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(76 pages)*

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Microsoft Excel 2010
is exactly the same as
the one used for

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Microsoft Word 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
C5,

*EXCEL BASICS:
MICROSOFT
OFFICE 2010*

Page 12/34

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

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design in Microsoft
Office 2010

*Introduction to MS
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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

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we will progress from
learning how to open
Microsoft Excel to

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actually creating a spreadsheet. It is impossible in this amount of time to

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Springs*

Quick reference:

Excel 2010 shortcuts

CTRL combination

shortcut keys KEY

DESCRIPTION

CTRL+SHIFT+(

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Unhides any hidden rows within the selection.

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 from the selected cells.

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Beyond basic number-crunching, Excel 2010

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new backstage view

*Excel 2010: The
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MacDonald, Matthew*

...

Welcome to the Excel
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page. A page that
covered everything
related to Microsoft
Excel 2010 from the
basic features to the
advanced tips and

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tricks. You should know that Microsoft Excel is one of the world's most popular spreadsheet programs. You can use Excel 2010 to view, edit or perform calculations; organize, sort and filter lists of data; chart numeric data, printing and so on.

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–Analysing Data
Page 30/34

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Using Formulae &
Pivot Tables Page 18
2 Select all of the data
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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formatting text in
Excel.

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