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Excel 2007 Quick
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**Excel 2007
Quick
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Guide 54
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**Packed with
information, the
"Excel Pocket**

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**Guide" is a
compact
reference that
covers such
basics as creating
workbooks,
entering data,
printing, cell
formatting, and
spell checking.
Excel 2007:
Beyond the
Manual is written**

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**for the
experienced Excel
user who wants to
learn version
2007 quickly and
efficiently.**

**Features new to
Excel 2007 are
emphasized, as
are complex
features that,
though available
in earlier versions**

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of Excel, were not readily accessible. The book uses practical examples to illustrate advanced features. The narrative is fast-paced, concise, and respectful of the reader's

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**familiarity with
earlier versions of
the program.**

**A Quick
Reference Guide
to Microsoft
Excel. Includes
tips, tricks and
shortcuts. Easy to
follow steps
written in non-
technical terms.
Many computer**

**manuals are TMI
(Too Much Info).**

**The steps in this
guide are brief
and "to the
point." Using
Microsoft Excel
2007 is the desk
reference every
user needs to
become proficient
in the new
version of Excel.**

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The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and

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**hands-on
examples, Excel
2013: The
Missing Manual
shows you how to
master Excel so
you can easily
track, analyze,
and chart your
data. You'll be
using new
features like
PowerPivot and**

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Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover

**the clearest way
to present your
data using Excel's
new Quick
Analysis feature.
Broaden your
analysis. Use
pivot tables,
slicers, and
timelines to
examine your
data from
different**

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new Excel Web
App. Share your
worksheets. Store
Excel files on
SkyDrive and
collaborate with
colleagues on
Facebook,
Twitter, and
LinkedIn. Master
the new data
model. Use**

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**PowerPivot to
work with
millions of rows
of data. Make
calculations.
Review financial
data, use math
and scientific
formulas, and
perform
statistical
analyses.
Excel Hacks**

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**What's New in
Microsoft Office
2013 (from 2007)
Quick Reference
Guide
Excel 2007
Charts**

**First Look 2007
Microsoft Office
System**

*Completely updated
guide for scientists,*

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engineers and students who want to use Microsoft Excel 2007 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet,

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has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to

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*more complicated
areas such as
formulae, charts,
curve-fitting, equation
solving, integration,
macros, statistical
functions, and
presenting
quantitative data.*

*Content written
specifically for the
requirements of
science and*

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*engineering students
and professionals*

*54 Page Ebook
working with
Microsoft Excel,
brought fully up to
date with the new
Microsoft Office
release of Excel 2007.
Features of Excel
2007 are illustrated
through a wide variety
of examples based in
technical contexts,*

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*demonstrating the use
of the program for
analysis and
presentation of
experimental results.
Updated with new
examples, problem
sets, and applications.
Laminated quick
reference guide
showing instructions
for the new and
changed features of*

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*Microsoft Office 2010
for Word, Excel, and
PowerPoint for users
upgrading from Office
2007. Also includes a
command reference,
showing Office 2007
commands and their
Office 2010
equivalents. The
following topics are
covered: Office:
Customizing the*

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*Ribbon, Backstage
View (The File Menu),
Protected View,
Recovering Unsaved
Versions, Pasting with
Live Preview,
Inserting a
Screenshot, Saving to
Sharepoint or
Windows Live
SkyDrive, Work
Anywhere (Office Web
Apps), Co-authoring*

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*Removing a Picture's
Background,
Cropping a Picture,
Other New or
Changed Picture
Features, Other New
or Changed Features,
Features No Longer
Available. Word:
Navigating and
Reorganizing Using
Headings, Searching*
Page 22/193

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*Using the Navigation
Pane, Other New or
Changed Features,
Features No Longer
Available. Excel:
Renamed Functions,
Filtering Pivot Tables
and Charts with
Slicers, Inserting a
Chart in a Cell
(Sparklines), Filter
Improvements,
Conditional*

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*Formatting Changes,
Other New or
Changed Features.*

PowerPoint:

*Organizing Slides
with Sections, Using
the Animation Painter,
Video Improvements,
Linking to a Web
Video, Syncing
Animation/Text
Overlays with
Audio/Video, Creating*

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*a Video File,
Broadcasting Using
the Internet,
Merging/Comparing
Presentations, Other
New or Changed
Features, Features No
Longer Available.*

*Also included is a
command reference
showing the Office
2007 command and
the 2010 equivalent.*

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*This guide is suitable
as a training handout,
or simply an easy to
use reference guide,
for any type of user.*

*Laminated quick
reference guide
specializing in
keyboard shortcuts for
Microsoft Office 2010
and 2007 products
Word, Excel, and
PowerPoint. This*

