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*** This USING Microsoft Excel 2010 book is enhanced with nearly 2 hours of FREE step-by-step VIDEO TUTORIALS and AUDIO SIDEBARS! *** Microsoft Excel is a requirement for most jobs today. Workers in every office use Excel to track and report information. Excel is an amazingly flexible program with seemingly endless blank canvas of rows and columns, charts, and pivot tables. If you've never opened Excel, or if you've used Excel only to neatly arrange lists in columns, this book will get you up to speed with the real-life skills needed to survive in a job that requires familiarity with Excel. USING Microsoft Excel 2010 is a media-rich learning experience designed to help new users master Microsoft Excel 2010 quickly, and get the most out of it, fast! EVERY chapter has multiple video and audio files integrated into the learning material which creates interactive content that works together to teach everything mainstream Microsoft Excel 2010 users need to know. You'll Learn How to: - Understand the Excel Interface - Use the Excel Web App - Format, Sort, Filter and Consolidate Data - Use Formulas and Functions Examples of Topics Covered in VIDEO TUTORIALS, which Walk You Through Tasks You've Just Got to See! - Using the Fill handle to Fill in a Series - Creating Sparklines - Recording a Macro Using Relative Referencing Examples of Topics Covered in AUDIO SIDEBARS, which Deliver Insights Straight From the Experts! - Pasting and Delimited Text - Creating Custom Lists - The Importance of Choosing the Right Chart Type Please note that due to the incredibly rich media included in your Enhanced eBook, you may experience longer download times. Please be patient while your product is delivered. This Enhanced eBook has been developed to match the Apple Enhanced eBook specifications for the iPad and may not render well on older iPhones or iPods or perform on other devices or reader applications. Conquer Microsoft Excel formulas and functions—from the inside out! You're beyond the basics, so dive right in and really put Excel formulas and functions to work! This supremely organized reference packs

hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts increase their data analysis capabilities using Excel 2003, 2007, or 2010—and challenge yourself to new levels of mastery. Customize Excel formulas using 350+ built-in functions Create reusable formulas for common calculations Learn smarter ways to calculate date and time values Systematically search worksheets with lookup and reference functions Perform advanced calculations using mathematical, statistical, and financial functions Build complex formulas by nesting one function inside of another Analyze profit margins and more with new functions in Excel 2010 Develop your own functions with Visual Basic for Applications (VBA) NOTE: The sample Excel files that accompany the book were updated on 12/4/2012. Click the Companion Content link to download the files. You're beyond the basics, so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Excel 2010-and challenge yourself to new levels of mastery! Learn expert techniques for designing powerful spreadsheets Apply built-in functions-or write your own-and carry out complex calculations Use rich charting and graphic capabilities to visualize data Perform sophisticated data analysis: financial, statistical, and "what-if" Design PivotTable reports to dynamically analyze data Share and collaborate with others-while managing sensitive data Link and embed Excel data into other documents Create macros with Microsoft Visual Basic for Applications Sample spreadsheets from inside the book Add-ins and other resources to help you extend Microsoft Office programs Links to demos, user communities, and product support The perfect book-and-video training package for Excel2010! This Excel 2010 book-and-video training package-from the sameprofessional training experts who also create many trainingmaterials for Adobe

Systems-is like having your own personal instructor guiding you through each lesson, but you work at your own pace! The full-color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Excel 2010. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This training package takes you well beyond the basics in a series of easy-to-absorb, five-minute lessons. Walks you through 8 lessons, each consisting of easy-to-follow, step-by-step instructions and lesson files in full color that make each task less intimidating. Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book. Covers new Excel 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon. Additional resources available on companion Web site: www.digitalclassroombooks.com Learn the ins-and-outs of Excel 2010! This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Your Office is ideal for introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. Your Office is the Office Applications textbook written for instructors who want more than a 'skill & drill' book that enables students to learn discrete tasks but fails to illustrate the big picture of how these skills work together. Your Office bridges the gap between skill and application, and empowers students to master Office 2010 as a tool to solve problems and make decisions. The cases progress students from learning the skills in each Office Application to using the applications as tools to make business decisions. The unique modular structure provides a strong foundation for students through practice in each workshop and then synthesizes the objectives covered over two workshops, challenging students to really retain what they learned as opposed to learning and then

