

Microsoft Excel 2010 User Guide

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Microsoft Excel is a program that provides worksheets comprised of rows and columns. Data can be stored in the worksheet, also called a spreadsheet, similarly to a Microsoft Word table, but the power of Excel is its ability to perform simple to complex mathematical calculations, and other functions.

Excel Made Easy - A Beginner's Guide - Knowledge you Need ...

Excel can help you do simple arithmetic like adding, subtracting, multiplying, or dividing any of your data. To add, use the + sign. To subtract, use the - sign. To multiply, use the * sign. To divide, use the / sign. To use exponents, use the ^ sign. Remember, all formulas in Excel must begin with an equal sign (=).

The Ultimate Guide to Using Microsoft Excel - HubSpot

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Excel help & learning - support.microsoft.com

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.

Excel 2010 Advanced - STL

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Microsoft Excel 2016 Step-by-Step Guide

Excel 2010 –Analysing Data Using 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', then click 'Next'.

MS Excel 2010 - Newcastle University

Select a Cell: dialog boxClick a cell or use the keyboard arrow keys to select it. Select a Cell Range: Click and drag to select a range of cells. Or, press and hold down the Shiftkey while using the arrow keys to move the selection to the last cell of the range. Select an Entire Worksheet: Click the.

Microsoft Excel Cheat Sheet - CustomGuide

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