Master Visually Excel 2010

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see your way to super spreadsheets with excel 2010 and this visual guide if you re always hearing about the cool things that excel can do here s your chance to see how to do them with pages of full color step by step instructions and crystal clear screen shots this guide shows you how

to get the most out of excel 2010 the book covers all the basics as well as excel 2010 s new features and functions including a new interface and better collaboration tools crunch and chart your data over a network over the or at home helpful tips on every page will get you there even faster provides a clear look at excel 2010 the newest version of the world s leading spreadsheet application from microsoft and part of the new microsoft office 2010 suite demonstrates how to create spreadsheets and charts filter and sort data work with pivottable and present your data on a network on the or on your laptop explores all features and functions in full color pages packed with screen shots and other visual graphics that clearly show you how to accomplish tasks includes practical examples tips and advice on how to use all the tools more effectively get the very most out of excel 2010 with this easy to follow guide

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

the complete visual reference on excel basics aimed at visual learners who are seeking an all in one reference that provides in depth coveage of excel from a visual viewpoint this resource delves into all the newest features of excel 2010 you ll explore excel with helpful step by step instructions that show you rather than tell you how to navigate excel work with pivottables and pivotcharts use macros to streamline work and collaborate with other users in one document this two color guide features screen shots with specific numbered instructions so you can learn the actions you need to perform in order to execute a wide range of excel 2010 tasks features beginning intermediate andadvanced visual

coverage of excel 2010 shows you how to enter information into a worksheet use formulas and functions find and control formulaic errors and much more presents more than 1 000 screen shots that demonstrate step by step instructions of numerous excel 2010 tasks you re encouraged to move at your own pace as you acquire confidence and proficiency with the newest version of excel

demonstrates excel fundamentals explaining how to build worksheets use formulas and functions create charts and perform data analysis and displaying data in different types of charts

master two of the most powerful features of excel even if you use excel all the time you may not be up to speed on two of excel s most useful features pivottable and pivotchart turn long lists of unreadable data into dynamic easy to read tables and charts that highlight the information you need most you can tweak results with a click or easily fuse data from several sources into one document now you can learn how to tap these powerful excel tools with this practical guide using a series of step by step tutorials and easy to follow screenshots this book shows you in a visual way how to create and customize pivottables and pivotcharts use them to analyze business data and ultimately achieve more with less work explains the benefits pivottables and pivotcharts two powerful features of excel that allow users to create dynamic spreadsheets covers creating and customizing analyzing business data building custom calculations linking to external data sources including access databases word tables pages xml data sql server databases and olap cubes creating macros to automate tasks and more uses step by step tutorials and easy to follow screenshots a learn by seeing approach for visual learners practical visual and packed with content this is the book you need to ramp up your excel skills with pivottables and pivotcharts

this step by step workbook will employ the visual basic application vba programming language that is built into excel it will help to automate repeating operations and redundant tasks readers will begin by recording macros and storing the results in visual basic code minor changes can then be made using the visual basic editor to troubleshoot problems techniques will be discussed to demonstrate how to select cells in order to format areas in an automated way variables will also be covered these are great methods to help remember specific items for use at a later time if logic will be discussed to help automate decisions and provide the logic necessary to make adjustments message and input boxes

are ways to provide input and store results in a cell loops will provide the logic to repeat steps in multiple cells worksheet and workbook manipulation can allow access data from multiple worksheets the use of all these functions will automate the overall efficiency of a project furthermore once you learn the excel vba program language you ll be able to apply your vba programming knowledge to other ms office products including microsoft access design strategy this workbook is designed in conjunction with an online instructor led course for more information see elearnlogic com unlike other computer guides students will not need to review lengthy procedures in order to understand a topic all that is necessary are the brief statements and command paths located within the guide that demonstrate how a concept is used there are many step by step practice exercises and more comprehensive student projects used to better understand a concept furthermore students will find that this workbook guide is often used as a reference to help users understand concepts quickly an index is also provided on the last page of the workbook to reference important topics as necessary however if more detail is needed for study the internet can be used to search a concept also if student s skills are weak due to lack of use they can refresh their knowledge quickly by visually scanning the concept needed and then testing them out using the application

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ruth maran covers all the new office applications including word excel access powerpoint outlook and bookshelf basics this visual title gives full coverage of each key topic clearly illustrated in color with step by step screen shots and 3d drawings

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