



## Microsoft Office | Excel 2010

# Excel 2010 Manual

**Ensheng Dong**



## **Excel 2010 Manual:**

**Excel 2010 Workbook For Dummies** Greg Harvey, 2010-08-13 Reinforce your understanding of Excel with these Workbook exercises Boost your knowledge of important Excel tasks by putting your skills to work in real world situations The For Dummies Workbook format provides more than 100 exercises that help you create actual results with Excel so you can gain proficiency Perfect for students people learning Excel on their own and financial professionals who must plan and execute complex projects in Excel Excel 2010 Workbook For Dummies helps you discover all the ways this program can work for you Excel is the world's most popular number crunching program and For Dummies books are the most popular guides to Excel The Workbook approach offers practical application with more than 100 exercises to work through and plenty of step by step guidance This guide covers the new features of Excel 2010 includes a section on creating graphic displays of information and offers ideas for financial planners Also provides exercises on using formulas and functions managing and securing data and performing data analysis A companion CD ROM includes screen shots and practice materials Excel 2010 Workbook For Dummies helps you get comfortable with Excel so you can take advantage of all it has to offer Note CD ROM DVD and other supplementary materials are not included as part of eBook file *Microsoft Excel 2010* Euroinova Editorial, 2012 *Excel 2010* Axzo Press Axzo Press, 2011 Our manuals facilitate your learning by providing structured interaction with the software itself

**iPod: The Missing Manual** J.D. Biersdorfer, David Pogue, 2011-12-14 Apple continues to set the bar for portable media players but iPods still don't come with a guide to their impressive features This full color Missing Manual shows you how to play music videos and slideshows shop the iTunes store and create and manage your media library It's the most comprehensive and popular iPod book available The important stuff you need to know Fill it up Load your iPod with music photos movies TV shows games and eBooks Tune into iTunes Download media from the iTunes store rip your CDs and organize your entire media collection Tackle the Touch Use the Touch to shoot photos and video send and receive email and text messages and make video calls to other iOS 5 gadgets Go wireless Sync your content and surf the Web over the air using the Touch's new iOS 5 software Get moving with the Nano Track your workouts with the built in Nike sensor dial in FM radio and even create slideshows Master the Shuffle and Classic Get your Shuffle talking with VoiceOver and play music video and slideshows on your Classic

**Dreamweaver CS6: The Missing Manual** David Sawyer McFarland, 2012-07-10 Dreamweaver CS6 is the most capable website design and management program yet but there's no printed guide to its amazing features That's where Dreamweaver CS6 The Missing Manual comes in You'll learn to use every facet of this versatile program through jargon free explanations and 13 hands on tutorials The important stuff you need to know Get A to Z guidance Go from building simple web pages to creating rich interactive websites Learn state of the art design Create dynamic visually appealing sites using JavaScript and CSS and see how HTML5 and CSS3 fit in Add instant interactivity Use Dreamweaver's unique Spry technology to easily add complex layout options like drop down menus Use

timesaving features Take advantage of Dreamweaver s libraries templates and hundreds of extensions Go mobile Design sites for smartphones tablets and desktop PCs using the same HTML Simplify site management Check for broken links streamline site wide changes and reorganize your site in a snap

*A Research Primer for Technical Communication* George F Hayhoe,Pam Estes Brewer,2020-09-10 This fully revised edition provides a practical introduction to research methods for anyone conducting and critically reading technical communication research The first section discusses the role of research in technical communication and explains in plain language how to conduct and report such research It covers both quantitative and qualitative methods as well as surveys usability studies and literature reviews The second section presents a collection of research articles that serve as exemplars of these major types of research projects each followed by commentary breaking down how it corresponds to the information on that research type In addition to five new chapters of exemplars and commentaries this second edition contains a new chapter on usability studies This book is an essential introduction to research methods for students of technical communication and for industry professionals who need to conduct and engage with research on the job

