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To Excel 1:

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Microsoft Excel 2010  
is exactly the same as  
the one used for  
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The biggest

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difference between the two programs is that, in Excel, the format is set for each individual cell. So if you change the font and applied the bold option in cell C5,

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The goal of these instructions is to familiarize the user with the basics of Excel 2010. We use a gradebook as an example to help the user visualize how different functions can be used. This tutorial will cover

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used as a point of  
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Microsoft Excel 2010

Basics ABOUT THIS

CLASS This class is

designed to give a

basic introduction

into Microsoft Excel

2010. Throughout the

class, we will

progress from

learning how to open

Microsoft Excel to

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Manual actually creating a spreadsheet. It is impossible in this amount of time to

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Basics - Pagosa

Springs

Quick reference:

Excel 2010 shortcuts

CTRL combination

shortcut keys KEY

DESCRIPTION

CTRL+SHIFT+(

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**Unhides** any hidden rows within the selection.

CTRL+SHIFT+)

Unhides any hidden columns within the selection.

CTRL+SHIFT+&

Applies the outline border to the selected cells.

CTRL+SHIFT\_

Removes the outline border from the

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selected cells.

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- Microsoft Support

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

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toolbar and its new  
backstage view

Excel 2010: The  
Missing Manual:  
MacDonald, Matthew

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Manual, sort and filter lists of data; chart numeric data, printing and so on.

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–Analysing Data

Using Formulae &

Pivot Tables Page 18

2 Select all of the

data in the column &

then in the ‘ Data ’

tab, select ‘ Text To

Columns ’ . 3 If the

data has

‘ separators ’ e.g.

‘ , ’ , select

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‘ Delimited ’ , then click ‘ Next ’ .

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