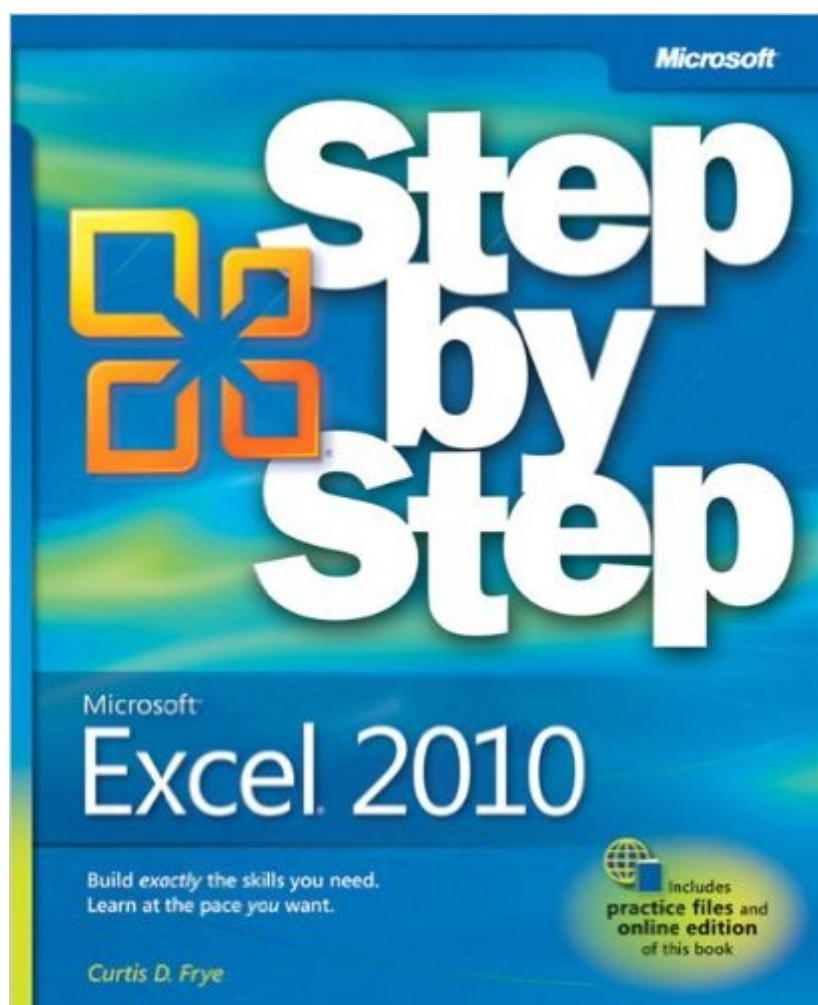# Microsoft Excel 2010 (Step By Step)

Synopsis

Experience learning made easy-and quickly teach yourself how to organize, analyze, and present data with Excel 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics. From Inside the Book: Using Pivot Tables

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Customer Reviews

To make a few key points about the preceding review:1. Microsoft Press & O'Reilly Media are in a strategic alliance to produce Microsoft Press books and other resources. There are still lots and lots of people working at Microsoft who are at the center of Microsoft Press publishing.2. Anyone who buys a print edition of this book gets a free, downloadable, fully searchable PDF of the book. You just follow the directions on a voucher card in the back of the book, register (completely free) at Safari Books Online, use the unique code on your scratch-off voucher card, and you'll be able to view the book online or download the book.3. The link book's exercise files are here: [...]indeed, some readers have found the link descriptions a little hard to read; we're working to fix that in upcoming titles and in reprints).4. The reason we replaced having CDs in books with making material available online is: bundling CD-ROMs means those media can get scratched and cracked,

and even removed from books while at the store (not the case with , of course). Also, system configuration issues can get in the way. Someone sits down with their new book, the CD doesn't work, they're frustrated. We've switched to making ancillary files available online, which has been deeply appreciated by most of our readers (which isn't to de-legitimize the opinions of those who'd still prefer a bundled CD, of course.) As well, it makes it possible to update those files as necessary throughout the entire life of a book.Hoping this helps,--Steve Weiss, associate publisher, Microsoft Press / O'Reilly Media (steve[at][...]

I learned Lotus 123 in the mid-80's and was writing fairly sophisticated programs using its macro language a few years later. This wasn't a hobby; it put bread on the table. At some point I (and everyone) moved to Excel. I never developed the skill with Excel that I had with 123 (I was a "boss" by then), but I was competent enough for routine recordkeeping and short programming.Now in retirement, I find I must update to X2010 - having missed several program upgrades. I find the Office 2010 program vastly different from what I used in the past, and so I ordered Microsoft's book "Step by Step." That title suggests, "OK, we'll take this one step at a time, from the beginning." But the book is nothing of the sort: by page 25 or 30, the reader is already confronted with what I'd call Advanced (or at least specialized) Topics. Information on such elementary things as changing the settings that were once found in Tools > Options is not explained (indeed, Tools isn't there anymore; most of such stuff now seems to be found within the File menu option).The Tools menu having departed, it seems the Help menu has as well. The program offers a "Help" of sorts, but it's neither consistent nor robust across the range of topics. All of which suggests the need for good basic books for beginners or those making a "deep upgrade." This is not such a book.

'Microsoft Excel 2010 Step by Step' is a great resource for anyone looking to learn Excel and get playing with their spreadsheets as quickly and efficiently as possible.Clocking in at 400+ pages, content is as follows:01. Creating a Workbook02. Working With Data & Tables03. Performing Calculations04. Changing Workbook Appearances05. Filters06. Summarizing Data07. Combining Data From Multiple Sources08. Alternative Data Sets09. PivotTables10. Charts & Graphics11. Printing12. Macros13. Playing Nice With Other Microsoft Office Apps14. CollaborationThe writing is tight and to the point, examples are relevant and interesting, and using this book was a pleasant experience. If you need a great Excel book to teach you the 2010 way, take a step to 'Step by Step'!!***** RECOMMENDED

I was very pleased with this manual. It's extremely difficult to find any instructions through the actual program itself, and this manual helped me to find the information that I required. I had been using an older version of Excel and was having problems finding how to do even the simplest of formulas. I would recommend this manual highly.

I like this book. The exercises are very helpful, and interactive and takes you deeply into the functionality of the software. I am in an accounting program, and my current position does not involve the creation or use of spreadsheets. Recognizing the importance and widespread use of Excel, I decided to take a self study course. I used two others before purchasing this book, and this is more interactive and I am learning more.

This is a great book to help prepare for the MOS Excel 2010 exam (77-882). I used this along with the MOS study guide, and passed on the first try! Step by Step pinpointed areas I overlooked and were tested on the exam. The chapters are short and concise. Each chapter provides exercises to help you become familar with the functions in excel. I liked this book, however this is a basic book to help regular users of excel become better or help students/professionals become certified. This is definitely not an in depth book for advanced users.

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