For Dummies books are the bestselling guides to Excel, with more than three million copies sold. Excel 2010 All-in-One For Dummies covers the changes in the newest version as well as familiar tasks, such as creating and editing worksheets, setting up formulas, and performing statistical functions. Eight self-contained minibooks cover the basics, worksheet design, formulas and functions, worksheet collaboration, presenting data in charts and graphics, data management, data analysis, and creating macros with VBA. Newcomers to Excel as well as veterans who just want to learn the latest version will benefit.

Welcome to Excel 2010 For Dummies Quick Reference! Keep this book within arm’s reach of your computer to find quick answers. If you’re new to Excel, take a look at Part 1, which gives you an overview of Excel and introduces terms that are used throughout the book. In the friendly and non-threatening For Dummies style, this popular guide shows beginners how to get up and running with Excel and helps more experienced users get comfortable with new features.

This book is similar to a reference book. You can start by looking up the topic you need information about (in either the Table of Contents or the index) and then refer directly to the section of interest. I explain most topics conversationally (as though you were sitting in the back of a classroom where you can safely nap). Sometimes, however, my regiment-commander mentality takes over, and I list the steps you need to take to accomplish a particular task in a particular section. What You Can Safely Ignore When you come across a section that contains complexity, you can skip it. In the case of Excel 2010 For Dummies book, you can navigate effectively - see how the Ribbon interface and the Backstage View give you access to all the tools you need for every task. Be a mover and a shaker - move and copy data with cut, copy, and paste, and use the AutoCorrect and AutoFill features, and more.