Excel Cheat Sheet 2010 Quick Guide Chart

Millions of users create and share Excel spreadsheets every day, but few go deeply enough to learn the techniques that will make their work much easier. There are many ways to take advantage of Excel's advanced capabilities without spending hours on advanced study. Excel Hacks provides more than 130 hacks -- clever tools, tips and techniques -- that will leapfrog your work beyond the ordinary. Now expanded to include Excel 2007, this resourceful, roll-up-your-sleeves guide gives you little known "backdoor" tricks for several Excel versions using different platforms and external applications. Think of this book as a toolbox. When a need arises or a problem occurs, you can simply use the right tool for the job. Hacks are grouped into chapters so you can find what you need quickly, including ways to: Reduce workbook and worksheet frustration -- manage how users interact with worksheets, find and highlight information, and deal with debris and corruption. Analyze and manage data -- extend and automate these features, moving beyond the limited tasks they were designed to perform. Hack names -- learn not only how to name cells and ranges, but also how to create names that adapt to the data in your spreadsheet. Get the most out of PivotTables -- avoid the problems that make them frustrating and learn how to extend them. Create customized charts -- tweak and combine Excel's built-in charting capabilities. Hack formulas and functions -- subjects range from moving formulas around to dealing with datatype issues to improving recalculation time. Make the most of macros -- including ways to manage them and use them to extend other features. Use the enhanced capabilities of Microsoft Office 2007 to combine Excel with Word, Access, and Outlook. You can either browse through the book or read it from cover to cover, studying the procedures and scripts to learn more about Excel. However you use it, Excel Hacks will help you increase productivity and give you hours of "hacking" enjoyment along the way.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office Excel 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Creating Workbooks, Entering and Editing Data, Undo and Redo, Resizing Column Width and Row Height, Inserting and Deleting Rows Columns and Cells, Clearing Cells, Clearing Formatting, Formatting Numbers and Cells, Aligning and Merging Cell Contents, Borders and Grids, Viewing the Worksheet as it will Print, Entering Dates, Entering Sequences. Entering Formulas & Functions, Entering a SUM Function Quickly, Absolute vs. Relative Cell References. Copying and Moving Data: Copying to Adjacent Cells: Cut, Copy, Paste: Drag & Drop. Sheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting Sheets. Editing Multiple Worksheets Simultaneously, Copying Data and Formatting to Multiple Worksheets. Previewing, Printing and Page Setup, Printing a Specific Area, Using Page Break Preview to Adjust Page Breaks, Repeating Rows/Columns on Every Page. Working with Previous Versions (Compatibility Mode). Also includes: Lists of Selection and Movement Shortcuts. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction: Excel 2010 Tables, PivotTables, Sorting & Filtering: Advanced & Macros: Charts & Sparklines: Functions & Formulas.

Excel-erate your productivity with the only guide you'll need to the latest versions of Microsoft Excel Microsoft Excel offers unsurpassed functionality and accessibility for data exploration and analysis to millions of users around the world. And learning to unlock its full potential is easier than you can imagine with help from Excel All-in-One For Dummies. Follow along with Excel expert and veteran author Paul McFedries as he walks you through every feature and technique you need to know to get the most out of this powerful software. You'll learn how to design worksheets, use formulas and functions, collaborate with colleagues and review their work, create charts and graphics, manage and analyze data, and create macros. Plus, you'll discover all the capabilities Microsoft has included in the newest versions of Excel, including dark mode and accessibility features. This indispensable reference allows you to: Get a firm grasp of Excel basics with the book's step-by-step guides before moving on to more advanced topics, like data analysis Access up-to-date information on all the new versions of Excel, including the ones bundled with Microsoft 365, Office 2021, and the LTSC/Enterprise Edition Enjoy the convenience of a single, comprehensive resource detailing everything you need to know about Excel Perfect for people coming to Excel for the very first time, Excel All-in-One For Dummies, Office 2021 Edition is also a must-read resource for anyone looking for a refresher on foundational or advanced Excel techniques.

