

**Quick Guide to New 2010 Excel Interface**

**Creating Charts to Present Data Visually**

- Creating Basic Charts
- Moving & Resizing Charts
- Identifying Chart Elements
- Changing the Chart Type
- Changing the Plot Direction
- Adding, Moving & Removing a Legend
- Charting Non-adjacent Ranges
- Changing the Chart Range
- Changing the Data Source
- Changing the Chart Location
- Printing a Chart

**Formatting Charts for Maximum Impact**

- Formatting Charts
- Adding Chart Titles
- Formatting Chart Elements
- Changing the Text Orientation
- Adding a Data Table
- Creating an Exploded Pie Chart
- Adjusting the 3-D View
- Deleting a Chart

**Enhancing Data with Lines & Objects**

- Working with Drawing Objects
- Drawing Enclosed Objects
- Drawing & Formatting a Line
- Selecting Filled & Unfilled Objects
- Moving & Resizing an Object
- Adding Text to an Object
- Selecting Text in an Object
- Changing & Removing the Fill Color
- Changing the Font Color
- Deleting an Object

**Inserting Pictures & Graphics**

- Adding 3-D Effects & Shadows
- Drawing a Text Box and an Arrow
- Inserting Pictures
- Formatting Graphics

**Adding AutoShapes & SmartArt**

- Working with Shapes
- Drawing Callouts & Basic Shapes
- Working with Connectors
- Drawing a Flowchart Shape and Block Arrows
- Adding and Working with SmartArt

**Advanced Charting Features**

- Adding, Formatting & Removing Gridlines
- Formatting an Axis & Changing Axis Scaling
- Formatting the Data Series
- Adding Data from Different Worksheets
- Using a Secondary Axis
- Changing Data Series Chart Types
- Adding a Trendline
- Creating & Applying a Chart Template

**Publishing a File as a Web Page**

- Previewing a Web Page
- Creating & Editing a Hyperlink
- Saving a Worksheet as a Web Page
- Using Publishing Options
- Opening an HTML File

**Conditional Formatting & Data Bars**

- Applying & Changing Conditional Formats
- Adding & Deleting a Conditional Format
- Creating a Custom Conditional Format
- Using the new Data Bar feature
- Creating a Custom Number Format

**Working with Comments**

- Creating & Viewing Comments
- Reviewing & Printing Comments
- Responding to Discussion Comments

**Automatic Subtotals & Outlining**

- Applying/Clearing an Outline
- Collapsing/Expanding an Outline
- Modifying Outline Settings
- Using Auto Outline
- Creating Subtotals in a List
- Removing Subtotals from a List

**Customizing Your View**

- Using Views
- Creating a Normal View
- Creating a Custom View
- Displaying a View
- Deleting a Custom View

**Setting Excel Preferences**

- Setting Edit & Display Options
- Setting a Manual Calculation
- Resetting Automatic Calculation
- Setting Popular Options