Excel® 2010 Advanced & Macros

Coal Seek

- 1. Select the formula cell.
- Choose DATA, then WHAT IF ANALYSIS then GOAL SEEK.



- In the TO VALUE box, specify what you would like the result of the formula to be.
- In the EY CHANGING CELL box, specify which variable to change. (Dick! OK.
- When the result is found [Click] OK to accept the new result, or CANCEs to abandon it.

Saving Views

A custom view is a group of settings including window position/size, fielder nows/columns, view options such as zoom-snd gradines, page setup, filters, and point setup.

- Set up the worksheet in the way that you would like the view defined.
- Name the view, and specify options. [Click] OK.

Showing/Deleting a View:

- 1. Choose VIEW, then CUSTOM VIEWS
- 2. Select the view, IChold SHOW or DELETE

Defining Scenarios

- Choose DATA, then WHAT IF ANALYSIS SCENARIO MANAGER.
- (Click) ADD. Name the scenario, specify which cells will change, and add comments. (Click) OK.
- 3. Enter values for the changing oills.
- [Click] OK. Or to define more scenarios, [Click] ADO. The previous CHANGING CELLS are retained, modify if desired.
- [Click] CUDSE to close the Scienario Manager.

Displaying a Scenario:

- Choose DATA, then WHAT-IF ANALYSIS then SCENARIO MANAGER.
- Select the scenario name and (Click) SHOW.
- 3. When finished, (Oids) CLOSE.

Hiding Columns, Rows or Sheets

- 1. Select the columns, rows or sheets to hide.

To make the columns, rows or sheets visible again:

- Select an area that includes the hidden columns or rows.
 For sheets you do not need to select anything specific.

Restricting Cell Entry with Data Validation

- 1. Select the range you wish to restrict.
- 2. Choose DATA, Valuetion then DATA VALIDATION .
- On the SETTINGS tab, specify which values to allow into the cell by choosing the VALIDATION CRITERIA.
- INPUT MESSAGE tab (optional): specify a message to appear when a cell with restrictions is selected.
- ERROR ALERT tab (optional): specify a message to appear if an invalid entry is made. [Click] OK.

Highlighting Invalid Data To orde cells that fall validation rules:

Choose DATA, Tressenion - then DATA
VALIDATION, then CRICK INVALID DATA

Clearing Data Validation Circles

Choose DATA, then CHAR WALIDATION

Data Consolidation

Use data consolidation to combine values from several ranges using functions such as SUM, AVERAGE, MAX, etc.

- (Click) in the top left corner of the area where the consolidated results are to be placed. Data in this area well be consequented.
- 2. Choose DATA, CONSOLIDATE
- Specify which calculation to perform on the data by choosing from the FUNCTION list.
- [Chick] the REFERENCE box, and select the first range of data, moving to another sheet if necessary. To select of its from another open workbook, use the Windows Taskbar or choose VIEW, SWITCH WINDOWS.
- 5. (Chok) ADD
- Select the next range of data, and (Oloid) ADO.
 Repeat this step for additional ranges as required.
- To have changes in the source ranges automatically update the consolidated data, [Click] CREATE UNKS TO SOURCE DATA (Source and detrination must be on different worktheams.)
- BL SCHOOL OIC.

To match data in different areas by headings:

- To order or only include some headings, type them into the destination cells.
- Follow steps 1-6 as above, making sure to include the headings of the data in your selection.
- Indicate that the headings to match are in the TOP-BOW and/or LEFT COLUMN. ICHAS OK.

Conditional Formatting



- 1. Select the cells to format.
- 2. Choose HOME, then CONDITIONAL FORMATTING #25
- Select a conditional formatting type, then make a selection from commonly used rules. Or, select MIW RULE for all options.
 - Select the types DATA BARS, 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, their MORE BILLEY.
- 4. If prompted, fill in speaks settings, then (Click) OK.
- To add more conditions and formers, repeat steps 1 to 4.

Clearing Conditional Formatting

- 1. Select the cent to be dealed.
- Choose HOME, then CONDITIONAL FORMATTING. P.S. CLEAR RULES, then select an option.

Conditional Formatting Rules Manager

- Choose HOME, then CONDITIONAL PORMITTING then MANAGE RULES.
- To see all conditional formatting on a worksheet select the worksheet from SHOW FORMATTING BULES FOR.
- Select a rate and Diskill EDIT or DELETE RULE as needed, or [Click] — or — to change the order in which the rates are applied.
- Obeck 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.

- Open and arrange each workbook
 Choose VIEW, SAVE WORKSPACE
- Type the FILE NAME, choose a location, (Click) SAVE.
 To open a workspace, open the saved workspace file like any workspace.

