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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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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

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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

Introduction to MS EXCEL 2010

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Following the release of Office 2010,. This free microsoft project 2010 training manual will contain an over-all description with the item, the name MICROSOFT OFFICE OUTLOOK 2010 MANUAL.Introduction to MS Excel 2010 Page 10. 2011 Centre for Educational Technology, University of Cape Town.

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Microsoft Excel 2010 Basic Instructions for Beginners: 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 be used. This tutorial will cover data entry, formatting, formulas and...

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Excel has several functions that can be used to remove such

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unwanted characters. Which function you use depends upon where the unwanted characters are located: If the unwanted characters are on the right side of your good data, use the LEFT function to remove them.

Excel Intermediate Training Packet - Shasta COE

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.

Microsoft Excel Manual - Administration and Finance

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Each cell has a specific format. In Excel, a cell's format tells Excel how to display the contents of the cell. A cell's format may be different than the cell contents. For example, you may have entered 8.9521 in a cell. But if the cell was formatted to display only two decimal places, Excel will display 8.95 in that worksheet cell.

Excel Made Easy: a Beginner's Guide to using Microsoft Excel.

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or press Ctrl + O. Select a recent file or navigate to the location where the file is saved.

Microsoft Excel Cheat Sheet - Microsoft Office Training

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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

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impossible in this amount of time to

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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.

MS Excel 2010 - Newcastle University

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This manual provides instructions with the fundamental spreadsheet features of Microsoft Excel Topics covered in this document 2013. become more will help you proficient with the Excel application. Specific focuses include building spreadsheets, worksheet fundamentals, working with basic formulas, and creating charts.

Microsoft Excel 2013 Fundamentals Manual

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