



Excel 2010 Tutorials - Video File Attributes

344 Excel Tutorials

24.37 Hours

142 MB

	Duration in Minutes	Size in MB
Get Familiar with Excel 2010	42.30	2.70
The Excel 2010 Environment	4.10	0.18
Quick Access Toolbar	3.10	0.27
Excel 2010 Ribbon	3.10	0.26
File Tab	3.10	0.28
Home Tab	5.10	0.17
Insert Tab	3.10	0.18
Page Layout Tab	3.10	0.17
Formulas Tab	3.60	0.17
Data Tab	3.10	0.17
Review Tab	3.10	0.17
View Tab	3.10	0.17
Add-Ins Tab	2.10	0.16
Help Icon	2.60	0.34
Using Excel 2010 Files	32.30	3.55
Open Microsoft Excel 2010	2.60	0.38
Open a New Workbook	5.10	0.28
Open an Existing Workbook	3.10	0.25
Save a Workbook	2.10	0.22
Copy a Workbook	2.60	0.42
Convert to Excel 2003 File	3.20	0.52
Convert from Excel 2003 File	3.10	0.37
Save Workbook as PDF	3.80	0.39
Close a Workbook	2.10	0.20
E-mail Excel Files	2.50	0.30
Exit Excel	2.10	0.22
Customize Excel 2010	32.70	3.13
Excel Ribbon	6.20	0.62
Quick Access Toolbar	7.40	0.61
Default Excel Settings	4.10	0.31
Worksheet View Mode	3.60	0.36
Change Worksheet Size	3.10	0.43
Minimize / Maximize	2.60	0.25
Status Bar	3.60	0.32
Windows Taskbar Properties	2.10	0.22
Enter Data / Select Cells	26.00	3.82
Enter Data	4.60	0.95
Enter Data into Multiple Cells	2.10	0.37
Auto Complete Data	4.20	0.51
Enter Formulas	4.70	0.61
Selecting Cells	7.30	1.04
Selecting Multiple Cell Ranges	3.10	0.34



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Edit Data	28.10	3.35
Edit Data	2.70	0.51
Clear Cell Contents	4.10	0.36
Move Cells	2.10	0.31
Move Cells Between Worksheets	3.60	0.37
Undo and Redo	4.20	0.49
Find Data	6.20	0.70
Replace Data	5.20	0.61

Insert / Delete Data	23.10	2.62
Insert Cells	3.70	0.56
Insert Rows	4.10	0.36
Insert Columns	4.30	0.41
Delete Cells	3.70	0.61
Delete Rows	3.50	0.32
Delete Columns	3.80	0.36

Copy & Paste Data	47.40	4.99
Copy Cells	3.10	0.43
Paste Cells (normal)	4.10	0.43
Paste Values	4.80	0.55
Paste Formulas	4.70	0.51
Paste Formats	5.20	0.52
Paste Text Orientation	4.00	0.68
Paste - Other Features	4.20	0.40
Paste Options Button	3.50	0.41
Office Clipboard	5.10	0.29
Auto Fill	8.70	0.77

Format Cells	42.30	4.33
Format Font	2.60	0.32
Format Text Size	3.10	0.27
Bold / Italic / Underline	4.30	0.41
Format Text Colors	2.10	0.26
Format Cell Borders	5.20	0.66
Format Cell Background	2.60	0.26
Format Text Alignment	3.60	0.36
Wrapping Text	3.10	0.31
Merge / Unmerge Cells	3.60	0.41
Format Numbers & Dates	8.90	0.64
Other Formatting Features	3.20	0.42



