

Microsoft Excel 2010 User Guide

Microsoft Excel 2013
Excel 2010: The Missing Manual
Excel 2013: The Missing Manual
Power Pivot and Power BI
Excel Basics In 30 Minutes (2nd Edition)
MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook
MOS 2013 Study Guide for Microsoft Word Expert
Microsoft Office Excel 2007 Step by Step
VBA and Macros
Microsoft Office Professional 2010 Step by Step
Microsoft Excel 2010 Functions & Formulas Quick Reference Guide
Excel 2010 Power Programming with VBA
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Rev Up to Excel 2010
Formulas and Functions
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Excel 2003 Formulas
Excel 2003 Bible
Microsoft Excel 2010 Formulas and Functions Inside Out
Microsoft Excel 2002 Step by Step
Illustrated Course Guide: Microsoft PowerPoint 2010 Advanced
Office and SharePoint 2010 User's Guide
Excel 2010 Security and Privacy For Microsoft Office 2010 Users
Excel 2010 For Dummies
Learn Excel 2016 Essential Skills with the Smart Method
SharePoint 2013 User's Guide
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Beginning Microsoft Excel 2010
MOS 2013 Study Guide for Microsoft Excel

Microsoft Excel 2013

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Excel Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage
Easy-to-follow procedures and illustrations to review essential skills
Hands-on practice tasks to apply what you've learned
Includes downloadable practice files

Excel 2010: The Missing Manual

Teach yourself exactly what you need to know about using Office Professional 2010-one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets
Manage your e-mail, calendar, meetings, and communications
Put your business data to work
Develop and deliver great presentations
Organize your ideas and notes in one place
Connect, share, and accomplish more when working together"

Excel 2013: The Missing Manual

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use tables, PivotTables, sorting and filtering features in Microsoft Office Excel 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Excel Tables: Creating an Excel Table, Changing the Table Area, Adding a New Row or Column to the Table, Deleting a Table Row or Column, Turning On/Off the Total Row, Changing the Total Row, Convert a Table to a Normal Range, Using a Normal Range for Sorting, Filtering, Subtotals, and PivotTables, Removing Duplicates, Structured References in Excel Tables. PivotTables: Creating a PivotTable or PivotChart Report, Show/Hide the PivotTable Field List, Adding/Removing a PivotTable Field, Refreshing a PivotTable, Rearranging a PivotTable, Adding a PivotChart to an Existing PivotTable, Changing the Summary Function, Changing How Values are Shown, Sorting in a PivotTable, Grouping by Dates or Time, Filtering PivotTables and Charts with Slicers. Sorting & Filtering: Basic Sorting, Complex Sorting, Re-applying a Sort, Creating a Custom List, Creating a Custom List from Cell Data, Sorting Using a Custom List, Filtering and Advanced Filtering, Show/Hide AutoFilter, Searching for Filter Criteria in AutoFilter, Criteria for Advanced Filters, Using Advanced Filters/Copying Filtered Data to Another Range, Selecting /Ordering Columns, Filter/Copy Unique Rows, Clearing Filtering and Sorting, Subtotals. This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.

Power Pivot and Power BI

Use Excel 2010 VBA and macros to automate virtually any routine task, and save yourself hours, days, maybe even weeks. Then learn how to make Excel do things you thought were simply impossible! This book reveals scripting techniques you won't find anywhere else and shows you how to create automated reports that are amazingly powerful and useful. It helps you instantly visualize information so you can understand and act on it. It also shows you how to capture data from anywhere and use it anywhere, and helps you automate Excel 2010's most powerful new features Learning advanced Excel scripting has never been easier You'll find simple, step-by-step instructions, real-world examples and case studies, and 50 workbooks packed with bonus examples, macros, and solutions, straight from MrExcel. About MrExcel Library: Every book in the MrExcel Library pinpoints a specific set of crucial Excel tasks and presents focused skills and examples for performing them rapidly and effectively. Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MrExcel.com, these books will

Excel Basics In 30 Minutes (2nd Edition)

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels -- Basic, Intermediate, and Advanced -- perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook

A step-by-step guide to Microsoft Excel 2007 describes the new features of the program, including its new interface, PivotTable, rich data visualization, and enhanced chart and table functions, and provides lessons and practice exercises to master the tools to organize data, manage spreadsheets, and publish to the Web.

