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The goal of these instructions is to familiarize the user with the basics of Excel 2010. We use a gradebook as an example to help the user visualize how different functions can be used. This tutorial will cover data entry, formatting, formulas and functions, and graphs.

Microsoft Excel 2010 Basic Instructions for Beginners : 23 ...

A custom function must start with a Function statement and end with an End Function statement. In addition to the function name, the Function statement usually specifies one or more

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arguments. You can, however, create a function with no arguments. Excel includes several built-in functions—RAND and NOW, for example—that don't use arguments.

Create custom functions in Excel - Office Support

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Handy Cheat Sheets - Microsoft Office | CustomGuide

and select an option. Click where you want to insert the symbol. Click the Insert tab and click the Symbol button. Either select a symbol from the menu or select More Symbols, select a symbol, and click Insert. page, and select a page number style. Insert Text from Another File: Format Columns: Place the cursor

Word Quick Reference - Excel

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Go back to the Category list, and choose Custom. Under Type , you'll see the format code for the date format you chose in the previous step. The built-in date format can't be changed, so don't worry about messing it up.

Format a date the way you want - Office Support

Gain a rock-solid foundation for using Excel to process data. Learn the basics of entering and formatting data and numbers. Build simple formulas to calculate totals and averages. Create and format professional-looking spreadsheets. Try sample lessons in the course outline shown below!

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Use this interactive tutorial to find commands in Excel 2010. The guide simulates how the old Excel 2003 menus and toolbars map to the new ribbon commands. Click a command in the

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guide to learn its new location in Excel 2010. Download guides for other Office 2010 programs at <http://www.microsoft.com/en-us/download/search.aspx?q=interactive+menu+to+ribbon+guide> .

Excel 2010: Interactive menu to ribbon guide - microsoft.com

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Click the Custom tab. In the Name box, type a name for the custom property, or select a name from the list. In the Type list, select the data type for the property that you want to add. In the Value box, type a value for the property.

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View or change the properties for an Office file

Creating Formulas in Excel 2010 - Formulas are the Bread and butter of worksheet. Without formula, worksheet will be just simple tabular representation of data. A formula consists of special cod

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Use the Custom AutoFilter dialog box in

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Excel 2010 to locate records that either match all criteria or meet one or the other criteria. You can use this method when you want to filter data based on a range of values (for example, you can filter for values that are greater than or equal to 1,000 in a specified column).

How to Create Custom AutoFilters for Numbers in Excel 2010 ...

In Excel 2010, you can use the AutoFill feature to create a custom list with names, locations, or other items and then use the AutoFill handle to fill these list items in order in a workbook. For example, say your company has offices in several locations and you get tired of typing out the sequence in each new worksheet that requires them.

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