The second edition of this best-selling Python book (over 500,000 copies sold!) uses Python 3 to teach even the technically uninclined how to write programs that do in minutes what would take hours to do by hand. There is no prior programming experience required and the book is loved by liberal arts majors and geeks alike. If you've ever spent hours renaming files or updating hundreds of spreadsheet cells, you know how tedious tasks like these can be. But what if you could have your computer do them for you? In this fully revised second edition of the best-selling classic Automate the Boring Stuff with Python, you'll learn how to use Python to write programs that do in minutes what would take you hours to do by hand--no prior programming experience required. You'll learn the basics of Python and explore Python's rich library of modules for performing specific tasks, like scraping data off websites, reading PDF and Word documents, and automating clicking and typing tasks. The second edition of this international fan favorite includes a brand-new chapter on input validation, as well as tutorials on automating Gmail and Google Sheets, plus tips on automatically updating CSV files. You'll learn how to create programs that effortlessly perform useful feats of automation to: • Search for text in a file or across multiple files • Create, update, move, and rename files and folders • Search the Web and download online content • Update and format data in Excel spreadsheets of any size • Split, merge, watermark, and encrypt PDFs • Send email responses and text notifications • Fill out online forms Step-by-step instructions walk you through each program, and updated practice projects at the end of each chapter challenge you to improve those programs and use your newfound skills to automate similar tasks. Don't spend your time doing work a well-trained monkey could do. Even if you've never written a line of code, you can make your computer do the grunt work. Learn how in Automate the Boring Stuff with Python, 2nd Edition.

Practical Programming for Total Beginners
Office 2010 and 2007 Shortcuts Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)
Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)
Excel 2003 Bible
Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Experience learning made easy-and quickly teach yourself how to organize, analyze, and present data with Excel 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics.

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 Web 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

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Using Styles, Character, Paragraph, Linked Styles, Applying Character and Paragraph Styles, Creating a Style, Displaying the Styles Pane, Disabling Linked Styles, Changing Styles, Deleting a Style, Selecting All Text with the Same Style, Showing Formatting as Styles to Clean Up a Document, Importing Styles from Another Document, Using Numbered Lists with Styles, Adding Styles to the Default List, Applying Table Styles, Restricting Formatting, Creating a Table of Contents, Updating a Table of Contents, Preparing an Index, Generating an Index, Updating an Index, Section Breaks, Inserting a Section Break, Changing Page Numbering Mid-Document, Changing Headers and Footers, Changing Page Setup in a Section, Displaying the Section Number in the Status Bar, Inserting a Footnote/Endnote, Editing a Footnote/Endnote, Deleting a Footnote/Endnote, Creating a Bookmark, Going to/Selecting Bookmarked Text, Using Bookmarks to Refer to Pages, Outlining, Adding a Watermark, Inserting an Excel Spreadsheet, Comparing Documents Side by Side, Creating a Template Library in Windows 7, Creating a Template. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

Dig into formulas, functions, and more to build your Excelskills Whether you're a beginner or an Excel veteran, this friendlyguide provides the fundamental techniques to help you create, edit,format, and print your own spreadsheets. You'll start from scratchand quickly progress to manipulating data with formulas and usingExcel's extensive formatting options to present your information inthe most powerful way. Open the book and find: Ways to navigate Excel's Ribbon interface Data entry tips to start your spreadsheet How to build formulas and edit workbooks Formatting steps to follow Printing basics to present your data

Excel 2010 Visual Quick Tips
Functions, Formatting, Security, and Shortcuts
Exam 77-882 Microsoft Excel 2010 with Microsoft Office 2010 Evaluation Software
Excel 2010 For Dummies Quick Reference
Microsoft Excel 2010 Advanced and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Let your Excel skills sore to new heights with this bestselling guide Updated to reflect the latest changes to the Microsoft Office suite, this new edition of Excel For Dummies quickly and painlessly gets you up to speed on mastering the world's most widely used spreadsheet tool. Written by bestselling author Greg Harvey, it has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress-free. If the thought of looking at spreadsheet makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest installment of the software, Microsoft Excel 2016. In no time, you'll begin creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, and more. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like adding hyperlinks to worksheets, saving worksheets as web pages, adding existing worksheet data to an existing web page, and so much more. Save spreadsheets in the Cloud to work on them anywhere Use Excel 2016 on a desktop, laptop, or tablet Share spreadsheets via email, online meetings, and social media sites Analyze data with PivotTables If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you, this new edition of Excel 2016 For Dummies sets you up for success.

