

# Your Office Microsoft Excel 2010

## Comprehensive

Microsoft Excel 2010 Plain & Simple Microsoft Office Excel 2010 Microsoft Excel 2010 Inside Out Microsoft Excel 2010 Microsoft Excel 2010 Level 2 (English version) Microsoft Excel 2010 for Beginners Rev Up to Excel 2010 Microsoft Excel 2010 In Depth Beginning Microsoft Excel 2010 Easy Microsoft Excel 2010 Using Microsoft Excel 2010 Microsoft Excel 2010 for Beginners Microsoft Excel 2010 Microsoft Office Excel 2010 QuickSteps Microsoft Excel 2010 Explained Microsoft Excel 2010 Formulas and Functions Inside Out Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Your Office Microsoft Excel 2010 Step by Step Microsoft Excel 2010 Made Easy Curtis Frye Kathleen Stewart Craig Stinson Nita Hewitt Rutkosky AMC College Christopher Kho, Meishyell Bill Jelen Bill Jelen Abbott Katz Michael Alexander Tracy Syrstad Christopher Lee Nita Hewitt Rutkosky John Cronan Noel Kantaris Egbert Jeschke Beezix Software Services, Inc Jennifer Paige Nightingale Curtis Frye Lynn Wright

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get the guide that makes learning microsoft excel 2010 plain and simple this full color no nonsense book shows you the quickest ways to solve a problem or learn a skill using easy to follow steps and concise straightforward language you ll analyze manage and share information in more ways than ever before here s what you ll learn manage your financial data and personal expenses get started quickly with prebuilt templates create formulas and functions to do the hard work sort filter update and copy your data use charts and graphics to bring data to life collaborate with colleagues by sharing spreadsheets online here s how you ll learn it jump in whenever you need answers easy to follow steps and screenshots show exactly what to do handy tips teach new techniques and shortcuts quick try this exercises help apply what you learn right away

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 timesaving 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

this manual will show you how to use the additional tools and functions of microsoft excel 2010 program for organizing visualizing and calculating your data it also assist you to explore how excel s new data analysis tools help you track and visualize your data for greater insight and presentation

menguasai excel dan meningkatkan keterampilan anda mengolah data hanya dengan satu buku tidak butuh waktu lama untuk menghasilkan sebuah workbook membangun worksheet menata sel dan range menganalisis data membuat grafik dan mencetak workbook singkat dan mudah itulah yang anda perlukan untuk menguasai excel 2010 dengan langkah langkah sederhana disertai panduan gambar di harapkan buku ini memberikan anda kemudahan dalam menguasai fitur fitur baru excel 2010 anda perlu menguasai excel 2010 agar bisa mengembangkan sebuah spreadsheet dari awal baca buku ini anda akan menemukan cara bekerja dan sekaligus mengeksplorasi fitur fitur terbaru microsoft excel 2010 membuat formula menambahkan data menganalisis data dan membuat grafik untuk keperluan bisnis tip tip dan teknik teknik terbaik untuk menghasilkan presentasi menarik materi disajikan dengan cara berbeda untuk memperjelas satu materi pembahasan langsung diikuti dengan langkah langkah sederhana dan mudah

provides information on the new features and functions of microsoft excel 2010 with coverage of such topics as customizing the ribbon sorting and filtering creating dashboards and using powerpivot

excel 2010 in depth is the beyond the basics beneath the surface guide for everyone who wants to streamline their work with excel 2010 and get more done in less time legendary excel expert bill jelen provides specific tested proven solutions to the problems excel users run into every day challenges other books ignore or oversimplify jelen thoroughly covers all facets of working with excel 2010 and adds new chapters on excel app which allows multiple users to edit a spreadsheet simultaneously new coverage also includes slicer which offers dynamic filtering of pivottables sparklines which add data visualization to any cell calculation engine which improves the speed and accuracy of math financial and statistical functions and the new version of solver as with all in depth books excel 2010 in depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or left out step by step instructions with icons guide readers through essential tasks such as designing tables entering data importing external data designing and executing queries and designing data entry forms and printed reports additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity by bill jelen aka mrexcel an excel mvp and the principal behind the leading excel website mrexcel com covers all aspects of working with excel 2010 from its updated ribbon interface to its breakthrough collaboration and improved business intelligence for everyone who wants to get the most out of excel 2010 from casual users to corporate professionals

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

this year millions of beginner to intermediate level users will be searching for the easiest possible way to master excel 2010 s new features and with easy microsoft excel 2010 you ll find exactly what you re looking for this full color utterly simple step by step book has been carefully crafted to provide instant access to the 100 tasks you ll find most useful and valuable as with all books in the easy series it s designed to teach visually you never have to work your way through lengthy text explanations its large typeface makes it even more accessible to all readers especially senior readers whose needs are disregarded by most computer books written by an experienced microsoft excel trainer and author easy microsoft excel 2010 walks you through the easiest fastest most direct procedures for getting the results they re looking for coverage includes getting started fast managing viewing and editing workbooks formatting data using formulas functions charts and graphics analyzing data printing and even advanced techniques along the way you will learn how to make the most of many of excel 2010 s most powerful innovations such as sparklines and the excel app 100 hands on step by step tasks show novices and inexperienced upgraders the easiest fastest most direct way to accomplish common tasks written by an experienced microsoft excel trainer and author fully revamped for excel 2010 s most powerful new tools and features large typeface improves readability and appeals to senior readers ignored by most computer books

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this book is a companion to anyone using excel 2010 for the first time or who may have used a previous version it is suitable for readers of all abilities and will also act as an reference long after you have mastered the program back cover

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want to get to grips with microsoft excel 2010 whether you re new to excel or keen to

polish your spreadsheet skills this book shows you how

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