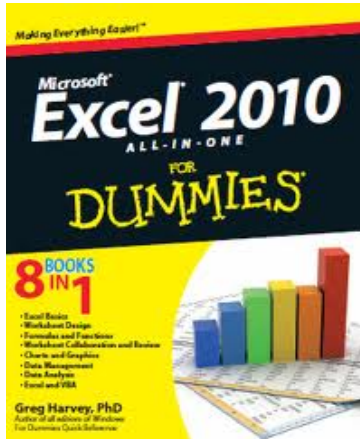


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Excel 2010 All-In-One For Dummies by Greg Harvey

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 self-contained minibooks address all of Excel's features from Excel basics, worksheet design, formulas and functions, worksheet collaboration and review, charts and graphics to data management, data analysis, and Excel and VBA.

From the Back Cover

- Working with worksheets – learn to build, format, edit, proof, manage, and print them
- Formula for success --- find out what formulas and functions do and how to use them
- Share and collaborate --- discover how to send workbooks out for review and incorporate input from multiple users
- Results that are pretty --- find out which type of chart shows off your data to best advantage
- Keeping data in line --- learn to maintain, sort, and filter data lists using Excel
- Analyze this --- use Excel's computational ability to predict possible outcomes
- Making macros --- use Visual Basic for Applications, record macros, edit VBA code, and make Excel do your bidding.

Want to know more about *Excel 2010 All-In-One For Dummies (HF5548.4 .M523H36795 2010)*? Stop by the Mobile District Technical Library, Room 1013.