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
 Select specific actions to permit. A password is optional.
- To access the protected area, choose REVIEW, UMPROTECT SHEET

To Lock/Unlock Cells:

By default, all cells are lodged (protected) when worksheet protection is tunned on. To lodk/unlock cells:

- T. Unprotect the worksheet if necessary.
- Select the cells where users will be able to enter data.

Password Protecting Specific Cells

- 1. Choose REVIEW, then ggl Attau liters to Edit Kunger.
- 2. [Chok] NEW.
- Enter a TITLE, select the (looked) cells to protect, and type a RANGE PASSWORD.
- To allow/deny specific users access to modify cells:
 (Click) PERMISSIONS, then ADD.
 - b. Type in a user or group, [Click] CHECK NAMES.
 - If the name matches multiple names, select from the presented list, then [Click] OC.
 - (Note: Setting permissions for non-local users requires a domain controller)
- (Chok) OK twees.
- To add additional ranges, repeat steps 2.5, then [Click] OK when done.
- 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

The freeze panes or splitting to keep parts of a worksheet workle while working on another part. You cannot have split and freeze panes on the same worksheet.

... Freeze Panes

Use freize games to keep top rows or left columns always worthe:

To breize the first row or column, divode VIEW, WHERE PANES, then PREZE TOP ROW or PREZE COLUMN Or.

- Select the cell below and to the right of the rows & columns to be frozen.
 - To freeze only rows, select a cell in column A.
 - To beepe only columns, select a cell in row 1.

PANES then UNFREEZE PANES.

... Split Panes

To create separate scrollable areas, use split panes.

- Select a cell that will be below and to the right of the split lines, then choose VIEW. There Or.
 - To create a horizontal split, [Drag]
 the split box above the vertical scroll bor
 - To create a vertical spkt, [Drag] the spkt box to the right of the horizontal soroll bar [] * []
- 2. [Dray] the split har to reposition.
- To soroll 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, dioose VIEW, [3] see

Microsoft Excel 2010 Study Guide Answers

Joan Lambert

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Experiencing MIS David Kroenke, Deborah Bunker, David Wilson, 2013-09-20 Real World Lessons Excellent Support Whatever you do in business you will experience MIS What kind of experience will you have with MIS Will you understand how businesses use and need information systems to accomplish their goals and objectives and develop their competitive strategy By presenting real world cases Experiencing MIS helps you to experience MIS right now at university where you can exercise your enquiring mind and unlock the potential of information systems for business With an approachable easy to use and sometimes humorous attitude this text shows you how to become a better problem solver and a valued business MOS 2013 Study Guide for Microsoft Excel Joan Lambert, 2013-08-15 Demonstrate your expertise with professional Microsoft Office Designed to help you practice and prepare for the 2013 Excel Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files Book 2 Term 1 Meera Aggarwal, Gayatri Moorthy, Kanchan Deshpande, Manjeet Jauhar, TERM BY TERM 1 5 is a term series consisting of a total of fifteen books three term books per class Each book is divided into segments of English Mathematics Environmental Science for classes 1 2 Science Social Studies for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured Excel 2010 for Health Services Management Statistics Thomas J. Quirk, Simone Cummings, 2014-05-19 This is the first book to show the capabilities of Microsoft Excel to teach health services management statistics effectively It is a step by step exercise driven guide for students and practitioners who need to master Excel to solve practical health services management problems If understanding statistics isn t your strongest suit you are not especially mathematically inclined or if you are wary of computers this is the right book for you Excel a widely available computer program for students and managers is also an effective teaching and learning tool for quantitative analyses in health services management courses Its powerful computational ability and graphical functions make learning statistics much easier than in years past However Excel 2010 for Health Services Management Statistics A Guide to Solving Practical Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific easy to understand health services management problems Practice problems are provided at the end of each chapter with their solutions in an Appendix Separately there is a full Practice Test with answers in an Appendix that allows readers to test what they have learned Osteoarchaeology Efthymia Nikita, 2016-12-22 Osteoarchaeology A Guide to the Macroscopic Study of Human Skeletal Remains covers the identification of bones and teeth taphonomy sex ancestry assessment age estimation

