



## Synopsis

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.

## Book Information

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## Customer Reviews

This 2-sided plastic sheet is perfect as a summary of all the commands - those that we use frequently enough to remember them but especially those that we use so infrequently that we forget them. Those that I forget call for a trip to the book or the help system - both of which can be slow. The Quick Reference Guide is a great and compact tool to keep near my computer. I strongly recommend it for those new to Excel 2010 as there have been many changes from 2003 and 2007.

While those with no knowledge of Excel 2010 tables and pivot tables would be better served by a text guide, this is a great resource as a reminder for those functions you once learned, but rarely use.

I keep this reference guide - and those of all the programs with which I work - in my briefcase. They are a great help to someone who is familiar with the program but occasionally needs a command reminder.

Excel can do anything if you know how to use it. I used the older version for years. The new one kind of caught me off guard and this sheet got me back into the 'groove' of it. Well constructed and easy to use. Not expensive, will last for a decade.

Perfect for teaching Dad Excel. I recommend pairing this with a guide book like 'Office 2010 for Dummies' if you are teaching your dad new software. Makes the number of times he calls me for help much, much lower. As for the item itself, it is pretty well laid out, and a good quick ref sheet for any Excel user.

I didn't even know what a pivot table was used for, how to create or anything. This has made it so easy to figure out. Thank you!

I ordered this on line and I am very pleased with my experience. The product arrived on time which was very convenient. I would order from this seller again and would recommend them to anyone who may wish to save time by shopping on line without the worries. I am so excited to be able to order items like these and have a good experience. It is a great time saver for me and I appreciate the seller sending such great quality merchandise.

I am very happy with this purchase > Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering

Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card). I recommend it to my family and friends.

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