

# 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 [Click] SHOW.
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 [Click] 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.

# Cheat Sheet For Excel 2010

**Beezix, Inc Staff**

## Cheat Sheet For Excel 2010:

**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.

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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, Freeze Panes, Split Panes, Macros, Showing the Developer Tab, Macro Names, Recording a Macro, Running a Macro, Renaming a Macro, Automatic Macro Execution, Relative vs Absolute Recording, Assigning to the Quick Access Toolbar, Creating a Macro Without Recording, Documenting a Macro, Calling Another Macro, Setting Macro Security, Getting Help on Visual Basic, Saving a Macro Enabled Worksheet, Creating a Custom Ribbon Group, Adding a Macro to the Ribbon, Creating a Function Procedure Using a Function Procedure. This guide is one of several titles available for Excel 2010.

**Microsoft Excel 2010 Functions and Formulas Quick Reference Guide**

(4-Page Cheat Sheet Focusing on Examples and Context for Interme) 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 Charts and Sparklines Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix, Inc Staff,2011-08-15 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 Using the Default Chart Type Changing Type Resizing a Chart in the Worksheet Changing Chart Type Charting Non Adjacent Data Selecting Chart Objects Adjusting Scale Creating a Chart with Two Scales Add Move or Remove the Legend Adding a Data Series Removing a Data Series Using Tables as a Data Source Switching Rows and Columns Adding or Removing Gridlines Exploding a Piece of a Pie Chart Adding Explanatory Text Adding Visuals Adding Data Labels Move Format Edit Data Labels Adding Removing a Chart Title Adding an Axis Title Moving a Title Using Styles and Layouts Moving the Chart to Another Worksheet Adding a Projection or Trendline to a Data Series Removing a Trendline Handling Hidden and Empty Cells Setting the Default Chart Creating a Chart Template Applying a Custom Chart Type Sparklines Creating a Sparkline Removing Sparklines Grouping Sparklines Changing Sparkline Type Customizing Sparklines Adding Text Highlighting Values Markers Changing Marker Color Change Sparklines Color and Weight Customizing Axis Settings Handling Hidden and Empty Cells This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas [Excel Macros For Dummies](#) Michael Alexander,2017-02-16 Save time and be way more productive with Microsoft Excel macros Looking for ready made Excel macros that will streamline your workflow Look no further Excel Macros For Dummies 2nd 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

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*Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Beezix Software Services, 2010-06-10 **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

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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

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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 pizazz 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

### **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

[Microsoft Excel 2000](#) Rick Winter,1999 This cheat sheet provides a knowledge base needed to ready for the Excel 2000 MOUS exam Each chapter is designed to introduce explain and teach necessary skills to pass certification including hands on practice labs requiring usage of learned skills Highlighted text and margin notes denote special interest topics from the author Web sites features more practice exercises

[Switch On Coursebook 8](#) Mohini Arora,2020-11-30 Switch On a series of eight books for Classes 1 to 8 is an effort to familiarize and equip students with the latest trends in computer technology This is a well graded course that conforms to the requirements of NCF 2005 and complies with the syllabus requirements of various boards The course is based on Windows 7 and MS Office 2010 with updates on Windows 8 and MS Office 2013

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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 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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