



Excel 2010

The Ribbon

Understanding the Ribbon is a great way to help understand the changes between Microsoft 2003 to Microsoft 2010. The ribbon holds all of the information in previous versions of Microsoft Office in a more visual stream line manner through a series of tabs that include an immense variety of program features.

Home Tab

This is the most used tab; it incorporates all text and cell-formatting features such as font and paragraph changes. The Home Tab also includes basic spreadsheet formatting elements such as text wrap, merging cells and cell style.

Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, and headers and footers.

Page Layout Tab

This tab has commands to adjust page such as margins, orientation and themes.

Formulas Tab

This tab has commands to use when creating Formulas. This tab holds an immense function library which can assist when creating any formula or function in your spreadsheet.

Data Tab

This tab allows you to modifying worksheets with large amounts of data by sorting and filtering as well as analyzing and grouping data.

Review Tab

This tab allows you to correct spelling and grammar issues as well as set up security protections. It also provides the track changes and notes feature providing the ability to make notes and changes someone's document.

View Tab

This tab allows you to change the view of your document including freezing or splitting panes, viewing gridlines and hide cells.

Opening Excel

You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below:

1. Click on the Start button.
2. Highlight Programs
3. Highlight Microsoft Office
4. Click on Microsoft Excel 2010



Create a New Workbook

1. Click the File tab and then click New.
2. Under Available Templates, double click Blank Workbook or Click Create.

Find and Apply Template

Excel 2010 allows you to apply built-in templates and to search from a variety of templates on Office.com.

To find a template in Excel 2010, do the following:

1. On the File tab, click New
2. Under Available Templates, do one of the following:
 - a. To reuse a template that you've recently used, click Recent Templates, click the template that you want, and then click Create.
 - b. To use your own template that you already have installed, click My Templates, select the template that you want, and then click OK.
 - c. To find a template on Office.com, under Office.com Templates, click a template category, select the template that you want, and then click Download to download the template from Office.com to your computer.
3. Once you click on the template you like it will open on your screen as a new document.

Excel 2010 Pamphlet Master

Faithe Wempen



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Excel 2010 Pamphlet Master,2014-07-17 Excel 2010 is a step by step instructions created by Pamphlet Master as a complete guide on how to use Excel 2010 This pamphlet will serve as your reference guide or training handout for all Excel 2010 users Topics covered in the pamphlet are The Ribbon Opening Excel Select Cells or Ranges Cut Copy and Paste Data Set Column Row Width Height Automatically Fit Column Row Contents Merge Split and Center Cells Formatting Spreadsheets Cell Borders Finalizing a Spreadsheet Save a Spreadsheet Print a Spreadsheet **MOS 2010 Study Guide**

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Business Statistics for Competitive Advantage with Excel 2010 Cynthia Fraser, 2012-02-09 Exceptional managers know that they can create competitive advantages by basing decisions on performance response under alternative scenarios To create these advantages managers need to understand how to use statistics to provide information on performance response under alternative scenarios This updated edition of the popular text helps business students develop competitive advantages for use in their future careers as decision makers Students learn to build models using logic and experience produce statistics using Excel 2010 with shortcuts and translate results into implications for decision makers The author emphasizes communicating results effectively in plain English and with compelling graphics in the form of memos and PowerPoints Statistics from basics to sophisticated models are illustrated with examples using real data such as students will encounter in their roles as managers A number of examples focus on business in emerging global markets with particular emphasis on China and India Results are linked to implications for decision making with sensitivity analyses to illustrate how alternate scenarios can be compared Chapters include screenshots to make it easy to conduct analyses in Excel 2010 with time saving shortcuts expected in the business world PivotTables and PivotCharts used frequently in businesses are introduced from the start Monte Carlo simulation is introduced early as a tool to illustrate the range of possible outcomes from decision makers assumptions and underlying uncertainties Model building with regression is presented as a process adding levels of sophistication with chapters on multicollinearity and remedies forecasting and model validation autocorrelation and remedies indicator variables to represent segment differences and seasonality structural shifts or shocks in time series models Special applications in market segmentation and portfolio analysis are offered and an introduction to conjoint analysis is included Nonlinear models are motivated with arguments of diminishing or increasing marginal response and a chapter on logit regression models introduces models of market share or proportions The Second Edition includes more explanation of hypothesis tests and confidence intervals how t F and chi square distributions behave The Data Files Solution Files and Chapter PowerPoints The data files for text examples cases lab problems and assignments are stored on Blackboard and may be accessed using this link <https://blackboard.com/virginia.edu/webapps/portal/frameset.jsp> Instructors can gain access to the files as well as solution files and chapter PowerPoints by registering on the Springer site <http://www.springer.com/statistics/business/economics/finance/book/9781441998569/changeHeader> Business people can gain access to the files by emailing the author cfg8q@virginia.edu <https://blackboard.com/virginia.edu/webapps/portal/frameset.jsp> Instructors can gain access to the files as well as solution files and chapter PowerPoints by registering on the Springer site <http://www.springer.com/statistics/business/economics/finance/book/9781441998569/changeHeader> Business people can gain access to the files by emailing the author cfg8q@virginia.edu Microsoft® Office 2010 Inside Out Carl Siechert, Ed Bott, 2010-09-27 Dive into the essential features in Microsoft Word 2010 Excel 2010 OneNote 2010 Outlook 2010 and PowerPoint 2010 This supremely organized reference is packed with hundreds of timesaving solutions troubleshooting tips and workarounds It s all

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