Adobe Edge Preview 3: The Missing Manual Chris Grover,2011-12-19 Want to use an Adobe tool to design animated web graphics that work on iPhone and iPad You ve come to the right book Adobe Edge Preview 3 The Missing Manual shows you how to build HTML5 graphics using simple visual tools No programming experience No problem Adobe Edge writes the underlying code for you With this eBook you ll be designing great looking web elements in no time Get to know the workspace Learn how Adobe Edge Preview 3 performs its magic Create and import graphics Make drawings with Edge s tools or use art you designed in other programs Work with text Build menus label buttons provide instructions and perform other tasks Jump into animation Master Edge s elements properties and timeline panels Make it interactive Use triggers and actions to give users control over their web experience Peek behind the curtain Understand how HTML and CSS documents work Dig into JavaScript Customize your projects by tweaking your code Bestselling author Chris Grover has more than 25 years experience in graphic design and electronic media He excels in making complex technology fun and easy to learn In Adobe Edge Preview 3 The Missing Manual he continues the winning formula of Flash CS5 5 The Missing Manual and Google SketchUp The Missing Manual

**QuickBooks 2013: The Missing Manual** Bonnie Biafore,2012-10-29 Explains how to use QuickBooks to set up and manage bookkeeping systems track invoices pay bills manage payroll generate reports and determine job costs

Access 2013: The Missing Manual Matthew MacDonald,2013-04-11 Unlock the secrets of Access 2013 and discover how to use your data in creative ways With this book s easy step by step instructions you ll learn how to build and maintain a full featured database and even turn it into a web app You also get tips and practices from the pros for good database design ideal whether you re using Access for business school or at home The important stuff you need to know Build a database with ease Organize and update lists documents catalogs and other types of information Create your own web app Let your whole team work on a database in the cloud Share your database on a network Link your Access

database to SQL Server or SharePoint Customize the interface Make data entry a breeze by building your own templates Find what you need fast Search sort and summarize huge amounts of data in minutes Put your info to use Turn raw info into well formatted printed reports Dive into Access programming Automate complex tasks and solve common challenges

**QuickBooks 2013** Bonnie Biafore,2012 The Official Intuit Guide to QuickBooks 2013 for Windows Your bookkeeping workflow will be smoother and faster with QuickBooks 2013 for Windows and as the program s Official Guide this Missing Manual puts you firmly in control You get step by step instructions on how and when to use specific features along with basic accounting advice to guide you through the learning process The important stuff you need to know Get started Set up your accounts customers jobs and invoice items quickly Follow the money Track everything from billable time and expenses to income and profit Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Spend less time on bookkeeping Use QuickBooks to create and reuse bills invoices sales receipts and timesheets Find key info fast Rely on QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers Exchange data with other programs Move data between QuickBooks Microsoft Office and other programs **Excel 2010: The Missing Manual** Matthew MacDonald,2010-06-18 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 Word 2019 Training Manual**

