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Excel 2007 A Beginners Guide

*The IF functions
are some of the most
powerful functions
in Excel. A basic IF
function lets you
build a simple*

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decision tree so that you have one outcome under one set of circumstances and another outcome if those circumstances aren't met. You can then nest IF functions to make a multi-level decision tree that covers as

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many different scenarios as you want. (Or close to it.) Then there are the COUNTIFS, SUMIFS, and AVERAGEIFS functions that let you count, sum, or average a list of values, but only when your specified

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conditions are met.

Want to know how many customers you have in Nevada who bought widgets and spent over \$50? You can do that. Want to know how much you sold to those customers? You can do that, too. And want to know what

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each one spent on average? Yep, that too. So what are you waiting for? Learn the power of the IF functions today. The Easy Excel Essentials series of titles are meant to cover one specific topic of interest to users who know the

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*basics of how to
navigate Excel but
want to increase
their knowledge in
that one particular
area. If you want to
increase your Excel
knowledge in a
more general way,
see the Excel
Essentials series
which consists of*

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*Excel for
Beginners,
Intermediate Excel,
and 50 Useful Excel
Functions. In that
series, the IF
functions are
covered in 50 Useful
Excel Functions.
Harness the power
of Excel to discover
what your numbers*

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*are hiding Excel
Data Analysis For
Dummies, 2nd
Edition is the
ultimate guide to
getting the most out
of your data.*

*Veteran Dummies
author Stephen L.
Nelson guides you
through the basic
and not-so-basic*

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features of Excel to help you discover the gems hidden in your rough data. From input, to analysis, to visualization, the book walks you through the steps that lead to superior data analysis. Excel is the number-one

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spreadsheet

*application, with
ever-expanding
capabilities. If
you're only using it
to balance the
books, you're
missing out on a
host of functions
that can benefit
your business or
personal finances by*

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*uncovering trends
and other important
information hidden
within the numbers.
Excel Data Analysis
For Dummies, 2nd
Edition eliminates
the need for
advanced statistics
or analysis courses
by allowing you to
harness the full*

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*power of Excel to do
the heavy lifting for
you. This 2nd
Edition is fully
updated to include
information about
Excel's latest
features, making it a
your go-to Excel
guide for data
analysis. Topics
include: Working*

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with external

databases

PivotTables and

PivotCharts Using

Excel for statistical

and financial

functions Solver,

Small Business

Finance Manager,

and more The book

also includes a

guide to chart types

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*and formatting, and
advice on effective
visual data*

*presentation. You
already have the
data, so you might
as well get
something great out
of it. Excel Data
Analysis For*

Dummies, 2nd

Edition is the key to

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*discovering what
your numbers are
hiding.*

*What can practice
management
systems software do
for a law practice?
With the right
system in place, a
law firms and staff
will have the ability
to automatically*

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*route items, tasks,
documents, and
events to certain
people based on
their role in the case
or matter, as well as
manage deadlines,
improve
responsiveness to
clients, reduce
malpractice
insurance rates, and*

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boost overall

*productivity. The
challenge is to find
a program that best
serves the needs of
the firm.*

*Microsoft Office
Excel 2007 a
Beginner's Guide A
Training Book for
Microsoft Excel
2007 AuthorHouse*

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***John Walkenbach
comments on the
new Excel: "I've
been using Excel
for over 15 years,
and Excel 2007 is by
far the most
significant upgrade
ever. For starters,
we've got a new user
interface, new open
file formats, a larger***

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*worksheet grid,
better use of
memory and CPUs,
new functions, and
more templates. Dig
a bit deeper and
you'll find
worksheet tables,
100 levels of undo,
easier formula
construction, better-
looking charts,*

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unlimited color

choices, SmartArt, a

handy page layout

view, new

conditional

formatting options,

new collaboration

features, a very

useful compatibility

checker, workbook

themes—and even

'skins' so you can

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*change the look of
the entire
program." John
Walkenbach's
Favorite Excel 2007
Tips & Tricks
consists of a series
of non-trivial tips
and tricks that cover
all aspects of Excel.
Tips are improved
ways of maximizing*

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*the power of Excel
to create robust
applications. Tricks
are shortcuts that
will speed up
application
development with
Excel. John's
favorites include
tips and tricks on
dealing with
function arguments,*

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creating

*"impossible" charts,
pivot tables, taming
the new Ribbon,
why use a
UserForm, how to
create add-ins in
Excel 2007,
absolute vs. relative
references,
changing data entry
orientation,*