forgetting soon after. The series scenario introduces a large global business (the resort and spa) made up of smaller businesses (golf pro shop, spa, restaurants, event planning, etc) featured in the cases that run throughout all four applications. This approach gives students a solid understanding of how an organization works by exposing them to how individuals in all facets of a business interact with tools like Microsoft Office and use information to make decisions. All the methods and tools you need to successfully program with Excel John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. With this comprehensive guide, "Mr. Spreadsheet" shows you how to maximize your Excel experience using professional spreadsheet application development tips from his own personal bookshelf. Featuring a complete introduction to Visual Basic for Applications and fully updated for the new features of Excel 2010, this essential reference includes an analysis of Excel application development and is packed with procedures, tips, and ideas for expanding Excel's capabilities with VBA. Offers an analysis of Excel application development and a complete introduction to Visual Basic for Applications (VBA) Features invaluable advice from "Mr. Spreadsheet" himself (bestselling author John Walkenbach), who demonstrates all the techniques you need to create large and small Excel applications Provides tips, tricks, and techniques for expanding Excel's capabilities with VBA that you won't find anywhere else Includes a CD with templates and worksheets from the book This power-user's guide is packed with procedures, tips, and ideas for expanding Excel's capabilities with VBA. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. Step-by-Step, Full-Color Graphics! Start using Excel 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful spreadsheet application. Follow along and quickly learn how to create workbooks, enter and edit data, use

formulas and functions, create charts and tables, analyze data, extend Excel, and more. Get up to speed on Excel 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid Clear, step-by-step screen shots show you how to tackle more than 150 Excel 2010 tasks. Each task-based spread covers a single technique, sure to help you get up and running on Excel 2010 in no time. A comprehensive reference to the newest version of the world's most popular spreadsheet application: Excel 2010 John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. Known as "Mr. Spreadsheet," Walkenbach shows you how to maximize the power of all the new features of Excel 2010. An authoritative reference, this perennial bestseller proves itself indispensable no matter your level of skill, from Excel beginners and intermediate users to power users and potential power users everywhere. Fully updated for the new release, this latest edition provides comprehensive, soup-to-nuts coverage, delivering over 900 pages of Excel tips, tricks, and techniques you won't find anywhere else. Excel guru and bestselling author John Walkenbach ("Mr. Spreadsheet") guides you through every aspect of Excel Delivers essential coverage of all the newest features of Excel 2010 Presents material in a clear, concise, logical format that is ideal for all levels of Excel experience Includes a CD that contains all the templates and worksheets used in the book plus John Walkenbach's award-winning Power Utility Pak Excel 2010 Bible serves as an excellent resource on all things Excel! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. This is the first book to show the capabilities of Microsoft Excel to teach environmental sciences statistics effectively. It is a step-by-step exercise-driven guide for students

and practitioners who need to master Excel to solve practical environmental sciences problems. If understanding statistics isn't your strongest suit, you are not especially mathematically-inclined, or if you are wary of computers, this is the right book for you. Excel, a widely available computer program for students and managers, is also an effective teaching and learning tool for quantitative analyses in environmental science courses. Its powerful computational ability and graphical functions make learning statistics much easier than in years past. However, Excel 2010 for Environmental Sciences Statistics: A Guide to Solving Practical Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work. Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific, easy-to-understand environmental science problems. Practice problems are provided at the end of each chapter with their solutions in an appendix. Separately, there is a full Practice Test (with answers in an Appendix) that allows readers to test what they have learned. A comprehensive, up-to-date, user-friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide, but it's not always user-friendly. That makes it a perfect For Dummies topic, and this handy all-in-one guide covers all the essentials, the new features, how to analyze data with Excel, and much more. Eight minibooks address Excel basics, worksheet design, formulas and functions, worksheet collaboration and review, charts and graphics, data management, data analysis, and Excel and VBA. Excel is the leading spreadsheet/data analysis software and is used throughout the world; the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel, with more than three million copies sold Excel 2010 All-in-One For Dummies covers the changes in the newest version as well as familiar tasks, such as creating and editing