The bestselling Excel book on the market — now in a new edition covering the latest version of Excel! Excel is the spreadsheet and data analysis tool of choice for people across the globe who utilize the Microsoft Office suite to make their work and personal lives easier. It is estimated that 1 in 7 people on the planet use Microsoft Office! If you're one of them, and want to get up to speed on the latest changes in Excel, you've come to the right place. Excel 2019 For Dummies has been updated to reflect the major changes and features made to Excel and covers everything you need to know to perform any spreadsheet task at hand. It includes information on creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, adding database records, using seek-and-find options, printing, adding hyperlinks to worksheets, saving worksheets as web pages, adding existing worksheet data to an existing webpage, pivot tables, pivot charts, formulas and functions, Excel data analysis, sending worksheets via e-mail, and so much more! Get to know the new Excel interface Become a pro at the spreadsheet and data analysis tool that's available as part of the Microsoft Office suite Find time-tested and trusted advice from bestselling author and expert Greg Harvey Use Excel to streamline your processes and make your work life easier than ever before Written by a bestselling author and seasoned educator, Excel 2019 For Dummies makes it easier than ever to get everything out of this powerful data tool.

Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2013, 2010 and 2007 products Word, Excel, and PowerPoint. See topics below.Shortcuts for the following topics:Word: Text Selection Shortcuts; Movement Shortcuts; Special Characters; Switching Views; Formatting Shortcuts; Deleting Words and Other Shortcuts.PowerPoint: Slide Show Shortcuts; Media Shortcuts; Rehearsing Shortcuts; Outline View Shortcuts, and Other Shortcuts.Excel: Selection Shortcuts; Movement Shortcuts; Formatting Shortcuts; Copying Shortcuts; Formula Shortcuts; Print Preview Shortcuts; Special Characters and Other Shortcuts.Common Shortcuts for Word, Excel and PowerPoint.Also includes instructions for customizing the Quick Access Toolbar and the Status Bar.

Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2016, 2013, and 2010 products Word, Excel, and PowerPoint. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Word, Excel, and PowerPoint 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Shortcuts for the following topics: Word: Text Selection Shortcuts; Movement Shortcuts; Special Characters; Switching Views; Formatting Shortcuts; Deleting Words and Other Shortcuts. PowerPoint: Slide Show Shortcuts; Media Shortcuts; Rehearsing Shortcuts; Outline View Shortcuts, and Other Shortcuts. Excel: Selection Shortcuts; Movement Shortcuts; Formatting Shortcuts; Copying Shortcuts; Formula Shortcuts; Print Preview Shortcuts; Special Characters and Other Shortcuts. Common Shortcuts for Word, Excel and PowerPoint. Also includes instructions for customizing the Quick Access Toolbar and the Status Bar.

Excel 2019 Intermediate Reference and Cheat Sheet
Excel Workbook For Dummies
Microsoft Excel 2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcu
Excel 2002 For Dummies

A comprehensive, up-to-date, user-friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide, but it's not always user-friendly. That makes it a perfect For Dummies topic, and this handy all-in-one guide covers all the essentials, the new features, how to analyze data with Excel, and much more. Eight minibooks address Excel basics, worksheet design, formulas and functions, worksheet collaboration and review, charts and graphics, data management, data analysis, and Excel and VBA. Excel is the leading spreadsheet/data analysis software and is used throughout the world; the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel, with more than three million copies sold Excel 2010 All-in-One For Dummies covers the changes in the newest version as well as familiar tasks, such as creating and editing worksheets, setting up formulas, and performing statistical functions Eight self-contained minibooks cover the basics, worksheet design, formulas and functions, worksheet collaboration, presenting data in charts and graphics, data management, data analysis, and creating macros with VBA. Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All-in-One For Dummies has everything they need to know.

Geared toward the intermediate to advanced user, this example-rich 4-page laminated quick reference guide provides explanations and context for many powerful functions and formulas. Step-by-step instructions for many function/formula-related features. This guide is suitable as a training handout, or simply an easy to use reference guide. The following topics include: Conditionally Summing Data (SUMIF, COUNTIF) Being Precise (Rounding functions) Improving Clarity with Range Names Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE) Changing Results: IF, AND, OR Table Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH) Error Recovery (ISNA, ISERROR) Array Formulas (Single Cell & Multi-Cell Arrays) Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAY) Using a Formula for Data Validation Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Show/Hide Formulas, Watching Cells, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use tables, PivotTables, sorting and filtering features in Microsoft Office Excel 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Excel Tables: Creating an Excel Table, Changing the Table Area, Adding a New Row or Column to the Table, Deleting a Table Row or Column, Turning On/Off the Total Row, Changing the Total Row, Convert a Table to a Normal Range, Using a Normal Range for Sorting, Filtering, Subtotals, and PivotTables, Removing Duplicates, Structured References in Excel Tables. PivotTables: Creating a PivotTable or PivotChart Report, Show/Hide the PivotTable Field List, Adding/Removing a PivotTable Field, Refreshing a PivotTable, Rearranging a PivotTable, Adding a PivotChart to an Existing PivotTable, Changing the Summary Function, Changing How Values are Shown, Sorting in a PivotTable, Grouping by Dates or Time, Filtering PivotTables and Charts with Slicers. Sorting & Filtering: Basic Sorting, Complex Sorting, Re-applying a Sort, Creating a Custom List, Creating a Custom List from Cell Data, Sorting Using a Custom List, Filtering and Advanced Filtering, Show/Hide AutoFilter, Searching for Filter Criteria in AutoFilter, Criteria for Advanced Filters, Using Advanced Filters/Copying Filtered Data to Another Range, Selecting /Ordering Columns, Filter/Copy Unique Rows, Clearing Filtering and Sorting, Subtotals. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

