



Excel 2010 For Dummies Quick Reference

Colin Banfield, John Walkenbach

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John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. Known as "Mr. Spreadsheet," Walkenbach—along with Excel expert Colin Banfield—answers your most common and important Excel questions in this easy-to-understand reference.

You'll learn how to open, save, protect, and recover workbook files; add, copy, and delete worksheets; enter and edit data and text; create formulas and functions; audit, format, and print; and more. Highly organized and free of unnecessary jargon, this essential reference allows you to find the answers you're looking for quickly and easily.

- Excel gurus Walkenbach and Banfield offer quick and easy answers to common Excel questions
- Offers information in a highly organized, easy-to-understand format so you can find exactly what you need
- Includes information on opening, saving, protecting and recovering workbook files; adding, copying, and deleting worksheets; entering and editing data and text; creating formulas and functions; auditing; formatting; printing; and more
- Covers navigating the user interface; using the Ribbon and Quick Access toolbar; saving, protecting, and recovering workbook files; entering and editing data; creating formulas and functions, and much more

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