



Beginning Microsoft Excel 2010 (Expert's Voice)

Abbott Katz

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Beginning Microsoft Excel 2010 is a practical, step-by-step guide to getting started with the world's most widely-used spreadsheet application. The book offers a hands-on approach to learning how to create and edit spreadsheets, use various calculation formulas, employ charts/graphs, and get work done efficiently.

Microsoft rolled out several new features with Excel 2010—perhaps the most notable was the ability to use Excel 2010 online and collaborate on a project in real time. *Beginning Microsoft Office 2010* keeps you up-to-date with all of these features and more.

What you'll learn

- What distinguishes 2010 from its immediate predecessor
- What distinguishes 2010 from Excel 2003
- Get started with data entry and formatting
- How to get started with formula writing skills
- Get started with database capabilities, including pivot tables
- How to get started with charting

Who this book is for

This book is for those new to Excel and for those who have used Excel in the past but are new to Excel 2010.

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