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Teach Yourself VISUALLY Excel 2010

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Teach Yourself VISUALLY

Microsoft Excel 2010

The Fast and Easy Way to Learn

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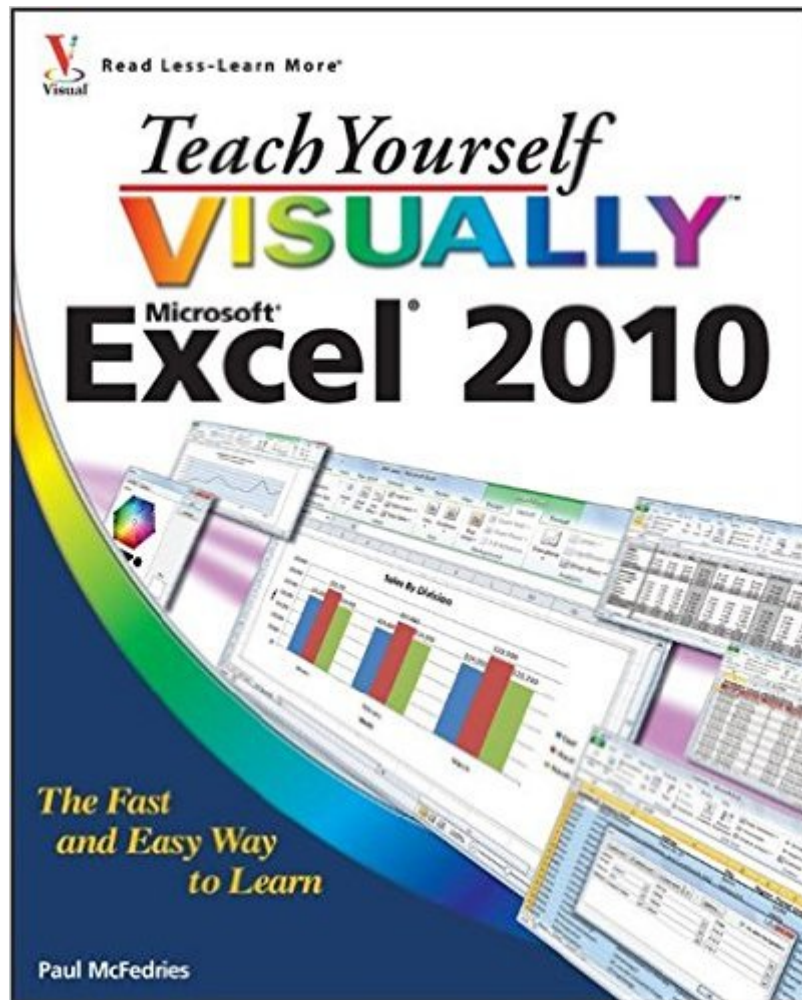
Synopsis

See your way to super spreadsheets with Excel 2010 and this visual guide! If you're always hearing about the cool things that Excel can do, here's your chance to see how to do them! With pages of full-color, step-by-step instructions and crystal-clear screen shots, this guide shows you how to get the most out of Excel 2010. The book covers all the basics as well as Excel 2010's new features and functions, including a new interface and better collaboration tools. Crunch and chart your data over a network, over the Web, or at home-helpful tips on every page will get you there even faster! Provides a clear look at Excel 2010, the newest version of the world's leading spreadsheet application from Microsoft, and part of the new Microsoft Office 2010 suite Demonstrates how to create spreadsheets and charts, filter and sort data, work with PivotTable, and present your data-on a network, on the Web, or on your laptop Explores all features and functions in full-color pages packed with screen shots and other visual graphics that clearly show you how to accomplish tasks Includes practical examples, tips, and advice on how to use all the tools more effectively Get the very most out of Excel 2010 with this easy-to-follow guide!

