, sorting, and pivot tables, this guide aims to alleviate the frustrations that come with using the program for the first time. This manual offers strategies for avoiding problems and streamlining efficiency and assists readers from start to finish, turning Excel 2010 novices into experts.

**Microsoft Excel 2010 Step by Step** Curtis Frye, 2010-06-02 Experience learning made easy- and quickly teach yourself how to organize, analyze, and present data with Excel 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics.

Microsoft Excel 2010 Plain & Simple Curtis Frye, 2010-06-15 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

Excel Outside the Box Umlas, Bob, 2012-04-01 Designed with the Excel guru in mind, this handbook introduces advanced and creative solutions, and hacks to the software's most challenging problems. Through a series of more than 50 techniques, tables, formulas, and charts, this guide details processes that may be used in any Excel application, across all disciplines. Creative approaches for building formulas within formulas, pivot tables, conditional formatting, and mastering array formulas are just some of the numerous challenges explained. Other higher level solutions discussed include using VBA macro code to override cell calculations, solve for sums from a text string, and trimming and cleaning all cells on a worksheet. This is the all-encompassing resource for advanced users of Excel wanting to learn more techniques to broaden and empower their use of Excel.

**Excel 2013 and 2010 for Seniors** Studio Studio Visual Steps, 2014 Microsoft's well-known spreadsheet program Excel is user-friendly and offers a wide range of features and built-in functions

for many different uses. The book Excel 2013 and 2010 for SENIORS will teach you how to perform such tasks as entering data and formulas, formatting cells, designing charts and graphics, creating address lists, sorting, and filtering. This book also demonstrates how to make a cash book and explores other topics such as creating estimates, budgets, pivot tables and mailings. With thorough explanations and step-by-step instructions, this book makes every task discussed easy to perform. Please note: In order to work with this book, you need to own Excel 2013 or Excel 2010 and have it already installed on your computer or have a subscription to Office 365, the online version. Suitable for: Microsoft Excel 2013 and Excel 2010 Windows 10, 8.1, 7 and Vista

**Excel 2010: Intermediate Student Manual** Axzo Press, 2011-02-21 This ILT Series course, rated 5.0/5.0 in overall quality by ProCert Labs, 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). This course will help students prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Excel 2010.

**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 & 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.

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