



## Microsoft Office | Excel 2010

# Excel Manual 2010

**TeachUcomp**



## **Excel Manual 2010:**

*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 Office Excel 2010**, 2010 **Excel 2010 : Advanced**, 2012 Microsoft Excel 2010 Euroinnova Editorial, 2012 **Excel 2010 : Basic**, 2011

Altova® MapForce® 2010 User & Reference Manual, **Excel 2010** Axzo Press, Axzo Press Staff, 2011-02-21 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

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