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Extract Data

from a

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MATCH and INDEX

Excel Data

*Analysis: Sort,
Filter,*

PivotTable,

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Examples): HCC

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Introduction To

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16.1 How to set

and remove

password in

Microsoft Excel

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*User manual
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that the
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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.

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different
functions can be
used. This
tutorial will
cover data
entry,
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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 aer the course. e manual is divided into sections, each

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Manual covering
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Introduction:

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Formulas,

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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

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spreadsheet. It is impossible in this amount of time to

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Quick reference:

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shortcuts CTRL

combination

shortcut keys

KEY DESCRIPTION

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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

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cells.
CTRL+SHIFT_
Removes the
outline border
from the
selected cells.

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related Office
2010, including
an overview,
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Excel 2010 has
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quickly.

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Excel is one of
the world's most

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Manual 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',

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then click
'Next'.

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Learn how to
insert and
delete cells and*
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clearly explains
how everything
works with a
unique and witty
style to help
you learn
quickly.

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