

## Microsoft Excel 2010 Manual

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Quick reference: Excel 2010 shortcuts CTRL combination shortcut keys KEY DESCRIPTION CTRL+SHIFT+( 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 selected cells.

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When using Charts or Graphs in Excel, swapping the X and Y axis can drastically change the appearance of the graphs. The following steps explain how to swap the data : 1. Select which graph you wish to alter. -In this case, select the bar graph. 2. Click on the Design tab. 3. In the Ribbon, click on Switch Row/Column 4.

Microsoft Excel 2010 Basic Instructions for Beginners : 23 ...

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

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Introduction to MS EXCEL 2010

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.

Excel 2010 – 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 ' Delimited ' , then click ' Next ' .

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