the analysis of biodistances growth patterns and activity markers and paleopathology. The book aims to familiarize the reader with the main applications of osteoarchaeology and provide the necessary knowledge required for the implementation of a broad range of osteological methods It is ideal as a complement to existing textbooks used in upper level undergraduate and graduate courses on osteoarchaeology human osteology and to some extent forensic anthropology Pedagogical features include ample illustrations case study material revision exercises and a glossary Additional features comprise macros that facilitate data processing and analysis as well as an extensive chapter on applied statistics 2018 PROSE Awards Honorable Mention Textbook Social Services Association of American Publishers Contains coverage of nearly every aspect of human osteological macroscopic analysis Presents detailed descriptions of the application of different methods Includes a variety of online resources including macros designed by the author for the calculation of the number of individuals in commingled assemblages processing cranial landmarks and nonmetric traits and more Microsoft Excel 2010 Plain & Simple Curtis Frye, 2010-06-15 Get the guide that makes learning Microsoft Excel 2010 plain and simple This full color no nonsense book shows you the quickest ways to solve a problem or learn a skill using easy to follow steps and concise straightforward language You ll analyze manage and share information in more ways than ever before Here's WHAT you ll learn Manage your financial data and personal expenses Get started quickly with prebuilt templates Create formulas and functions to do the hard work Sort filter update and copy your data Use charts and graphics to bring data to life Collaborate with colleagues by sharing spreadsheets online Here's HOW you ll learn it Jump in whenever you need answers Easy to follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS exercises help apply what you learn right away Healthcare Transformation with Informatics and Artificial Intelligence Emmanouil Zoulias, Arie Hasman, Mowafa S. Househ, Martha Charalampidou, Andriana Magdalinou, 2023-07-15 Artificial intelligence AI is once again in the news with many major figures urging caution as developments in the technology accelerate AI impacts all aspects of our lives but perhaps the discipline of Biomedical Informatics is more affected than most and is an area where the possible pitfalls of the technology might have particularly serious consequences This book presents the papers delivered at ICIMTH 2023 the 21st International Conference on Informatics Management and Technology in Healthcare held in Athens Greece from 1 3 July 2023 The ICIMTH conferences form a series of scientific events which offers a platform for scientists working in the field of biomedical and health informatics from all continents to gather and exchange research findings and experience The title of the 2023 conference was Healthcare Transformation with Informatics and Artificial Intelligence reflecting the importance of AI to healthcare informatics A total of 252 submissions were received by the Program Committee of which 149 were accepted as full papers 13 as short communications and 14 as poster papers after review The papers cover a wide range of technologies and topics include imaging sensors biomedical equipment and management and organizational aspects as well as legal and social issues The book provides a timely overview of informatics

and technology in healthcare during this time of extremely fast developments and will be of interest to all those working in Written Corrective Feedback: The Role of Learner Engagement Alia Moser, 2020-12-21 The book provides the field new insights into written corrective feedback by describing students expectations as well as mediating factors that influence their engagement with it The book draws on an extensive dataset to illustrate secondary school students behavioural cognitive and emotional engagement with written corrective feedback and the extent to which mediating factors such as teachers peers feedback options attitudes and emotions foster or hinder it It shows why teachers need to provide students with the purpose of the corrective feedback they provide explain how such feedback works and introduce strategies that can be employed to engage with it Based on the finding that a combination of several feedback types is essential to ensure learner engagement the book also provides an extensive description and multiple authentic examples of the Engagement Feedback Mediator Model that was developed in the context of this study MOS 2010 Study Guide for Microsoft Excel Handbook of the Politics of the Arctic Leif Christian Jensen, Geir Hønneland, 2015-09-25 The Arctic has again become one of the leading issues on the international foreign policy agenda in a manner unseen since the Cold War Drawing on the perspectives of geo politics and international law this Handbook offers fresh insights and perspectives on the most pressing issues grouped under the headings of political ascendancy climate and environmental issues resources and energy and the response and policies of affected countries **Altogether Book 4 Semester 1** Alka Batra, Altogether 1 5 is a semester series consisting of a total of ten books two semester books per class Each book is divided into segments of English Mathematics Social Science for classes 1 2 Social Studies for classes 3 5 Environmental Studies for classes 1 2 Science for classes 3 5 General Knowledge and Computer Science All the subjects have been designed to develop comprehensive understanding in learners and are essential for an interactive and participative atmosphere A progressive vision providing graded topics in all subjects has been ensured Indian National Bibliography B. S. Kesavan, 2015-05

