


Excel® 2010 Advanced & Macros

Goal Seek

1. Select the formula cell.
2. Choose DATA, then WHAT-IF ANALYSIS  then GOAL SEEK.
3. In the SET CELL box, ensure the formula cell is specified.
4. In the TO VALUE box, specify what you would like the result of the formula to be.
5. In the BY CHANGING CELL box, specify which variable to change. [Click] OK.
6. When the result is found [Click] OK to accept the new result, or CANCEL to abandon it.

Saving Views


A custom view is a group of settings including window positionings, hidden rows/columns, view options such as zoom and gridlines, page setup, filters, and print setup.

1. Set up the worksheet in the way that you would like the view defined.
2. Choose VIEW, then CUSTOM VIEWS  [Click] ADD.
3. Name the view, and specify options. [Click] OK.

Showing/Deleting a View:

1. Choose VIEW, then CUSTOM VIEWS .
2. Select the view. [Click] SHOW or DELETE.

Defining Scenarios

1. Choose DATA, then WHAT-IF ANALYSIS  SCENARIO MANAGER.
2. [Click] ADD. Name the scenario, specify which cells will change, and add comments. [Click] OK.
3. Enter values for the changing cells.
4. [Click] OK. Or to define more scenarios, [Click] ADD. The previous CHANGING CELLS are retained, modify if desired.
5. [Click] CHOOSE to view the Scenario Manager.

Displaying a Scenario:

1. Choose DATA, then WHAT-IF ANALYSIS  then SCENARIO MANAGER.
2. Select the scenario name and [Click] SHOW.
3. When finished, [Click] CLOSE.


Hiding Columns, Rows or Sheets

1. Select the columns, rows or sheets to hide.
2. Choose HOME, then FORMAT  HIDE & UNHIDE, then select an option.

To make the columns, rows or sheets visible again:

1. Select an area that includes the hidden columns or rows. For sheets you do not need to select anything specific.
2. Choose HOME, then FORMAT  HIDE & UNHIDE, then select an option.

Restricting Cell Entry with Data Validation

1. Select the range you wish to restrict.
2. Choose DATA, then DATA VALIDATION .
3. On the SETTINGS tab, specify which values to allow into the cell by choosing the VALIDATION CRITERIA.
4. INPUT MESSAGE tab (optional): specify a message to appear when a cell with restrictions is selected.
5. ERROR ALERT tab (optional): specify a message to appear if an invalid entry is made. [Click] OK.

Highlighting Invalid Data

To circle cells that fail validation rules:

1. Choose DATA, then DATA VALIDATION  then DATA VALIDATION, then CIRCLE INVALID DATA.

Clearing Data Validation Circles

1. Choose DATA, then DATA VALIDATION  then CLEAR VALIDATION CIRCLES.

Data Consolidation

Use data consolidation to combine values from several ranges using functions such as SUM, AVERAGE, MAX, etc.

1. [Click] in the top left corner of the area where the consolidated results are to be placed. Data in this area will be overwritten.
2. Choose DATA, CONSOLIDATE .
3. Specify which calculation to perform on the data by choosing from the FUNCTION list.
4. [Click] the REFERENCE box, and select the first range of data, moving to another sheet if necessary. To select cells from another open workbook, use the Windows Taskbar or choose VIEW, SWITCH WINDOWS .
5. [Click] ADD.
6. Select the next range of data, and [Click] ADD. Repeat this step for additional ranges as required.
7. To have changes in the source ranges automatically update the consolidated data, [Click] CREATE LINKS TO SOURCE DATA (Source and destination must be on different worksheets).
8. [Click] OK.

To match data in different areas by headings:

1. To order or only include some headings, type them into the destination cells.
2. Follow steps 1-6 as above, making sure to include the headings of the data in your selection.
3. Indicate that the headings to match are in the TOP ROW and/or LEFT COLUMN. [Click] OK.