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	Duration in Minutes	Size in MB
Themes / Styles / Pictures	37.90	3.66
About Themes	5.70	0.50
Theme Colours	5.70	0.47
Theme Fonts	5.20	0.43
About Cell Styles	5.60	0.27
Modify Cell Styles	3.20	0.50
Create Custom Cell Styles	3.20	0.41
Merge Cell Styles	5.20	0.44
Insert Picture	1.60	0.28
Insert SmartArt Object	2.50	0.36
Row / Column Formatting	21.20	3.18
Format Row Height	3.20	0.59
Autofit Rows	3.70	0.42
Format Column Width	3.20	0.56
Autofit Columns	3.50	0.41
Hide / Unhide Rows	3.80	0.62
Hide / Unhide a Column	3.80	0.58
Conditional Formatting	47.50	6.28
Background	5.20	0.62
Highlight Cells	7.30	0.89
Top / Bottom Values	4.20	0.61
Data Bars	3.30	0.42
Colour Scales	3.20	0.42
Icon Sets	2.60	0.42
Identify Duplicate Values	3.00	0.45
New Rules	6.20	0.76
Using Formulas	4.20	0.58
Clear Rules	2.10	0.36
Manage Rules	6.20	0.76
Formulas & Links	51.40	4.43
Create a Link	2.60	0.39
Relative & Absolute References	10.10	0.33
Copy Links	6.80	0.42
Link to other Worksheets	3.50	0.48
Copy & Paste to Create Links	2.50	0.39
Link Cells to other Workbooks	3.70	0.47
Update Links to other Workbooks	7.20	0.54
Edit Links to other Workbooks	4.80	0.37
Break Links	3.50	0.37
Insert Hyperlink	5.10	0.41
Remove Hyperlink	1.60	0.26



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	Duration in Minutes	Size in MB
Worksheets	20.60	3.77
Insert	1.30	0.20
Delete	2.50	0.31
Rename	2.20	0.54
Copy	3.20	0.53
Move	4.10	0.97
Hide / Unhide	2.30	0.42
Change Tab Color	2.50	0.38
Select Multiple Worksheets	2.50	0.41

Sort / Filter Data	41.50	4.19
Sort Data on a Single Column	6.10	0.43
Sort Data on Multiple Columns	8.30	0.83
Apply a Data Filter	5.70	0.48
Filter by Selected Cell	2.50	0.35
Remove a Data Filter	2.10	0.29
Sort Data with Filter	3.10	0.37
Apply a Custom Filter	5.70	0.78
Advanced Filter	5.60	0.35
Removing All Filters	2.40	0.30

Excel Tables	45.20	4.48
About Excel Tables	4.40	0.23
Insert Table	3.10	0.32
Format as Table	3.70	0.48
Remove Duplicate Records	4.80	0.55
Insert Total Row	4.00	0.37
Insert Calculated Column	4.30	0.29
Convert Table to Cell Range	3.10	0.28
Insert New Rows	3.50	0.71
Insert New Columns	3.20	0.56
Selecting Table Cells	2.30	0.35
Structured Cell References	8.80	0.34

Pivot Tables & Pivot Charts	61.30	6.17
Source Data Layout	3.10	0.18
Create a Pivot Table	8.70	0.64
Pivot Table Tools Tab	5.60	0.24
Change Source Data	4.20	0.45
Refresh a Pivot Table	2.50	0.36
Change Pivot Table Layout	3.60	0.41
Filter Pivot Table Data	6.90	0.65
Pivot Table Data Drill-Down	2.30	0.27
Pivot Table Format Values	4.10	0.75
Pivot Table Field Settings	5.50	0.67
Pivot Table Options	5.90	0.60
Pivot Table Column Width	3.20	0.46
Create a Pivot Chart	5.70	0.48



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Pivot Table Slicers	36.10	3.79
Create a Slicer	6.20	0.54
Create Multiple Slicers	4.70	0.55
Using Slicers	7.10	0.43
Format Slicers	3.10	0.45
Slicer Settings	3.20	0.46
Share Slicers	6.20	0.47
Disconnect Slicers	3.50	0.44
Delete Slicers	2.10	0.44

Charts	48.50	5.55
Create a Chart	7.40	0.41
Change Chart Type	2.50	0.32
Move a Chart	2.30	0.31
Format Chart Title	4.20	0.52
Format Chart Legend	3.70	0.47
Format Chart Plot Area	3.80	0.50
Format Gridlines	4.20	0.55
Format Axis	5.20	0.56
Format Chart Area	2.60	0.44
Edit Source Data	3.70	0.38
Multiple Source Data Ranges	3.10	0.29
Using a Secondary Axis	3.70	0.41
Copy a Chart as a Bitmap	2.10	0.39

Sparklines	46.00	4.75
Insert a Sparkline	4.20	0.62
Insert a Sparkline Group	4.20	0.58
Copy Sparklines	6.10	0.39
Group Sparklines	2.10	0.25
Change Sparkline Type	2.40	0.30
Change Sparkline Data	6.50	0.72
Format Sparklines	5.10	0.40
Sparkline Axis Options	6.10	0.43
Switch Rows / Columns	3.60	0.29
Hidden & Empty Cells	2.60	0.42
Delete Sparklines	3.10	0.36

