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save time and boost productivity A handy smaller trim size makes it easy for readers to find essential information on the core tasks of Excel 2007

Microsoft Office Excel 2007 Denise Etheridge, 2007-07-23 A guide to Microsoft Excel provides illustrated step by step instructions for such tasks as creating formulas performing calculations sorting and filtering data and creating charts

Excel 2007 in easy steps Michael Price, 2012-02-10 Excel 2007 in easy steps introduces the Ribbon interface provided by Office 2007 It shows you how to create and manipulate worksheets starting with the basic concepts and then introducing functions and features that allow you to organize and manage vast amounts of information It covers the Excel Table data list structures advanced functions and Excel add ins and shows you how to present your worksheet data in chart formats The book will help you to create macros recorded or via Visual Basic You ll learn how to use templates tools and other resources to help you apply Excel to various tasks You ll link your worksheets to other workbooks and to data sources on the Internet to get automatic updates Written concisely yet comprehensively this is an ideal book to help you grasp the essentials of Excel 2007 quickly and easily even if you are new to the spreadsheet concept

Microsoft Office Excel 2007 Toolkit Curtis D. Frye, Reinhold Scheck, 2009 Sharpen your data analysis and presentation skills and increase your impact with this two in one toolkit Master Excel 2007 fundamentals at your own pace with STEP BY STEP Then discover how to create more powerful and compelling charts and really distinguish yourself from the crowd Microsoft Office Excel 2007 Step by Step Teach yourself how to organize analyze and present data with Excel 2007 one step at a time Create formulas calculate values and analyze data Use charts and graphics to present data visually Build PivotTable dynamic views Exchange data between Excel and other Office docs Protect workbooks you share over the Web Create macros to automate repetitive tasks CD includes Skill building practice files Fully searchable eBook Bonus eReferences Create Dynamic Charts with Microsoft Office Excel 2007 and Beyond Maximize the impact of your ideas and data Learn how to turn flat static charts into dynamic solutions where you can visualize and manipulate data countless ways with a simple mouse click See how design decisions affect perception and comprehension Match the right chart type to your communication goal Use a five step approach to visualize and build your solution Apply the science of color Add drop down lists and scroll bars no coding Dynamically highlight and analyze data Unleash your chart making creativity CD includes 150 customizable charts for various business scenarios Fully searchable eBook Bonus content and resources

Excel 2007 Matthew MacDonald, 2006 Microsoft Excel continues to grow in power sophistication and capability but one thing that has changed very little since the early 90s is its user interface The once simple toolbar has been packed with so many features over the years that few users know where to find them all Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use Unfortunately Microsoft s documentation is as scant as ever so even if users can find advanced features they probably won t know what to do with them Excel 2007 The Missing Manual covers the entire gamut of how to build spreadsheets add and format information print reports create charts and

graphics and use basic formulas and functions Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It s a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information *Teach Yourself VISUALLY Excel 2007* Nancy C. Muir,2008-02-11 Are you a visual learner Do you prefer instructions that show you how to do something and skip the long winded explanations If so then this book is for you Open it up and you ll find clear step by step screen shots that show you how to tackle more than 150 Excel 2007 tasks Each task based spread includes easy visual directions for performing necessary operations including Using the Ribbon and galleries Entering data and resizing columns Applying formulas and functions Formatting worksheets Adding clip art and 3D effects Interpreting data with charts Helpful sidebars offer practical tips and tricks Succinct explanations walk you through step by step Full color screen shots demonstrate each task Two page lessons break big topics into bite sized modules **Microsoft SharePoint Foundation 2010 Step by Step** Olga M. Londer, Penelope Coventry,2011-02-15 Experience learning made easy and quickly teach yourself how to use Microsoft SharePoint Foundation to enable effective team collaboration With Step By Step you set the pace building and practicing the skills you need just when you need them Build your own SharePoint site with easy to use templates Create lists and libraries to store information Add discussion boards wikis and blogs Set up Document and Meeting Workspaces for easy collaboration Share calendars contacts and data from Microsoft Office programs Customize your pages with Web Parts Your all in one learning experience includes Files for building skills and practicing the book s lessons Plus other resources on the Web **Microsoft Office Excel 2007 On Demand** Perspection Inc., Steve Johnson,2002-12-07 How to use Create workbooks more efficiently using a new results oriented interface Use data analysis tools and techniques for better decision making Use organizing processing and presenting tools to create data in Excel Integrate data from external sources and add hyperlinks Use conditional formatting to visualize results Add impact to your data with PivotTable and PivotChart reports Create organizational data reporting and publishing solutions Organize information and add impact with clip art SmartArt diagrams tables and charts Use Groove and SharePoint Team Services to collaborate and share documents and information Prepare for the Microsoft Certified Application Specialist MCAS exam Practice your new skills with the useful workshops inside On the Web This book uses real world examples to give you a context in which to use the task This book also includes workshops to help you put together individual tasks into projects The Excel example files that you need for project tasks are available at www.perspection.com Includes MCAS Exam Objectives This courseware meets the objectives for the Microsoft Certified Application Specialist MCAS Upon completion of this courseware you may be prepared to take the exam for MCAS qualification To learn more about becoming a Microsoft Certified Application Specialist visit www.microsoft.com *Office 2007 In Simple Steps* Kogent Solutions Inc.,2008 This is a book that helps you learn Office 2007 the contemporary offering

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