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Arbeiten mit Office 2010 In diesem Kurs lernen Sie mit den Programmen Word, Excel, PowerPoint, Outlook, Visio und OneNote umzugehen. Sie lernen unter anderem mit wertvollen Tools Daten schnell zu analysieren und zu verwalten, Zellen, Zeilen und Spalten in Excel hinzuzufügen,

sowie Pivot Tabellen zu erstellen. Der Kurs zeigt Ihnen, wie Sie E-Mail- und Kalendertools effizient nutzen und wie Sie Ihre Ideen in ansprechende Präsentationen umwandeln. Lernen Sie raffinierte Animationen Ihren PowerPoint-Präsentationen hinzuzufügen und erstellen Sie professionell aussehende Dokumente. This book is suitable for both Excel beginners and seasoned experts. In this Excel 2016 book you'll learn how to use and apply advanced Excel skills to construct a robust Excel business application that would be well beyond the powers of most advanced Excel users. Even if you only have very basic Excel skills, the book is designed in such a way that you'll be able to construct a complex, polished professional Excel 2016 application. In constructing this project you'll discover new and interesting ways to use many of Excel 2016's more powerful and complex features. This book will teach you best-practice when applying your Excel skills to large real-world projects. This book won't only teach you Excel skills. You'll also learn a best-practice design and development methodology that will stand you in good stead when working on future Excel projects. What you will learn Most Excel tutorials and reference books teach how to use individual Excel features but don't show how you can combine them into a robust and complex Excel application. In this book you will combine 80 key Excel skills to produce a single advanced Excel application. Here are just a few of the skills you'll use: Create a custom color set. Use custom formats. Use Spin Button and Check Box form controls. Define named ranges and named cells. Use the Name Manager to view, delete and edit range names. Create a drop-down list using a list validation. Use and understand the practical use of over 20 Excel functions including VLOOKUP, COUNTIF, DAY, MONTH, DATE, IFERROR, CHAR, IF, IFERROR, LEN, MOD, ROW, TEXT and WEEKDAY. Understand date serial numbers. Understand precedence rules. Format date serial

numbers using a custom format. Create a formula-driven conditional format. Use the conditional format Rules Manager. Calculate the correct date (in any year) for Martin Luther King Day, President's Day, Labor Day, Columbus Day, Thanksgiving Day, New Year's Day, Independence Day, Christmas Day and Veterans Day, Easter Sunday and Memorial Day. Use structured table references. Concatenate text. Calculate the phases of the moon using Synodic Months and the MOD function. Create user-friendly validation error messages. Use Smart Tags. Lock cells, hide columns, hide entire worksheets and protect worksheets to prevent users from making unwanted changes. Companies who have taken Smart Method courses include: AOL Time Warner, The United States Army, Daimler Chrysler, Motorola, HSBC, Barclays, American Express, Allied Irish Banks, Imperial Tobacco, Volvo, The BBC, British Petroleum, The Foreign and Commonwealth Office, Unilever, The Institute of Chartered Accountants, The Ministry of Defence, Keele University, Deutsche Bank, HBOS, Transport For London, The Performing Rights Society, Scottish Power, The Office of the Parliamentary Ombudsman, BAE Systems, RBS, The British Museum, The National Gallery, Pokerstars, Marks & Spencer, Virgin, O2, BMW... and many, many others. A complete package for learning Excel 2010! Publisher's Note- The online training portion of this product is no longer available. As the leading spreadsheet application, Excel is an essential data analysis and business tool. With this dynamic combination of a full-color printed book and a Dummies interactive eLearning course on CD, you'll find a wealth of information on the latest release of Excel. Featuring both written and animated step-by-step how-tos, practice labs, helpful videos, numerous examples, and a host of Dummies hints and tips, this package makes your learning process easier. Follow the material sequentially or jump in and out as you wish?it's set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners master Excel 2010, the leading spreadsheet application used today Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that