MOS 2013 Study Guide for Microsoft Word Expert

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for four Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Office--and earn the credential that proves it!

Microsoft Office Excel 2007 Step by Step

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Word Expert Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

VBA and Macros

Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly.

Navigate with ease. Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments, and more Organize your data. Search, sort, and filter huge amounts of information Illustrate trends. Bring your data to life with charts and graphics -- including miniature charts called Sparklines Examine your data. Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save

Microsoft Office Professional 2010 Step by Step

A comprehensive, up-to-date, user-friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide, but it's not always user-friendly. That makes it a perfect For Dummies topic, and this handy all-in-one guide covers all the essentials, the new features, how to analyze data with Excel, and much more. Eight minibooks address Excel basics, worksheet design, formulas and functions, worksheet collaboration and review, charts and graphics, data management, data analysis, and Excel and VBA. Excel is the leading spreadsheet/data analysis software and is used throughout the world; the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel, with more than three million copies sold Excel 2010 All-in-One For Dummies covers the changes in the newest version as well as familiar tasks, such as creating and editing worksheets, setting up formulas, and performing statistical functions Eight self-contained minibooks cover the basics, worksheet design, formulas and functions, worksheet collaboration, presenting data in charts and graphics, data management, data analysis, and creating macros with VBA. Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All-in-One For Dummies has everything they need to know.

Microsoft Excel 2010 Functions & Formulas Quick Reference Guide

Microsoft PowerPivot for Excel 2010: Give Your Data Meaning introduces PowerPivot in Excel 2010 to power users and data analysts who want to give their data meaning by creating their own Business Intelligence models. And with Microsoft Excel 2010: Data Analysis and Business Modeling, you'll learn the best ways to use Office Excel 2010 for data analysis and business modeling. Award-winning professor and statistician Wayne Winston shares practical examples to help you transform data into bottom-line results. Web site includes practice files. The two books included in this kit are:
9780735640580 Microsoft PowerPivot for Excel 2010 9780735643369 Microsoft Office Excel 2007: Data Analysis and Business Modeling, 3E

Excel 2010 Power Programming with VBA

Provides information on the new features and functions of Microsoft Excel 2010, with coverage of such topics as customizing the ribbon, sorting and filtering, creating dashboards, and using PowerPivot.

Excel Basics In 30 Minutes (2nd Edition)

Taking the basics to the business with no-coding solutions for SharePoint 2010 using this book and eBook.

Rev Up to Excel 2010

Microsoft PowerPivot is a free add-on to Excel from Microsoft that allows users to produce new kinds of reports and analyses that were simply impossible before, and this book is the first to tackle DAX formulas, the core capability of PowerPivot, from the perspective of the Excel audience. Written by the world's foremost PowerPivot blogger and practitioner, the book's concepts and approach are introduced in a simple, step-by-step manner tailored to the learning style of Excel users everywhere. The techniques presented allow users to produce, in hours or even minutes, results that formerly would have taken entire teams weeks or months to produce. It includes lessons on the difference between calculated columns and measures; how formulas can be reused across reports of completely different shapes; how to merge disjointed sets of data into unified reports; how to make certain columns in a pivot behave as if the pivot were filtered while other columns do not; and how to create time-intelligent calculations in pivot tables such as "Year over Year" and "Moving Averages" whether they use a standard, fiscal, or a complete custom calendar. The "pattern-like" techniques and best practices contained in this book have been developed and refined over two years of onsite training with Excel users around the world, and the key lessons from those seminars costing thousands of dollars per day are now available to within the pages of this easy-to-follow guide. This updated second edition covers new features introduced with Office 2015.

