

Excel® 2010 Advanced & Macros

Goal Seek

1. Select the formula cell.
2. Choose DATA, then WHAT-IF ANALYSIS  then GOAL SEEK.
3. In the SET CELL box, ensure the formula cell is specified.
4. In the TO VALUE box, specify what you would like the result of the formula to be.
5. In the BY CHANGING CELL box, specify which variable to change. [Click] OK.
6. When the result is found [Click] OK to accept the new result, or CANCEL to abandon it.

Saving Views

A custom view is a group of settings including window position/size, hidden rows/columns, view options such as zoom and gridlines, page setup, filters, and print setup.

1. Set up the worksheet in the way that you would like the view defined.
2. Choose VIEW, then CUSTOM VIEWS  [Click] ADD.
3. Name the view, and specify options. [Click] OK.

Showing/Deleting a View:

1. Choose VIEW, then CUSTOM VIEWS .
2. Select the view. [Click] SHOW or DELETE.

Defining Scenarios

1. Choose DATA, then WHAT-IF ANALYSIS  then SCENARIO MANAGER.
2. [Click] ADD. Name the scenario, specify which cells will change, and add comments. [Click] OK.
3. Enter values for the changing cells.
4. [Click] OK. Or to define more scenarios, [Click] ADD. The previous CHANGING CELLS are retained, modify if desired.
5. [Click] CLOSE to close the Scenario Manager.

Displaying a Scenario:

1. Choose DATA, then WHAT-IF ANALYSIS  then SCENARIO MANAGER.
2. Select the scenario name and [Click] SHOW.
3. When finished, [Click] CLOSE.

Hiding Columns, Rows or Sheets

1. Select the columns, rows or sheets to hide.
2. Choose HOME, then FORMAT  HIDE & UNHIDE, then select an option.

To make the columns, rows or sheets visible again:

1. Select an area that includes the hidden columns or rows. For sheets you do not need to select anything specific.
2. Choose HOME, then FORMAT  HIDE & UNHIDE, then select an option.

Restricting Cell Entry with Data Validation

1. Select the range you wish to restrict.
2. Choose DATA,  then DATA VALIDATION.
3. On the SETTINGS tab, specify which values to allow into the cell by choosing the VALIDATION CRITERIA.
4. INPUT MESSAGE tab (optional): specify a message to appear when a cell with restrictions is selected.
5. ERROR ALERT tab (optional): specify a message to appear if an invalid entry is made. [Click] OK.

Highlighting Invalid Data

To circle cells that fail validation rules: 

1. Choose DATA,  then DATA VALIDATION, then CHECK INVALID DATA.

Clearing Data Validation Circles

1. Choose DATA, then  then CLEAR VALIDATION CIRCLES.

Data Consolidation

Use data consolidation to combine values from several ranges using functions such as SUM, AVERAGE, MAX, etc. The consolidated results are to be placed. Data in this area will be overwritten.

1. [Click] in the top-left corner of the area where the consolidated results are to be placed. Data in this area will be overwritten.
2. Choose DATA, CONSOLIDATE .
3. Specify which calculation to perform on the data by choosing from the FUNCTION list.
4. [Click] the REFERENCE box, and select the first range of data, moving to another sheet if necessary. To select cells from another open workbook, use the Windows Taskbar or choose VIEW, SWITCH WINDOWS .
5. [Click] ADD.
6. Select the next range of data, and [Click] ADD. Repeat this step for additional ranges as required.
7. To have changes in the source ranges automatically update the consolidated data, [Click] CREATE LINKS TO SOURCE DATA (Source and destination must be on different worksheets.)
8. [Click] OK.

To match data in different areas by headings:

1. To order or only include some headings, type them into the destination cells.
2. Follow steps 1-5 as above, making sure to include the headings of the data in your selection.
3. Indicate that the headings to match are in the TOP ROW and/or LEFT COLUMN. [Click] OK.