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and Tables 20 6 Merging and Splitting Cells 20 7 Adjusting Cell Size 20 8 Aligning Text in Table Cells 20 9 Converting a Table into Text 20 10 Sorting Tables 20 11 Formatting Tables 20 12 Inserting Quick Tables CHAPTER 21 Table formulas 21 1 Inserting Table Formulas 21 2 Recalculating Word Formulas 21 3 Viewing Formulas Vs Formula Results 21 4 Inserting a Microsoft Excel Worksheet CHAPTER 22 Inserting page elements 22 1 Inserting Drop Caps 22 2 Inserting Equations 22 3 Inserting Ink Equations 22 4 Inserting Symbols 22 5 Inserting Bookmarks 22 6 Inserting Hyperlinks CHAPTER 23 Outlines 23 1 Using Outline View 23 2 Promoting and Demoting Outline Text 23 3 Moving Selected Outline Text 23 4 Collapsing and Expanding Outline Text CHAPTER 24 MAILINGS 24 1 Mail Merge 24 2 The Step by Step Mail Merge Wizard 24 3 Creating a Data Source 24 4 Selecting Recipients 24 5 Inserting and Deleting Merge Fields 24 6 Error Checking 24 7 Detaching the Data Source 24 8 Finishing a Mail Merge 24 9 Mail Merge Rules 24 10 The Ask Mail Merge Rule 24 11 The Fill in Mail Merge Rule 24 12 The If Then Else Mail Merge Rule 24 13 The Merge Record Mail Merge Rule 24 14 The Merge Sequence Mail Merge Rule 24 15 The Next Record Mail Merge Rule 24 16 The Next Record If Mail Merge Rule 24 17 The Set Bookmark Mail Merge Rule 24 18 The Skip Record If Mail Merge Rule 24 19 Deleting Mail Merge Rules in Word CHAPTER 25 SHARING DOCUMENTS 25 1 Sharing Documents in Word Using Co authoring 25 2 Inserting Comments 25 3 Sharing by Email 25 4 Presenting Online 25 5 Posting to a Blog 25 6 Saving as a PDF or XPS File 25 7 Saving as a Different File Type CHAPTER 26 CREATING A TABLE OF CONTENTS 26 1 Creating a Table of Contents 26 2 Customizing a Table of Contents 26 3 Updating a Table of Contents 26 4 Deleting a Table of Contents CHAPTER 27 CREATING AN INDEX 27 1 Creating an Index 27 2 Customizing an Index 27 3 Updating an Index CHAPTER 28 CITATIONS AND BIBLIOGRAPHY 28 1 Select a Citation Style 28 2 Insert a Citation 28 3 Insert a Citation Placeholder 28 4 Inserting Citations Using the Researcher Pane 28 5 Managing Sources 28 6 Editing Sources 28 7 Creating a Bibliography CHAPTER 29 CAPTIONS 29 1 Inserting Captions 29 2 Inserting a Table of Figures 29 3 Inserting a Cross reference 29 4 Updating a Table of Figures CHAPTER 30 CREATING FORMS 30 1 Displaying the Developer Tab 30 2 Creating a Form 30 3 Inserting Controls 30 4 Repeating Section Content Control 30 5 Adding Instructional Text 30 6 Protecting a Form CHAPTER 31 MAKING MACROS 31 1 Recording Macros 31 2 Running and Deleting Recorded Macros 31 3 Assigning Macros CHAPTER 32 WORD OPTIONS 32 1 Setting Word Options 32 2 Setting Document Properties 32 3 Checking Accessibility CHAPTER 33 DOCUMENT SECURITY 33 1 Applying Password Protection to a Document 33 2 Removing Password Protection from a Document 33 3 Restrict Editing within a Document 33 4 Removing Editing Restrictions from a Document

**Microsoft OneNote 2016 Training Manual Classroom in a Book**  
TeachUcomp ,2015-10-27 Complete classroom training manual for Microsoft OneNote 2019 122 pages and 67 individual topics Includes practice exercises and keyboard shortcuts You will learn note creation formatting working with Microsoft Outlook using tables sharing and collaboration formatting pages and much more Topics Covered Getting Acquainted with OneNote 1 The OneNote Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access

