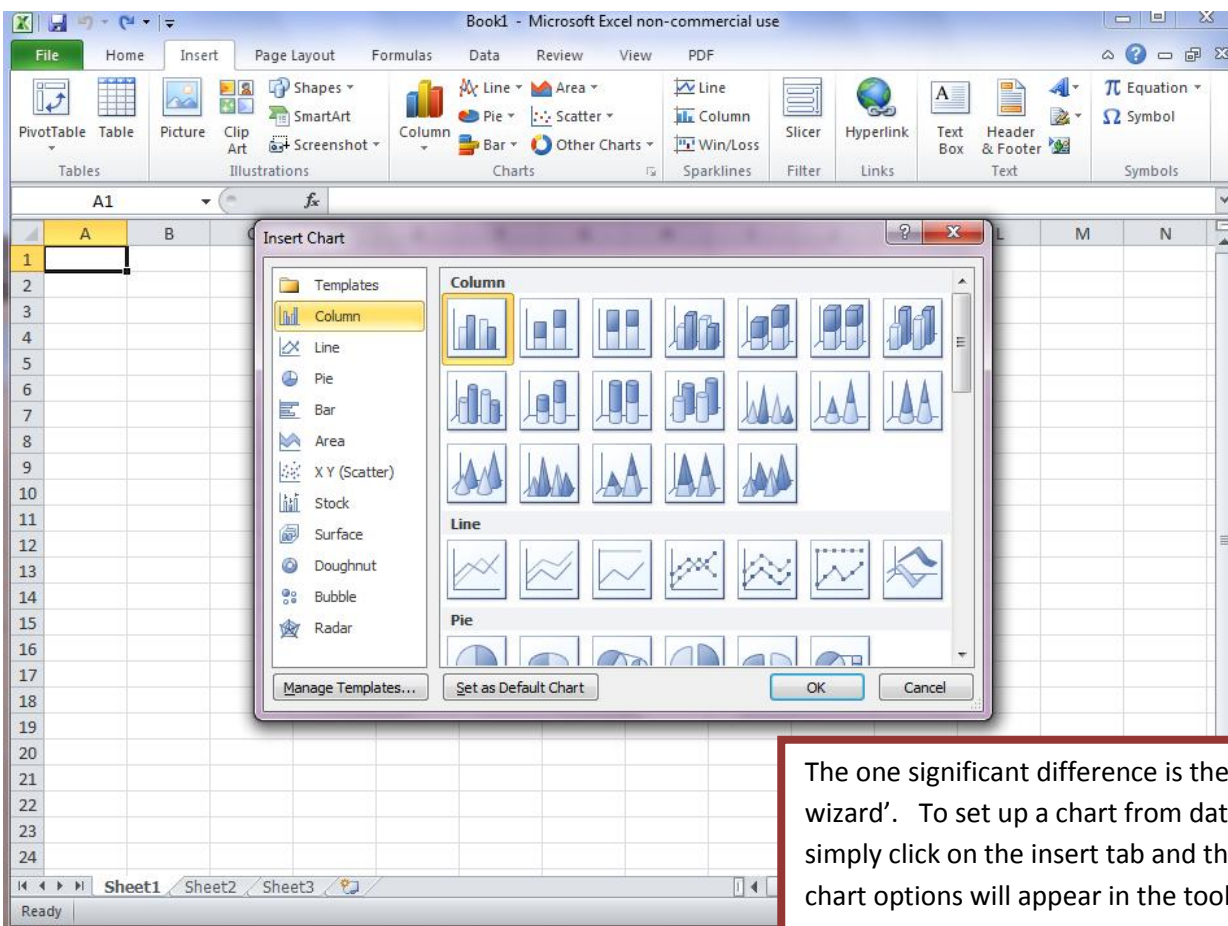


If using Microsoft Excel 2010 (rather than the 2003 version the online guides used) you will find that some of the functionality is found in different places on-screen.

The functionality in 2010 is grouped more logically and with more functions visible on the toolbar. For example, 'format cells' is now visible and the autosum, sort and filter, and setting data progressions are all grouped towards the right on the toolbar.



The one significant difference is the 'chart wizard'. To set up a chart from data in 2010 simply click on the insert tab and the different chart options will appear in the toolbar – as in this image.