



Excel® 2010 Advanced & Macros

Goal Seek

1. Select the formula cell.
2. Choose DATA, then WHAT-IF ANALYSIS  then GOAL SEEK.
3. In the SET CELL box, ensure the formula cell is specified.
4. In the TO VALUE box, specify what you would like the result of the formula to be.
5. In the BY CHANGING CELL box, specify which variable to change. [Click] OK.
6. When the result is found [Click] OK to accept the new result, or CANCEL to abandon it.

Saving Views


A custom view is a group of settings including window position/size, hidden rows/columns, view options such as zoom and gridlines, page setup, filters, and print setup.

1. Set up the worksheet in the way that you would like the view defined.
2. Choose VIEW, then CUSTOM VIEWS  [Click] ADD.
3. Name the view, and specify options. [Click] OK.

Showing/Deleting a View:

1. Choose VIEW, then CUSTOM VIEWS .
2. Select the view. [Click] SHOW or DELETE.

Defining Scenarios

1. Choose DATA, then WHAT-IF ANALYSIS  SCENARIO MANAGER.
2. [Click] ADD. Name the scenario, specify which cells will change, and add comments. [Click] OK.
3. Enter values for the changing cells.
4. [Click] OK. Or to define more scenarios, [Click] ADD. The previous CHANGING CELLS are retained, modify if desired.
5. [Click] CLOSE to close the Scenario Manager.

Displaying a Scenario:

1. Choose DATA, then WHAT-IF ANALYSIS  then SCENARIO MANAGER.
2. Select the scenario name and [Click] SHOW.
3. When finished, [Click] CLOSE.


Hiding Columns, Rows or Sheets

1. Select the columns, rows or sheets to hide.
2. Choose HOME, then FORMAT  HIDE & UNHIDE, then select an option.

To make the columns, rows or sheets visible again:

1. Select an area that includes the hidden columns or rows. For sheets you do not need to select anything specific.
2. Choose HOME, then FORMAT  HIDE & UNHIDE, then select an option.

Restricting Cell Entry with Data Validation

1. Select the range you wish to restrict.
2. Choose DATA, then DATA VALIDATION  then DATA VALIDATION.
3. On the SETTINGS tab, specify which values to allow into the cell by choosing the VALIDATION CRITERIA.
4. INPUT MESSAGE tab (optional): specify a message to appear when a cell with restrictions is selected.
5. ERROR ALERT tab (optional): specify a message to appear if an invalid entry is made. [Click] OK.

Highlighting Invalid Data

To circle cells that fail validation rules:

1. Choose DATA, then DATA VALIDATION  then CIRCLE INVALID DATA.

Clearing Data Validation Circles

1. Choose DATA, then DATA VALIDATION  then CLEAR VALIDATION CIRCLES.

Data Consolidation

Use data consolidation to combine values from several ranges using functions such as SUM, AVERAGE, MAX, etc.


1. [Click] in the top-left corner of the area where the consolidated results are to be placed. Data in this area will be overwritten.
2. Choose DATA, CONSOLIDATE .
3. Specify which calculation to perform on the data by choosing from the FUNCTION list.
4. [Click] the REFERENCE box, and select the first range of data, moving to another sheet if necessary. To select cells from another open workbook, use the Windows Taskbar or choose VIEW, SWITCH WINDOWS .
5. [Click] ADD.
6. Select the next range of data, and [Click] ADD. Repeat this step for additional ranges as required.
7. To have changes in the source ranges automatically update the consolidated data, [Click] CREATE LINKS TO SOURCE DATA (Source and destination must be on different worksheets.)
8. [Click] OK.

To match data in different areas by headings:

1. To order or only include some headings, type them into the destination cells.
2. Follow steps 1-5 as above, making sure to include the headings of the data in your selection.
3. Indicate that the headings to match are in the TOP ROW and/or LEFT COLUMN. [Click] OK.

