



Excel 2010 Just the Steps For Dummies

Diane Koers

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Pick your Excel task, find it fast, and get it done with Just the Steps!

If you want to see how to do a particular Excel task, this is the perfect book. Each page includes step-by-step instruction in one column and illustrations and screenshots in the other column, so you have all the information you need in one place—no flipping pages!

Improve your Excel skills with just the steps for entering spreadsheet data, building formulas, protecting excel data, formatting cells, designing spreadsheets with graphics, managing workbooks, changing worksheet values, sorting and filtering data, creating charts, creating PivotTables, building macros, integrating Excel into other Office programs, and—whew!—still more.

- Explains essentials tasks for Excel 2010, the spreadsheet application that is part of the Microsoft Office 2010 suite
- Shows you just the steps for numerous Excel tasks using an easy-to-follow, two-column page layout, with step-by-step instruction on one side and illustrations and screenshots on the other
- Covers entering spreadsheet data, building formulas, protecting excel data, formatting cells, designing spreadsheets with graphics, managing workbooks, changing worksheet values, sorting and filtering data, creating charts, creating PivotTables, and building macros
- Walks you step by step through collaborating in Excel and integrating or using Excel with Word, PowerPoint, and Access

Make your tasks easier, improve your Excel skills, and get better results with this step-by-step guide.

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