



Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc

[Download now](#)

[Click here](#) if your download doesn't start automatically

Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc

Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use tables, PivotTables, sorting and filtering features in Microsoft Office Excel 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

The following topics are covered:

Excel Tables: Creating an Excel Table, Changing the Table Area, Adding a New Row or Column to the Table, Deleting a Table Row or Column, Turning On/Off the Total Row, Changing the Total Row, Convert a Table to a Normal Range, Using a Normal Range for Sorting, Filtering, Subtotals, and PivotTables, Removing Duplicates, Structured References in Excel Tables.

PivotTables: Creating a PivotTable or PivotChart Report, Show/Hide the PivotTable Field List, Adding/Removing a PivotTable Field, Refreshing a PivotTable, Rearranging a PivotTable, Adding a PivotChart to an Existing PivotTable, Changing the Summary Function, Changing How Values are Shown, Sorting in a PivotTable, Grouping by Dates or Time, Filtering PivotTables and Charts with Slicers.

Sorting & Filtering: Basic Sorting, Complex Sorting, Re-applying a Sort, Creating a Custom List, Creating a Custom List from Cell Data, Sorting Using a Custom List, Filtering and Advanced Filtering, Show/Hide AutoFilter, Searching for Filter Criteria in AutoFilter, Criteria for Advanced Filters, Using Advanced Filters/Copying Filtered Data to Another Range, Selecting /Ordering Columns, Filter/Copy Unique Rows, Clearing Filtering and Sorting, Subtotals.

This guide is one of several titles available for Excel 2010: Excel 2010 Introduction; Excel 2010 Tables, PivotTables, Sorting & Filtering; Advanced & Macros; Charts & Sparklines; Functions & Formulas.



[Download Microsoft Excel 2010 Tables, PivotTables, Sorting ...pdf](#)



[Read Online Microsoft Excel 2010 Tables, PivotTables, Sortin ...pdf](#)

Download and Read Free Online Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

From reader reviews:

David Hogan:

What do you think about book? It is just for students since they are still students or this for all people in the world, the actual best subject for that? Only you can be answered for that query above. Every person has different personality and hobby for each other. Don't to be pushed someone or something that they don't need do that. You must know how great and important the book Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card). All type of book would you see on many options. You can look for the internet sources or other social media.

Lucy Nelson:

In this 21st hundred years, people become competitive in each and every way. By being competitive at this point, people have do something to make these people survives, being in the middle of often the crowded place and notice by simply surrounding. One thing that occasionally many people have underestimated this for a while is reading. Sure, by reading a publication your ability to survive improve then having chance to stand up than other is high. For you personally who want to start reading the book, we give you this specific Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) book as starter and daily reading reserve. Why, because this book is more than just a book.

Kenneth Armstrong:

Do you really one of the book lovers? If yes, do you ever feeling doubt when you find yourself in the book store? Make an effort to pick one book that you find out the inside because don't evaluate book by its include may doesn't work the following is difficult job because you are frightened that the inside maybe not since fantastic as in the outside look likes. Maybe you answer could be Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) why because the amazing cover that make you consider regarding the content will not disappoint a person. The inside or content is usually fantastic as the outside or even cover. Your reading 6th sense will directly make suggestions to pick up this book.

Tommy Worm:

The book untitled Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) contain a lot of information on that. The writer explains the girl idea with easy way. The language is very simple to implement all the people, so do not necessarily worry, you can easy to read this. The book was authored by famous author. The author gives you in the new period of literary works. It is easy to read this book because you can continue reading your smart phone, or gadget, so you can read the book inside anywhere and anytime. If you want to buy the e-

book, you can available their official web-site and order it. Have a nice learn.

**Download and Read Online Microsoft Excel 2010 Tables,
PivotTables, Sorting & Filtering Quick Reference Guide (Cheat
Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix
Inc #5DG83W41U96**

Read Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc for online ebook

Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc books to read online.

Online Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc ebook PDF download

Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Doc

Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Mobipocket

Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc EPub