

Master Visually Excel 2010

SEE IT DONE. DO IT YOURSELF. It's that Easy! Easy Microsoft Office 2010 teaches you the basics of working with Excel, PowerPoint®, Outlook®, Word, OneNote®, and Office Web Apps. Fully illustrated steps with simple instructions guide you through each task, building the skills you need to create and share documents, spreadsheets, presentations, email, calendars, and more. No need to feel intimidated—we'll hold your hand every step of the way. Learn how to... • Get started quickly with Word to format and print great looking documents using new QuickStyles, Cover Pages, and Quick Parts • Include tables, graphics, pictures, and diagrams in Word documents that improve the appearance and impact of your documents • Build flexible spreadsheets with charts, functions, Sparklines, and PivotTables • Use Excel to make calculations and analyze data in spreadsheets • Create, format, fine-tune, and deliver great PowerPoint presentations • Use the new Web Apps to safely share, review, and revise Office documents online • Keep track of important information from the Web with OneNote search and tagging features • Integrate your to-do lists, tasks, and appointments between OneNote and Outlook • Use Outlook's new features including conversation view to track email and stay in touch with colleagues and clients Easy steps guide you through each task. Items you select or click are shown in bold. Each step is fully illustrated. Category: Office Applications/Office 2010 Covers: Microsoft Office 2010 User Level: Beginner

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 220 Office 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including: • Using Galleries and Live Preview • Finding hidden files • Creating a blog post • Assembling and presenting slideshows • Developing a publication • Building a spreadsheet • Helpful sidebars offer practical tips and tricks • Full-color screen shots demonstrate each task • Succinct explanations walk you through step by step • Two-page lessons break big topics into bite-sized modules

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

Master VISUALLY Excel 2010 John Wiley and Sons Teach Yourself VISUALLY Office 2010 John Wiley & Sons Teach Yourself VISUALLY The new iPad Teach Yourself VISUALLY Excel 2016 Teach Yourself VISUALLY Word 2013 Microsoft Excel 2010 Step by Step Windows 8 Visual Quick Tips

A comprehensive reference to the newest version of the world's most popular spreadsheet application: Excel 2010 John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. Known as "Mr. Spreadsheet," Walkenbach shows you how to maximize the power of all the new features of Excel 2010. An authoritative reference, this perennial bestseller proves itself indispensable no matter your level of skill, from Excel beginners and intermediate users to power users and potential 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 you won't find anywhere else. Excel guru and bestselling author John Walkenbach ("Mr. Spreadsheet") guides you through every aspect of Excel Delivers essential coverage of all the newest features of Excel 2010 Presents material in a clear, concise, logical format that is ideal for all levels of Excel experience Includes a CD that contains all the templates and worksheets used in the book plus John Walkenbach's award-winning Power Utility Pak Excel 2010 Bible serves as an excellent resource on all things Excel! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

The visual way to get up to speed on Access 2010 It's one thing to gain access to Access. It's another thing entirely to figure out how to do all the things you want to do in Access, because the software is not all that intuitive. This full-color guide clearly shows you how to get the most out of Access 2010, including how to enter new records; create, edit, and design tables and forms; organize, analyze, and share data; generate concise reports; and much more. With pages of step-by-step instructions, graphics, and helpful advice, this is the visual learner's Access book-keep this on your desk and flip to what you need, any time! Explores the very latest features, functions, and tools of Access 2010, a database software tool that is part of the new Microsoft Office 2010 Teaches you how to enter new records and create, edit, and design tables and forms Explains how to organize, analyze, and share data; generate concise reports; add smart tags to tables, save backup copies of your data; and more Demonstrates through step-by-step instructions and numerous, full-color screen shots and graphics, so you can see exactly how to perform tasks This unparalleled book contains everything you need to know to use Access 2010 effectively.

Get up to speed on the newest version of Word with visual instruction Microsoft Word is the standard for word processing programs, and the newest version offers additional functionality you'll want to use. Get up to speed quickly and easily with the step-by-step instructions and full-color screen shots in this popular guide! You'll learn how to perform dozens of tasks, including how to set up and format documents and text; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Easy-to-follow, two-page lessons make learning a snap. Full-color, step-by-step instructions show you how to perform all the essential tasks of Microsoft Word 2013 Explains how to set up and format documents, edit them, add images and charts, post documents online for sharing and reviewing, and take advantage of all the newest features of Word Previous editions have sold more than 220,000 copies The Visual Learning system makes it easy to learn more while reading less Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly, easily, and visually.