Do you need an intermediate desktop reference for Microsoft Excel 2019? The four-panel desktop reference and cheat sheet contains step-by-step instructions and shortcuts for commonly used intermediate-level features of Excel 2019. Instructions and examples apply to both the Windows and macOS versions of Excel 2019, and includes a list of keyboard shortcuts, as well as instructions for functions and formulas (with examples), formatting, references, security, and more.
101 Ready-to-Use Excel Formulas
Shortcuts for Microsoft Office 2016, 2013 and 2010 Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminate
Easy Microsoft Excel 2010
Excel All-in-One For Dummies
What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide (Cheat Sheet of New Features and Instructions)

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Goal Seek, Saving Views, Defining Scenarios, Hiding Columns, Rows or Sheets, Restricting Cell Entry with Data Validation, Highlighting Invalid Data, Clearing Data Validation Circles, Data Consolidation, Conditional Formatting, Clearing Conditional Formatting, Conditional Formatting Rules Manager, Creating a Workspace With Multiple Workbooks, Protecting/Unprotecting Worksheets, Password Protecting Specific Cells, Keeping Part of a Worksheet Visible: Freeze Panes, Split Panes. Macros: Showing the Developer Tab, Macro Names, Recording a Macro, Running a Macro, Renaming a Macro, Automatic Macro Execution, Relative vs. Absolute Recording, Assigning to the Quick Access Toolbar, Creating a Macro Without Recording, Documenting a Macro, Calling Another Macro, Setting Macro Security, Getting Help on Visual Basic, Saving a Macro Enabled Worksheet, Creating a Custom Ribbon Group, Adding a Macro to the Ribbon, Creating a Function Procedure, Using a Function Procedure. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products Word, Excel, and PowerPoint. This guide is suitable as a training handout, or simply an easy to use reference guide for any type of user. Shortcuts for the following topics: Word - Text Selection Shortcuts, Movement Shortcuts, Special Characters, Switching Views, Formatting Shortcuts, Deleting Words and Other Shortcuts. Excel - Selection Shortcuts, Movement Shortcuts, Formatting Shortcuts, Date & Time Shortcuts, Copying Shortcuts, Formula Shortcuts, Print Preview Shortcuts, Special Characters, and Other Shortcuts. PowerPoint - Slide Show Shortcuts, Media Shortcuts, Rehearsing Shortcuts, Outline View Shortcuts, and Other Shortcuts. Common Shortcuts for Word, Excel and PowerPoint. Also includes instructions for customizing the Quick Access Toolbar and the Status Bar.

Work smarter and faster in Excel 2010 with this quick, practical guide! Want quick answers to your Excel 2010 questions? This handy guide breaks down big tasks into bite-sized how-tos that quickly show you how to accomplish what you want to do. Full-color screenshots and numbered steps clearly explain dozens of features and functions-while shortcuts, tips, and tricks help you save time and boost productivity. There's no fluff-these nuggets are pure gold Excel essentials. And the book's handy 6" x 9" size makes it even easier for you to find what you need. Demystifies the 2010 version of Excel, the world's leading spreadsheet application that is part of Microsoft Office 2010 Walks you through dozens of new features and functions Helps you migrate from older versions of Excel and ramp up to new Excel functionality in no time Uses straightforward descriptions and explanations, full-color screenshots, and easy-to-follow numbered steps to help you glean what you need, fast Boosts your productivity with shortcuts, tips, and tricks that help you work smarter Make Excel 2010 work for you with the invaluable quick tips in Excel 2010 Visual Quick Tips.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use features of Microsoft Office 2010 that are common to Word, Excel & PowerPoint. Great companion product to Word, Excel & PowerPoint Introduction guides. The following topics are covered: Using the Ribbon, Using The File Menu (Backstage View), Using the Quick Access Toolbar, Using the Status Bar, File Formats, Compatibility with Previous Versions, Formatting with the Mini Toolbar, Using Themes to Format a Document, Adding SmartArt, Using Shape Styles, The Research Task Pane, Creating an Embedded Object from Another Office File, Creating an Embedded Object from Another Office File, Creating a Hyperlink, Showing Macro and Form Controls, Inserting Comments, Deleting Comments, Removing Personal Information, Mark as Final, Saving as PDF, E-mailing a PDF, Restricting Distribution, Digital Signatures, Adding a Signature Line (Word, Excel), Signing a Signature Line, Viewing Digital Signatures, Working with Multiple Windows. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