worksheets, setting up formulas, and performing statistical functions Eight self-contained minibooks cover the basics, worksheet design, formulas and functions, worksheet collaboration, presenting data in charts and graphics, data management, data analysis, and creating macros with VBA. Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All-in-One For Dummies has everything they need to know. Experience learning made easy-and quickly teach yourself how to organize, analyze, and present data with Excel 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics. Microsoft® PowerPivot™ for Excel 2010: Give Your Data Meaning introduces PowerPivot in Excel 2010 to power users and data analysts who want to give their data meaning by creating their own Business Intelligence models. And with Microsoft® Excel® 2010: Data Analysis and Business Modeling, you'll learn the best ways to use Office Excel 2010 for data analysis and business modeling. Award-winning professor and statistician Wayne Winston shares practical examples to help you transform data into bottom-line results. Web site includes practice files. The two books included in this kit are: 9780735640580 Microsoft® PowerPivot® for Excel® 2010 9780735643369 Microsoft® Office Excel® 2007: Data Analysis and Business Modeling, 3E "*Menguasai excel dan meningkatkan keterampilan adna mengolah data hanya dengan satu buku! *tidak butuh waktu lama utnuak menghasilkan sebuah workbook, membangun workshet, menata sel dan range, menganalisis data, membuat grafik, dan mencetak workbook. *singkat dan mudah, itulah yang anda perlukan untuk menguasai

excel 2010. Dengan langkah-langkah sederhana disertai panduan gambar, di harapkan buku ini memberikan anda kemudahan dalam menguasai fitur-fitur baru excel 2010. Anda perlu menguasai Excel 2010 agar bisa mengembangkan sebuah spreadsheet dari awal. Baca buku ini, Anda akan menemukan cara, - Bekerja dan sekaligus mengeksplorasi fitur-fitur terbaru Microsoft Excel 2010. - Membuat formula, menambahkan data, menganalisis data, dan membuat grafik untuk keperluan bisnis. - Tip-tip dan teknik-teknik terbaik untuk menghasilkan presentasi menarik. Materi disajikan dengan cara berbeda. Untuk memperjelas satu materi, pembahasan langsung diikuti dengan langkah-langkah sederhana dan mudah." With the New Perspectives' critical-thinking, problem-solving approach, students will gain a comprehensive understanding of MICROSOFT OFFICE EXCEL 2010 and will learn how to take advantage of the flexibility it offers. Case-based tutorials challenge students to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations. With New Perspectives, students understand why they're learning what they're learning and are better situated to retain skills beyond the classroom. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Your Office is ideal for introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. Your Office is the Office Applications textbook written for instructors who want more than a 'skill & drill' book that enables students to learn discreet tasks but fails to illustrate the big picture of how these skills work together. Your Office bridges the gap between skill and application, and empowers students to master Office 2010 as a tool to solve problems and make decisions. The cases progress students from learning the skills in each Office Application to using the applications as tools to make business decisions. The unique