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reference guide for
any type of user.*

*Shortcuts for the
following topics:*

*Word - Text Selection
Shortcuts, Movement
Shortcuts, Special
Characters, Switching
Views, Formatting
Shortcuts, Deleting*

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*Words, and Other
Shortcuts. Excel -
Selection Shortcuts,
Movement Shortcuts,
Formatting Shortcuts,
Date & Time
Shortcuts, Copying
Shortcuts, Formula
Shortcuts, Print
Preview Shortcuts,
Special Characters,
and Other Shortcuts.*

PowerPoint - Slide

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*Show Shortcuts,
Media Shortcuts,
Rehearsing Shortcuts,
Outline View
Shortcuts, and Other
Shortcuts. Common
Shortcuts for Word,
Excel and
PowerPoint. Also
includes instructions
for customizing the
Quick Access Toolbar
and the Status Bar.*

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*This book constitutes
the refereed
proceedings of the
International
Conference,
VISIGRAPP 2010, the
Joint Conference on
Computer Vision
Theory and
Applications
(VISAPP), on Imaging
Theory and
Applications*

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*(IMAGAPP), and on
Computer Graphics*

*Theory and
Applications*

*(GRAPP), held in
Angers, France, in*

*May 2010. The 19
revised full papers*

*presented together
with two invited*

*papers were carefully
reviewed and selected.*

The papers are

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*organized in topical
sections on computer
vision theory and
applications; imaging
theory and
applications;
computer graphics
theory and
applications; and
information
visualization theory
and applications.*

*(Cheat Sheet of New
Page 32/193*

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*Features and
Instructions -*

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*Excel 2010: The
Missing Manual*

*Microsoft Office Word
2007 Step by Step*

*Excel 2013: The
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*A Quick Reference to
Common Tasks*

4-page laminated
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showing instructions for the new and changed features of Microsoft Office 2007 for Word, Excel, and PowerPoint. Also includes a command reference for each product, showing Office 2003 commands and their 2007 equivalents. Topics include: Office: The Ribbon;

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The Office Button;
The Quick Access
Toolbar; Status Bar;
Mini Toolbar; Using
Themes to Format a
Document; SmartArt;
Shape Styles;
Showing the
Developer Tab;
Saving as PDF;
Emailing a PDF;
Compatibility with
Previous Versions;
New File Formats;

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Features No Longer
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Spacing between
Paragraphs; Showing
the Ruler; Contextual
Spelling; Creating
and Using Quick
Styles; Displaying the
Styles Pane; Using
the Apply Styles
Window; The Style
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Quick Part Building
Block; Inserting a
Quick Part; Using
Cover Page Building
Blocks; Adding a
Watermark Building
Block; The Reviewing
Pane; Tracking
Moved Text;
Improved Compare
and Combine;
Features No Longer
Available; New Word
File Types. Excel:

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Limit Changes;
Resizing the Formula
Bar; Formula
AutoComplete;
Improvements to
Named Ranges;
Inserting a Sheet;
Page Layout View;
Showing Invalid Data;
Changes to Excel
Tables (Lists);
Enhanced Filtering;
Structured
References in Excel

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Tables; New
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Formatting;
Conditional
Formatting Rules
Manager; Sorting by
Icon, Cell Color, or
Font Color; Changes
to PivotTables; New
Excel File Types.
PowerPoint: The
Selection and
Visibility Pane;
Converting to

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SmartArt; Adding
Placeholders to a
Slide Master;
Resetting
Placeholders; Adding
a Customized Layout;
Converting a Shape
to Freeform;
Improvements to
Gradients;
Background Styles;
New or Changed Text
Features: Text
Wrapping, Text

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Direction, Columns, Selecting Separate Areas of Text, Indents & Tabs by Paragraph, and more; New PowerPoint File Types; Features No Longer Available. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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made easy—and
quickly teach yourself
how to create
impressive
documents with Word
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Step, you set the
pace—building and
practicing the skills
you need, just when
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Apply styles and
themes to your

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eBook—plus more 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.