1. The book is designed to prepare for the IBPS Clerk Main Examination 2. The guide is divided into 6 sections 3. More than 5500 MCQs are given for the revision of the concepts 4. Current Affairs have been provided in the different section 5. Solved Papers (2020-2016) are provided with detailed answers for better understanding The Institute of Banking Personnel Selection (IBPS) is an autonomous body that recruits clerical cadre in multiple banks across the country. IBPS has recently announced 5,830 clerical cadre posts that are to be recruited for the year 2021-22. Success Master IBPS CRP - XI Bank Clerk is a revised edition that is designed for the preparation of the IBPS Clerk main examination. Giving the complete coverage to the syllabus, this study guide is categorized under 6 segments; Numerical Ability, Reasoning Ability, English Language, Computer Knowledge, Banking Knowledge and Current Affairs. Along with Chapterwise theories, more than 5500 MCQs are given for the revision of the concepts. Last, but not least, this book is comprised with Solved Papers (2020-2016) giving insights to the exam pattern. Well detailed answers given to help students in clarifying all their doubts and exam-related fears. TOC IBPS Bank Clerk Pre. Exam 2020-2016, Numerical Ability, Reasoning Ability, English Language, Computer Knowledge, Banking Knowledge, Current Affairs.

Teach Yourself VISUALLY Microsoft Office Access 2007 Professional SharePoint 2010 Development Excel 2010 Bible Teach Yourself VISUALLY Word 2010 Teach Yourself VISUALLY Microsoft Office 2007

Get expert techniques and best practices for creating professional-looking documents, slide presentations, and workbooks. And apply these skills as you work with Microsoft Word, PowerPoint, and Excel in Office 2010 or Office for Mac 2011. This hands-on guide provides constructive advice and advanced, timesaving tips to help you produce compelling content that delivers—in print or on screen. Work smarter—and create content with impact! Create your own custom Office themes and templates Use tables and styles to help organize and present content in complex Word documents Leave a lasting impression with professional-quality graphics and multimedia Work with PowerPoint masters and layouts more effectively Design Excel PivotTables for better data analysis and reporting Automate and customize documents with Microsoft Visual Basic for Applications (VBA) and Open XML Formats Boost document collaboration and sharing with Office Web Apps Your companion web content includes: All the book's sample files for Word, PowerPoint, and Excel Files containing Microsoft Visio samples—Visio 2010 is required for viewing 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"

A new edition of a bestseller, fully updated on the latest features of the iPad! The evolution of the iPad continues to deliver amazing possibilities, which is exactly why this bestselling guide evolves right along with it! Fully updated with coverage on the latest generation of the iPad, this full-color, step-by-step guide is perfectly suited for anyone who is a visual learner and learns best by visual cues and a tactile interface. You'll learn to access and download books, apps, music, and video content as well as send photos and emails, sync with other devices and services, and confidently use the featured touch display. Highlights how to connect to multimedia content, social networking, and the Internet Shows you how to upload more than half a million apps, including award-winning games and helpful productivity tools Helps you take advantage of the potential of the iPad with the multi-visual tips and guidance If you've got the latest iPad, then you certainly need the latest version of Teach Yourself Visually iPad 2 to go with it!

7+ Hours of Video Instruction You've got Microsoft Excel 2010...now get the most out of it, faster and more easily than ever before! In 90 quick video lessons, Power Excel 2010 with MrExcel shows how to maximize your productivity with Microsoft Excel 2010's best tools and shortcuts.

