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Sheet -dummies

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

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the Design tab. 3. In the Ribbon, click on Switch Row/Column 4.

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Alpha

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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

‘ Delimited ’ , then

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MS Excel 2010 -
Newcastle University
Switch Between Excel
Windows: Click the .
View. tab, click the .
Switch Windows.
make active. Freeze
Panels: Activate the
cell where you want
down, click the . View.
tab on the ribbon,
click the . Freeze

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Print Area: Select the cell range you want to print, click the . Page Layout. tab on the

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ponents, use the ^ sign. Remember, all formulas in Excel must begin with an equal sign (=).

The Ultimate Guide to Using Microsoft Excel

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available as a one-time purchase for use on a single PC.

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Assuming you have Microsoft Office 2010 installed in your PC, start the excel application following the below mentioned steps in your PC. Step 1 - Click on the Start button. Step 2 -

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Click on All Programs option from the menu. Step 3 - Search for Microsoft Office from the sub menu and click it.

Excel - Quick Guide - Tutorialspoint

Opening Microsoft Excel: To get started with Microsoft Excel (often called “ Excel ”), you will

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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.

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MICROSOFT OFFICE
2010

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Guide
Last updated

2015-5-29. The first time you see a new version of a product, you ' ll have questions. To help you get started, we created short migration guides that provide answers to common questions about making the transition to Office 2010 programs.

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Office 2010 Migration Guides - Office Support

Hello and welcome to this short course on Microsoft Excel 2010, which is the world's most popular spreadsheet program and the easiest version till date.

Course Highlights: In this course you will

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Learn to: create an Excel worksheet from scratch; insert text and numbers in your worksheets; use the Excel formula bar to insert text and numbers

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Section: Excel Basics
Tutorial: Excel Made

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Easy Excel Made Easy
- A Beginner's Guide.

Greetings! In this tutorial, you'll learn about workbooks and the different parts of an Excel worksheet (spreadsheet), such as rows, columns, and cells. We'll discuss how to insert rows and columns, and how to move around in a

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Excel Made Easy: a
Beginner's Guide to
using Microsoft Excel.

Microsoft Excel 2010
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designed to give a
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into Microsoft Excel
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class, we will
progress from

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learning how to open
Microsoft Excel to
actually creating a
spreadsheet. It is
impossible in this
amount of time to

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