Formulas and Functions

All the methods and tools you need to successfully program with Excel John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. With this comprehensive guide, "Mr. Spreadsheet" shows you how to maximize your Excel experience using professional spreadsheet application development tips from his own personal bookshelf. Featuring a complete introduction to Visual Basic for Applications and fully updated for the new features of Excel 2010, this essential reference includes an analysis of Excel application development and is packed with procedures, tips, and ideas for expanding Excel's capabilities with VBA. Offers an analysis of Excel application development and a complete introduction to Visual Basic for Applications (VBA) Features invaluable advice from "Mr. Spreadsheet" himself (bestselling author John Walkenbach), who demonstrates all the techniques you need to create large and small

Excel applications Provides tips, tricks, and techniques for expanding Excel's capabilities with VBA that you won't find anywhere else This power-user's guide is packed with procedures, tips, and ideas for expanding Excel's capabilities with VBA.

Microsoft Excel 2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcu

Crunch numbers, create spreadsheets, and get up to speed on Excel 2010! This friendly book gets you started with the basics of Excel 2010, such as creating a spreadsheet from scratch, selecting commands from the Ribbon, customizing the Quick Access toolbar, creating simple formulas, moving and copying data with drag and drop, using the AutoCorrect and AutoFill features, and more. Navigate effectively — see how the Ribbon interface and the Backstage View give you access to all the tools you need for every task Be a mover and a shaker — move and copy data with cut, copy, and paste or drag and drop Summing up — total columns and rows of numbers with the AutoSum button Making it pretty — format data tables, adjust column widths and row heights, hide columns and rows, and format with Styles or the Format Painter Safety net — save your work and recover spreadsheets after a computer crash Open the book and find: What's new in Excel 2010 How to surf an Excel 2010 worksheet and workbook Instructions for entering data in a worksheet Tips for keeping your data secure How to enter and edit formulas with built-in functions Tips for undoing or deleting data entry mistakes Learn to: Get comfortable with Excel 2010 and Backstage View Create and edit spreadsheets Format cells, create formulas, and fix data entry errors Copy, cut, move, paste, or delete data

MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams

Our manuals facilitate your learning by providing structured interaction with the software itself.

Excel 2003 Formulas

Presents a guide to preparing for certification exams for four Microsoft Office programs, which includes overviews, step-by-step instructions, and practice projects for each program.

Excel 2003 Bible

Demonstrate your expertise with Microsoft Office 2010! This all-in-one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist (MOS) exams. With the MOS 2010 Study Guide, you get full, objective-by-

objective coverage for: Exam 77-881: Microsoft Word 2010 Exam 77-882: Microsoft Excel 2010 Exam 77-883: Microsoft PowerPoint 2010 Exam 77-884: Microsoft Outlook 2010 Use the book's easy-to-follow procedures and illustrations to review the essential skills measured by the MOS exams. And you can apply what you've learned hands-on—using the downloadable files for all the book's practice tasks.

Microsoft Excel 2010 Formulas and Functions Inside Out

I started teaching computer classes a couple of years ago. It seemed that almost all of my students were generally saying the same thing: I bought a book on how to use this program but I just don't understand what is in the book. I think you have to be a computer nerd to understand this stuff. Microsoft Office Excel 2007 is a very powerful spreadsheet program, but it doesn't have to be complicated or hard to use. I decided to write an easy to understand book on how to use the Microsoft Office Excel 2007. This book has easy to follow step by step directions on how to use Excel 2007.

Microsoft Excel 2002 Step by Step

Everything you need to know about * Mastering operators, error values, naming techniques, and absolute versus relative references * Debugging formulas and using the auditing tools * Importing and exporting XML files and mapping the data to specific cells * Using Excel 2003's rights management feature * Working magic with array formulas * Developing custom formulas to produce the results you need Here's the formula for Excel excellence Formulas are the lifeblood of spreadsheets, and no one can bring a spreadsheet to life like John Walkenbach. In this detailed reference guide, he delves deeply into understanding, creating, and applying formulas in everything from basic workbooks to charts, pivot tables, and more advanced Excel applications. He examines financial formulas, explores the many options made possible with array formulas, teaches you to develop custom worksheet functions with VBA, and much more. Once again, "Mr. Spreadsheet" will astound you with the breadth and depth of Excel's capacity. CD-ROM Includes * Trial version of the author's award-winning Power Utility Pak 5 * More than 90 sample workbooks illustrating key formula concepts

Illustrated Course Guide: Microsoft Powerpoint 2010 Advanced

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.