Conditional Formatting






1. Select the cells to format.
2. Choose HOME, then CONDITIONAL FORMATTING .
3. Select a conditional formatting type, then make a selection from commonly used rules. Or, select NEW RULE for all options.
 - Select the type DATA BARS, COLOR SCALE, or ICON SET to highlight cells based on their values.
 - For more options, such as hiding the data and only showing data bars or icons, select any formatting type, then MORE RULES.
4. If prompted, fill in specific settings, then [Click] OK.
5. To add more conditions and formats, repeat steps 1 to 4.

Clearing Conditional Formatting



1. Select the cells to be cleared.
2. Choose HOME, then CONDITIONAL FORMATTING  CLEAR RULES, then select an option.

Conditional Formatting Rules Manager

1. Choose HOME, then CONDITIONAL FORMATTING  then MANAGE RULES.
2. To see all conditional formatting on a worksheet, select the worksheet from SHOW FORMATTING RULES FOR.
3. Select a rule and [Click] EDIT or DELETE RULE as needed, or [Click]  or  to change the order in which the rules are applied.
4. Check STOP IF TRUE to prevent further conditional formatting if the rule is applied.

Creating a Workspace With Multiple Workbooks

To create a workspace which will load multiple workbooks in a specific window arrangement:

1. Open and arrange each workbook .
2. Choose VIEW, SAVE WORKSPACE .
3. Type the FILE NAME, choose a location, [Click] SAVE.
- To open a workspace, open the saved workspace file like any workbook.


Protecting/Unprotecting Worksheets

Protecting a worksheet prevents editing of cells (unless they are unlocked), and can also prevent other commands from being used.


- Turn on protection by choosing REVIEW, PROTECT SHEET . Select specific actions to permit. A password is optional.
- To access the protected area, choose REVIEW, UNPROTECT SHEET .

To Lock/Unlock Cells:

By default, all cells are locked (protected) when worksheet protection is turned on. To lock/unlock cells:

1. Unprotect the worksheet if necessary.
2. Select the cells where users will be able to enter data.
3. Choose HOME, then FORMAT  then LOCK CELLS.

Password Protecting Specific Cells

1. Choose REVIEW, then  ALLOW USERS TO EDIT RANGE.
2. [Click] NEW.
3. Enter a TITLE, select the (locked) cells to protect, and type a RANGE PASSWORD.
4. To allow/deny specific users access to modify cells:
 - a. [Click] PERMISSIONS, then ADD.
 - b. Type in a user or group, [Click] CHECK NAMES.
 - c. If the name matches multiple names, select from the presented list, then [Click] OK.(Note: Setting permissions for non-local users requires a domain controller.)
5. [Click] OK twice.
6. To add additional ranges, repeat steps 2-5, then [Click] OK when done.
7. Protect the worksheet (REVIEW, PROTECT SHEET).

Once the worksheet is protected, trying to edit a password protected cell will bring up a password prompt. Users specifically given access permissions will not get a password dialog box. Users specifically denied access require a password to edit the cells.

Keeping Part of a Worksheet Visible

Use freeze panes or splitting to keep parts of a worksheet visible while working on another part. You cannot have split and freeze panes on the same worksheet.

Freeze Panes

Use freeze panes to keep top rows or left columns always visible:

To freeze the first row or column, choose VIEW, FREEZE PANES, then FREEZE TOP ROW or FREEZE COLUMN. Or,

1. Select the cell below and to the right of the rows & columns to be frozen.

- To freeze only rows, select a cell in column A.
- To freeze only columns, select a cell in row 1.

2. Choose VIEW, FREEZE PANES  then FREEZE PANES.

To remove freeze panes, choose VIEW, FREEZE PANES then UNFREEZE PANES.

Split Panes

To create separate scrollable areas, use split panes.

1. Select a cell that will be below and to the right of the split lines, then choose VIEW,  SPLIT.

- To create a horizontal split, [Drag] the split bar above the vertical scroll bar .

- To create a vertical split, [Drag] the split bar to the right of the horizontal scroll bar .

2. [Drag] the split bar to reposition.

3. To scroll an area, select a cell in the area, then scroll as usual.

To remove a split, [Double-Click] the split bar. Or, to remove all splits, choose VIEW,  SPLIT.