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*overcoming the
7-level nesting limit,
dynamic chart data,
sorting on more
than three columns,
entering fake data
for testing purposes,
custom functions,
and much more.*

*Excel 2007 on Your
Side
Charts*

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***Teach Yourself
Excel 2007
Excel VBA: A
Beginners' Guide
A Training Book for
Microsoft Word
2007***

Microsoft Word is one of the most used applications in the Microsoft Office suite. This handy reference

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includes clear explanations, legal-specific descriptions, and time-saving tips for getting the most out of Microsoft Word and customizing it for the needs of today's legal professional. Focusing on the tools and features that are essential for lawyers in their practice, this book

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explains the key components to help make lawyers more effective, more efficient, and more successful.

Written in a question-and-answer format, this lowest-level beginner book covers the extreme basics of using spreadsheets in Excel. Instead of

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delving into advanced topics that scare most Excel novices away, the guide starts at a much more basic level, quickly providing a passable knowledge of the program and allowing users to overcome their fears and frustrations. It answers hundreds of common questions,

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including Can I delete data from a spreadsheet without changing the formatting? How can I merge two cells, columns, or rows? How do I use text-wrapping? How do I create custom functions? and What is a Macro and how do I go about creating it? Intended for the

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roughly 40 percent
Excel users who have
never even entered a
formula, this book will
demystify the problems
and confusion that
prevent them from
using the program to its
potential.

Teaches how to create
spreadsheets and charts
without getting bogged
down in details.

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Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a

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resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Designed as a hands-on manual for beginners as well as longtime spreadsheet users, the reader will

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learn how to build spreadsheets from scratch, use them to analyze issues, and to create graphics presentation. Key lessons include Spreadsheets 101: how to get started for beginners; Advanced Spreadsheets: how to use formulas to calculate values for

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settlement offers, and damages, business deals; Simple Graphics and Charts: how to make sophisticated charts for the court or to impress your clients; and sorting and filtering data and more. Microsoft Office Excel 2007 for Windows Creating Spreadsheets and Charts in

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Microsoft Office Excel
2007 for Windows
The IF Functions
Microsoft Office 2007
Build It. Fix It. Own It
*Timothy and Linda
O'Leary and the
Computer Information
Technology Team at
McGraw-Hill Higher
Education offer your
students a fully
integrated learning*

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program with time-tested quality and reliability. It's theme of "Making Office Relevant" helps students understand why they need this course and these skills. Student success is assured through clear step-by-step instruction, plentiful screen captures and conceptual explanations. Each Lab,

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designed to be covered in 1 hour of class time, combines conceptual coverage with detailed software-specific instructions. Each Lab opens with a running case.

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ultimate beginner's***

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guide to building and fixing your own PC. With a friendly, knowledgeable tone, this book shows the beginning PC builder everything he or she needs to know to build a computer or upgrade an existing one. We step you through the parts that lurk inside a PC, from the motherboard and power supply to the

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CPU, memory, hard drive, video card, sound card, and networking hardware. In each case, you will learn how the hardware works, what it does, what types of hardware are available, and what to look for when buying the hardware. Then we walk you step-by-step through a series of PC building projects. We

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show you how to build five different types of PC: a basic business PC, a home theater PC, a high-performance PC, a killer gaming PC, and a budget PC. And if building a new PC from scratch isn't in your budget, we show you how to resurrect an old PC by swapping out a few key components.

When you have your PC

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built and running, we show you how to set up a wireless network and the BIOS and maintain your new rig. Build It. Fix It. Own It. is the ultimate PC builder's guide, even if you've never ventured inside a PC case before! Author Bio Paul McFedries is one of the industry's most well known and respected technical

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*writers and is a
passionate computer
tinkerer. He is the
author of more than 70
computer books that
have sold more than
three million copies
worldwide. His recent
titles include the Sams
Publishing books
Windows Vista
Unleashed and
Windows Home Server
Unleashed and the Que*

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Microsoft Windows
Vista, Formulas and
Functions with
Microsoft Excel 2007,
Tricks of the Microsoft
Office 2007 Gurus, and
Microsoft Access 2007
Forms, Reports, and
Queries. Paul also is the
proprietor of Word Spy
(www.wordspy.com), a
website devoted to*

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tracking new words and phrases as they enter the English language.