Office and SharePoint 2010 User's Guide

Describes the features of the software program, including writing formulas, presenting data visually, linking worksheets, using PivotTables, and collaborating online.

Excel 2010

MASTER CORE EXCEL 2010 TOOLS FOR BUILDING POWERFUL, RELIABLE SPREADSHEETS! Excel expert Paul McFedries shows how to use Excel 2010's core features to solve problems and get the answers you need! Using real-world examples, McFedries helps you get the absolute most out of breakthrough Excel 2010 improvements—from Sparklines to the brand-new version of Solver. Along the way, you'll discover the fastest, best ways to handle essential day-to-day tasks ranging from generating account numbers to projecting the impact of inflation. Becoming an Excel expert has never been easier!

You'll find crystal-clear instructions... insider insights... even complete step-by-step projects for building timesheets, projecting cash flow, aging receivables, analyzing defects, and more. Create more powerful formulas Use conditional formatting to instantly reveal anomalies, problems, or opportunities Analyze your data with standard tables and PivotTables Use complex criteria to filter data in lists Understand correlations between data Perform sophisticated what-if analyses Use regression to track trends and make forecasts Build loan, investment, and discount formulas Troubleshoot problems with formulas, ranges, and functions About MrExcel Library: Every book in the MrExcel Library pinpoints a specific set of crucial Excel skills, and presents focused tasks and examples for performing them rapidly and effectively. Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MrExcel.com, these books will: Dramatically increase your productivity—saving you 50 hours a year, or more Present proven, creative strategies for solving real-world problems Show you how to get great results, no matter how much data you have Help you avoid critical mistakes that even experienced users make

Security and Privacy For Microsoft Office 2010 Users

Conquer Microsoft Excel formulas and functions—from the inside out! You're beyond the basics, so dive right in and really put Excel formulas and functions to work! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts increase their data analysis capabilities using Excel 2003, 2007, or 2010—and challenge yourself to new levels of mastery. Customize Excel formulas using 350+ built-in functions Create reusable formulas for common calculations Learn smarter ways to calculate date and time values Systematically search worksheets with lookup and reference functions Perform advanced calculations using mathematical, statistical, and financial functions Build complex formulas by nesting one function inside of another Analyze profit margins and more with new functions in Excel 2010 Develop your own functions with Visual Basic for Applications (VBA) NOTE: The sample Excel files that accompany the book were updated on 12/4/2012. Click the Companion Content link to download the files.

Excel 2010 For Dummies

This book is a single reference that's indispensable for Excel beginners, intermediate users, power users, and would-be power users everywhere Fully updated for the new release, this latest edition provides comprehensive, soup-to-nuts coverage, delivering over 900 pages of Excel tips, tricks, and techniques readers won't find anywhere else John Walkenbach, aka "Mr. Spreadsheet," is one of the world's leading authorities on Excel Thoroughly updated to cover the revamped Excel interface, new file formats, enhanced interactivity with other Office applications, and upgraded collaboration features Includes a valuable CD-ROM with templates and worksheets from the book Note: CD-ROM/DVD and

other supplementary materials are not included as part of eBook file.

Learn Excel 2016 Essential Skills with the Smart Method

Guides users through all functions of Microsoft Excel 2010—including formatting, using templates, working with charts, filtering, troubleshooting and much more—and features a companion CD-ROM with a video tutorial and sample spreadsheets.

SharePoint 2013 User's Guide

Do you want to learn how to use Microsoft Excel, for a career boost or to better handle numbers, lists, and other data? The revised and expanded second edition of Excel Basics In 30 Minutes will quickly get you up to speed with basic spreadsheet concepts, tips, and tricks! Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions, screenshots, and examples that demonstrate exactly what to do. Instructions apply to recent versions of Excel, including Excel 2013, Excel for Office 365, and Excel Online. For users who don't own Excel, the guide explains how to use a free online spreadsheets program called Google Sheets.

Excel 2007 Bible

Beginning Microsoft Excel 2010 is a practical, step-by-step guide to getting started with the world's most widely-used spreadsheet application. The book offers a hands-on approach to learning how to create and edit spreadsheets, use various calculation formulas, employ charts/graphs, and get work done efficiently. Microsoft rolled out several new features with Excel 2010—perhaps the most notable was the ability to use Excel 2010 online and collaborate on a project in real time. Beginning Microsoft Office 2010 keeps you up-to-date with all of these features and more.