Excel 2010 Cheat Sheet

Beezix, Inc Staff



Excel 2010 Cheat Sheet:

Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc, Beezix, Inc Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas **Excel for Fantasy Football** John

Broberg, 2011-07-30 Don't get stuck with canned cheat sheets anymore Finally there's a better way to rank NFL players Now you too can build cheat sheets completely customized to your league With Excel for Fantasy Football you have total control of your player rankings and cheat sheets Power up your draft strategy with this instructive step by step guide Customize your cheat sheet to your league's point scheme Effectively rank players with proven but simple methods Make ingenious rapid decisions at the draft Let this be the year you finally take control of your cheat sheets and drafts Imagine Turn your play time into learning time and gain valuable job skills PivotTable VLOOKUP functions Blended RANK ings This might be the best investment you'll ever make Microsoft Excel 2010 Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Intermediate) Beezix Software Services, Beezix, Inc Staff, 2011-04-15 Geared toward the

intermediate to advanced user this example rich 4 page laminated quick reference guide provides explanations and context for many powerful functions and formulas Step by step instructions for many function formula related features This guide is suitable as a training handout or simply an easy to use reference guide The following topics include Conditionally Summing Data SUMIF COUNTIF Being Precise Rounding functions Improving Clarity with Range Names Merging Text and Numbers CONCATENATE TEXT LEFT RIGHT MID LEN FIND VALUE TRIM SUBSTITUTE Changing Results IF AND OR Table Lookups VLOOKUP HLOOKUP INDEX MATCH Error Recovery ISNA ISERROR Array Formulas Single Cell Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

Microsoft Excel 2010 Advanced and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff, 2011-03-08 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Goal Seek Saving Views Defining Scenarios Hiding Columns Rows or Sheets Restricting Cell Entry with Data Validation Highlighting Invalid Data Clearing Data Validation Circles Data Consolidation Conditional Formatting Clearing Conditional Formatting Conditional Formatting Rules Manager Creating a Workspace With Multiple

Workbooks Protecting Unprotecting Worksheets Password Protecting Specific Cells Keeping Part of a Worksheet Visible
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 Using a Function Procedure This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010
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 Laminated quick reference card showing step by step instructions and shortcuts for how to use charts graphs and Sparklines
 features of Microsoft Office Excel 2010 The following topics are covered Charts Inserting a Chart Creating a Chart Sheet
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 guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting
 Advanced Charts Functions Formulas **Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat
 Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix,Beezix Software Services,2010-06-10 *Excel
 Macros For Dummies* Michael Alexander,2017-02-16 Save time and be way more productive with Microsoft Excel macros
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 Edition helps you save time automate and be more productive even with no programming experience at all Each chapter
 offers macros you can implement right away with practical exercises that extend your knowledge and help you understand
 the mechanics at work You ll find over 70 of the most effective Excel macros for solving common problems and explanations
 of why and where to use each one plus invaluable guidance and step by step instruction for applying them effectively
 Microsoft Excel is the world s leading spreadsheet application and it supports VBA macros that allow you to customize the