Conditional Formatting

Data Bars	Color Scale	Icons	Icons & Data Bars
			
1	2	3	4
2	3	4	5
3	4	5	6
4	5	6	7

1. Select the cells to format.
2. Choose HOME, then CONDITIONAL FORMATTING .
3. Select a conditional formatting type, then make a selection from commonly used rules. Or, select NEW RULE for all options.
 - Select the types DATA BARS, COLOR SCALE, or ICON SET to highlight cells based on their values.
 - For more options, such as hiding the data and only showing data bars or icons, select any formatting type, then MORE RULES.
4. If prompted, fill in specific settings, then [Click] OK.
5. To add more conditions and formats, repeat steps 1 to 4.

Clearing Conditional Formatting

1. Select the cells to be cleared.
2. Choose HOME, then CONDITIONAL FORMATTING  CLEAR RULES, then select an option.

Conditional Formatting Rules Manager

1. Choose HOME, then CONDITIONAL FORMATTING  then MANAGE RULES.
2. To see all conditional formatting on a worksheet, select the worksheet from SHOW FORMATTING RULES FOR.
3. Select a rule and [Click] EDIT or DELETE RULE as needed, or [Click]  or  to change the order in which the rules are applied.
4. Check STOP IF TRUE to prevent further conditional formatting if the rule is applied.

Creating a Workspace With Multiple Workbooks

To create a workspace which will load multiple workbooks in a specific window arrangement:

1. Open and arrange each workbook .
2. Choose VIEW, SAVE WORKSPACE .
3. Type the FILE NAME, choose a location, [Click] SAVE.
- To open a workspace, open the saved workspace file like any workbook.

Protecting/Unprotecting Worksheets

Protecting a worksheet prevents editing of cells (unless they are unlocked), and can also prevent other commands from being used.

- Turn on protection by choosing REVIEW, PROTECT SHEET . Select specific actions to permit. A password is optional.
- To access the protected area, choose REVIEW, UNPROTECT SHEET .

To Lock/Unlock Cells:

By default, all cells are locked (protected) when worksheet protection is turned on. To lock/unlock cells:

1. Unprotect the worksheet if necessary.
2. Select the cells where users will be able to enter data.
3. Choose HOME, then FORMAT , then LOCK CELL.

Password Protecting Specific Cells

1. Choose REVIEW, then . Select the cells to protect.
2. [Click] NEW.
3. Enter a TITLE, select the (locked) cells to protect, and type a RANGE PASSWORD.
4. To allow/deny specific users access to modify cells:
 - a. [Click] PERMISSIONS, then ADD.
 - b. Type in a user or group, [Click] CHECK NAMES.
 - c. If the name matches multiple names, select from the presented list, then [Click] OK.

[Note: Setting permissions for non-local users requires a domain controller.]
5. [Click] OK twice.
6. To add additional ranges, repeat steps 2-5, then [Click] OK when done.

7. Protect the worksheet (REVIEW, PROTECT SHEET). Once the worksheet is protected, trying to edit a password protected cell will bring up a password prompt. Users specifically given access permissions will not get a password dialog box. Users specifically denied access require a password to edit the cells.

Keeping Part of a Worksheet Visible

Use freeze panes or splitting to keep parts of a worksheet visible while working on another part. You cannot have split and freeze panes on the same worksheet.

Freeze Panes

Use freeze panes to keep top rows or left columns always visible:

To freeze the first row or column, choose VIEW, FREEZE PANES, then FREEZE TOP ROW or FIRST COLUMN. Or,

1. Select the cell below and to the right of the rows & columns to be frozen.
 - To freeze only rows, select a cell in column A.
 - To freeze only columns, select a cell in row 1.
2. Choose VIEW, FREEZE PANES , then FREEZE PANES.

To remove freeze panes, choose VIEW, FREEZE PANES then UNFREEZE PANES.

Split Panes

To create separate scrollable areas, use split panes.