Category Hardware

Covers PC Hardware

User Level

Beginner—Intermediate

Looks at the updates, changes, and

enhancements of the 2007 Microsoft Office system, with

information on Word, Excel, PowerPoint,

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*Publisher, OneNote,
Access, Outlook, and
Groove.*

*Knowing how to print
documents that you've
created in Excel is an
essential skill. Think
how many pieces of
paper have been wasted
over the years because
someone didn't know
how to format an Excel
document for printing.
Or how many people*

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*have had to sit there
and hold a second page
with just one last
column on it up to the
first page to see the row
labels for the data table
they printed. These
mistakes can be avoided
if you just understand
the basics of printing in
Excel. In this guide
you'll learn how to print
a header row or
identifying column on*

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each page, how to scale your document so that you never have one column or one row that prints on an extra page all by itself, how to add page numbers to your documents, and much much more. It's not hard to master and it's well worth learning. So do it today. The Easy Excel Essentials series of titles are meant to

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cover one specific topic of interest to users who know the basics of how to navigate Excel but want to increase their knowledge in that one particular area. If you want to increase your Excel knowledge in a more general way, see the Excel Essentials series which consists of Excel for Beginners, Intermediate Excel, and

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50 Useful Excel Functions. In that series, printing is covered in Excel for Beginners.

Excel is the application used by many industries to develop business plans, create financial reports, produce budget reports, etc. It is a software from the Microsoft Office suite that allows the creation

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of tables, automated calculations, schedules, graphs, and databases. This type of software is called a "spreadsheet." Even if you've never used Excel before, this book will walk you through the basics, and if you've used it before, you'll get even more information. This is a complete guide for those who are just

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*getting started with
Excel and want to
understand all the little
keyboard tricks and
shortcuts. In addition,
the book provides simple
hotkeys and step-by-step
instructions. Don't
waste any more time!
Dive in right away. One
more thing, you also get
free access to a GIFT at
the end of this book
that can help you work*

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workplace? If so, you
are in the right place!
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Applications and
Terminologies, Excel
Formulas and
Functions, Excel Charts
and Charts, Excel
Shortcuts and Tricks,
and many more. The
language for beginners*

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is very simple and the explanations are accompanied by lots of colored images, to make the path fluid and understandable. Even if you've never used Excel before, this book will walk you through the basics, and if you've used it before, you'll get even more information. This is a complete guide for those who are just

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*getting started with
Excel and want to
understand all the little
keyboard tricks and
shortcuts. In addition,
the book provides simple
hotkeys and step-by-step
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more thing, you also get
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that can help you work*

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Translator: Johnn

Bryan PUBLISHER:

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Conditional Formatting

A Beginner's Guide to

Building and

Upgrading a PC

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legal tech.

Excel VBA is very
helpful for you to do
your routine task,
create your own
function, reduce the
manual effort and

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increase your productivity. With the help of VBA you can customize and manipulate data present in the excel sheet as you want. This book will be very helpful and comes in handy for the beginners who don't have any programming

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knowledge. The ultimate aim of this book is to turns the reader to think like an Experienced VBA programmer. All the topics in this book are elaborated in simple manner for easy understanding. Each and every topic in this book is covered with detailed illustrations

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followed by output.

What you will learn
in this book 1)

Introduction to Excel

VBA- 2) Declaring

Variables 3) Working
with Ranges 4)

If...Else Statements 5)

Select Case

Statements 6) For

Next Statements 7)

Do Loops 8)

Operators in VBA 9)

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Understanding the
VB Editor 10)
Function Procedures
11) MsgBox and
InputBox Functions
12) String Functions
13) Information
Functions 14)
Working with
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Presents a complete
overview of the latest
version of the

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integrated software package, covering the basic principles and new features of Excel, Word, Outlook, OneNote, and PowerPoint.

Have you ever wanted to flag results in a data table that matched your criteria? Or wanted to see just by glancing

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which result in a list of values was the largest value or the smallest value?

That's what conditional formatting will let you do. Conditional formatting allows you to take a range of cells and highlight those that are above or below a certain

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value. Or to add icons or bars or colored shading to a cell to show which are your largest or smallest values. And you can either let Excel determine where to apply those criteria or you can set your own. Once you learn how to use conditional formatting you will

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see just how powerful it is for analyzing data. So don't hesitate, learn about conditional formatting today. The Easy Excel Essentials series of titles are meant to cover one specific topic of interest to users who know the basics of how to navigate Excel

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but want to increase their knowledge in that one particular area. If you want to increase your Excel knowledge in a more general way, see the Excel Essentials series which consists of Excel for Beginners, Intermediate Excel, and 50 Useful Excel

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Functions. In that series, conditional formatting is covered in Intermediate Excel.

