



## Excel 2010 Laminated Tip Card: Tips and Tricks from MrExcel

By Bill Jelen

Holy Macro! Books, United States, 2013. Pamphlet. Book Condition: New. 279 x 215 mm. Language: English . Brand New Book. Designed for the intermediate Excel user, this handy laminated card has tips for useful functions and customizing all future workbooks with favorite settings. It covers functions such as Fill Handle, entering formulas, and subtotals as well as how to join names and convert to proper case. Practical references are provided for copying worksheets quickly, helpful keyboard shortcuts, and an introduction to pivot tables. New Excel 2010 features such as tiny, word-sized charts called Sparklines and new visual filters for pivot tables called Slicers are also included.



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