1. Select a cell that will be below and to the right of the split lines, then choose VIEW, . Or,
 - To create a horizontal split, [Drag] the split box above the vertical scroll bar .
 - To create a vertical split, [Drag] the split box to the right of the horizontal scroll bar .
2. [Drag] the split bar to reposition.
3. To scroll an area, select a cell in the area, then scroll as usual.

To remove a split, [Double-Click] the split bar. Or, to remove all splits, choose VIEW, .

Excel Cheat Sheet 2010 Quick Guide Chart

Beezix



Excel Cheat Sheet 2010 Quick Guide Chart:

Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc, Beezix, Inc Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use 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 Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas **Microsoft Excel 2010 Charts and Sparklines Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff, 2011-08-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use charts graphs and Sparklines features of Microsoft Office Excel 2010 The following topics are covered Charts Inserting a Chart Creating a Chart Sheet Using the Default Chart Type Changing Type Resizing a Chart in the Worksheet Changing Chart Type Charting Non Adjacent Data Selecting Chart Objects Adjusting Scale Creating a Chart with Two Scales Add Move or Remove the Legend Adding a Data Series Removing a Data Series Using Tables as a Data Source Switching Rows and Columns Adding or Removing Gridlines Exploding a Piece of a Pie Chart Adding Explanatory Text Adding Visuals Adding Data Labels Move Format Edit Data Labels Adding Removing a Chart Title Adding an Axis Title Moving a Title Using Styles and Layouts Moving the Chart to Another Worksheet Adding a Projection or Trendline to a Data Series Removing a Trendline Handling Hidden and Empty Cells Setting the Default Chart Creating a Chart Template Applying a Custom Chart Type Sparklines Creating a Sparkline Removing Sparklines Grouping Sparklines Changing Sparkline Type Customizing Sparklines Adding Text Highlighting Values Markers Changing Marker Color Change Sparklines Color and Weight Customizing Axis Settings Handling Hidden and Empty Cells This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas *Effective Data Visualization* Stephanie D. H. Evergreen, 2016-04-22 Written by sought after speaker designer and researcher Stephanie D H Evergreen Effective Data Visualization shows readers how to create Excel charts and graphs that best communicate data findings This comprehensive how to guide functions as a set of blueprints supported by research and the author s extensive experience with clients in industries all over the world for conveying data in an impactful way Delivered in Evergreen s humorous and approachable style the book covers the spectrum of graph types available beyond the default options how to determine which one most appropriately fits specific data stories and easy steps for making the chosen graph in Excel *Microsoft Excel 2010*

Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Intermediate Users) Beezix Software Services, Beezix, Inc Staff, 2011-04-15 Geared toward the intermediate to advanced user this example rich 4 page laminated quick reference guide provides explanations and context for many powerful functions and formulas Step by step instructions for many function formula related features This guide is suitable as a training handout or simply an easy to use reference guide The following topics include Conditionally Summing Data SUMIF COUNTIF Being Precise Rounding functions Improving Clarity with Range Names Merging Text and Numbers CONCATENATE TEXT LEFT RIGHT MID LEN FIND VALUE TRIM SUBSTITUTE Changing Results IF AND OR Table Lookups VLOOKUP HLOOKUP INDEX MATCH Error Recovery ISNA ISERROR Array Formulas Single Cell Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

Statistics for People Who (Think They) Hate Statistics Neil J. Salkind, 2012-07-23 This edition shows the students how to install the Excel Analysis ToolPak option free to earn access to a host of new and very useful analytical techniques

Microsoft Excel 2010 Advanced and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff, 2011-03-08 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros 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 Goal Seek Saving Views Defining Scenarios Hiding Columns Rows or Sheets Restricting Cell Entry with Data Validation Highlighting Invalid Data Clearing Data Validation Circles Data Consolidation Conditional Formatting Clearing Conditional Formatting Conditional Formatting Rules Manager Creating a Workspace With Multiple Workbooks Protecting Unprotecting Worksheets Password Protecting Specific Cells Keeping Part of a Worksheet Visible Freeze Panes Split Panes Macros Showing the Developer Tab Macro Names Recording a Macro Running a Macro Renaming a Macro Automatic Macro Execution Relative vs Absolute Recording Assigning to the Quick Access Toolbar Creating a Macro Without Recording Documenting a Macro Calling Another Macro Setting Macro Security Getting Help on Visual Basic Saving a Macro Enabled Worksheet Creating a Custom Ribbon Group Adding a Macro to the Ribbon Creating a Function Procedure Using a Function Procedure This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