Tips & Tools for Streamlining Your Spreadsheets
SharePoint 2010 Web Apps Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)
Excel 2019 For Dummies
Microsoft Office 2010: Introductory
Microsoft Excel 2010 Charts and Sparklines Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Geared toward the intermediate to advanced Excel 2013 user, this example-rich 4-page laminated quick reference card/guide provides explanations and context for many powerful Excel 2013 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. Topics include: Controlling Order of Precedence Conditionally Summing/Counting Data (SUMIF, COUNTIF) Being Precise (Rounding functions) Improving Clarity with Range Names: Creating Names, Limiting Scope, Defining a Constant or Formula for a Name, Managing Names, Indirectly Referring to a Named Range (INDIRECT) Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE) Changing Results: IF, AND, OR, NOT Table Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH) Error Recovery (ISNA, ISERROR) Array Formulas (Single Cell & Multi-Cell Arrays) Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAYS) Using a Formula for Data Validation Troubleshooting: Types of

Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Watching Cells, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows.

Laminated quick reference card showing step-by-step instructions and shortcuts as well as general document management for the Word, Excel & PowerPoint web apps available in SharePoint 2010. Intended for users familiar with the desktop Microsoft Office suite. Suitable for BOTH Windows and Mac end users. Topics include: General: Creating a New Document, Opening Existing Documents, Saving and Closing Documents, Checking Documents In & Out, Uploading Files, Creating Folders, Renaming Items, Deleting & Restoring Documents, Web App Limitations, Browser & Format Support Word Web App: Using Reading View, Using Edit View, Collaborating with Others, Printing Documents. Excel Web App: Using Reading View, Using Edit View, Collaborating with Others. PowerPoint Web App: Using Reading View, Using Edit View, Collaborating with Others. Also includes a list of Word, Excel & PowerPoint keyboard shortcuts.

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

Just because electronic spreadsheets like Excel 2002 have become almost as commonplace on today's personal computers as word processors and games doesn't mean that they're either well understood or well used. If you're one of the many folks who has Office XP on your computer but doesn't know a spreadsheet from a bedsheet, this means that Excel 2002 is just sitting there taking up a lot of space. Well, it's high time to change all that. One look at the Excel 2002 screen (with all its boxes, buttons, and tabs), and you realize how much stuff is going on there. Excel 2002 For Dummies will help you make some sense out of the rash of icons, buttons, and boxes that you're going to be facing day after day. And when you ready to go beyond spreadsheet basics, this guide will also introduce you to Conjuring up charts Inserting graphics Designing a database Converting spreadsheets into Web pages Most of all, Excel 2002 For Dummies covers the fundamental techniques that you need to know in order to create, edit, format, and print your own worksheets. In this book, you'll find all the information that you need to keep your head above water as you accomplish the everyday tasks that people do with Excel. This down-to-earth guide covers all these topics and more: Creating a spreadsheet from scratch Document recovery Formatting fundamentals Making corrections (and how to undo them) Retrieving data from your spreadsheets Protecting your documents Demystifying formulas Now, even if your job doesn't involve creating worksheets with a lot of fancy financial calculations or lah-dee-dah charts, you probably have plenty of things for which you could and should be using Excel. For instance, you may have to keep lists of information or maybe even put together tables of information for your job. Excel is a great list keeper and one heck of a table maker. You can use Excel anytime you need to keep track of products that you sell, clients who you service, employees who you oversee, or you name it.