SharePoint 2010 User's Guide

The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to

examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Microsoft Office Excel 2007 a Beginner's Guide

The most comprehensive guidebook available on the most popular spreadsheet program, fully updated to include all-new "X" features Written by the leading Excel guru known as "Mr. Spreadsheet," John Walkenbach, who has written more than thirty books and 300 articles on related topics and maintains the popular Spreadsheet Page at www.j-walk.com/ss The definitive reference book for beginning to advanced users, featuring expert advice and hundreds of examples, tips, techniques, shortcuts, work-arounds, and more Covers expanded use of XML and Web services to facilitate data reporting, analysis, importing, and exporting information Explores Excel programming for those who want advanced information CD-ROM includes all templates and worksheets used in the book, as well as sample chapters from all Wiley Office "X" related Bibles and useful third party software, including John Walkenbach's Power Utility Pak Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Excel 2010: The Missing Manual

Excel 2010 All-in-One For Dummies

This title is also available as a free eBook. Take control—and put the built-in security and privacy features in Microsoft Office to work! Whether downloading documents, publishing a presentation, or collaborating online—this guide offers concise, how-to guidance and best practices to help protect your documents and your ideas. Get practical, proactive guidance for using the security and privacy management features in Office 2010 and Office 365 Walk through everyday scenarios, and discover everyday techniques that help you take charge Understand common risks and learn best practices you can apply right away

Microsoft PowerPivot for Excel 2010

Easy to follow lessons enable students to quickly and efficiently learn how to use the features of Microsoft Excel 2002. The

CD included in the book contains practice files tightly integrated with the book's lessons giving users ample opportunity to complete tasks using the software's many features plus movie-style demonstrations of key procedures

Microsoft Sharepoint 2010 End User Guide

Do you want to learn how to use Microsoft Excel, for a career boost, or to better handle numbers, lists, and other data? This popular Excel user guide covers basic spreadsheet concepts, including the Excel interface, formatting, functions, formulas, AutoFill, charts, print, filtering, and sorting. Step-by-step instructions are easy to follow, and include many examples. Instructions apply to recent versions of Microsoft Excel, Excel Online, Excel for Android and iOS, and Google Sheets.

The Complete Idiot's Guide to Microsoft Excel 2010

Provides an examination of the next generation of Microsoft SharePoint technologies, explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management, sharing and collaboration solutions.

Microsoft Excel 2010 In Depth

Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity, make information sharing more effective, and facilitate business decision-making processes. In order to get the most out of SharePoint 2010, you need to understand how to best use the capabilities to support your information management, collaboration, and business process management needs. This book is designed to provide you with the information you need to effectively use these tools. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as publishing, workflow, and policies) that make up these environments. Information and process owners will be given the knowledge they need to build and manage solutions. Information and process consumers will be given the knowledge they need to effectively use SharePoint resources. In this book, Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment. Their expertise shines as they provide step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage them. As a reader, you'll then embrace two common SharePoint uses, document management and project information management, and walk through creating samples of these solutions, understanding the challenges these solutions are designed to address and the benefits they can provide. The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their

organizations. These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product.

MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams

Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments, and more Organize your data. Search, sort, and filter huge amounts of information Illustrate trends. Bring your data to life with charts and graphics -- including miniature charts called Sparklines Examine your data. Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save

Beginning Microsoft Excel 2010

Web sites, collaboration, document management, paperless offices—we want it all in business today, but how do we achieve all of these goals? More importantly, if you work for one of the millions of small-to-medium-sized businesses, how do you find the time to build the expertise necessary to reach these goals? Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively. You need a guide that demonstrates a platform that small-to-medium-sized businesses can use to reach these goals. Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with. Together with SharePoint 2010, users can achieve goals like web sites with a consistent single view, improved collaboration within their organization, and better document management, and may even get one step closer to the paperless office we've been promised for years. This book has topics for Office users of all skill levels, from those just starting to use Office tools to experienced power users. It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based office environment.

MOS 2013 Study Guide for Microsoft Excel

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

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