Microsoft Excel 2013 Charts and Sparklines Quick Reference Guide Beezix Software Services, 2014-01-20 Laminated quick reference card showing step by step instructions and shortcuts for how to use charts graphs and Sparklines features of Microsoft Office Excel 2013 The following topics are covered Charts Inserting a Chart Inserting a Recommended Chart Understanding Chart Types Charting Non Adjacent Data Creating a Chart Using the Default Chart Type Using Chart Buttons Resizing a Chart in the Worksheet Selecting Chart Objects Changing Chart Type Adding Removing a Data Series Adding and Adjusting Axis and Chart Titles Switching Rows and Columns Using Tables as a Data Source Adjusting Scale Creating a Chart with Two Scales Adjusting the Legend Using Gridlines Adding Explanatory

Text Adding Visuals Adding and Adjusting Data Labels Exploding a Piece of a Pie Chart Using Styles and Layouts Moving a Chart to Another Worksheet Adding a Projection or Trendline to a Data Series Handling Hidden and Empty Cells in a Chart Changing the Default Chart Type Creating a Custom Chart Template Applying a Custom Chart Type Sparklines Creating a Sparkline Grouping Sparklines Changing Sparkline Type Removing Sparklines Customizing Sparklines with Text and Markers Changing Marker Color Change Sparklines Color and Weight Customizing Axis Settings Handling Hidden and Empty Cells in Sparklines

Microsoft Excel 2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts) Beezix Software Services, Inc, 2011-02-18 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 Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

Microsoft Excel Tables, PivotTables, and Charts Quick Reference Guide Laminated Cheat Sheet Training Guide TeachUcomp, 2023-10-04 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions for Excel Tables PivotTables and Charts When you need an answer fast you will find it right at your fingertips with our Microsoft Excel Tables PivotTables and Charts Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials

What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide (Cheat Sheet of New Features and Instructions) Beezix, 2013-03-22 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading from Office 2010 Also includes a command reference for each product showing changed Office 2010 commands and their Office 2013 equivalents Topics Office The Start Screen Local Custom Templates Changing the Look of Office Optimizing for Touch Using the Touch Mini Toolbar Integration with Online Services Signing into an Online Account SkyDrive SharePoint Switching Online Accounts Adding a Service Such As Flickr YouTube SkyDrive Office 365 SharePoint Opening the Folder Your Current Document is in Opening and Saving Inviting People to Collaborate on a SkyDrive Document Viewing Changing Access to a Document Using On object Chart Tools Presenting Online Using Apps for Office Other New or Changed Features Communicating with a Commenter Replying to a Comment Features No Longer

Available Word Tracking Changes Switching Between Simple Markup and All Markup Locking Track Changes On Expanding Collapsed Comments Marking Comments as Done Resuming Reading Read Mode Collapsing Expanding Parts of a Document in Print Layout View Opening and Editing a PDF Using Alignment Guides Text Wrapping with the Layout Options Tool Quickly Inserting Rows Columns Within a Table Using the Border Painter Copying Border Style Border Sampler Repeating Section Form Control Other New or Changed Features PowerPoint Creating New Shapes Merge Shapes Zoom and Pan While Presenting Jumping to a Slide Widescreen Applying Design Theme Variants Changes to Guides Using Eyedropper to Match Colors Using Smart Guides Paying Audio for Several Slides Other New or Changed Features Features No Longer Available Excel Excel Windows Using Flash Fill Using Chart Recommendations 3 D Pyramid and Cone Chart Types Combining Chart Types Changes to Chart Data Labels New Data Label Formatting Using Quick Analysis Filtering Tables with Slicers Using PivotTable Recommendations PivotTable and PivotChart Changes Adding and Using a Timeline Creating a PivotChart with or without a Table Using a PivotTable to Analyze Multiple Data Sources Advanced Data Analysis Creating a Power View Sheet Adding a Visualization to Power View New Functions Other New or Changed Features Features No Longer Available