This book is a single reference that's indispensable for Excel beginners,

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intermediate users,
power users, and
would-be power users
everywhere Fully
updated for the new
release, this latest
edition provides
comprehensive, soup-
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pages of Excel tips,
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else John

Walkenbach, aka "Mr. Spreadsheet," is one of the world's leading authorities on Excel. Thoroughly updated to cover the revamped Excel interface, new file formats, enhanced interactivity with other Office applications, and upgraded

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One look at Excel

2007, with its new

Office Button, Quick

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Access toolbar, and Ribbon, and you realize you're not in Kansas anymore. Well, have no fear—Excel 2007 for Dummies is here! If you've never worked with a computer spreadsheet, or if you've had some experience with earlier versions of Excel but need help

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transitioning, here
you'll find everything
you need to create,
edit, format, and
print your own
worksheets (without
sacrificing your
sanity!). Excel 2007
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all the fundamental
techniques,
concentrating on only
the easiest, most
user-friendly ways to

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get things done.
You'll discover how
to: Rearrange, delete
and insert new
information Keep
track of and organize
data in a single
worksheet Transfer
data between the
sheets of different
workbooks Create a
chart using the data
in a worksheet Add
hyperlinks and

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more! Plus, in
keeping with Excel
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to the sections that
answer your specific
questions, the simple
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Microsoft Office Excel
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Angers, France, May
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Selected Papers

Topics include:

Shortcuts: Word -

Text Selection

Shortcuts,

Movement

Shortcuts, Special

Characters,

Switching Views,

Formatting

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Shortcuts, Deleting
Words, and Other
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Selection Shortcuts,
Movement
Shortcuts,
Formatting
Shortcuts, Date &
Time Shortcuts,
Copying Shortcuts,
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Characters, and
Other Shortcuts.
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Rehearsing
Shortcuts, Outline
View Shortcuts, and
Other Shortcuts.
Common Shortcuts
for Word, Excel and
PowerPoint. Also

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includes instructions
for customizing the
Quick Access
Toolbar and the
Status Bar.

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step instructions and
shortcuts for how to
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The Quick Access
Toolbar, Using the

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Status Bar, File
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Compatibility with
Previous Versions,
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Mini Toolbar, Using
Themes to Format a
Document, Adding
SmartArt, Using
Shape Styles, The
Research Task Pane,
Smart Tags,

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Embedding an
Object from
Another, Office File,
Linking to an Office
Object, Hyperlinking
Between Office
Files, Showing the
Developer Tab,
Inserting and
Deleting Comments,
Removing Personal
Information,

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

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tables, and more.

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users find familiar
tools A section
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beginners enough
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as working with
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moving from the
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includes an
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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 to "How do I..." questions -- such as "How do I change the

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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 others. And much

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Excel 2007 baffle
you. Pick up this
convenient pocket
guide and learn to
navigate this
redesigned
application with
ease.

Excel, the world's
most popular
spreadsheet

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program, has the
muscle to analyze
heaps of data.

Beyond basic
number-crunching,
Excel 2010 has
many impressive
features that are hard
to find, much less
master -- especially
from online help
pages. This Missing

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everything works
with a unique and
witty style to help
you learn quickly.
Navigate with ease.
Master Excel's
tabbed toolbar and
its new backstage
view Perform a
variety of

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calculations. Write formulas for rounding numbers, calculating mortgage payments, and more Organize your data. Search, sort, and filter huge amounts of information Illustrate trends. Bring your data to life with charts and

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graphics -- including
miniature charts
called Sparklines
Examine your data.
Summarize
information and find
hidden patterns with
pivot tables and
slicers Share your
spreadsheets. Use
the Excel Web App
to collaborate with

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Rescue lost data.

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spreadsheets you
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Streamlining Your
Spreadsheets
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2007 Charts and Lists
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step
instructions and

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shortcuts for
how to use
advanced
features of
Microsoft Office
PowerPoint
2007. The
following topics
are covered:
Reusing Slides
from Other,
Presentations,

Adding
Placeholders to
a Slide Master,
Adding a
Customized
Layout,
Switching from
Color to Black &
White, Making
Changes to a
Template, Using
a Theme from

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Another Office
Document,
Inserting
Tables,
WordArt, The
Selection and
Visibility Pane,
Ungrouping Clip
Art, Recoloring
Pictures,
Placing an Excel
Object on the

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Slide, Editing an
Excel Object
Hiding/Showing
Slides, Creating
a Button to
Jump to Another
Slide or File
During a Slide
Show, Adding
Custom
Animations,
Modifying

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Previewing the
Effect,
Annotations
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Show, Self
Running
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Setting Timings,
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Presentations
on a CD. This
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as a training

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simply an easy
to use reference
guide, for any
type of user.

This guide is
one of two titles
available for
PowerPoint
2007:
PowerPoint
2007

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See topics
below. Shortcuts
for the following
topics: Word:
Text Selection
Shortcuts;
Movement
Shortcuts;
Special
Characters;
Switching

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Formatting

Shortcuts;

Deleting Words
and Other Short
cuts.PowerPoint

: Slide Show

Shortcuts;

Media

Shortcuts;

Rehearsing

Shortcuts;

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Movement
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by-step
instructions for
such tasks as

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formulas,
performing
calculations,
sorting and
filtering data,
and creating
charts.

