



# AARP Excel 2010 For Dummies

By Greg Harvey

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## **Crunch numbers the easy way with Excel 2010**

This handy mini guide is packed with the information you need to become a spreadsheet superstar! You'll learn to find your way around Excel 2010, enter data on a worksheet, create simple formulas, format cells, preview and print pages, and more. Whether you're new to Excel 2010 or new to Excel altogether, the basics are all here.

### **Open the book and find:**

- Ten cool Excel 2010 features
- How to navigate the Ribbon
- A guide to formatting cells
- Where to turn for online help
- How to make your spreadsheets look the way you want

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