

Learn Microsoft Excel 2010 Quickly And Easily

Curtis Frye

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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.

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,

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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

Beginning Microsoft Excel 2010 Abbott Katz,2010-12-28 Beginning Microsoft Excel 2010 is a practical, step-by-step guide to getting started with the world's most widely-used spreadsheet application. The book offers a hands-on approach to learning how to create and edit spreadsheets, use various calculation formulas, employ charts/graphs, and get work done efficiently. Microsoft rolled out several new features with Excel 2010—perhaps the most notable was the ability to use Excel 2010 online and collaborate on a project in real time. Beginning Microsoft Office 2010 keeps you up-to-date with all of these features and more.

Excel 2010 Advanced Stephen Moffat,2011

Hacker's Guide To Microsoft Excel (How To Use Excel, Shortcuts, Modeling, Macros, and more) Kimberly Hudson,2012-02-24 ABOUT THE BOOK Microsoft Excel is a user-friendly spreadsheet program that lets you organize data, create charts, program time-saving shortcuts, and make reports. It is part of the Microsoft Office Suite. There are multiple versions of Microsoft Excel out there, the latest being part of the Microsoft Office 2010 Suite. Although you may be baffled by Excel now, don't give up! Once you read what Excel can do, you will quickly use simple functions to answer questions, create charts, and increase productivity. MEET THE AUTHOR Kimberly Hudson is a professional writer who lives and works in Massachusetts. Graduated from American University in Washington, D.C. with a B.A., magna cum laude, in International Studies. She spent a semester traveling China. After college she was a research assistant, fundraiser, and has won two national awards for online newsletters. Facebook: <http://www.facebook.com/profile.php?id=7403026> Twitter: @KimberlyNHudson Blog: www.thewestwaswritten.wordpress.com EXCERPT FROM THE BOOK Like all software products, Excel has gone through multiple versions with varying degrees of usefulness. Below are two of the largest issues that can quickly wreck your Excel experience. The takeaway is that if you are doing high function math with Excel, only use the 2010 version. 1. Vanishing Macro Coding From our earlier discussion of macros, we learned that it is possible to write out sets of instructions that are repeated often so you only have to push one button. Excel has had issues with making this time-saving tool work, especially in the 2007 version. According to NotebookReview.com, "The macro recording errors that plagued Excel 2007 have been repaired...(In the old version, including shapes or charts in your macro recording would leave the final file with huge function gaps or worse, leave a blank recording altogether.)" Definitely use Excel 2010 for a macro-heavy Excel use. Buy a copy to keep reading!

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.

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VBA and Macros Bill Jelen,Tracy Syrstad,2010-06-21 Use Excel 2010 VBA and macros to automate virtually any routine task, and save yourself hours, days, maybe even weeks. Then learn how to make Excel do things you thought were simply impossible! This book reveals scripting techniques you won't find anywhere else and shows you how to create automated reports that are amazingly powerful and useful. It helps you instantly visualize information so you can understand and act on it. It also shows you how to capture data from anywhere and use it anywhere, and helps you automate Excel 2010's most powerful new features. Learning advanced Excel scripting has never been easier. You'll find simple, step-by-step instructions, real-world examples and case studies, and 50 workbooks packed with bonus examples, macros, and solutions, straight from MrExcel. Work efficiently with ranges, cells, and R1C1-style formulas Build super-fast applications with arrays Customize the Excel 2010 Ribbon to run your macros Write Excel 2010 VBA code that works on older versions of Excel Create custom dialog boxes to collect information from your users Use error handling to make your VBA scripts more resilient Use Web queries to import data from virtually any online source Master advanced techniques such as classes and collections Use Excel VBA to control other Office programs...even control Windows itself, via the Windows API Create add-ins to share or sell your programs About MrExcel Library: Every book in the MrExcel Library pinpoints a specific set of crucial Excel tasks and presents focused skills and examples for performing them rapidly and effectively. Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MrExcel.com, these books will Dramatically increase your productivity—saving you 50 hours a year or more Present proven, creative strategies for solving real-world problems Show you how to get great results, no matter how much data you have Help you avoid critical mistakes that even experienced users make

Picture Yourself Learning Microsoft® Excel® 2010 Jeffery Riley,Deidre Hayes,Laurie Fuller,2010 This book is a guide to the features of Microsoft Excel, one of the key products of the Microsoft Office suite. Step-by-step instructions and visual aides help the reader easily learn the software. PICTURE YOURSELF LEARNING MICROSOFT EXCEL 2010 teaches the latest version of Microsoft Excel by following along in a four-color, highly visual format. Readers will develop the skills needed to complete a multitude of tasks, such as working with formulas, filtering and sorting data, working with charts, and much more.

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.

Excel 2010 Made Simple Abbott Katz,MSL Made Simple Learning,2011-08-14 Get the most out of Excel 2010 with Excel 2010 Made Simple—learn the key features, understand what's new, and utilize dozens of time-saving tips and tricks to get your job done. Over 500 screen visuals and clear-cut

instructions guide you through the features of Excel 2010, from formulas and charts to navigating around a worksheet and understanding Visual Basic for Applications (VBA) and macros. Excel 2010 Made Simple takes a practical and highly effective approach to using Excel 2010, showing you the best way to complete your most common spreadsheet tasks. You'll learn how to input, format, sort, and filter your data to find out what you want to know. You'll see how to place your data in tables and named ranges for easy access, all of which will get you working efficiently and productively. Excel 2010 Made Simple also covers the new features introduced in Excel 2010. For instance, it shows you how to use Sparklines for data comparison and the Backstage view for printing and sharing your spreadsheets, so you can carry out your tasks with minimum fuss. The hands-on focus on tasks means you'll see how to actually use Excel 2010 to suit your needs.

Excel 2010 For Dummies Greg Harvey,2012-04-17 Dig into formulas, functions, and more to build your Excel skills Whether you're a beginner or an Excel veteran, this friendly guide provides the fundamental techniques to help you create, edit, format, and print your own spreadsheets. You'll start from scratch and quickly progress to manipulating data with formulas and using Excel's extensive formatting options to present your information in the most powerful way. Open the book and find: Ways to navigate Excel's Ribbon interface Data entry tips to start your spreadsheet How to build formulas and edit workbooks Formatting steps to follow Printing basics to present your data

Microsoft Excel 2010 Inside Out Craig Stinson, Mark Dodge, 2010-08-31 You're beyond the basics, so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of time-saving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Excel 2010 and challenge yourself to new levels of mastery! Learn expert techniques for designing powerful spreadsheets Apply built-in functions or write your own and carry out complex calculations Use rich charting and graphic capabilities to visualize data Perform sophisticated data analysis: financial, statistical, and what-if Design PivotTable reports to dynamically analyze data Share and collaborate with others while managing sensitive data Link and embed Excel data into other documents Create macros with Microsoft Visual Basic for Applications Sample spreadsheets from inside the book Add-ins and other resources to help you extend Microsoft Office programs Links to demos, user communities, and product support

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