

Excel Tutorial Learn Excel 2010

Paul McFedries

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 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.

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

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.

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,

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Excel 2010 Advanced Stephen Moffat,2011

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

Microsoft Excel 2010 Digital Classroom Training Team,2011-12-20 The perfect book-and-video training package for Excel2010! This Excel 2010 book-and-video training package-from the sameprofessional training experts who also create many trainingmaterials for Adobe Systems-is like having your own personalinstructor guiding you through each lesson, but you work at yourown pace! The full-color ebook includes 8 lessons that teach youthe 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'relearning and clearly demonstrate how to do tasks. This trainingpackage takes you well beyond the basics in a series ofeasy-to-absorb, five-minute lessons. Walks you through 8 lessons, each consisting ofeasy-to-follow, step-by-step instructions and lesson files in fullcolor that make each task less intimidating Includes all the lesson files from the book and video tutorialsthat clearly show you how to do tasks and reinforces what you'relearning in the book Covers new Excel 2010 features such as Office Web apps that canbe accessed from anywhere and a

streamlined new Ribbon Additional resources available on companion Web site:www.digitalclassroombooks.com Learn the ins-and-outs of Excel 2010!

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 2003 Bible John Walkenbach,2013-05-06 The most comprehensive guidebook available on the most popular spreadsheet program, fully updated to include all-new X features Written by the leading Excel guru known as Mr. Spreadsheet, John Walkenbach, who has written more than thirty books and 300 articles on related topics and maintains the popular Spreadsheet Page at www.j-walk.com/ss The definitive reference book for beginning to advanced users, featuring expert advice and hundreds of examples, tips, techniques, shortcuts, work-arounds, and more Covers expanded use of XML and Web services to facilitate data reporting, analysis, importing, and exporting information Explores Excel programming for those who want advanced information CD-ROM includes all templates and worksheets used in the book, as well as sample chapters from all Wiley Office X related Bibles and useful third party software, including John Walkenbach's Power Utility Pak Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

VBA and Macros Bill Jelen,Tracy Syrstad,2010 Provides a step-by-step guide to using Visual Basic for Applications (VBA) and macros to import data and produce reports in Microsoft Excel 2010.

Excel 2010 Workbook For Dummies Greg Harvey,2010-08-13 Reinforce your understanding of Excel with these Workbook exercises Boost your knowledge of important Excel tasks by putting your skills to work in real-world situations. The For Dummies Workbook format provides more than 100 exercises that help you create actual results with Excel so you can gain proficiency. Perfect for students, people learning Excel on their own, and financial professionals who must plan and execute complex projects in Excel, Excel 2010 Workbook For Dummies helps you discover all the ways this

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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 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.

Excel 2013 and 2010 for Seniors 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

Microsoft Excel 2010: Comprehensive Sandra Rittman, 2011 Microsoft Excel 2010: Comprehensive provides extensive, thorough training of Excel 2010. This text covers introductory through advanced topics, and is ideal for the computer user who wants to become well versed in using Excel 2010. This textbook is approved courseware for preparing students for the Microsoft Office Specialist (MOS) certification exam. Certification validates skills in the 2010 Microsoft Office suite, enabling students to demonstrate that they have mastered the necessary skills. Topics introduced in Unit 1 include the Ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more. Unit 2 covers such topics as large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more. In Unit 3, students are introduced to PivotTables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more. The text concludes with an integration lesson.

Microsoft Excel 2010 Digital Classroom AGI Training Team, 2012-05-09 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 Learn the ins-and-outs of Excel 2010!

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.

Charts and Graphs Bill Jelen,2011 Learning advanced Excel techniques has never been easier. You'll find simple, step-by-step instructions, real-world examples and case studies, and even more than a dozen YouTube videos, straight from MrExcel! --Book Jacket.

Using Microsoft? Excel? 2010 Bill Jelen,1900 Get comfortable with the latest versions of Microsoft Excel, Microsoft Excel Starter, and the Excel Web App. Don't just read about it: see it, hear it, with step-by-step video tutorials and valuable audio sidebars delivered through the Free Web Edition that comes with every USING book. For the price of the book, you get online access anywhere with a web connection-no books to carry, updated content, and the benefit of video and audio learning. Way more than just a book, this is all the help you'll ever need ... where you want, when you want! learn fast, learn easy, using web, video, and audio.

Brilliant Microsoft Excel 2007 Paul McFedries,2007-12 Pivot tables are the most powerful feature in Excel. A basic pivot table will allow you to summarize 500,000 rows of transactional data in 30 seconds with just a few mouse clicks. Business productivity would skyrocket if everyone knew how to use pivot tables. However, only 12% of people using Excel can create a basic pivot table. Of this group only a small percentage actually harness all the power that pivot tables afford them. By the end of the book, users will be pivot table gurus automating pivot tables using VBA, creating pivot tables with external data in OLAP cubes, and even creating dynamic reporting systems so that managers can answer their own queries with a few mouse clicks. Throughout the book there are no-nonsense, step-by-step tutorials and lots of practical examples aimed directly at business users.

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.

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| Table of Contents Excel Tutorial Learn Excel 2010 | Traditional Books | Tutorial Learn Excel 2010 |
|--|--|--|
| 1. Understanding the eBook Excel Tutorial Learn Excel 2010 <ul style="list-style-type: none">◦ The Rise of Digital Reading Excel Tutorial Learn Excel 2010◦ Advantages of eBooks Over | 2. Identifying Excel Tutorial Learn Excel 2010 <ul style="list-style-type: none">◦ Exploring Different Genres◦ Considering Fiction vs. Non-Fiction◦ Determining Your Reading Goals 3. Choosing the Right eBook Platform <ul style="list-style-type: none">◦ Popular eBook Platforms◦ Features to Look for in an Excel | ◦ User-Friendly Interface4. Exploring eBook Recommendations from Excel Tutorial Learn Excel 2010 <ul style="list-style-type: none">◦ Personalized Recommendations◦ Excel Tutorial Learn Excel 2010 User Reviews and Ratings◦ Excel Tutorial Learn Excel 2010 and |

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