

# 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.

2. Choose HOME, then FORMAT [Click] 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 CIRCLE.

## 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 [Click] ADD.
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, choosing to another sheet if necessary. To select cells from another open workbook, use the Windows Taskbar or choose VIEW, SWITCH WINDOWS [Click] ADD.
5. [Click] OK.
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 do or only include some headings, type them into the destination cells.
2. Follow steps 1-6 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 [Click] RULES.
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 BAR, 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 [Click] CLEAR RULES, then select an option.

## Conditional Formatting Rules Manager

1. Choose HOME, then CONDITIONAL FORMATTING [Click] RULES.
2. To see all conditional formatting on a worksheet, select the worksheet from SHOW/HIDE 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 FILE, NEW, WORKSPACE [Click] ADD.
3. Type the FILE NAME, choose a location, [Click] SAVE.
4. 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 [Click] Select specific actions to permit. A password is optional.
- To access the protected area, choose REVIEW, UNPROTECT SHEET [Click] UNPROTECT.

## 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 [Click] then LOCK CELL.

## Password Protecting Specific Cells

1. Choose REVIEW, then [Click] 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] CHECK NAMES.
  - 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.

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

1. Select the cell below and to the right of the rows/cols 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 [Click] 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, [Click] then...

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

3. [Drag] the split bar to reposition.

4. 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, [Click] then...

# Cheat Sheet For Excel 2010

**i30 Media**

## **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 Software Services, Inc

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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 *Data Analysis for Physical Scientists* Les Kirkup, 2012-02-16 The ability to summarise data compare models and apply computer based analysis tools are vital skills necessary for studying and working in the physical sciences This textbook supports undergraduate students as they develop and enhance these skills Introducing data analysis techniques this textbook pays particular attention to the internationally recognised guidelines for calculating and expressing measurement uncertainty This new edition has been revised to incorporate Excel 2010 It also provides a practical approach

to fitting models to data using non linear least squares a powerful technique which can be applied to many types of model Worked examples using actual experimental data help students understand how the calculations apply to real situations Over 200 in text exercises and end of chapter problems give students the opportunity to use the techniques themselves and gain confidence in applying them Answers to the exercises and problems are given at the end of the book **Microsoft Excel**

**2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts)** 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 [Office 2013 For Dummies](#)

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[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

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## **Table of Contents Cheat Sheet For Excel 2010**

1. Understanding the eBook Cheat Sheet For Excel 2010
  - The Rise of Digital Reading Cheat Sheet For Excel 2010
  - Advantages of eBooks Over Traditional Books
2. Identifying Cheat Sheet For Excel 2010
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Cheat Sheet For Excel 2010
  - User-Friendly Interface
4. Exploring eBook Recommendations from Cheat Sheet For Excel 2010
  - Personalized Recommendations
  - Cheat Sheet For Excel 2010 User Reviews and Ratings
  - Cheat Sheet For Excel 2010 and Bestseller Lists
5. Accessing Cheat Sheet For Excel 2010 Free and Paid eBooks
  - Cheat Sheet For Excel 2010 Public Domain eBooks
  - Cheat Sheet For Excel 2010 eBook Subscription Services

- Cheat Sheet For Excel 2010 Budget-Friendly Options
- 6. Navigating Cheat Sheet For Excel 2010 eBook Formats
  - ePUB, PDF, MOBI, and More
  - Cheat Sheet For Excel 2010 Compatibility with Devices
  - Cheat Sheet For Excel 2010 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Cheat Sheet For Excel 2010
  - Highlighting and Note-Taking Cheat Sheet For Excel 2010
  - Interactive Elements Cheat Sheet For Excel 2010
- 8. Staying Engaged with Cheat Sheet For Excel 2010
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Cheat Sheet For Excel 2010
- 9. Balancing eBooks and Physical Books Cheat Sheet For Excel 2010
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Cheat Sheet For Excel 2010
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Cheat Sheet For Excel 2010
  - Setting Reading Goals Cheat Sheet For Excel 2010
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Cheat Sheet For Excel 2010
  - Fact-Checking eBook Content of Cheat Sheet For Excel 2010
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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