System Dr. David Ackah, Makafui R. Agboyi, 2014-11-28 Research Paper postgraduate from the year 2014 in the subject Business economics Banking Stock Exchanges Insurance Accounting grade A Atlantic International University School of Business and Economics course Ph D Economics language English abstract Electronic banking e banking has brought about a revolution in the functioning of banks as it offers major opportunities to banks and their customers This has made the transition to electronic banking a necessity for banks in order to be viable Despite its benefits developing countries still lag behind in the adoption of electronic banking This study therefore seeks to examine the adoption of e banking in the Ghanaian banking industry with Guaranty Trust Bank Ghana Limited GTBank as the case study to identify the benefits challenges and critical success factors for the adoption of e banking in the Ghanaian banking industry The research made use of questionnaires and interviews to collect data from staff and customers of GTBank The results of the study indicated that e

banking adoption was a business strategy taken by the bank in response to customer needs and the changing marketing trends in the banking industry The benefits challenges and critical success factors of e banking are also identified and discussed From the study it is obvious that tremendous benefits such as revenue generation improvement in productivity and efficiency in service delivery and cost savings were derived from e banking The lack of a solid technology infrastructure was identified as a major challenge of e banking adoption in the country. The study however revealed that there is a promising future for e banking in Ghana Some recommendations to enhance the adoption of e banking in country are made based on **Excel 2010 for Physical Sciences Statistics** Thomas J Quirk, Meghan Quirk, Howard Horton, 2013-07-10 This is the first book to show the capabilities of Microsoft Excel to teach physical sciences statistics effectively It is a step by step exercise driven guide for students and practitioners who need to master Excel to solve practical science problems If understanding statistics isn t your strongest suit you are not especially mathematically inclined or if you are wary of computers this is the right book for you Excel a widely available computer program for students and managers is also an effective teaching and learning tool for quantitative analyses in science courses Its powerful computational ability and graphical functions make learning statistics much easier than in years past However Excel 2010 for Physical Sciences Statistics A Guide to Solving Practical Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific easy to understand science problems Practice problems are provided at the end of each chapter with their solutions in an appendix Separately there is a full Practice Test with answers in an Appendix that allows readers to test what they have learned Includes 159 illustrations in color Suitable for undergraduates or graduate students MOS 2010 Study Guide for Microsoft Excel Expert John Excel 2010 for Environmental Sciences Statistics Thomas J. Quirk, Meghan H. Quirk, Howard F. Pierce, 2011 Horton, 2015-11-29 This is the first book to show the capabilities of Microsoft Excel to teach environmental sciences statistics effectively It is a step by step exercise driven guide for students and practitioners who need to master Excel to solve practical environmental sciences problems If understanding statistics isn t your strongest suit you are not especially mathematically inclined or if you are wary of computers this is the right book for you Excel a widely available computer program for students and managers is also an effective teaching and learning tool for quantitative analyses in environmental science courses Its powerful computational ability and graphical functions make learning statistics much easier than in years past However Excel 2010 for Environmental Sciences Statistics A Guide to Solving Practical Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific easy to understand environmental science problems Practice problems are provided at the end of each chapter with their solutions in

an appendix Separately there is a full Practice Test with answers in an Appendix that allows readers to test what they have Excel 2010 for Business Statistics Thomas J Quirk, 2011-08-04 This is the first book to show the capabilities of learned Microsoft Excel to teach business statistics effectively It is a step by step exercise driven guide for students and practitioners who need to master Excel to solve practical business problems If understanding statistics isn t your strongest suit you are not especially mathematically inclined or if you are wary of computers this is the right book for you Excel a widely available computer program for students and managers is also an effective teaching and learning tool for quantitative analyses in business courses Its powerful computational ability and graphical functions make learning statistics much easier than in years past However Excel 2010 for Business Statistics A Guide to Solving Practical Business Problems is the first book to capitalize on these improvements by teaching students and managers how to apply Excel to statistical techniques necessary in their courses and work Each chapter explains statistical formulas and directs the reader to use Excel commands to solve specific easy to understand business problems Practice problems are provided at the end of each chapter with their solutions in an appendix Separately there is a full Practice Test with answers in an Appendix that allows readers to test what they have Microsoft Office 2010 Demystified Karin Rex, 2011-10-11 It's EASIER than ever to get started with Microsoft learned Office 2010 Navigate your way around the Microsoft Office 2020 suite without getting lost in too many details Microsoft Office 2010 Demystified shows you the ropes and explains the new handy and most popular functions of each application Written in a step by step tutorial format this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs Then you ll drill down into the specifics of Word Excel PowerPoint Outlook and Access Detailed explanations and screenshots make it easy to understand the material and end of chapter guizzes and a final exam help reinforce key concepts It s a no brainer You ll learn how to Create great looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive PowerPoint presentations Manage your email tasks calendar and contacts with Outlook Build and manage Access databases Simple enough for a beginner but challenging enough for an advanced student Microsoft Office 2010 Demystified helps you master this powerful suite of applications

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