

## Excel 2010 Training Manual

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User manual Microsoft Excel 2010 (76 pages)

Quick reference: Excel 2010 shortcuts CTRL combination shortcut keys KEY DESCRIPTION CTRL+SHIFT+( Unhides any hidden rows within the selection. CTRL+SHIFT+) Unhides any hidden columns within the selection. CTRL+SHIFT+& Applies the outline border to the selected cells. CTRL+SHIFT\_ Removes the outline border from the selected cells.

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Excel 2010 Introduction: Part I - Formulas, Functions and ...

Excel 2010 –Analysing Data Using Formulae & Pivot Tables Page 18 2 Select all of the data in the column & then in the ' Data ' tab, select ' Text To Columns ' . 3 If the data has ' separators ' e.g. ' , ' , select ' Delimited ' , then click ' Next ' .

MS Excel 2010 - Newcastle University

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Microsoft Excel 2010 Basics ABOUT THIS CLASS This class is designed to give a basic introduction into Microsoft Excel 2010. Throughout the class, we will progress from learning how to open Microsoft Excel to actually creating a spreadsheet. It is impossible in this amount of time to

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Excel has several functions that can be used to remove such unwanted characters. Which function you use depends upon where the unwanted characters are located: If the unwanted characters are on the right side of your good data, use the LEFT function to remove them.

### Excel Intermediate Training Packet - Shasta COE

Excel will automatically select the data for the pivot table. Excel will also automatically select New Worksheet as the destination for the pivot table. 3. Click Ok. A new worksheet will be added for the pivot table. Initially, the spreadsheet will appear blank. The PivotTable Field List is located to the right. 4.

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