Microsoft Excel 2010 Step by Step
Excel 2010 For Dummies
Excel 2010: The Missing Manual
Microsoft Office 2010: Essential
Microsoft Visio 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Lamin

Get practical walkthroughs for the most useful Excel features Looking for easy-to-understand, practical guidance on how to go from Excel newbie to number crunching pro? Excel Workbook For Dummies is the hands-on tutorial you've been waiting for. This step-by-step guide is packed with exercises that walk you through the basic and advanced functions and formulas included in Excel. At your own speed, you'll learn how to enter data, format your spreadsheet, and apply the mathematical and statistical capabilities of the program. Work through the book from start to finish or, if you'd prefer, jump right to the section that's giving you trouble, whether that's data visualization, macros, analysis, or anything else. You can also: Brush up on and practice time-saving keyboard shortcuts for popular commands and actions Get a handle on multi-functional and practical pivot tables with intuitive practice exercises Learn to secure your data with spreadsheet password protections Perfect for new users of Excel, Excel Workbook For Dummies is also the ideal resource for those who know their way around a spreadsheet but need a refresher on some of the more advanced features of this powerful program. Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In Microsoft Office 2010: Introductory you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Mr. Spreadsheet has done it again with 101 easy-to-apply Excel formulas 101 Ready-to-Use Excel Formulas is filled with the most commonly-used, real-world Excel formulas that can be repurposed and put into action, saving you time and increasing your productivity. Each segment of this book outlines a common business or analysis problem that needs to be solved and provides the actual Excel formulas to solve the problem─along with detailed explanation of how the formulas work. Written in a user-friendly style that relies on a tips and tricks approach, the book details how to perform everyday Excel tasks with confidence. 101 Ready-to-Use Excel Formulas is sure to become your well-thumbed reference to solve your workplace problems. The recipes in the book are structured to first present the problem, then provide the formula solution, and finally show how it works so that it can be customized to fit your needs. The companion website to the book allows readers to easily test the formulas and provides visual confirmation of the concepts presented. Teaches you how to implement the required Excel formula Explains and details how the formulas work Lets you reuse or customize the given formula to address your particular needs Helps you make the formulas a regular part of your new, more efficient workflow Specific real-world scenarios are used to demonstrate how to most effectively apply Excel and its powerful formulas to complete tasks faster and with greater accuracy than ever before. Now you can save time, automate, and be more efficient and productive with 101 Ready-to-Use Excel Formulas.

Excel 2013: The Missing Manual
Microsoft Excel 2016 Functions and Formulas Quick Reference Card (4-Page Cheat Sheet Focusing on Examples and Context for Intermed
Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)
Excel 2010 All-in-One For Dummies
What's New in Microsoft Office 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2010, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In MICROSOFT OFFICE 2010: ESSENTIAL you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of the Office 2010 software through experimentation, exploration, and planning ahead. Brand new end of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. The Microsoft Official Academic Courseware (MOAC) Office 2010 Series is the only Official Academic Course Material. The new and enhanced MOAC/ Microsoft Office Excel features Enhanced Wiley Desktop Editions as well as many other enhanced features designed to re-enforce workforce skills. The addition of animated tutorials in the Enhanced Wiley Desktop Editions and WileyPLUS courses, textbooks include additional materials on different skill levels to help users keep pace. WileyPLUS and an automatic Office assignment grader provides immediate feedback on every assignment, to help users practice and hone skills at their own pace. MOAC/ Microsoft Office Excel is built from the ground-up around the MOS® certification objectives- making it a great way to learn all the workforce-oriented tasks required for certification. The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson, as well as automated grading via OfficeGrader. Furthermore, the latest edition's use of color in screen captures allows users to follow on screen much easier, as screen captures will look the exact same as the application. Additional projects throughout the book helps users comprehend how a task is applied on the job. OfficeGrader functionality added to WileyPLUS provides immediate feedback on all homework, assignments, and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics.

4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word, Excel, and PowerPoint for users upgrading from Office 2003. Also includes a command reference for each product, showing Office 2003 commands and their Office 2010 equivalents. Topics include: Office: The Ribbon; Backstage View (The File Menu); Quick Access Toolbar; Formatting Text with the Mini Toolbar; Pasting with Live Preview; Saving as PDF; Emailing a PDF; Co-authoring (Word/PowerPoint); Work Anywhere (Office Web Apps); Using Themes to Format a Document; SmartArt; Shape Styles; New or Changed Picture Features; Showing Macro and Form Controls; New File Formats; Working with Preview File Versions; Other New or Changed Features; Features No Longer Available. Word: Spacing between Paragraphs; Showing the Ruler; Contextual Spelling; Navigating and Reorganizing using Headings; Searching Using the Navigation Pane; Creating and Using Quick Styles; Using the Apply Styles Window; Mail Merge; Building Blocks; Creating a Quick Part Building Block; Inserting a Quick Part; The Reviewing Pane; Tracking Moved Text; Improved Compare and Combine; Other New or Changed Features; Features No Longer Available. Excel: Limit Changes; Resizing the Formula Bar; Formula AutoComplete; Improvements to Named Ranges; Inserting a Sheet; Page Layout View; Showing Invalid Data; Pasting Cells as a Linked Picture; Changes to Excel Tables (Lists); Structured References in Excel Tables; Filtering Pivot Tables with Slicers; Other PivotTable Changes; Inserting a Chart in a Cell (Sparklines); Filter Improvements; New Conditional Formatting; Sorting by Icon, Cell Color, or Font Color; Other New or Changed Features. PowerPoint: Organizing Slides with Sections; Resetting Placeholders; Adding Placeholders to a Slide Master; Adding a Customized Layout; Background Styles; New or Changed Text Features; Using the Animation Painter; Video Improvements; Linking to a Web Video; Syncing Animation/Text Overlays with Audio/Video; Creating a Video File; Broadcasting Using the Internet; Other New or Changed Features; Features No Longer Available. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