Book Information

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Customer Reviews

A book for the beginner or intermediate level Excel user. It is well written and has some really nice graphics. However, put aside the glitz & glamour and you'll find plenty of information to increase your knowledge of Excel 2010.The drawbacks I found were:Two errors in steps (like the add-in for Excel, which wasn't a choice on my application)The book is crammed full of a lot of useful

information, but nothing covers more than two pages. It would have been nice to have numerous pages on such things as pivot tables and pivot charts.The examples seemed very worthwhile; it would have been nice to have those work files on a disk or able to be downloaded from the book's publisher. I looked twice for a website, but couldn't find one.Because of these short-comings, I can only give the book a rating of 4. I also won't be purchasing the book for my collection (I'm using a copy from the library) as it doesn't do enough for me to warrant spending the money.

Once again, "Teach Yourself Visually" teaches me with colored pictures, and takes me step-by-step. Love all their books. You must try one of these books whenever you want to learn how to do something.

I really like the Visually series!!! I'm one of those people who don't always get it by reading the instructions...i look at the pictures. I love the pictures in this book. I can see exactly what I should be looking at on my screen (instead of wondering). I was pleased with my read over with this book. Then I had a problem & found this book just touched on the subject on one page although the Index showed there were 3 pages dedicated to the answer. Those other 2 pages were on something completely unrelated to the problem. YES, I looked several pages in advance & several pages after, but the info just wasn't there!!! A friend loaned me her Simplified series & I found the EXACT instructions right away. So now I depend on the Simplified & the Visually to make sure I have FULL knowledge!!! Maybe some will see it silly to deduct a star for missing information; but it was important information for me at the time!!! Unless something else comes up in the future similar to the missing info, I still would suggest buying this book especially IF you're like me & not very good with written directions. Maybe this situation was a one-time problem!!!

I had great experience with the Excel 2007 version of this book. I used it to get up to speed on Pivot Tables very quickly. It provided me with everything I needed to know. The Pivot Table section of the 2010 edition is half the length of the earlier edition. If you don't already know how to use Pivot Tables, I doubt you could use the instructions productively. When I need pointers, I find I am better off reverting to my older 2007 edition.

I'm a "visual" person so this Excel book was perfect for me. It starts off with the easiest and most basic information and then builds on that to more advance steps. I highly recommend this book to learn how to use Excel

Great book to learn Excel on your own. Visually stunning. even if you know the basics, you will still pick up a few tricks and tips that you did not know before. I work with statistical data and although I use SPSS, sometimes I need to use Excel. This book helps me find the right formulas and enhance my presentations--right on the spread sheet!

I recommend Teach Yourself Visually Excel 2010.I chose it as the text book for a continuing education class that I taught this fall. I believed that it would be a great resource for students during the class and a beneficial reference book after they had completed the class. Now that the classes are over, I feel that this was a good decision. I will use it for future Excel 2010 classes that I teach.The book covered all the topics needed to gain a broad understanding of Microsoft Excel. While I used it for a Beginning Excel class, it covers not only beginner topics, but some more advanced topics as well.Many students in the class were there to gain the computer skills they needed to improve their career opportunities. This book is comprehensives and will help achieve that goal.While I and the students in my class used Teach Yourself Visually Excel 2010 as the course text book, it is also a good choice if a person can't attend a course or prefers not to. It is clearly written with step-by-step instructions and illustrations showing how to perform common and some not-so-common tasks. The only thing needed in addition to this book to become a successful user of Microsoft Excel is to practice the procedures illustrated in the book.I highly recommend Teach Yourself Visually Excel 2010 for anyone wanting to learn how to use Excel 2010. I also recommend it for experienced users who want to have a handy and clear reference book for when they need to review procedures for operations that they haven't used before or don't use often.

Fortunately for me, I am not required to setup and keep complicated files involving formulas, etc. I keep only one file requiring the use of the percentage command, but mostly I keep personal data files where regular updated lists are required. If I were required to keep complex files, I would be looking for a more indepth book.

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