

# **Microsoft Visio**

## **Advanced Training Manual**

Richard Giles Walters

# Microsoft Excel2010 Training Manual

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## **Microsoft Excel 2010 Training Manual:**

**Microsoft Excel 2010 - Beginning** EZ-Ref Courseware, 2010-09-01 Beginning B Cell Styles The Format Painter Working with Charts Absolute Addressing Creating Templates **Illustrated Course Guide: Microsoft Excel 2010 Basic** Elizabeth Eisner Reding, Lynn Wermers, 2010-10-05 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version **Microsoft Excel 2010 - Beginning** EZ-Ref Courseware, 2010-09-01 Beginning B Cell Styles The Format Painter Working with Charts Absolute Addressing Creating Templates **Microsoft Excel 2010 Digital Classroom** AGI Training Team, 2011-12-20 The perfect book and video training package for Excel 2010 This Excel 2010 book and video training package from the same professional training experts who also create many training materials for Adobe Systems is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Excel 2010 Each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you re learning and clearly demonstrate how to do tasks This training package takes you well beyond the basics in a series of easy to absorb five minute lessons Walks you through 8 lessons each consisting of easy to follow step by step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you re learning in the book Covers new Excel 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Additional resources available on companion Web site [www.digitalclassroombooks.com](http://www.digitalclassroombooks.com) Learn the ins and outs of Excel 2010 **Microsoft Excel 2010 - Advanced** EZ-Ref Courseware, 2010-12-15 Advanced Color Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the advanced concepts of Microsoft Excel 2010 To download the exercise files that accompany this title please visit [http://www.ezref.com/exercise\\_files](http://www.ezref.com/exercise_files) For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics covered in Microsoft Excel 2010 Advanced 6 8 hours Creating Outlines Pivot Tables Pivot Charts Advanced Chart Options Adding Clipart Graphic Files AutoShapes Adding Word Art Using the Goal Seeker Creating Scenarios Adding an Outlook Task Consolidating Data Importing Exporting Customizing the Toolbar Working with Styles Custom Views File Properties Setting Program Options Sending Workbooks Creating Web Pages **Microsoft Excel 2010 Step by Step** Curtis Frye, 2010-06-02 Experience learning made easy and quickly teach yourself how to organize analyze and present data with Excel 2010 With STEP BY

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