corresponds with the book on CD Allows you to follow the material sequentially or choose separate sections at your own time and pace Offers chapter summaries, practice exercises, discussions of concepts and essential terms, and much more Excel 2010 eLearning Kit For Dummies helps you maximize the potential of this data analysis tool so you can work more efficiently. NOTE: CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase. Learn Tips and tricks to becoming a better and more efficient Excel User. Whether you are starting out for the first time or a daily user. This manual will teach you better and quicker ways to get things done. Mike shows you step-by-step instructions on how to do almost all the things you'll want to do in Excel. Do you know the basics of Excel but feel you are not getting the most out of it? If the answer is Yes, then this guide enables you to take the next step at your own pace at a time suitable to you. Whether you want to learn about linking, pivot tables or databases, this guide will steer you to greater Excel success. Complete guide for Step-by-Step Learning Quick and Easy Reference for learning MS Office 2010 Step-by-Step description of various commands Comprehensively covers all important features of MS Office 2010 in easy to understand manner Visual Approach to Learning MS Office 2010 Package ... Word 2010 Excel 2010 Access 2010 PowerPoint 2010 Outlook 2010 Index Excel tutorials that use real-world examples to teach the core features and tools in Excel 2010. With this Step by Step guide, readers can build and practice new skills hands-on, at their own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book helps users learn the core features and capabilities. 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 Web 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 (Color) - Instructor Guide for instructor-led computer training. Meant to be used with our companion student training manuals for learning the basic concepts of Microsoft Excel 2010. To download the exercise files that accompany this title, please visit <http://www.ezref.com/exercise-files/> For information regarding unlimited printing with the ability to customize our courseware, please visit our website: www.ezref.com Topics covered in Microsoft Excel 2010 - Beginning (6-8 hours): Spreadsheet Basics Microsoft Excel Basics (Screen, Menu) Navigating Within a Worksheet Changing the View Using Help Entering, Editing, Deleting & Undeleting Data Working with Blocks Adjusting Column Widths & Row Height Creating & Filling Formulas Entering Natural Language Formulas Auto Fill Using the Spell Checker Saving, Opening & Printing Workbooks Setting Print Options Copying & Moving (Drag & Drop) The Office Clipboard Formatting (Alignment, Attributes, Borders) Inserting & Deleting Rows/Columns Using Built-In Functions Cell Formats span style="font-size: medium;">Cell Styles The Format Painter Working with Charts Absolute Addressing Creating

Templates The workbook's 20 lessons, coordinated with the examples on the disk, teach users to apply the basic techniques for creating spreadsheets, databases, charts, and macros. The official courseware for Microsoft Excel for the IBM PC and compatibles. "Power Excel 2010 with MrExcel teaches the most sophisticated features and techniques visually: Just watch! You'll master high-powered Microsoft Excel 2010 skills at your own pace, and get specific answers and solutions immediately, whenever you need them! These practical videos simplify powerful features including Pivot Tables, Subtotals, Charting, Formulas, Data Visualizations, Consolidations, PowerPivot, Goal Seek, and Web Queries! Get more done faster with customized workbooks and keyboard shortcuts ... control and analyze data more effectively ... communicate visually with new charting tools and SmartArt ... and plenty more!"-- Resource description page (viewed Jan. 24, 2011). Describes the new features of the software program, including enhancements to the interface, PivotTables, data exchange, and chart and table functions, and provides lessons and practice exercises to master its tools. This ILT Series course, rated 5.0/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks. Course manual comes with CertBlaster exam prep software (download). This course will help students prepare for the Microsoft Office Specialist core-level exam for Excel 2010 (exam 77-882) and the Microsoft Office Specialist Expert exam for Excel 2010 (exam 77-888). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Excel 2010. The perfect book-and-video training package for Excel2010! This Excel 2010 book-

