

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

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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

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: $= 12 + 195 + 67 - 43 = \text{SUM}(12, 195, 67, -43) = (B3 + B4 + B5 + B6) = \text{SUM}(B3:B6) = (B3 + B4 + B5 + B6)/4 = \text{AVERAGE}(B3:B6)$ Introduction to MS Excel 2010 Page 23. 2011 Centre for Educational Technology, University of Cape Town.

Introduction to MS EXCEL 2010

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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 workbooks and the different parts of an

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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.

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

Guide to Excel Modeling Best Practices CFI's list of top Excel modeling best practices. Microsoft Excel is an extremely robust tool. Learning to become an Excel power user is almost mandatory for those in the fields of investment banking, corporate finance, and private equity.

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most important formulas to perform financial analysis and modeling in Excel spreadsheets.

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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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