Moving to Excel 2007 is not a routine upgrade. Microsoft's radical redesign of the application's user interface has led to confusion among many who people who

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Excel tools quickly. It's packed with information to guide beginners through the basics of creating spreadsheets and entering data, while providing advanced users with information on formulas, pivot tables, and more. Inside, you'll find: A visual

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guide to the new "Ribbon" interface that helps users find familiar tools A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately Quick answers about how to perform specific tasks

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in Excel, such as
working with files,
editing data,
formatting,
summarizing and
displaying data
Convenient
techniques for
connecting data
across worksheets
and projects Help for
moving from the
basics of spreadsheet

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construction to more advanced features
This edition also includes an extensive reference on commonly used formulas, which reveal at a glance the many possibilities
Excel 2007 provides for easy calculation.
Tasks in the book are presented as answers

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to "How do I..."

questions -- such as "How do I change the formatting of part of a cell's contents?" -- followed by concise instructions for performing the task. You'll learn ways to customize Excel to fit your needs, and how to share workbooks and collaborate with

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others. And much more. Don't let Excel 2007 baffle you. Pick up this convenient pocket guide and learn to navigate this redesigned application with ease. Office 2013 All-In-One Absolute Beginner's Guide

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decisions...visua
lize data so

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understands

it...share and

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the web,

tablets,

anywhere! Even

if you've never

used Excel

before, you'll

learn how to do

what you want,

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everything you
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and format
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formulas and
use functions
effectively
Enter data more
rapidly,
easily,
consistently,

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and accurately
Master powerful
ways to sort,
filter,
consolidate, or
group data
Visualize
information
through great
charts,
PivotTables,
and Sparklines
Illustrate

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couple of years

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ago. It seemed that almost all of my students were generally saying the same thing: I bought a book on how to use this program but I just don't understand what is in the book. I thing you

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have to be a computer nerd to understand this stuff. Microsoft Office Word 2007 is a very powerful word processor program, but it doesn't have to be complicated or hard to use.

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I decided to write an easy to understand book on how to use the Microsoft Office Word 2007. This book has easy to follow step by step directions on how to use word 2007.

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Reference for
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covers all

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important

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manner Visual

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2007 Index

Pivot Tables

are one of the most powerful tools in Excel. They allow you to easily take a large amount of data and summarize or analyze that data in mere

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moments. If you don't know how to use Pivot Tables yet, you need to learn them. And this guide will walk you through them step-by-step in an easy, clear, straight-forward manner. The

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meant to cover
one specific
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that series,
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are covered in
Intermediate
Excel.

It's not enough
to enter

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information
into Excel. If
you really want
to work
effectively
with your data,
you need to
format it. That
could mean
anything from
adding borders
so that your
document looks

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good when it prints to adding fill color in the header row of a table to simply formatting your numbers as currency or percentages. So if you're ready to learn how to format the data

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Excel, then
this is the
guide for you.
It'll show you
how to do all
of that and
more with
clear, easy to
follow
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meant to cover
one specific
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users who know
the basics of
how to navigate
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to increase
their knowledge
in that one

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Excel, and 50
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that series,
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ne

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with Knowledge
Tools

*Quickly teach
yourself how to
automate tasks and
create custom
spreadsheet
solutions with Excel
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With Step By Step,
you set the
pace—building and
practicing the skills
you need, just when
you need them!
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automate repetitive
tasks Automatically
format charts,
shapes, and text
Manipulate tables
and other*

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*objects—even build
PivotTable reports
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This practical guide teaches you how to get the most out of Microsoft® Excel 2007. After a description of the new environment, which has been

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improved from the previous versions, and learning how to manage files, templates and datasheets, you will quickly become familiar with entering and editing data (numbers, dates, calculation formulas, data series). You will then learn how to use the

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tools for formatting data (fonts, colours, borders, AutoFormats, styles, etc), create outlines, use worksheet auditing, and print your tables replete with various graphics and charts. The guide also explains the different ways you can use Excel to create tables and

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*pivot charts by using
datasheets. As a
portion of this guide
focuses on working
with multiple users,
it includes all you
need to know about
sharing and
protecting your data.
The latter chapters
discuss techniques
for improving data
entry (creating
custom data series or*

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drop-down lists), and how to insert hyperlinks, import and export data, use macro commands, and create Web pages.

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is in the book. I
think you have to
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