and-video training package-from the same professional training experts who also create many training materials for Adobe Systems-is like having your own personal instructor guiding you through each lesson, but you work at your own pace! The full-color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Excel 2010. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This training package takes you well beyond the basics in a series of easy-to-absorb, five-minute lessons. Walks you through 8 lessons, each consisting of easy-to-follow, step-by-step instructions and lesson files in full color that make each task less intimidating. Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book. Covers new Excel 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon. Additional resources available on companion Web site: www.digitalclassroombooks.com. Learn the ins-and-outs of Excel 2010! In this Advanced Excel 2010 training video, expert author Guy Vaccaro follows up his bestselling Beginners Excel 2010 tutorial by delving even deeper into this powerful spreadsheet software. Microsoft Excel 2010 is much more than a quick way to add up numbers. In this video based tutorial, you will learn advanced features such as nesting IF statements, how to calculate the Mean of a group of numbers using AVERAGEIF, SUMIF and more. You will learn about performing lookups with HLOOKUP and VLOOKUP. This tutorial also covers Sparklines, and goes in-depth with Pivot Tables and Charts. Finally, you will learn how to create and record your own Macros. This advanced tutorial video is not for beginners, and only if you have a firm grasp of the basics should you proceed with this video training. By the conclusion of this advanced computer software tutorial for Microsoft Excel 2010, you will have mastered the advanced features and functions of this software. Working files are included to allow you to follow along with the same files the author trains you with. 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 1) Getting comfortable with Excel ; 2) The basics of data ; 3) Managing workbook structure ; 4) Creating formulas ; 5) The basics of functions ; 6) What's in a name? ; 7) Making data look good ; 8) A picture is worth a thousand words ; 9) The simplicity of tables ; 10) Managing the Excel environment ; 11) Preparing files for distribution. 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 time-saving 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 Microsoft Excel 2010: Comprehensive provides extensive, thorough training of Excel 2010. This text covers introductory through advanced topics, and is ideal for the computer user who wants to become well versed in using Excel 2010. This textbook is approved courseware for

preparing students for the Microsoft Office Specialist (MOS) certification exam. Certification validates skills in the 2010 Microsoft Office suite, enabling students to demonstrate that they have mastered the necessary skills. Topics introduced in Unit 1 include the Ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more. Unit 2 covers such topics as large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more. In Unit 3, students are introduced to PivotTables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more. The text concludes with an integration lesson. Intermediate (Color) Instructor Guide for instructor-led computer training. Meant to be used with our companion student training manuals for learning the intermediate concepts of Microsoft Excel 2010. To download the exercise files that accompany this title, please visit <http://www.ezref.com/exercise-files/> For information regarding unlimited printing with the ability to customize our courseware, please visit our website: www.ezref.com Topics covered in Microsoft Excel 2010 - Intermediate (6-8 hours): Find/Replace Using Block Names Working With Dates Advanced Functions Creating a Database Sorting Records AutoFilter & Custom Filters Working with Tables Creating an Array Formula Linking Files Creating a Workspace Protecting Blocks/Worksheets Freezing Panes Splitting the Screen Hiding Columns/Blocks Multiple Worksheets & Tabs Working with Chart Sheets Hyperlinks Sharing Workbooks Tracking Changes Adding Cell Comments Conditional Formatting Formatting Shortcuts Custom Formats Beginning (Color) Student reference manual designed for instructor-led computer training. Can also be used as a self-paced tutorial for learning the basic concepts of Microsoft Excel 2010. To download the exercise files that accompany this title, please visit <http://www.ezref.com/exercise-files/> For information regarding unlimited printing with the ability to customize our courseware, please visit our website: www.ezref.com Topics covered in Microsoft Excel 2010 -

Beginning (6-8 hours): Spreadsheet Basics Microsoft Excel Basics (Screen, Menu) Navigating Within a Worksheet Changing the View Using Help Entering, Editing, Deleting & Undeleting Data Working with Blocks Adjusting Column Widths & Row Height Creating & Filling Formulas Entering Natural Language Formulas Auto Fill Using the Spell Checker Saving, Opening & Printing Workbooks Setting Print Options Copying & Moving (Drag & Drop) The Office Clipboard Formatting (Alignment, Attributes, Borders) Inserting & Deleting Rows/Columns Using Built-In Functions Cell Formats span style="font-size: medium;">Cell Styles The Format Painter Working with Charts Absolute Addressing Creating Templates Building on the firm foundation established in the first volume, the second installment in the Excel University series continues to explore the Excel features, functions and techniques relevant to accounting and finance professionals. Volume 2 focuses on how to automate recurring-use reports. Amounts in hands-free reports update the instant updated data is inserted into the workbook, for example, when an updated trial balance is pasted into the data sheet. This volume covers the Excel items needed to build and automate reports, including lookups, dynamic headers, mapping tables, error trapping, conditional summing, and date related functions. Excel practice files and solutions videos are available online so you can work hands-on as you read through the content. The skills developed in this volume will help you get your work done in less time. "In this Advanced Excel 2010 training video, expert author Guy Vaccaro follows up his bestselling Beginners Excel 2010 tutorial by delving even deeper into this powerful spreadsheet software. Microsoft Excel 2010 is much more than a quick way to add up numbers. In this video based tutorial, you will learn advanced features such as nesting IF statements, how to calculate the Mean of a group of numbers using AVERAGEIF, SUMIF and more. You will learn about performing lookups with HLOOKUP and VLOOKUP. This tutorial also covers Sparklines, and goes in-depth with Pivot Tables and Charts. Finally, you will learn how to create and record your own Macros. This advanced tutorial video is not for beginners, and only if you have a firm grasp of the basics should you proceed with this video training. By the