Page Layout / Printing	44.00	6.71
Print a Worksheet	4.20	0.42
Using Print Preview	2.80	0.36
Set Page Orientation	2.60	0.45
Select Paper Size	1.30	0.48
Scale Worksheet to Printed Pages	3.20	0.47
Set Print Margins	2.60	0.41
Repeat Rows on All Pages	3.20	0.78
Repeat Columns on All Pages	3.30	0.59
Set Page Breaks	4.20	0.69
Define Page Set-up	3.20	0.41
Print Multiple Worksheets	2.60	0.36
Print a Selection	2.10	0.30
Set Print Area	2.50	0.32
Clear Print Area	2.10	0.32
Insert Header & Footer	4.10	0.34



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	Duration in Minutes	Size in MB
Importing External Data	37.50	4.00
About External Data Connections	6.80	0.41
New Access Database Queries	4.70	0.46
Using the Query Wizard	7.20	0.75
Edit Database Queries	5.20	0.69
Refresh Database Queries	3.10	0.25
New Pivot Table Queries	5.60	0.79
Edit Pivot Table Queries	2.60	0.41
Refresh Pivot Table Queries	2.30	0.23

Data Tools	43.30	4.71
Text to Columns	7.30	0.51
Remove Duplicate Records	4.80	0.36
Insert Data Validation	8.60	0.94
Identifying Invalid Data	3.80	0.44
Remove Data Validation	2.80	0.44
Insert Drop-Down List	4.90	0.82
Insert Subtotals	6.10	0.44
Add Subtotal Level	3.70	0.47
Remove Subtotals	1.30	0.29

What-if Tools	30.20	3.84
Using Goal Seek	4.80	0.57
Data Table - One Variable	5.30	0.46
Data Table - Two Variables	5.20	0.52
Create Scenarios	4.30	0.48
Show Scenarios	3.00	0.48
Edit Scenarios	3.00	0.60
Delete Scenarios	1.60	0.36
Compare Scenarios	3.00	0.38

Proofing & Comments	15.90	2.37
Spelling	3.80	0.43
Research	1.60	0.31
Thesaurus	1.60	0.24
Translation	1.60	0.24
Insert / Delete Comments	4.10	0.68
Show / Hide Comments	3.20	0.48

Protect / Share Workbooks	24.80	3.36
Lock / Unlock Cells	5.20	0.49
Protect Sheet	4.70	0.73
Protect Workbook	3.20	0.55
Control Workbook Access	3.20	0.59
Share Workbook	3.80	0.42
Track Changes	4.70	0.59



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	Duration in Minutes	Size in MB
Window Options	26.60	2.93
Freeze Panes	6.10	0.40
Switch Between Open Files	2.40	0.28
Create New Window	3.10	0.35
Arrange Windows	3.10	0.39
Hide / Unhide Workbooks	2.10	0.32
Compare Side by Side	3.10	0.41
Split Window	3.10	0.35
Save Workspace	3.60	0.43

Formula Options	24.60	2.50
Auditing Formulas	4.30	0.41
Error Checking	6.00	0.49
Evaluate Formulas	3.70	0.47
Show Formulas	2.10	0.26
Watch Cell Value	3.70	0.58
Calculation Options	4.80	0.30

Using Named Ranges	28.30	3.71
Define Named Ranges	8.60	0.43
Create Multiple Names	2.80	0.45
Paste Names into Formulas	3.30	0.47
Enter Names in Formulas	2.70	0.47
Edit Names of Ranges	2.70	0.49
Edit Named Range Cells	2.70	0.49
Apply Named Ranges	3.70	0.44
Delete Named Ranges	1.80	0.45

Using Functions	39.00	3.42
Insert a Function	5.10	0.43
Select a Function	5.10	0.32
Help with Functions	2.90	0.31
Enter a Function	5.20	0.79
Edit a Function	4.70	0.54
* Wildcard Character	5.40	0.29
? Wildcard Character	5.40	0.29
Common Formula Errors	5.20	0.47

