



Excel 2010: The Missing Manual

By Matthew MacDonald

O'Reilly Media. Paperback. Book Condition: New. Paperback. 898 pages. Dimensions: 9.2in. x 6.9in. x 2.0in. Excel, the worlds 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 Excels 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 Excels Top 5 Tricks 1. Page break preview -- In page break preview mode (choose View -- Workbook Views -- Page Break Preview) you can see how your printed worksheet will...



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