Microsoft Visio 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)
Shortcuts for Microsoft Office 2013, 2010 and 2007 Quick Reference Guide (Cheat Sheet of Keyboard Shortcuts- Laminated Card)
Microsoft Excel 2010 Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Interme
Microsoft Excel 2013 Functions and Formulas Quick Reference Card (4-Page Cheat Sheet Focusing on Examples and Context for Intermed
Automate the Boring Stuff with Python, 2nd Edition
Office 2010 Common Features Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

This Microsoft Office 2010 Introductory text, part of the Origins Series, includes features that make learning easy and enjoyable, yet challenging for learners. Students receive a wide range of learning experiences from activities with one or two commands to simulations and case studies that challenge and sharpen learners' problem-solving skills. This is a hardcover text. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Find the answers to your most important Excel questions with this reference John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. Known as "Mr. Spreadsheet," Walkenbach—along with Excel expert Colin Banfield—answers your most common and important Excel questions in this easy-to-understand reference. You'll learn how to open, save, protect, and recover workbook files; add, copy, and delete worksheets; enter and edit data and text; create formulas and functions; audit, format, and print; and more. Highly organized and free of unnecessary jargon, this essential reference allows you to find the answers you're looking for quickly and easily. Excel gurus Walkenbach and Banfield offer quick and easy answers to common Excel questions Offers information in a highly organized, easy-to-understand format so you can find exactly what you need Includes information on opening, saving, protecting and recovering workbook files; adding, copying, and deleting worksheets; entering and editing data and text; creating formulas and functions; auditing; formatting; printing; and more Covers navigating the user interface; using the Ribbon and Quick Access toolbar; saving, protecting, and recovering workbook files; entering and editing data; creating formulas and functions, and much more Excel 2010 For Dummies Quick Reference enables you to spend more time working on your projects rather than trying to figure how to make Excel work for you!

The bestselling Excel book on the market, updated for Excel 2010 As the world's leading spreadsheet application, Excel has a huge user base. The release of Office 2010 brings major changes to Excel, so Excel For Dummies comes to the rescue once more! In the friendly and non-threatening For Dummies style, this popular guide shows beginners how to get up and running with Excel and helps more experienced users get comfortable with new features. Excel is the number one spreadsheet application worldwide, and Excel For Dummies is the number one guide to using it With the major changes in Microsoft Office 2010, Excel has new features and a new interface design; users need help to get up to speed The book includes everything you need to know to perform basic Excel 2010 tasks Covers creating and editing worksheets and charts, formatting cells, entering formulas, inserting graphs, designing database forms, and adding database records Also covers printing, adding hyperlinks to worksheets, saving worksheets as Web pages, adding existing worksheet data to an existing Web page, and much more Whether you're new to Excel or just need to understand the 2010 version, Excel 2010 For Dummies provides what you need to know.

Excel Hacks

Excel 2016 For Dummies

Geared toward the intermediate to advanced Excel 2016 user, this example-rich 4-page laminated card/guide provides explanations and context for many powerful Excel 2016 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply an easy to use reference guide.Topics include:Controlling Order of PrecedenceConditionally Summing/Counting Data (SUMIF, COUNTIF)Being Precise (Rounding functions)Improving Clarity with Range Names: Creating Names, Limiting Scope, Defining a Constant or Formula for a Name, Managing Names, Indirectly Referring to a Named Range (INDIRECT)New Functions for Office 365, Mobile & Online (CONCAT, TEXTJOIN, IFS, MAXIFS/MINIFS, SWITCH)Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE)Changing Results: IF, AND, OR, NOTTable Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH)Error Recovery (ISNA, ISERROR)Array Formulas (Single Cell & Multi-Cell Arrays)Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAYS, EDATE)Using a Formula for Data ValidationTroubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows. Examples: Summing Selected Data; Being Precise; Merging Text & Numers; Table Lookups; Table Lookups with IF and ISERROR; Dates & Times; Single- and Multi-Cell Arrays.

