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User manual Microsoft Excel 2010 (76 pages)

Follow these steps to run Excel from the Start menu: 1. Click on Windows Start button (located along the far left side of the taskbar) to access the Windows Start menu; 2. Select All Programs from the pop-up menu; 3. Select Microsoft Office folder from the sub menu (see picture below): <http://www.dynict.com>.

Microsoft Excel 2010 - Training Manual (Beginners ...

When you click the File tab in Excel 2010, you see the same basic commands that were available after you clicked the Microsoft Office Button or the File menu in Excel 2007. These basic commands include, but are not limited to, Open, Save and Print. Some commands, such as Import, have been moved to the ribbon in Excel 2010.

Introduction to MS EXCEL 2010

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Excel 2010 Advanced - STL

is manual should be used as a point of reference following attendance of 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 after the course. The manual is divided into sections, each section covering an aspect of the introductory course.

Excel 2010 Introduction: Part I - Formulas, Functions and ...

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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 to using Microsoft Excel.

Get help with Microsoft Excel. You can find how-to articles, training videos, and support content.

Excel help & learning - Microsoft Support

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Opening Microsoft Excel: To get started with Microsoft Excel (often called “ Excel ”), you will need to locate and open the program on your computer. To open the program, point to Excel ' s icon on the desktop with your mouse and double-click on it with the left mouse button.

EXCEL BASICS: MICROSOFT OFFICE 2010

Microsoft Excel 2010 is one of the most popular software applications worldwide and is part of the Microsoft Office 2010 productivity suite. This course will help you switch to Excel 2010 from a previous version of the software, and will give you a thorough knowledge and understanding of Excel and its applications if you have never used it before.

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Excel organizes a data sheet by numbering the rows and lettering the columns. To select an entire row: Select the number of the row To select an entire column: Select the letter of the column. Selecting Multiple Rows and Columns To select multiple rows or columns 1. Select the entire first row 2. Hold the Shift Key 3.

Microsoft Excel Manual - Administration and Finance

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