Expert Bill Jelen simplifies powerful features including PivotTables, PowerPivot, Sparklines, Goal Seek, Cell Styles, Color Scales, Icon Sets, Data Bars, Web Queries, Backstage View, and more! Get more done faster with customized workbooks, the Quick Access Toolbar, and keyboard shortcuts...control and analyze data more effectively...communicate more visually with new charting tools and SmartArt...and plenty more! Just watch: You'll master high-powered Microsoft Excel 2010 skills at your own pace—and get specific answers and solutions immediately, whenever you need them! For anyone who wants to master Microsoft Excel 2010 fast—from novices to experienced power users. Bill Jelen is MrExcel, as well as an Excel MVP. He is an accomplished Excel author and the principal behind the leading Excel website, MrExcel.com. As an Excel consultant, he has written Excel VBA solutions for hundreds of clients around the English-speaking world. His website hosts more than 12 million page views annually. Jelen is author of the five-star reviewed Guerrilla Data Analysis Using Microsoft Excel, co-author of VBA and Macros for Microsoft Excel, co-author of Pivot Table Data Crunching, and author of Learn Excel From Mr. Excel. Part 1 Excel Interface 1 - Ribbon, QAT, Mini Toolbar, Live Preview 2 - Finding Icons 3 - Customizing the Ribbon 4 - Backstage View 5 - Recent Documents 6 - Keyboard Shortcuts 7 - Zoom Slider and Page Layout 8 - Unlocking the Big Grid 9 - Data Entry Tricks 10 - Customize All Future Workbooks 11 - Copy Worksheets 12 - Change All Worksheets 13 - Arranging Windows 14 - Saving Workbook to PDF 15 - Saving Workbook to Excel Web App Part 2 Text Formulas 16 - Drag the Fill Handle 17 - Create Your Own Series 18 - Joining Text 19 - Rapid Formula Copy 20 - Convert to Proper Case 21 - Joining Dates 22 - Formulas to Values 23 - Breaking Apart Text 24 - Parsing Fixed Width Part 3 Formulas 25 - AutoSum Tricks 26 - Formula Auditing 27 - Three Ways of Entering Formulas 28 - Relative Versus Absolute Formulas 29 - Tables and Table Formulas 30 - Discovering Functions 31 - Goal Seek 32 - IF Formulas 33 - VLOOKUP 34 - Date and Time Part 4 Sorting & Filtering 35 - Data Preparation 36 - One-Click Sorting 37 - Sorting by Color 38 - Sorting by Weekday 39 - Rearranging Columns 40 - Filter by Selection 41 - Other ways to Filter 42 - Remove Duplicates Part 5 Subtotals 43 - Subtotals 44 - Collapsing Subtotals 45 - Copy Subtotals 46 - Formatting Subtotals 47 - Sorting Subtotals 48 - Changing Sum to Count in 1 column 49 - Data Consolidate 50 - Easy-XL Part 6 Pivot Tables 51 - Creating a Pivot Table 52 - Changing a Pivot Table 53 - Pivot Gotchas 54 - Pivot Formatting 55 - Drill Down 56 - Pivot Calculations 57 - Summarizing Dates 58 - Pivot Sorting 59 - Filtering Row Fields 60 - Top 10 Report 61 - Filtering a Pivot Table with Slicers 62 - Slicers on Two Pivot Tables 63 - 50 Reports in 5 Seconds 64 - Using GetPivotData Part 7 PowerPivot 65 - Getting Data into PowerPivot 66 - Adding Calculations in PowerPivot 67 - Linking Tables in PowerPivot 68 - Creating Pivot Table in

Teach Yourself VISUALLY OS X Mountain Lion Excel 2010 Power Programming with VBA VBA and Macros Easy Microsoft Office 2010 Excel PivotTables and PivotCharts

It's EASIER than ever to get started with Microsoft Office 2010! Navigate your way around the Microsoft Office 2010 suite without getting lost in too many details. Microsoft Office 2010 Demystified shows you the ropes and explains the new, handy, and most popular functions of each application. Written in a step-by-step, tutorial format, this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs. Then, you'll drill down into the specifics of Word, Excel, PowerPoint, Outlook, and Access. Detailed explanations and screenshots make it easy to understand the material, and end-of-chapter quizzes and a final exam help reinforce key concepts. It's a no-brainer! You'll learn how to: Create great-looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive PowerPoint presentations Manage your email, tasks, calendar, and contacts with Outlook Build and manage Access databases Simple enough for a beginner, but challenging enough for an advanced student, Microsoft Office 2010 Demystified helps you master this powerful suite of applications.

"Power Excel 2010 with MrExcel teaches the most sophisticated features and techniques visually: Just watch! You'll master high-powered Microsoft Excel 2010 skills at your own pace, and get specific answers and solutions immediately, whenever you need them! These practical videos simplify powerful features including Pivot Tables, Subtotals, Charting, Formulas, Data Visualizations, Consolidations, PowerPivot, Goal Seek, and Web Queries! Get more done faster with customized workbooks and keyboard shortcuts ... control and analyze data more effectively ... communicate visually with new charting tools and SmartArt ... and plenty more!"--Resource description page (viewed Jan. 24, 2011).

Learn to leverage the features of the newest version of SharePoint. In this update to the bestseller More than simply a portal, SharePoint is Microsoft's popular content management solution for building intranets and Web sites or hosting wikis and blogs. Offering broad coverage on all aspects of development for the SharePoint platform, this comprehensive book shows you exactly what SharePoint does, how to build solutions, and what features are accessible within SharePoint. Written by one of the most recognized names in SharePoint development, Professional SharePoint 2010 Development offers an extensive selection of field-tested best practices that shows you how to leverage the vast power of this multi-faceted tool to build custom workflow and content management applications. Plus, you'll discover how to take advantage of the new features to roll out new SharePoint sites or upgrade existing sites. SharePoint guru Tom Rizzo offers broad coverage of the newest version of SharePoint, Microsoft's popular content management solution Addresses how the new version adds enhanced developer support for ASP.NET, Ajax, LINQ, and Silverlight Demonstrates how to take advantage of new features, including improvements to offline and mobile client capabilities, social networking additions, and more Covers user experience development, platform services, social media features, event handling, the business data catalog, forms and workflow, business intelligence, and more With this book, you'll get exhaustive coverage on the many possibilities that exist with SharePoint.