Microsoft Excel 2013 Introductory Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)

TeachUcomp Inc,2017-07-18 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Excel 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Excel 2013 Quick Reference Guide Simple and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts What's New in Microsoft Office 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca Beezix, Inc Staff,2010-06-01 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing Office 2003 commands and their Office 2010 equivalents Topics include Office The Ribbon Backstage View The File Menu Quick Access Toolbar Formatting Text with the Mini Toolbar Pasting with Live Preview Saving as PDF Emailing a PDF Co authoring Word PowerPoint Work Anywhere Office Web Apps Using Themes to Format a Document SmartArt Shape Styles New or Changed Picture Features Showing Macro and Form Controls New File Formats Working with Preview File Versions Other New or Changed Features Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Navigating and Reorganizing using Headings Searching Using the Navigation Pane Creating and Using Quick Styles Using the Apply Styles Window Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part The Reviewing Pane Tracking Moved Text Improved Compare and Combine Other New or Changed Features Features No Longer Available Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Pasting Cells as a Linked Picture

Changes to Excel Tables Lists Structured References in Excel Tables Filtering Pivot Tables with Slicers Other PivotTable Changes Inserting a Chart in a Cell Sparklines Filter Improvements New Conditional Formatting Sorting by Icon Cell Color or Font Color Other New or Changed Features PowerPoint Organizing Slides with Sections Resetting Placeholders Adding Placeholders to a Slide Master Adding a Customized Layout Background Styles New or Changed Text Features Using the Animation Painter Video Improvements Linking to a Web Video Syncing Animation Text Overlays with Audio Video Creating a Video File Broadcasting Using the Internet Other New or Changed Features Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix,2013-02-07 Laminated quick reference showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2013 The following topics are covered Entering and Editing Data Picking from a Drop Down List Selecting Cells Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Borders Shading Text Color Formatting Number Cells Aligning and Merging Cell Contents Entering Dates Entering a Sequence of Numbers Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Sheets Editing Multiple Worksheets Simultaneously Previewing Printing and Page Setup Scaling to Print Printing a Specific Area Using Page Break Preview to Adjust Page Breaks Repeating Rows Columns on Every Page Also includes a list of Touch Actions Selection and Movement Shortcuts *Microsoft Excel Formulas & Functions Quick Reference Study Guide Laminated Cheat Sheet* TeachUcomp,2023-06-28 Designed with the busy professional in mind this 4 page quick reference guide provides syntax explanations and examples for some of Microsoft Excel s most popular and powerful functions When you need to write the perfect formula you will find answers right at your fingertips with our Microsoft Excel Formulas Functions Quick Reference Guide Each topic is presented in a concise and easy to understand format allowing you to quickly grasp the essentials of each function From basic formulas to advanced lookup functions our guide provides step by step instructions and real world examples to ensure your success Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials [Microsoft Excel 2013 Advanced and Macros Quick Reference Guide](#) Beezix Software Services,2014-01-20 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2013 This guide is suitable as a training handout or as an easy to use reference guide for any type of user The following topics are covered Organizing with Grouping Hiding Columns Rows or Sheets Consolidating Data Freezing or Splitting Rows Columns Using the Selection Pane Conditional Formatting Goal Seek Scenarios Converting Text to Data Intercepting Entry Errors With Data Validation Preventing Changes Protecting Data Quick Analysis Macros Recording Workbook Actions Running a Macro Executing Macros Automatically Saving a Macro Showing the Developer Tab Setting Macro Security Assigning to a Worksheet Button

