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When using Charts or Graphs in Excel, swapping the X and Y axis can drastically change the appearance of the graphs. The following steps explain how to swap the Page 11/37

data: 1. Select which graph you wish to alter. -In this case, select the bar graph. 2. Click on the Design tab. 3. In the Ribbon, click on Switch Row/Column 4.

Microsoft Excel 2010 Basic Instructions for Beginners: 23 ...

To get started with Microsoft Excel (often Page 12/37

called "Excel"), you will need to locate and open the program on your computer. To open the program, point to Excel's icon on the desktop with your mouse and double-click on it with the left mouse button.

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Excel for Beginners - A "dummies" Guide to Excel with VIDEO

Excel is the most powerful tool to manage and analyze various types of Data. This tutorial covers in-depth lessons on how to use various Excel formulas, Tables and Charts for managing small to large scale business process.

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(spreadsheet), such as rows, columns, and cells. We'll discuss how to insert rows and columns, and how to move around in a worksheet.

Excel Made Easy: a Beginner's Guide to using Microsoft Excel.

1 Ribbon: Excel selects the ribbon's Home Page 22/37

tab when you open it. Learn how to collapse and customize the ribbon. 2 Workbook: A workbook is another word for your Excel file. When you start Excel, click Blank workbook to create an Excel workbook from scratch, 3 Worksheets: A worksheet is a collection of cells where you keep and manipulate the data. Each Page 23/37

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Self Study Excel - Learn Excel On Your Own From Our Articles Quick reference: Excel 2010 shortcuts CTRL combination shortcut keys KEY **DESCRIPTION CTRL+SHIFT+(Unhides** any hidden rows within the selection. CTRL+SHIFT+) Unhides any hidden Page 28/37

columns within the selection.
CTRL+SHIFT+& Applies the outline border to the selected cells.
CTRL+SHIFT\_ Removes the outline border from the selected cells.

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