



Excel 2010

The Ribbon

Understanding the Ribbon is a great way to help understand the changes between Microsoft 2003 to Microsoft 2010. The ribbon holds all of the information in previous versions of Microsoft Office in a more visual stream line manner through a series of tabs that include an immense variety of program features.

Home Tab

This is the most used tab; it incorporates all text and cell-formatting features such as font and paragraph changes. The Home Tab also includes basic spreadsheet formatting elements such as text wrap, merging cells and cell style.

Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, and headers and footers.

Page Layout Tab

This tab has commands to adjust page such as margins, orientation and themes.

Formulas Tab

This tab has commands to use when creating Formulas. This tab holds an immense function library which can assist when creating any formula or function in your spreadsheet.

Data Tab

This tab allows you to modifying worksheets with large amounts of data by sorting and filtering as well as analyzing and grouping data.

Review Tab

This tab allows you to correct spelling and grammar issues as well as set up security protections. It also provides the track changes and notes feature providing the ability to make notes and changes someone's document.

View Tab

This tab allows you to change the view of your document including freezing or splitting panes, viewing gridlines and hide cells.

Opening Excel

You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below:

1. Click on the Start button
2. Highlight Programs
3. Highlight Microsoft Office
4. Click on Microsoft Excel 2010



Create a New Workbook

1. Click the File tab and then click New.
2. Under Available Templates, double click Blank Workbook or Click Create.

Find and Apply Template

Excel 2010 allows you to apply built-in templates and to search from a variety of templates on Office.com.

To find a template in Excel 2010, do the following:

1. On the File tab, click New
2. Under Available Templates, do one of the following:
 - a. To reuse a template that you've recently used, click Recent Templates, click the template that you want, and then click Create.
 - b. To use your own template that you already have installed, click My Templates, select the template that you want, and then click OK.
 - c. To find a template on Office.com, under Office.com Templates, click a template category, select the template that you want, and then click Download to download the template from Office.com to your computer.
3. Once you click on the template you like it will open on your screen as a new document.

Excel 2010 Pamphlet Master

Disha Experts

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the 'Disha Experts' text.

Excel 2010 Pamphlet Master:

Excel 2010 Pamphlet Master, 2014-07-17 Excel 2010 is a step by step instructions created by Pamphlet Master as a complete guide on how to use Excel 2010 This pamphlet will serve as your reference guide or training handout for all Excel 2010 users Topics covered in the pamphlet are The Ribbon Opening Excel Select Cells or Ranges Cut Copy and Paste Data Set Column Row Width Height Automatically Fit Column Row Contents Merge Split and Center Cells Formatting Spreadsheets Cell Borders Finalizing a Spreadsheet Save a Spreadsheet Print a Spreadsheet , *Microsoft Office 2010 Demystified* Karin Rex, 2011-10-11 It s EASIER than ever to get started with Microsoft Office 2010 Navigate your way around the Microsoft Office 2020 suite without getting lost in too many details Microsoft Office 2010 Demystified shows you the ropes and explains the new handy and most popular functions of each application Written in a step by step tutorial format this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs Then you ll drill down into the specifics of Word Excel PowerPoint Outlook and Access Detailed explanations and screenshots make it easy to understand the material and end of chapter quizzes and a final exam help reinforce key concepts It s a no brainer You ll learn how to Create great looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive PowerPoint presentations Manage your email tasks calendar and contacts with Outlook Build and manage Access databases Simple enough for a beginner but challenging enough for an advanced student Microsoft Office 2010 Demystified helps you master this powerful suite of applications Postgraduate Diploma in Accounting (master's level) - City of London College of Economics - 12 months - 100% online / self-paced City of London College of Economics, Overview In this diploma course you will deal with all kinds of Financial Accounting and General Topics to become a successful Accountant at master s level Content Financial Accounting Regulations and Organizations The Framework of Financial Accounting Concepts and Standards Securities and Exchange Commission Reporting Requirements Introduction to Internal Control Assessment and Reporting Public Company Accounting Oversight Board Earnings Management Forgetting Our Duties to the Users of Financial Reports The Lesson of Enron Management Discussion and Analysis Global Accounting and Auditing Financial Statements Form and Content Income Statement Presentation and Earnings per Share Accounting for Business Combinations Consolidation Translation and the Equity Method Statement of Cash Flows Interim Financial Statements Analyzing Financial Statements And much more Duration 12 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we ll send you the assignment questions Study material The study material will be provided in separate files by email download link Disha Combo (7 books) Olympiad Champs Science, Mathematics, English, Computer Science, Logical Reasoning & Social Studies/ GK Class 8 with 30 Mock Tests 6th Edition | 2026 Exam , The thoroughly Revised Updated 4th Edition of the Combo set of 7 Books Olympiad Champs Science Mathematics English Logical Reasoning Cyber GK Class 8

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