



# Excel 2010: The Missing Manual

*Matthew MacDonald*

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# Excel 2010: The Missing Manual

*Matthew MacDonald*

## **Excel 2010: The Missing Manual** Matthew MacDonald

Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly.

- **Navigate with ease.** Master Excel's tabbed toolbar and its new backstage view
- **Perform a variety of calculations.** Write formulas for rounding numbers, calculating mortgage payments, and more
- **Organize your data.** Search, sort, and filter huge amounts of information
- **Illustrate trends.** Bring your data to life with charts and graphics -- including miniature charts called Sparklines
- **Examine your data.** Summarize information and find hidden patterns with pivot tables and slicers
- **Share your spreadsheets.** Use the Excel Web App to collaborate with colleagues online
- **Rescue lost data.** Restore old versions of data and find spreadsheets you forgot to save

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