program and automate many common tasks In no time you ll learn how to customize your applications to look and work exactly the way you want them to with simple friendly walk throughs that directly apply to real world tasks Follow it through from start to finish or quickly look up problems as they occur It s the perfect desk reference for all of your Microsoft Excel macros needs Immediately implement the given Excel macros Work with workbooks worksheets and ranges Clean data automate reporting and send email from Excel Streamline your workflow If you have an Excel problem there s a macro to solve it and now you don t need to be a programmer to customize it for your own use *Microsoft Excel 2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcu* Beezix Software Services, Inc,2011-02-18 Laminated quick reference card showing step by step instructions and shortcuts for how to use tables PivotTables sorting and filtering features in Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Excel Tables Creating an Excel Table Changing the Table Area Adding a New Row or Column to the Table Deleting a Table Row or Column Turning On Off the Total Row Changing the Total Row Convert a Table to a Normal Range Using a Normal Range for Sorting Filtering Subtotals and PivotTables Removing Duplicates Structured References in Excel Tables PivotTables Creating a PivotTable or PivotChart Report Show Hide the PivotTable Field List Adding Removing a PivotTable Field Refreshing a PivotTable Rearranging a PivotTable Adding a PivotChart to an Existing PivotTable Changing the Summary Function Changing How Values are Shown Sorting in a PivotTable Grouping by Dates or Time Filtering PivotTables and Charts with Slicers Sorting Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas *Financial Modeling in Excel For Dummies* Danielle Stein Fairhurst,2021-12-14 Turn your financial data into insightful decisions with this straightforward guide to financial modeling with Excel Interested in learning how to build practical financial models and forecasts but concerned that you don t have the math skills or technical know how We ve got you covered Financial decision making has never been easier than with Financial Modeling in Excel For Dummies Whether you work at a mom and pop retail store or a multinational corporation you can learn how to build budgets project your profits into the future model capital depreciation value your assets and more You ll learn by doing as this book walks you through practical hands on exercises to help you build powerful models using just a regular version of Excel which you ve probably already got on your PC You ll also Master the tools and strategies that help you draw insights from numbers and data you ve already got Build a successful financial model from scratch or work with and modify an existing one to your liking Create new and unexpected business strategies with the ideas and conclusions you generate with scenario analysis Don t go buying specialized software or hiring that expensive consultant when you don t need either one If you ve got this book and a working version of Microsoft Excel you ve got all the tools you need to build sophisticated and useful financial models in no time *Excel Data Analysis For Dummies* Stephen L. Nelson,E. C. Nelson,2014-04-14 Harness the power of Excel to discover what your numbers are hiding Excel Data Analysis For

Dummies 2nd Edition is the ultimate guide to getting the most out of your data. Veteran Dummies author Stephen L. Nelson guides you through the basic and not so basic features of Excel to help you discover the gems hidden in your rough data. From input to analysis to visualization, the book walks you through the steps that lead to superior data analysis. Excel is the number one spreadsheet application with ever-expanding capabilities. If you're only using it to balance the books, you're missing out on a host of functions that can benefit your business or personal finances by uncovering trends and other important information hidden within the numbers. Excel Data Analysis For Dummies 2nd Edition eliminates the need for advanced statistics or analysis courses by allowing you to harness the full power of Excel to do the heavy lifting for you. This 2nd Edition is fully updated to include information about Excel's latest features, making it a your go-to Excel guide for data analysis. Topics include Working with external databases, PivotTables and PivotCharts, Using Excel for statistical and financial functions, Solver, Small Business Finance Manager, and more. The book also includes a guide to chart types and formatting and advice on effective visual data presentation. You already have the data, so you might as well get something great out of it. Excel Data Analysis For Dummies 2nd Edition is the key to discovering what your numbers are hiding. **Effective Data**

Visualization Stephanie D. H. Evergreen, 2016-04-22. Written by sought-after speaker, designer, and researcher Stephanie D. H. Evergreen, *Effective Data Visualization* shows readers how to create Excel charts and graphs that best communicate data findings. This comprehensive how-to guide functions as a set of blueprints supported by research and the author's extensive experience with clients in industries all over the world for conveying data in an impactful way. Delivered in Evergreen's humorous and approachable style, the book covers the spectrum of graph types available beyond the default options, how to determine which one most appropriately fits specific data stories, and easy steps for making the chosen graph in Excel.

Office 2013 For Dummies Wallace Wang, 2013-02-13. *Office 2013 For Dummies* is the key to your brand new Office. Packed with straightforward, friendly instruction, this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013. After coverage of the fundamentals, you'll discover how to spice up your Word documents, edit Excel spreadsheets, and create formulas, add pizzazz to your PowerPoint presentation, and much more. Helps you harness the power of all five Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Access. Discusses typing and formatting text in Word and easy ways to dress up your documents with color, graphics, and more. Demonstrates navigating and editing an Excel spreadsheet, creating formulas, and charting and analyzing Excel data. Walks you through creating a PowerPoint presentation and adding some punch with color, sound, pictures, and videos. Explores Outlook, including configuring e-mail, storing contacts, organizing tasks, scheduling your time, and setting appointments. Delves into designing Access databases, including editing, modifying, searching, sorting, and querying, also covers viewing and printing reports, and more. The fun and friendly approach of *Office 2013 For Dummies* makes doing Office work easy and efficient. **Excel for Microsoft 365 Reference and Cheat Sheet** i30