Conditional Formatting



Microsoft Excel 2010 Study Guide Answers

**Shanti Dhulia, Alka Batra, Manjeet
Jauhar, Meera Aggarwal**



Microsoft Excel 2010 Study Guide Answers:

Microsoft Excel 2010 Data Analysis and Business Modeling Wayne Winston, 2011-01-07 Master the business modeling and analysis techniques that help you transform data into bottom line results For more than a decade Wayne Winston has been teaching corporate clients and MBA students the most effective ways to use Excel to solve business problems and make better decisions Now this award winning educator shares the best of his expertise in this hands on scenario focused guide fully updated for Excel 2010 Use Excel to solve real business problems and sharpen your edge Model investment risks and returns Analyze your sales team s effectiveness Create best worst and most likely case scenarios Compare lease vs buy and calculate loan terms See how price advertising and seasonality affect sales Manage inventory with precision Quantify the value of customer loyalty Calculate your break even number and ROI Maximize scheduling efficiency Express home field advantage in real numbers Project company growth predict election results and more Plus introduce yourself to PowerPivot for Excel Your companion web content includes Downloadable eBook Hundreds of scenario based practice problems All the book s sample files plus customizable templates *Study Guide for Practical Statistics for Educators* Ruth Ravid, Elizabeth Oyer, 2010-04-16 The fourth edition of the Study Guide for Practical Statistics for Educators serves as a user friendly and accessible way for students to better understand review and apply the concepts introduced in its companion textbook Practical Statistics for Educators Ravid 2011 Since the first edition of this study guide came out in 1994 thousands of students in educational statistics courses and their professors have found it to be an excellent guide with clear and easy to follow instructions and examples The study guide allows students to reinforce and test their knowledge of the concepts addressed in each chapter of the textbook At the end of each chapter the best answer for each exercise is given along with an explanation for why the correct answer is better than the other choices New in this edition are accompanying Excel exercises so students may perform data analysis with this commonly used software using data available on the web based portal that accompanies the guide **Training Guide** Mitch Tulloch, 2014 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities **Training Guide Installing and Configuring Windows Server 2012 R2 (MCSA)** Mitch Tulloch, 2014-05-08 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop

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ICICKM 2016 - Proceeding of the 13th International Conference on Intellectual Capital Knowledge Management & Organisational Learning Scott Erikson,Helen Rothberg, Proceedings of the 13th International Conference on Intellectual Capital Knowledge Management Organisational Learning held at Ithaca College NY USA on 16 17 Septemeber 2016

Introductory Statistics for the Behavioral Sciences Joan Welkowitz,Barry H. Cohen,Robert B. Ewen,2010-06-08 A comprehensive and user friendly introduction to statistics now revised and updated Introductory Statistics for the Behavioral Sciences has had a long and successful history and is a popular and well respected statistics text Now in its sixth edition the text has been thoroughly revised to present all the topics students in the behavioral sciences need in a uniquely accessible format that aids in the comprehension and implementation of the statistical analyses most commonly used in the behavioral sciences Using a continuous narrative that explains statistics and tracks a common data set throughout the authors have developed an innovative approach that makes the material unintimidating and memorable providing a framework that connects all of the topics in the text and allows for easy comparison of different statistical analyses New features in this Sixth Edition include Different aspects of a common data set are used to illustrate the various statistical methods throughout the

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Current Treatment of Cleft Lip and Palate Ayşe Gülşen,2020-03-25 Non syndromic cleft lip and palate patients have the most common congenital anomalies that affect the middle and lower part of the face and which impair aesthetic integrity These anomalies also affect basic functions such as hearing speaking chewing and breathing Treatment of patients with cleft lip and palate requires multidisciplinary teamwork The cleft child should be followed and treated by a team of experts from different disciplines who work well together Although cleft surgery orthodontic treatment and speech therapy are the main disciplines each of the other branches maxilla facial surgeon otolaryngologist speech therapist pediatric dentist psychologist nurse etc are also very important In this book we wanted to present the reader with the experiences and knowledge of some of these disciplines This book also includes information on the quality of life of children with this anomaly and anesthesia evaluation which is very important for the cleft surgery

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