Toolbar 6 The Scroll Bars 7 The Mini Toolbar Getting Started 1 Opening Saving and Closing Notebooks 2 Creating New Notebooks 3 Creating Moving and Deleting Sections and Pages 4 Creating Moving and Deleting Subpages Notes 1 Creating a Basic Note 2 Quick Notes 3 Copying and Pasting Content 4 Screen Clippings 5 Adding Pictures 6 Adding Audio Video Files 7 Inserting Online Video 8 Recording Audio Video Files 9 Adding Other Types of Files 10 Embedding an Excel Spreadsheet 11 Adding Mathematical Equations 12 Quick Filing Sending Information to OneNote Formatting Notes 1 Basic Text Formatting 2 Bullets and Numbering 3 Checking Spelling 4 Setting Default Proofing Options Working with Microsoft Outlook 1 Inserting Outlook Meetings 2 Sending Notebook Pages via Microsoft Outlook 3 Working with Microsoft Outlook Tasks Tables 1 Creating a Table 2 Working with Columns and Rows 3 Formatting Tables and Table Data 4 Moving Tables and Table Data Writing Tools 1 Pen Mode 2 Formatting Written Notes Drawings 3 Adding and Removing Note Space 4 Converting Handwriting to Type Viewing and Organizing Information 1 Organizing the OneNote Interface 2 Creating New Windows 3 Searching Content in a Notebook 4 Wiki Linking 5 Tagging Notes 6 Working with Sections 7 Section Groups Stationery and Templates 1 Applying Templates and Stationery 2 Custom Templates 3 Choosing a Default Template Formatting Pages 1 Defining Paper Size and Margins 2 Formatting Page Backgrounds 3 Adding a Background Graphic Printing 1 Previewing and Printing Sharing Notebooks Collaborating 1 Saving and Exporting Notebooks to Share 2 Creating a Shared Notebook and Inviting Others to Share 3 Sharing Notes in an Outlook Meeting Invitation 4 Synching Notebooks 5 Sending Pages in Various Formats 6 Author Indicators 7 Finding Newly Added Content with Highlighting 8 Page Versions 9 The Notebook Recycle Bin Researching with OneNote 1 Linked Notes 2 The Research Pane 3 Translating Text with the Mini Translator Changing OneNote Options 1 Customizing the Quick Access Toolbar and Ribbon 2 Changing OneNote Options Helping Yourself 1 Using OneNote Help

*Microsoft PowerPoint 2016 Training Manual Classroom in a Book* TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What s New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling



Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options     [HTML5: The Missing Manual](#) Matthew MacDonald, 2011-08-19 HTML5 is more than a markup language it's a dozen independent web standards all rolled into one Until now all it's been missing is a manual With this thorough jargon free guide you'll learn how to build web apps that include video tools dynamic drawings geolocation offline web apps drag and drop and many other features HTML5 is the future of the Web and with this book you'll reach it quickly The important stuff you need to know Structure web pages in a new way Learn how HTML5 helps make web design tools and search engines work smarter Add audio and video without plugins Build playback pages that work in every browser Draw with Canvas Create shapes pictures text and animation and make them interactive Go a long way with style Use CSS3 and HTML5 to jazz up your pages and adapt them for mobile devices Build web apps with rich desktop features Let users work with your app offline and process user selected files in the browser Create location aware apps Write geolocation applications directly in the browser     *QuickBooks Pro 2020 for Lawyers Training Manual Classroom in a Book* TeachUcomp, 2019-10-27 Complete classroom training manuals for QuickBooks Pro 2020 for Lawyers Full classroom manual in one book 344 pages and 212 individual topics Includes practice exercises and keyboard shortcuts You will learn how to create and effectively manage a legal company file as well as use QuickBooks for trust accounting In addition you'll receive our complete QuickBooks curriculum Topics Covered The QuickBooks Environment 1 The Home Page and Insights Tabs 2 The Centers 3 The Menu Bar and Keyboard Shortcuts 4 The Open Window List 5 The Icon Bar 6 Customizing the Icon Bar 7 The Chart of Accounts 8 Accounting Methods 9 Financial Reports Creating a QuickBooks Company File 1 Using Express Start 2 Using the EasyStep Interview 3 Returning to the Easy Step Interview 4 Creating a Local Backup Copy 5 Restoring a Company File from a Local Backup Copy 6 Setting Up Users 7

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**iPad 2** J.D. Biersdorfer, 2011-04-14 Looks at the features and functions of the iPad2 covering such topics as accessing the Internet setting up an email account using built in apps playing games using iTunes watching videos and syncing with MobileMe **iPad 2: The Missing Manual** J.D. Biersdorfer, 2011-11-23 With iOS 5 Apple added more than 200 new features to the iPad 2 but there s still no printed guide to using all its amazing capabilities That s where this full color Missing Manual comes in You ll learn how to stuff your iPad with media organize your personal life wirelessly stream content to and from your tablet stay connected to friends and much more The important stuff you need to know Build your media

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## Embracing the Song of Expression: An Emotional Symphony within **Excel 2010 Manual**

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