

# Microsoft® Excel 2010

## Welcome to Excel 2010

Excel 2010 is the premier spreadsheet application from Microsoft. Excel 2010 makes it easier to analyze data quickly with new data visualization tools such as sparklines and slicers. These features make it easy to share and analyze your data, allowing you to have a better understanding of your data and make more informed decisions. In addition, the new enhanced chart diagram and pivot table calculation types make it possible for you to create professional-looking reports quickly and efficiently.



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## What's New in Excel 2010?

- **NEW** Sparklines create small charts within a cell for quick information analysis.
- **NEW** Slicer tool to provide easy-to-use visual filters to reveal the exact information desired.
- **NEW** Paste Preview makes it possible to copy and paste information into your document with the correct formatting that you expect.
- **NEW** 64-bit Excel version has one major advantage of supporting spreadsheet size up to 4GB.
- **IMPROVED** data tables and chart options make presenting your data faster and easier.
- **IMPROVED** conditional formatting makes it easy to spot and analyze trends.
- **CUSTOMIZE** pivot-tables with new easy-to-use calculation types which makes analyzing your data easier than ever.

# Microsoft Excel 2010 Coursenotes

**Lauren Gardner**



## **Microsoft Excel 2010 Coursenotes:**

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