

Paul McFedries

SIMPLY EXCEL 2010



Step-by-step introduction
to Excel 2010



Concise, jargon-free
instructions



Packed with screenshots
in full-colour



Make It Simple For Yourself

SIMPLY EXCEL[®] 2010

by Paul McFedries



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The book you hold in your hands is not only an excellent learning tool, but it is truly beautiful, as well. I am happy to have supplied the text that you will read, but the gorgeous layout comes from Wiley's crack team of designers and screen artists. The layout of the tasks, the accuracy of the spelling and grammar, and the veracity of the information are all the result of hard work performed by project editor Lynn Northrup and technical editor Namir Shammass. Thanks to both of you for your excellent work. My thanks, as well, to executive editor Jody Lefevre for asking me to write this book.

How to Use This Book

Who Needs This Book

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

Notes

Notes give additional information – special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

Tip and Warning Icons

Tips offer additional information, including tips, hints, and tricks. You can use the tip information to go beyond what you have learned in the steps. Warnings tell you about solutions to common problems and general pitfalls to avoid.

Bold

Bold type shows command names, options, and text or numbers you must type.

Italics

Italic type introduces and defines a new term.

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WORKING WITH EXCEL

You use Microsoft Excel to create *spreadsheets*, which are documents that enable you to manipulate numbers and formulas to quickly create powerful mathematical, financial, and statistical models. In this chapter, you learn about Excel and you find out the kinds of tasks you can perform with Excel. You also learn how to start the program and you take a tour of the program's major features. This chapter also shows you how to work with the Excel Ribbon, how to customise the Ribbon and the Quick Access Toolbar, how to work with smart tags, and how to customise the view and other aspects of the program.

