



# Excel 2010 Basic Resources

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[Getting Started in Excel 2010](#)

[How to Create a Workbook](#)

[Create a Spreadsheet](#)

[Conditional Formatting](#)

[Hide and Unhide Columns](#)

[Using Excel Tables to manage information](#)

[How to Create a Basic Chart](#)

[Simplifying Your Data in Excel 2010](#) – YouTube video-15 minutes

[List of Keyboard Shortcuts](#)

[Excel 2010 User Manual](#) – Prepared by California State University, Los Angeles, Information Technology Services

[Classroom Multimedia Tutorial for Excel 2010](#) – video tutorials

[Excel 2010 Basics Tutorials at GCFLearnfree.org](#) – includes lessons and videos.

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**TECH TIP OF THE DAY: “The Power of Right Click”**