conclusion of this advanced computer software tutorial for Microsoft Excel 2010, you will have mastered the advanced features and functions of this software. Working files are included to allow you to follow along with the same files the author trains you with."--Resource description page. A guide to using Microsoft Office Home and Student 2010 that provides instructions for creating and saving files, editing and proofreading text, setting up a workbook, formatting slides, creating and configuring notebooks, and other related topics. Building on the firm foundation established in the first volume, the second installment in the Excel University series continues to explore the Excel features, functions and techniques relevant to accounting and finance professionals. Volume 2 focuses on how to automate recurring-use reports. Amounts in hands-free reports update the instant updated data is inserted into the workbook, for example, when an updated trial balance is pasted into the data sheet. This volume covers the Excel items needed to build and automate reports, including lookups, dynamic headers, mapping tables, error trapping, conditional summing, and date related functions. Excel practice files and solutions videos are available online so you can work hands-on as you read through the content. The skills developed in this volume will help you get your work done in less time. 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. In Excel 2010 Essential Training, Bob Flisser demonstrates the core features and tools in Excel 2010. The course introduces key Excel skills, shows how to utilize these skills with in-depth tutorials on Excel functions and spreadsheet formatting. It also covers prepping documents for printing, working with large worksheets and workbooks, collaborating with others, using Excel as a database, analyzing data,

charting, and automating and customizing Excel. Exercise files are included with the course. This book provides a useful introduction to what is probably the most popular spreadsheet package used today - Microsoft Excel It equips the complete beginner with the skills needed to produce a wide range of spreadsheets, such as accounts, budget sheets, stock control records and much more. Intermediate (Color) Student reference manual designed for instructor-led computer training. Can also be used as a self-paced tutorial for learning the intermediate concepts of Microsoft Excel 2010. To download the exercise files that accompany this title, please visit <http://www.ezref.com/exercise-files/> For information regarding unlimited printing with the ability to customize our courseware, please visit our website: www.ezref.com Topics covered in Microsoft Excel 2010 - Intermediate (6-8 hours): Find/Replace Using Block Names Working With Dates Advanced Functions Creating a Database Sorting Records AutoFilter & Custom Filters Working with Tables Creating an Array Formula Linking Files Creating a Workspace Protecting Blocks/Worksheets Freezing Panes Splitting the Screen Hiding Columns/Blocks Multiple Worksheets & Tabs Working with Chart Sheets Hyperlinks Sharing Workbooks Tracking Changes Adding Cell Comments Conditional Formatting Formatting Shortcuts Custom Formats **The purchase of this card includes an access code that is entered and fulfilled at the For Dummies eLearning Center. You will receive access to the course for six (6) months from date of access code entry. Details are inside the card. For Dummies eLearning Courses are the perfect way to get you up-to-speed on a new skill! With integrated audio and video instruction, including screencasts, illustrations, animations, and video, as well as course interactivity to immediately reinforce what you've learned, For Dummies is making learning easier. In this complete Basics-to-Advanced course, you'll learn it all: the basics of creating Excel spreadsheets, creating and using formulas and functions, and formatting worksheets, discovering how worksheets work, how to add and edit content, what formulas and functions do, and how to format your spreadsheet to best demonstrate your data. Moving at your own pace, you'll go on to create and format several types of Excel charts,

present data clearly, store and manage data in tables and lists, work with PivotTables and PivotCharts, and correct, protect, and share your workbook data. In each of the 11 lessons, you'll find clear, expert instruction, interactive quizzes, hands-on activities, summaries, and a way to review topics so you can progress at your own pace. The course covers:

