

## Excel 2010 Study Guide

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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.

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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.

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To give a simple illustration: The formula: Is equivalent to the function: = 12 + 195 + 67 - 43 = SUM(12, 195, 67, -43) = (B3 + B4 + B5 + B6) =SUM(B3:B6) = (B3 + B4 + B5 + B6)/4 = AVERAGE (B3:B6) Introduction to MS Excel 2010 Page 23. 2011 Centre for Educational Technology, University of Cape Town.

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Section: Excel Basics Tutorial: Excel Made Easy Excel Made Easy - A Beginner's Guide. Greetings! In this tutorial, you'll learn about

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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 worksheet.

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**Excel for Beginners - A "dummies" Guide to Excel with VIDEO** Exam 77-882: Excel 2010. In response to the coronavirus (COVID-19) situation, Microsoft is implementing several

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temporary changes to our training and certification program. Learn more. The core-level Microsoft Office Excel 2010 user should be able to navigate Microsoft Office Excel 2010 software at the feature and functional level. They should be familiar with and know how to use at least 80 percent of the features and capabilities of Microsoft Office Excel 2010.

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Excel 2010 Study Guide Flashcards | Quizlet Keep in mind that the Formatting toolbar in Microsoft Excel 2010 is exactly the same as the one used for Microsoft Word 2010. The biggest difference between the two programs is that, in Excel, the format is set for each individual cell. So if you change the font and applied the bold option in cell C5,

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