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one used for

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2010. The  
biggest  
difference  
between the two  
programs is  
that, in Excel,  
the format is  
set for each  
individual cell.  
So if you change  
the font and  
applied the bold  
option in cell

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be using the terms workbook and worksheet in this manual. The MS Excel 2010 window First introduced in MS Office 2007, the ribbon makes it



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easy for you to find commands and features that were previously buried in complex menus and toolbars. The new design in Microsoft Office 2010

*Introduction to  
MS EXCEL 2010*

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The goal of

these

instructions is

to familiarize

the user with

the basics of

Excel 2010. We

use a gradebook

as an example to

help the user

visualize how

different

functions can be

used. This

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cover data  
entry,  
formatting,  
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functions, and  
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reference  
following  
attendance of  
the introductory  
level Excel 2010  
training course.  
It covers all*

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the topics taught and aims to act as a support aid for any tasks carried out by the user aer the course. e manual is divided into sections, each section covering an aspect of the introductory course.

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*Introduction:*

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Microsoft Excel

2010 Basics

ABOUT THIS CLASS

This class is

designed to give

a basic

introduction

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Excel 2010.

Throughout the class, we will progress from learning how to open Microsoft Excel to actually creating a spreadsheet. It is impossible in this amount of time to



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2010 Basics -  
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Quick reference:

Excel 2010

shortcuts CTRL

combination

shortcut keys

KEY DESCRIPTION

CTRL+SHIFT+(

Unhides any

hidden rows

within the

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CTRL+SHIFT+)

Unhides any hidden columns within the selection.

CTRL+SHIFT+&

Applies the outline border to the selected cells.

CTRL+SHIFT+\_

Removes the outline border

# Where To Download Excel 2010 Manual selected cells.

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applications

such as Word,

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one-time

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are enabled over

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functions

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Excel 2010 has  
many impressive  
features that  
are hard to  
find, much less  
master --



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works with a  
unique and witty  
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you learn  
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calculations;  
organize, sort  
and filter lists  
of data; chart  
numeric data,  
printing and so  
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Excel 2010

-Analysing Data

Using Formulae &

Pivot Tables

Page 18 2 Select

all of the data



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in the column &  
then in the  
'Data' tab,  
select 'Text To  
Columns'. 3 If  
the data has  
'separators'  
e.g. ', ',  
select  
'Delimited',  
then click  
'Next'.

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Excel Basics.

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around the Excel  
2010

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cells, use the  
fill handle, and

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Beyond basic num  
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ber-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

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unique and witty  
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