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Movement Shortcuts Special Characters Switching Views Formatting Shortcuts Deleting Words and Other Shortcuts Excel Selection Shortcuts Movement Shortcuts Formatting Shortcuts Date Time Shortcuts Copying Shortcuts Formula Shortcuts Print Preview Shortcuts Special Characters and Other Shortcuts PowerPoint Slide Show Shortcuts Media Shortcuts Rehearsing Shortcuts Outline View Shortcuts and Other Shortcuts Common Shortcuts for Word Excel and PowerPoint Also includes instructions for customizing the Quick Access Toolbar and the Status Bar *Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2010-10-30 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Access 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Table Design Preventing Data Entry Errors Find and Sort More Quickly With Indexing Joining Tables to Create Relationships Deleting a Table Join Preventing Orphaned Data with Referential Integrity Query Design Performing Calculations Summarizing Selected Data Form Design Adding Form Controls Sorting Removing Automatic Labels Modifying Automatic Labels Modifying Form Controls Report Design Summarizing by Group Printing Options Table Relationships Complex Expressions Examples Form Control This guide is one of two available titles for Access 2010 Access 2010

Introduction and Access 2010 Intermediate **Metaphor Studies: Theories, Methods, Approaches, and Future Perspectives** Ilaria Rizzato, Valentina Cuccio,Aletta Gesina Dorst,2024-12-12 Metaphor has been studied as a linguistic conceptual and communicative phenomenon in a wide range of disciplines including linguistics literary studies philosophy education political science media studies communication science psychology and neurosciences While the Cognitive Theory of Metaphor has dominated the field since the cognitive turn in the 1980s alternatives have been proposed including the Neural Theory of Metaphor the Relevance Theory Approach the Complex Systems Approach and the Dynamic Systems Approach Though studies are still often text based there is a growing body of research on visual metaphor multimodal metaphor and gestural metaphor as well as experimental research ranging from studies on metaphor processing and comprehension to studies in NLP and machine learning Metaphor Studies is thus a highly interdisciplinary field that encompasses a myriad of theories approaches and methods In current metaphor research each of these strands is facing new challenges and offering new venues of cutting edge research using state of the art technologies Researchers tend to focus on their own research areas and provide in depth views within the scope of their own disciplines Metaphor Studies do not seem to escape this phenomenon in spite of the large number of disciplines they draw on ranging from linguistics to psychology to the theory of science Hence there seem to be little cooperation and communication across different fields methods and approaches having metaphors and figurative language as their main object of investigation This Research Topic aims to promote cross fertilization among the many research areas involved in Metaphor Studies thus bringing together different methods and perspectives and offering a comprehensive overview of the possible research scenarios **Office 2010**

Common Features Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Beezix, Inc Staff, 2010-12-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2010 that are common to Word Excel PowerPoint Great companion product to Word Excel PowerPoint Introduction guides The following topics are covered Using the Ribbon Using The File Menu Backstage View Using the Quick Access Toolbar Using the Status Bar File Formats Compatibility with Previous Versions Formatting with the Mini Toolbar Using Themes to Format a Document Adding SmartArt Using Shape Styles The Research Task Pane Creating an Embedded Object from Another Office File Creating an Embedded Object from Another Office File Creating a Hyperlink Showing Macro and Form Controls Inserting Comments Deleting Comments Removing Personal Information Mark as Final Saving as PDF E mailing a PDF Restricting Distribution Digital Signatures Adding a Signature Line Word Excel Signing a Signature Line Viewing Digital Signatures Working with Multiple Windows This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, 2013-02-07 Laminated quick reference showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2013 The following topics are covered Entering and Editing Data Picking from a Drop Down List Selecting Cells Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Borders Shading Text Color Formatting Number Cells Aligning and Merging Cell Contents Entering Dates Entering a Sequence of Numbers Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Sheets Editing Multiple Worksheets Simultaneously Previewing Printing and Page Setup Scaling to Print Printing a Specific Area Using Page Break Preview to Adjust Page Breaks Repeating Rows Columns on Every Page Also includes a list of Touch Actions Selection and Movement Shortcuts

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