

# Excel 2010 Training Manual

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## Introduction to MS EXCEL 2010

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Microsoft Excel and Microsoft Word have a lot in common, since they both belong to the MS Office suite of programs. This means that if you are familiar with MS Word, then you already know how to use several MS Excel features! In the MS Word 2010 manual, you'll be able to find more information and guidance on: Using the mouse and keyboard

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Keep in mind that the Formatting toolbar in Microsoft Excel 2010 is exactly the same as the one used for 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,

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Excel will automatically select the data for the pivot table. Excel will also automatically select New Worksheet as the destination for the pivot table. 3. Click Ok. A new worksheet will be added for the pivot table. Initially, the spreadsheet will appear blank. The

PivotTable Field List is located to the right. 4.

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Microsoft Excel 2010 Basics ABOUT THIS CLASS This class is designed to give a basic introduction into Microsoft 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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is manual should be used as a point of reference following attendance of the introductory level Excel 2010 training course. It covers all the topics taught and aims to act as a support aid for any tasks carried out by the user a er the course. e manual is divided into sections, each section covering an aspect of the introductory course.

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Excel Training - Level 1 Page | 15 2.1.2. The Workbook Window In Excel 2013, when you open up a new workbook it now contains only 1 worksheet There can be a max of 1,048,576 rows and 16,384 columns in an excel work sheet. The Worksheet Excel files are called workbooks. Each workbook holds one or more worksheets (also known as

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Nomas Training & Consultancy Ltd Excel 2010 - Analysing Data Using Formulae & Pivot Tables Page 2 Moving Around Your Spreadsheet A spreadsheet is made up of a matrix of columns and rows, into which text, dates and numbers can be entered. Excel contains ; 16,384 Columns. 1,048,576 Rows.

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Quick reference: Excel 2010 shortcuts CTRL combination shortcut keys KEY DESCRIPTION  
CTRL+SHIFT+( 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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Getting Started with Excel. [arrow\\_forward\\_ios](#) . Learn your way around the Excel 2010 environment. 2. Cell Basics. [arrow\\_forward\\_ios](#) . Learn how to insert and delete cells and cell content, drag and drop cells, use the fill handle, and use the cut, copy, and paste functions. 3. Modifying Columns, Rows, and Cells.

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CTRL+SHIFT\_ Removes the outline

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Microsoft has developed the Office 2010 End User Training Kit to support your ongoing end user training efforts. This training content is relevant for end users across all sizes in the United States. This valuable training content was developed to enable companies of all sizes and industries to deliver simple and cost-effective (free) training to end users.

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