modular structure provides a strong foundation for students through practice in each workshop and then synthesizes the objectives covered over two workshops, challenging students to really retain what they learned as opposed to learning and then forgetting soon after. The series scenario introduces a large global business (the resort and spa) made up of smaller businesses (golf pro shop, spa, restaurants, event planning, etc) featured in the cases that run throughout all four applications. This approach gives students a solid understanding of how an organization works by exposing them to how individuals in all facets of a business interact with tools like Microsoft Office and use information to make decisions. Microsoft Office Excel 2010: Comprehensive, International Edition provides a project-based, step-by-step approach to successfully teach students Microsoft Excel 2010 skills. The bestselling Excel book on the market, updated for Excel 2010 As the world's leading spreadsheet application, Excel has a huge user base. The release of Office 2010 brings major changes to Excel, so Excel For Dummies comes to the rescue once more! In the friendly and non-threatening For Dummies style, this popular guide shows beginners how to get up and running with Excel and helps more experienced users get comfortable with new features. Excel is the number one spreadsheet application worldwide, and Excel For Dummies is the number one guide to using it With the major changes in Microsoft Office 2010, Excel has new features and a new interface design; users need help to get up to speed The book includes everything you need to know to perform basic Excel 2010 tasks Covers creating and editing worksheets and charts, formatting cells, entering formulas, inserting graphs, designing database forms, and adding database records Also covers printing, adding hyperlinks to worksheets, saving worksheets as Web pages, adding existing worksheet data to an existing Web page, and much more Whether you're new to Excel or just need to understand the 2010 version, Excel 2010 For

Dummies provides what you need to know. Microsoft Excel 2010: Comprehensive provides extensive, thorough training of Excel 2010. This text covers introductory through advanced topics, and is ideal for the computer user who wants to become well versed in using Excel 2010. This textbook is approved courseware for preparing students for the Microsoft Office Specialist (MOS) certification exam. Certification validates skills in the 2010 Microsoft Office suite, enabling students to demonstrate that they have mastered the necessary skills. Topics introduced in Unit 1 include the Ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more. Unit 2 covers such topics as large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more. In Unit 3, students are introduced to PivotTables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more. The text concludes with an integration lesson. Beginning Microsoft Excel 2010 is a practical, step-by-step guide to getting started with the world's most widely-used spreadsheet application. The book offers a hands-on approach to learning how to create and edit spreadsheets, use various calculation formulas, employ charts/graphs, and get work done efficiently. Microsoft rolled out several new features with Excel 2010—perhaps the most notable was the ability to use Excel 2010 online and collaborate on a project in real time. Beginning Microsoft Office 2010 keeps you up-to-date with all of these features and more. This is the first book to show the capabilities of Microsoft Excel to teach human resource management statistics effectively. It is a step-by-step exercise-driven guide for students and practitioners who need to master Excel to solve practical human resource management problems. If understanding statistics isn't your strongest suit, you

are not especially mathematically-inclined, or if you are wary of computers, this is the right book for you. Excel, a widely available computer program for students and managers, is also an effective teaching and learning tool for quantitative analyses in human resource management courses. Its powerful computational ability and graphical functions make learning statistics much easier than in years past. However, *Excel 2010 for Human Resource Management Statistics: A Guide to Solving Practical Problems* is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work. Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific, easy-to-understand human resource management problems. Practice problems are provided at the end of each chapter with their solutions in an Appendix. Separately, there is a full Practice Test (with answers in an Appendix) that allows readers to test what they have learned. Includes 159 illustrations in color Suitable for undergraduate and graduate students With the New Perspectives' critical-thinking, problem-solving approach, students will gain a comprehensive understanding of MICROSOFT OFFICE EXCEL 2010 and will learn how to take advantage of the flexibility it offers. Case-based tutorials challenge students to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations. With New Perspectives, students understand why they're learning what they're learning and are better situated to retain skills beyond the classroom. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Microsoft PowerPivot for Excel 2010: Give Your Data Meaning introduces PowerPivot in Excel 2010 to power users and data analysts who want to give their data meaning by creating their own Business Intelligence models. And with *Microsoft Excel 2010: Data Analysis and Business Modeling*, you'll learn the best ways to use