Math Functions	36.40	3.78
Auto Sum	4.20	0.55
Sum Values	4.80	0.92
Sum Filtered Data	5.10	0.23
Absolute Values	2.10	0.16
Rounding Values	8.90	0.53
Integer Values	4.80	0.35
Random Values	4.20	0.80
Square Roots	2.30	0.24



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Date Functions

51.70

2.62

	Duration in Minutes	Size in MB
Background on Dates	4.90	0.21
Entering Dates & Times	5.10	0.26
Current Date	2.10	0.20
Date Components	3.50	0.38
Convert Dates to Month End Dates	6.30	0.31
Using Month Names	6.30	0.27
Using Weekdays	6.60	0.28
Using Week Numbers	3.30	0.17
Convert Text to Dates	6.10	0.21
Work Days	3.40	0.17
Year Fractions	4.10	0.17

Text Functions

32.50

2.24

	Duration in Minutes	Size in MB
Convert Text / Dates / Numbers	8.50	0.39
Combine Text from Multiple Cells	3.40	0.25
Text Display (upper/lower case)	1.90	0.24
Remove Spaces from Text	1.80	0.19
Determine Text Length	1.30	0.15
Extract Characters from Text	3.40	0.25
Find Characters in Text	4.30	0.25
Replace Characters in Text	3.30	0.25
Search for Characters in Text	4.60	0.26

Logical Functions

34.00

1.72

	Duration in Minutes	Size in MB
IF Function	7.10	0.31
Nesting IF Functions	15.20	0.73
AND Function	4.30	0.23
OR Function	4.30	0.23
NOT Function	3.10	0.22

Lookup Functions

43.70

2.81

	Duration in Minutes	Size in MB
Lookup Cell Values	4.10	0.25
Lookup Cell Values by Column	8.10	0.27
Lookup Cell Values by Row	6.80	0.26
Link Cells and Change Orientation	5.30	0.97
Offset Cell References	8.10	0.28
Match Value in Cell Range	4.60	0.26
Column Number	4.10	0.32
Row Number	2.60	0.21

Information Functions

23.80

1.78

	Duration in Minutes	Size in MB
Use Error Types	3.60	0.21
Replace Blank Cells	3.10	0.21
Replace Errors in Cells	4.30	0.30
Replace #N/A Error	4.30	0.26
Identify Logical Values	1.60	0.16
Identify Numeric Values	1.60	0.16
Identify Text Values	1.60	0.16
Identify Non-Text Values	1.60	0.16
Identify Data Type	2.10	0.16



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Statistical Functions

44.80

2.44

	Duration in Minutes	Size in MB
SUMIF Function	6.80	0.27
COUNTIF Function	3.60	0.27
SUMPRODUCT Function	3.60	0.18
Sum Based on Multiple Criteria	12.20	0.53
Counting Data	5.80	0.27
Average Value	3.40	0.21
Minimum Value	1.60	0.16
Maximum Value	1.60	0.16
Median Value	3.10	0.17
Mode Value	3.10	0.22

Financial Functions

107.20

5.64

	Duration in Minutes	Size in MB
Loan Repayment	9.20	0.41
Loan Principle Amount	9.20	0.42
Interest Rate	8.20	0.40
Loan Period	8.20	0.40
Principle Portion of Repayment	9.20	0.68
Interest Portion of Repayment	9.20	0.68
Cumulative Principle Repayment	10.20	0.69
Cumulative Interest Repayment	10.20	0.69
Future Value of Investment	8.20	0.41
Savings Annuity	8.20	0.40
Net Present Value	9.60	0.28
Internal Rate of Return	7.60	0.17

Database Functions

42.50

2.73

	Duration in Minutes	Size in MB
Syntax of Database Functions	10.20	0.55
Count Records	5.60	0.38
Average Field Value	3.60	0.28
Maximum Field Value	3.60	0.28
Minimum Field Value	3.60	0.28
Single Record Values	3.60	0.28
Sum Field Value	3.60	0.28
Using Formulas in Sum Criteria	8.70	0.42

Note: The total file size of 142 MB sounds like a lot to download, but you should keep in mind that this total includes 344 comprehensive Excel tutorials. Our video format is unique and the file size is more than 90% smaller than the standard video format, for example the download size of any standard video of 5 minutes could be up to 10 MB. With our video format, you'd be able to view 67 minutes of tutorials before downloading 10 MB.

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