



Excel 2010 Visual Quick Tips

By Paul McFedries

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Work smarter and faster in Excel 2010 with this quick, practical guide!

Want quick answers to your Excel 2010 questions? This handy guide breaks down big tasks into bite-sized how-tos that quickly show you how to accomplish what you want to do. Full-color screenshots and numbered steps clearly explain dozens of features and functions-while shortcuts, tips, and tricks help you save time and boost productivity. There's no fluff-these nuggets are pure gold Excel essentials. And the book's handy 6" x 9" size makes it even easier for you to find what you need.

- Demystifies the 2010 version of Excel, the world's leading spreadsheet application that is part of Microsoft Office 2010
- Walks you through dozens of new features and functions
- Helps you migrate from older versions of Excel and ramp up to new Excel functionality in no time
- Uses straightforward descriptions and explanations, full-color screenshots, and easy-to-follow numbered steps to help you glean what you need, fast
- Boosts your productivity with shortcuts, tips, and tricks that help you work smarter

Make Excel 2010 work for you with the invaluable quick tips in *Excel 2010 Visual Quick Tips*.

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Editorial Review

From the Back Cover

Would you like to discover what's new in Excel 2010, find all the best ways to analyze and secure your data, and start saving time by using macros? Then this Visual Quick Tips book is for you. This book will increase your productivity by providing you with shortcuts, tricks, and tips to help you work smarter and faster.

- Straightforward task descriptions
- Succinct explanations
- Full-color screen shots
- Numbered steps

Learn How To:

- Use Excel Formulas more effectively
- Open workbooks automatically at Startup
- Import data from XML files or Web pages

About the Author

Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991 and he has more than 70 books to his credit. Paul's books have sold more than three million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Excel 2010*; *Excel PivotTables and PivotCharts Visual Blueprint, Second Edition*; *Teach Yourself VISUALLY Windows 7*; and *Teach Yourself VISUALLY Office 2008 for Mac*. Paul is also the proprietor of Word Spy (www.wordspy.com and twitter.com/wordspy), a Web site that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal Web site at www.mcfedries.com or to follow him on Twitter at twitter.com/paulmcf.

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