

Excel Study Guide 2010

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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 get started with Microsoft Excel (often called "Excel"), you will need to locate and open the program on 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.

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Introduction to MS Excel 2010 Page 9 2011 Centre for Educational Technology, University of Cape Town Formulas are the most powerful elements of an Excel spreadsheet. Every formula starts with an "=" sign, and contains at least one logical or mathematical operation (or special function), combined with numbers and/or cell references.

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1 Ribbon: Excel selects the ribbon's Home tab when you open it. Learn how to collapse and customize the ribbon. 2 Workbook: A workbook is another word for your Excel file. When you start Excel, click Blank workbook to create an Excel workbook from scratch. 3 Worksheets: A worksheet is a collection of cells where you keep and manipulate the data. Each Excel workbook can contain multiple worksheets.

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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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