- Creating an Excel worksheet and entering cell content
- Understanding workbooks
- Adjusting rows and columns and formatting cells
- Using formulas and functions such as square roots, sines, cosines, and tangents
- Using advanced formatting techniques to make your Excel data accessible
- Tackling common financial chores such as calculating loan payments and interest
- Applying Excel's tools for sophisticated data analysis
- Creating and formatting PivotTables and PivotCharts
- Correcting, protecting, and sharing the data in your workbooks
- Tips and tricks to make you more productive

In this Microsoft Excel 2010 tutorial video, veteran Infinite Skills trainer Guy Vaccaro introduces you to the latest version of Microsoft's standard spreadsheet application. In this Excel Training Video, you will learn by watching the author actually perform the operations he is instructing on, as he explains step by step to how to perform these functions. Guy explains Microsoft Excel 2010 starting with the absolute basics of creating your very first worksheet. He slowly works you up through learning the various capabilities of this very powerful program, and even covers topics such as basic to advanced formula and functions. He has even included a chapter on connecting to the new Microsoft Web Apps, and how to use your own SkyDrive to store and share your Microsoft Excel projects. Included with this training video are full practical working files, to allow you to work along side of Guy as he teaches you how to use Microsoft Excel 2010. By the completion of this computer based training course, you will be fully versed, and capable of working with Microsoft Excel 2010 in a commercial environment. Microsoft Office Excel 2010: Comprehensive, International Edition provides a project-based, step-by-step approach to successfully teach students Microsoft Excel 2010 skills. Provides the tools, expert tips, and shortcuts you need to successfully tackle the potentially overwhelming challenge of learning

to use the newest version of Excel. Timothy and Linda O'Leary and the Computer Information Technology Team at McGraw-Hill Higher Education offer your students a fully integrated learning program with time-tested quality and reliability. Office 2010: A Case Approach offers running case study throughout the text to help students understand the material in a consistent, relevant environment. Through this theme of "Making Office Relevant," this text helps students understand why they need this course and these skills. Student success is assured through clear step-by-step instruction, plentiful screen captures and conceptual explanations. Each Lab, designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. Each Lab opens with a running case study that highlights real-world applications of each software program and leads students from problem to solution. The O'Leary Series helps students learn specific applications skills along with those that cross all Office applications, which is especially important in mastering this version of Office. The O'Leary Series also correlates with SimNet Online, our online training and assessment program for Office 2010. This step-by-step workbook will guide you through learning the Excel program. It can be used by a beginner to understand core concepts, and an advanced student to learn the in's and out's of Excel. The workbook includes over 400 Practice Exercises that demonstrate how to use Excel concepts, and can also be used as a reference guide to quickly look up a topic. This workbook is broken into the 5 major categories below:

- Introductory Concepts - The chapters in this group will cover three major Excel categories including Formulas, Formatting, and Printing. It also covers Sum, Average, Minimum, Maximum, Cell Manipulation, Sheet tabs, Backstage View, Font, Alignment, Number, Borders, and Fill Cell features, Print Area, Scale a sheet, and Manipulating Columns.
- Intermediate Formulas - The primary skills covered in this group of chapters are Formulas and Functions including Name Ranges, Statistical, Text, Date/Time, Math/Trig, Logical IF Statements, Lookup, as well as Database functions.
- Major Components - The three major components of Excel (in this group) include Tables, Charts, and

PivotTables. PivotTables will cover Filtering, Formatting, PivotCharts, Label Adjustments, and Calculation Capability. Advanced Features - In this group of chapters, students will learn the advanced in's and out's of Excel including protection, share a workbook, track changes, data validation, dropdown lists, macros, error checking, and what-if analysis. Advanced Power Add-Ins - Such as PowerPivot.

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