4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2010. Also includes a command reference for each product, showing changed Office 2010 commands and their Office 2013 equivalents. Topics: Office: The Start Screen; Local (Custom) Templates; Changing the Look of Office; Optimizing for Touch; Using the Touch Mini-Toolbar; Integration with Online Services: Signing into an Online Account (SkyDrive SharePoint), Switching Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365 SharePoint; Opening the Folder Your Document is in; Opening and Saving; Inviting People to Collaborate on a SkyDrive Document; Viewing/Changing Access to a Document; Using On-object Chart Tools; Presenting Online; Using Apps for Office; Other New or Changed Features; Communicating with a Commenter; Replying to a Comment; Features No Longer Available. Word: Tracking Changes; Switching Between Simple Markup and All Markup; Locking Track Changes On; Expanding Collapsed Comments; Marking Comments as Done; Resuming Reading; Read Mode; Collapsing/Expanding Parts of a Document in Print Layout View; Opening and Editing a PDF; Using Alignment Guides; Text Wrapping with the Layout Options Tool; Quickly Inserting Rows/Columns Within a Table; Using the Border Painter; Copying Border Style (Border Sampler); Repeating Section Form Control; Other New or Changed Features. PowerPoint: Creating New Shapes (Merge Shapes); Zoom and Pan While Presenting; Jumping to a Slide; Widescreen; Applying Design Theme Variants; Changes to Guides; Using Eyedropper to Match Colors; Using Smart Guides; Paying Audio for Several Slides; Other New or Changed Features; Features No Longer Available. Excel: Windows; Using Flash Fill; Using Chart Recommendations; 3-D Pyramid and Cone Chart Types; Combining Chart Types; Changes to Chart Data Labels; New Data Label Formatting; Using Quick Analysis; Filtering Tables with Slicers; Using PivotTable Recommendations; PivotTable and PivotChart Changes: Adding and Using a Timeline, Creating a PivotChart with or without a Table, Using a PivotTable to Analyze Multiple Data Sources; Advanced Data Analysis: Creating a Power View Sheet, Adding a Visualization to Power View; New Functions; Other New or Changed Features; Features No Longer Available.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use charts/graphs and Sparklines features of Microsoft Office Excel 2010. The following topics are covered: Charts: Inserting a Chart, Creating a Chart Sheet Using the Default Chart Type, Changing Type, Resizing a Chart in the Worksheet, Changing Chart Type, Charting Non-Adjacent Data, Selecting Chart Objects, Adjusting Scale, Creating a Chart with Two Scales, Add, Move or Remove the Legend, Adding a Data Series, Removing a Data Series, Using Tables as a Data Source, Switching Rows and Columns, Adding or Removing Gridlines, Exploding a Piece of a Pie Chart, Adding Explanatory Text, Adding Visuals, Adding Data Labels, Move, Format, Edit Data Labels, Adding/Removing a Chart Title, Adding an Axis Title, Moving a Title, Using Styles and Layouts, Moving the Chart to Another Worksheet, Adding a Projection or Trendline to a Data Series, Removing a Trendline, Handling Hidden and Empty Cells, Setting the Default Chart, Creating a Chart Template, Applying a Custom Chart Type. Sparklines: Creating a Sparkline, Removing Sparklines, Grouping Sparklines, Changing Sparkline Type. Customizing Sparklines: Adding Text, Highlighting Values (Markers). Changing Marker Color, Change Sparklines Color and Weight, Customizing Axis Settings, Handling Hidden and Empty Cells. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

The most comprehensive guidebook available on the most popular spreadsheet program, fully updated to include all-new "X" features Written by the leading Excel guru known as "Mr. Spreadsheet," John Walkenbach, who has written more than thirty books and 300 articles on related topics and maintains the popular Spreadsheet Page at www.j-walk.com/ss The definitive reference book for beginning to advanced users, featuring expert advice and hundreds of examples, tips, techniques, shortcuts, work-arounds, and more Covers expanded use of XML and Web services to facilitate data reporting, analysis, importing, and exporting information Explores Excel programming for those who want advanced information CD-ROM includes all templates and worksheets used in the book, as well as sample chapters from all Wiley Office "X" related Bibles and useful third party software, including John Walkenbach's Power Utility Pak Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.