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.

Microsoft Office Professional 2010 Step by Step Success Master IBPS CRP-XI Bank Clerk Mains Exam 2021

Teach Yourself VISUALLY Office 2010 Comprehensive Experience learning made easy-and-quickly teach yourself how to organize, analyze, and present data with Excel 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; retrieving information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics.

For use in the Office Applications course, this book is also suitable for students and individuals seeking an introduction to Microsoft Excel 2013. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects. Teaching and Learning Experience This program will provide a better teaching and learning experience-for you and your students. Here's how: Personalize Learning: MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Engage Students with a Project-Based Approach: GO!'s project-based approach teaches students to solve real problems as they practice and learn the features. Motivate Students with Clear Instruction: Based on professor and student feedback, this text has been designed to offer clear instruction for full student comprehension. Teach the Course You Want in Less Time: The GO! series' one-of-a-kind instructional system provides you with everything you need to prepare for class, teach the material, and assess your students.

Your hands-on, step-by-step guide to learning Visual Basic 2010. Teach yourself the essential tools and techniques for Visual Basic 2010-one step at a time. No matter what your skill level, you'll find the practical guidance and examples you need to start building professional applications for Windows and the Web. Discover how to: Work in the Microsoft Visual Studio 2010 Integrated Development Environment (IDE) Master essential techniques-from managing data and variables to using inheritance and dialog boxes Create professional-looking UIs; add visual effects and print support Build compelling Web features with the Visual Web Developer tool Use Microsoft ADDO.NET and advanced data presentation controls Debug your programs and handle run-time errors Use new features, such as Query Builder, and Microsoft .NET Framework For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

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 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 Restore lost data. Restore old versions of data and find spreadsheets you forgot to save

Excel 2003 Bible Skills for Success with Microsoft Excel 2010, Comprehensive Office 2010 Visual Quick Tips Teach Yourself VISUALLY Access 2010 Go! with Microsoft Excel 2013

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up, and you will find clear, step-by-step screen shots that show you how to tackle more than 170 Access 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including • Navigating the new interface • Using templates to create databases • Entering and editing data • Working with tables and fields • Creating simple or summary queries • Linking to Excel(r) worksheets • Helpful sidebars offer practical tips and tricks • Full-color screen shots demonstrate each task • Succinct explanations walk you through step by step • Two-page lessons break big topics into bite-sized modules Get to know the new cat in the pride-Mac OS X Mountain Lion-with this VISUAL guide Apple's new Mac OS X Mountain Lion is impressive, with features and functions that will be familiar to Mac users from their iPhones and iPads. Make sure you get the most out of your new big cat with this practical guide. Using step-by-step instructions and full-color screenshots or illustrations on virtually every page, the hallmark of the practical Teach Yourself VISUALLY series-this book clearly shows you how to accomplish tasks, rather than burying you with paragraphs of text. You'll learn how to customize your Mac; make the most of your digital media; use OS X's new Game Center, Messages, and Notifications; and much more. Helps Mac OS X Mountain Lion users get up to speed quickly on all the features of this new Mac operating system, such as Game Center, Messages, and Notifications Teaches practical techniques using easy-to-follow, step-by-step visuals and brief explanations Features full-color screenshots or illustrations on almost every page Also covers how to customize your Mac, enjoy your digital media, and use peripherals, as well as how to continue to get the most out of Mission Control and the App Store Teach Yourself VISUALLY OS X Mountain Lion is the perfect guide for visual learners who want to quickly tame Apple's new Mac OS X Mountain Lion.

Most users of the most powerful feature in Excel will be searching for the easiest possible way to master Excel 2010's new features - and, with Easy Microsoft Excel 2010, you'll find exactly what you're looking for. This full-color, utterly simple, step-by-step book has been carefully crafted to provide instant access to the 100+ tasks you'll find most useful and valuable. As with all books in the Easy series, it's designed to teach visually: you never have to work your way through lengthy text explanations. Its large typeface makes it even more accessible to all readers - especially. Get more done in Office 2010 in less time with these Quick Tips! Whether you're new to Microsoft Office or updating from older versions, this is the perfect resource to get you quickly up to speed on Office 2010. Every application is covered, including Word, Excel, PowerPoint, Outlook, and Publisher. Full-color screenshots and numbered steps clearly explain dozens of features and functions-while quick shortcuts, tips, and tricks help you save time and boost productivity. You'll also find great new ways to access and use some Office apps right from the Web. Walks you through dozens of new features and functions of Microsoft Office 2010 Covers Word, Excel, PowerPoint, Outlook, and Publisher 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 and faster Put Office 2010 to work for you in no time with the invaluable quick tips in Office 2010 Visual Quick Tips.

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