Assigning to the Quick Access Toolbar Editing a Macro Visual Basic for Applications Debugging VBA Code Documenting VBA Code VBA Examples to Enhance Productivity Subroutines Function Macros Macro Name Rules **Excel for Microsoft 365 Reference and Cheat Sheet** i30 Media,2021-03-22 Do you need a quick reference for Excel for Microsoft 365 The four panel Excel for Microsoft 365 Reference Cheat Sheet contains tips examples and screenshots of basic Excel functions and features A list of keyboard shortcuts for Windows and macOS is also included Fully recyclable and designed for readability

Excel 2011 for Mac Beezix,2011-05-10 Laminated quick reference card showing step by step instructions and shortcuts for Charts graphs and Lists features of Microsoft Excel 2011 for the Mac This card is suitable as an accompaniment for Intermediate level Excel training The following topics are covered Excel Charts Creating a Chart Charting Non Adjacent Data Deleting a Chart Resizing a Chart Object Moving a Chart Object in the Worksheet Changing Chart Type General Editing of Chart Objects Adjusting Axis Scale Creating a Chart with Two Scales Adding Explanatory Text Adding Removing Moving a Legend Adding a Data Series Exploding a Piece of a Pie Chart Adding Data Labels Creating a Chart Sheet Using the Default Chart Type Switching a Chart Object to a Chart Sheet Adding Projection to a Data Series Excel Tables Creating an Excel Table Adding a New Row or Column 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 and Subtotals Removing Duplicates Structured References in Excel Tables Basic Sorting Complex Sorting Filtering and Advanced Filtering Show Hide Autofilter Filtering with Autofilter Searching for Filter Criteria in Autofilter Advanced Filtering Criteria for Advanced Filters Using Advanced Filters Copying Filtered Data to Another Range Selecting Ordering Columns Clearing Filtering Subtotals Excel PivotTables Creating a PivotTable Report Adding Removing a PivotTable Field Show hide the PivotTable Builder Refreshing a PivotTable Rearranging a PivotTable Changing the Summary Function Changing How Values are Shown Sorting in a PivotTable This guide is one of two titles available for Excel 2011 Excel 2011 Introduction and Excel 2011 Charts Tables PivotTables Microsoft Excel 2021 & 365 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide TeachUcomp,2022-02-21 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in Excel 2021 and 365 When you need an answer fast you will find it right at your fingertips with this Microsoft Excel 2021 and 365 Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts Microsoft Excel 2016 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide TeachUcomp Inc,2016-04-28 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory Excel 2016 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 59 topics covered this guide is perfect for someone new to Excel or upgrading from a previous version Topics Include Interface Basics File Management

Data Entry Formulas Copying and Pasting Formulas Adjusting Columns and Rows Formatting Worksheets Worksheet Tools
Worksheet Layout Printing Touch Actions and Keyboard Shortcuts **Microsoft Excel 2007 Advanced and Macros
Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc
Staff,2007-01-31 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced
features and macros in Microsoft Office Excel 2007 The following topics are covered Range Names Naming a Range Creating
Several Names at Once Limiting the Scope of a Named Range Selecting a Named Range Using a Range Name in a Formula
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Adopting the Track of Expression: An Psychological Symphony within **Excel Cheat Sheet 2010 Quick Guide Chart**

In a world consumed by monitors and the ceaseless chatter of immediate transmission, the melodic beauty and psychological symphony developed by the prepared term usually diminish into the backdrop, eclipsed by the persistent noise and interruptions that permeate our lives. However, located within the pages of **Excel Cheat Sheet 2010 Quick Guide Chart** a charming fictional value brimming with organic feelings, lies an immersive symphony waiting to be embraced. Crafted by an elegant musician of language, this interesting masterpiece conducts visitors on a mental trip, well unraveling the concealed songs and profound affect resonating within each cautiously crafted phrase. Within the depths of the moving evaluation, we can explore the book is main harmonies, analyze their enthralling publishing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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