Office Excel 2010 for data analysis and business modeling. Award-winning professor and statistician Wayne Winston shares practical examples to help you transform data into bottom-line results. Web site includes practice files. The two books included in this kit are: 9780735640580 Microsoft PowerPivot for Excel 2010 9780735643369 Microsoft Office Excel 2007: Data Analysis and Business Modeling, 3E Step by Step: Microsoft Excel 2010 ini memberikan panduan lengkap bagi Anda untuk belajar Excel 2010 dari dasar. Semua materi dijabarkan secara bertahap dan praktis. Isinya telah dirancang agar mudah dipraktikkan, baik oleh tingkat pemula maupun menengah. Dijamin, Anda akan mahir bekerja dengan Excel 2010 tanpa perlu bimbingan guru. Di sini dijelaskan berbagai hal tentang penggunaan Excel 2010, mulai dari mengenal fitur- fiturnya, teknik instalasinya, bekerja dengan workbook dan worksheet, bekerja dengan sel dan data, membuat tabel, berhitung dengan formula dan fungsi, memfilter data, membuat PivotTable dan PivotChart, bekerja dengan gambar, bekerja dengan grafik, mencetak ke printer, otomatisasi pekerjaan dengan macro, dan banyak lagi. Sebagai pelengkap, diberikan lampiran Daftar Fungsi dan Daftar Shortcut dalam Excel 2010. For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. The goal of the Exploring series has been to move students beyond the point and click, helping them understand the why and how behind each skill. The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college now with a different set of skills than they did five years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everybody needs to know. A lot of learning takes place outside of the classroom, and the Exploring series provides learning tools that students can access anytime, anywhere. Loved by instructors for its visual and flexible

way to build computer skills, the Illustrated Series is ideal for teaching MICROSOFT OFFICE EXCEL 2010 to both computer rookies and hotshots. Each two-page spread focuses on a single skill, making information easy to follow and absorb. Large, full-color illustrations represent how the students' screen should look. Concise text introduces the basic principles of the lesson and integrates a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Use Excel 2010 VBA and macros to automate virtually any routine task, and save yourself hours, days, maybe even weeks. Then learn how to make Excel do things you thought were simply impossible! This book reveals scripting techniques you won't find anywhere else and shows you how to create automated reports that are amazingly powerful and useful. It helps you instantly visualize information so you can understand and act on it. It also shows you how to capture data from anywhere and use it anywhere, and helps you automate Excel 2010's most powerful new features. Learning advanced Excel scripting has never been easier. You'll find simple, step-by-step instructions, real-world examples and case studies, and 50 workbooks packed with bonus examples, macros, and solutions, straight from MrExcel. Work efficiently with ranges, cells, and R1C1-style formulas Build super-fast applications with arrays Customize the Excel 2010 Ribbon to run your macros Write Excel 2010 VBA code that works on older versions of Excel Create custom dialog boxes to collect information from your users Use error handling to make your VBA scripts more resilient Use Web queries to import data from virtually any online source Master advanced techniques such as classes and collections Use Excel VBA to control other Office programs...even control Windows itself, via the Windows API Create add-ins to share or sell your programs About MrExcel Library: Every book in the MrExcel Library pinpoints a specific set of crucial Excel tasks and presents focused skills and

examples for performing them rapidly and effectively. Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MrExcel.com, these books will dramatically increase your productivity—saving you 50 hours a year or more. Present proven, creative strategies for solving real-world problems. Show you how to get great results, no matter how much data you have. Help you avoid critical mistakes that even experienced users make. For introductory computer courses on Microsoft Office 2010 or courses in computer concepts with a lab component for Microsoft Office 2010 applications. The goal of the Exploring series has been to move students beyond the point and click, helping them understand the why and how behind each skill. The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college now with a different set of skills than they did five years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everybody needs to know. A lot of learning takes place outside of the classroom, and the Exploring series provides learning tools that students can access anytime, anywhere. The goal of the Exploring series has been to move students beyond the point and click, helping them understand the why and how behind each skill. Get the guide that makes learning Microsoft Excel 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before. Here's WHAT you'll learn: Manage your financial data and personal expenses Get started quickly with prebuilt templates Create formulas and functions to do the hard work Sort, filter, update, and copy your data Use charts and graphics to bring data to life Collaborate with colleagues by sharing spreadsheets online Here's HOW you'll learn it: Jump in whenever you need answers Easy-to-follow

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