

# **Excel 2010 Pro Course Hd**

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*Microsoft Excel 2010 Digital Classroom Training Team*, 2011-12-20 The perfect book-and-video training package for Excel 2010! This Excel 2010 book-and-video training package-from the same professional training experts who also create many training materials for Adobe Systems-is like having your own personal instructor guiding you through each lesson, but you work at your own pace! The full-color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Excel 2010. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This training package takes you well beyond the basics in a series of easy-to-absorb, five-minute lessons. Walks you through 8 lessons, each consisting of easy-to-follow, step-by-step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book Covers new Excel 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Additional resources available on companion Web site: [www.digitalclassroombooks.com](http://www.digitalclassroombooks.com) Learn the ins-and-outs of Excel 2010!

**Illustrated Course Guide: Microsoft Excel 2010 Basic** Elizabeth Eisner Reding, Lynn

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Microsoft Office Professional 2010 Step by Step  
Joyce Cox,Joan Lambert,Curtis Frye,2011 With this Step by Step guide, readers can build and practice new skills hands-on, at their own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book helps users learn the core features and capabilities.

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[www.digitalclassroombooks.com](http://www.digitalclassroombooks.com) Learn the ins-and-outs of Excel 2010!

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*Microsoft Excel 2010 Intermediate: Illustrated Course Guide* Lynn Wermers, 2010-11-18 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-

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*Exam 77-882 Microsoft Excel 2010 with Microsoft Office 2010 Evaluation Software* Microsoft Official Academic Course, 2011-09-21 Clear, step-by-step screen shots show you how to tackle more than 150 Excel 2010 tasks. Each task-based spread covers a single technique, sure to help you get up and running on Excel 2010 in no time.

**Microsoft Office Excel 2010** Elizabeth Eisner Reding, Lynn Wermers, 2010-09-25 Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching MICROSOFT OFFICE EXCEL 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application.

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

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Security and Privacy For Microsoft Office 2010 Users Mitch Tulloch, 2012-03-15 This title is also available as a free eBook. Take control—and put the built-in security and privacy features in Microsoft Office to work! Whether downloading documents, publishing a presentation, or collaborating online—this guide offers concise, how-to guidance and best practices to help protect your documents and your ideas. Get practical, proactive guidance for using the security and

privacy management features in Office 2010 and Office 365 Walk through everyday scenarios, and discover everyday techniques that help you take charge Understand common risks and learn best practices you can apply right away

**Excel 2010** Axzo Press Axzo Press,2011-02-16 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.

Microsoft Excel 2010 Gary B. Shelly,Jeffrey J. Quasney,2010-08-01 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Excel 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's



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*Microsoft Excel 2010: Illustrated Complete*  
Elizabeth Reding, Lynn Wermers, 2010-09-15 Loved by instructors for its visual and flexible way to build computer skills, the Illustrated Series is ideal for teaching MICROSOFT OFFICE EXCEL 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Excel 2010: Advanced + CertBlaster, Instructor's Edition** Axzo Press Axzo Press, 2011-02-20 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: 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 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.

Professional SharePoint 2010 Cloud-Based Solutions Girish Raja,Paul Stubbs,Donovan Follette,Steve Fox,2011-11-14 An authoritative guide to extending SharePoint's power with cloud-based services If you want to be part of the next major shift in the IT industry, you'll want this book. Melding two of the hottest trends in the industry—the widespread popularity of the SharePoint collaboration platform and the rapid rise of cloud computing—this practical guide shows developers how to extend their SharePoint solutions with the cloud's almost limitless capabilities. See how to get started, discover smart ways to leverage cloud data and services through Azure, start incorporating Twitter or

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Excel 2010 Just the Steps For Dummies Diane Koers, 2010-06-01 Pick your Excel task, find it fast, and get it done with Just the Steps! If you want to see how to do a particular Excel task, this is the perfect book. Each page includes step-by-step instruction in one column and illustrations and screenshots in the other column, so you have all the information you need in one place—no flipping pages! Improve your Excel skills with just the steps for entering spreadsheet data, building formulas, protecting excel data, formatting cells, designing spreadsheets with graphics, managing workbooks, changing worksheet values, sorting and filtering data, creating charts, creating PivotTables, building macros, integrating Excel into other Office programs,

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**Excel 2010** Axzo Press, 2011-02-21 This ILT Series course, rated 5.0/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks. 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 Office Excel 2010 Gary B.

Shelly, Jeffrey J. Quasney, 2010-11-01 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Excel 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In MICROSOFT EXCEL 2010: COMPLETE, International Edition you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Excel 2010 software through experimentation, exploration, and planning ahead. End of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents giving them skills to use in both their personal and professional lives.

Microsoft® Excel 2010: A Case Approach, Complete  
Timothy O'Leary, Linda O'Leary, 2011-07-21 Timothy

and Linda O'Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. Office 2010: A Case Approach offers running case study throughout the text to help students understand the material in a consistent, relevant environment. Through this theme of "Making Office Relevant," this text helps students understand why they need this course and these skills. Student success is assured through clear step-by-step instruction, plentiful screen captures and conceptual explanations. Each Lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. Each Lab opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution. The O'Leary Series helps students learn specific applications skills along with those that cross all Office applications, which is especially important in mastering this version of Office. The O'Leary Series also correlates with SimNet Online, our online training and assessment program for Office 2010.

**Excel 2010** Axzo Press Axzo Press, 2011-02-16 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

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