



# Microsoft Office Excel 2010 QuickSteps

*By John Cronan*

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## **Step-by-Step, Full-Color Graphics!**

Start using Excel 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful spreadsheet application. Follow along and quickly learn how to create workbooks, enter and edit data, use formulas and functions, create charts and tables, analyze data, extend Excel, and more. Get up to speed on Excel 2010 in no time with help from this practical, fast-paced guide.

### **Use these handy guideposts:**

- Shortcuts for accomplishing common tasks
- Need-to-know facts in concise narrative
- Helpful reminders or alternate ways of doing things
- Bonus information related to the topic being covered
- Errors and pitfalls to avoid

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## **Editorial Review**

### About the Author

**John Cronan** has co-authored more than 25 books, including *Microsoft Office Excel 2007 QuickSteps*, *Microsoft Office Access 2007 QuickSteps*, *eBay QuickSteps, Second Edition*, and *Build an eBay Business QuickSteps, Second Edition*.

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