

Excel 2010 For Dummies

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Keep in mind that the Formatting toolbar in Microsoft Excel 2010 is exactly the same as the one used for Microsoft Word 2010. The biggest difference between the two programs is that, in Excel, the format is set for each individual cell. So if you change the font and applied the bold option in cell C5,

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And, making the transition from Excel 2003 to Excel 2010 is a heck of a jump. The whole visual interface is pretty different and rather overwhelming. At first, the Excel 2003 user will feel lost within the Excel 2010 visual framework. The book is excellent in assisting one becoming familiar and ultimately adequately proficient in Excel 2010.

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This friendly book gets you started with the basics of Excel 2010, such as creating a spreadsheet from scratch, selecting commands from the Ribbon, customizing the Quick Access toolbar, creating simple formulas, moving and copying data with drag and drop, using the AutoCorrect and AutoFill features, and more.

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