Looks at the
updates,
changes, and
enhancements

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Microsoft Office
system, with
information on
Word, Excel,
PowerPoint,
Publisher,
OneNote,
Access, Outlook,
and Groove.
Microsoft
PowerPoint

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**simply an easy to use
reference guide, for
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Topics include:

**Office: The Start
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the Ribbon;
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**Open Windows; New
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Features: Cropping a
Picture; Integration
with Online Services:
Switching Online
Accounts, Adding a
Service Such as
Flickr, YouTube,
SkyDrive, Office 365
SharePoint; Inviting
People to
Collaborate; Using**

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Apps for Office;
Recovering Unsaved
Versions; Other New
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Features. Word:
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Rows/Columns;
Navigate and
Organize Using
Headings; Search
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**Pane; Using the
Border Painter;
Tracking Changes:
Locking Track
Changes On;
Marking Comments
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or Changed
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**PowerPoint: Zoom
and Pan While
Presenting; Jumping
to a Slide While**

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**Presenting; Smart
Guides and Fixed
Guides;
Merging/Comparing
Presentations;
Organizing Slides
with Sections;
Changes to
Animations; Video
Improvements:
Linking to a Web
Video, Syncing
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**Overlays With
Audio/Video, Fading
In/Out and
Trimming
Audio/Video, Create
a Video File of a
Presentation; Other
New or Changed
Features; Features
No Longer Available.
Word &
PowerPoint:
Presenting Online;**

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**Communicating with
a Commenter;**

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Excel Windows;

Using Flash Fill;

Using Quick

Analysis; Inserting a

Chart in a Cell

(Sparklines);

Filtering with

Slicers; New

Functions; Using

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Chart

**Recommendations;
Combining Chart
Types; Changes to
Chart Data Labels;
PivotTable and
PivotChart Changes:
Adding a Timeline,
Using a Timeline,
Creating a
PivotChart with or
without a
PivotTable; Other**

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**New or Changed
Features; Features
No Longer Available.**

**For each product
there is a command
reference showing
changed Office 2007
commands and their
2013 equivalent.**

**Excel, the top
number-crunching
tool, now offers a
vastly improved**

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charting function to help you give those numbers dimension and relativity. John Walkenbach, a.k.a. Mr. Spreadsheet, clearly explains all these charting features and shows you how to choose the right chart for your needs. You'll learn to modify data

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**within the chart, deal
with missing data,
format your chart,
use trend lines,
construct
“impossible” charts,
create charts from
pivot tables, dress
them up with
graphics, and more.**

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**materials are not
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**This 6 page, tri-fold,
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invaluable resource
for anyone who uses
Excel 2007! In a
clear, user-friendly
format, it provides
step-by-step
instructions, short
cuts, and tips on how**

to execute the basic commands of the software. Topics include: using the ribbon, customizing the Quick Access toolbar, and creating, opening and saving a workbook. This guide also covers inserting, renaming, moving, copying, and

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**deleting a worksheet,
as well as creating
headers and footers,
color coding
worksheet tabs,
selecting rows and
columns, and
inserting rows and
columns. It covers
selecting, inserting,
and formatting cells,
working with cells
borders, and merged**

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cells. The guide also includes instructions for entering and working with data, creating a formula, inserting a function, using formula auditing tools, and using the Watch Window. This guide also covers how to change the view, zoom, split panes,

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**freeze a row or
column, as well as
various methods of
output such as
printing and e-
mailing a workbook,
and much more! An
excellent
instructional tool for
the user new to Excel
2007, it also serves as
a handy reference
for the more**

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experienced user.

TRB's Airport

Cooperative

Research Program

(ACRP) Report 25,

Airport Passenger

Terminal Planning

and Design

comprises a

guidebook,

spreadsheet models,

and a user's guide in

two volumes and a

CD-ROM intended to provide guidance in planning and developing airport passenger terminals and to assist users in analyzing common issues related to airport terminal planning and design. Volume 1 of ACRP Report 25 explores the passenger

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**terminal planning
process and
provides, in a single
reference document,
the important
criteria and
requirements needed
to help address
emerging trends and
develop potential
solutions for airport
passenger terminals.
Volume 1 addresses**

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the airside, terminal building, and landside components of the terminal complex. Volume 2 of ACRP Report 25 consists of a CD-ROM containing 11 spreadsheet models, which include practical learning exercises and several airport-specific

sample data sets to assist users in determining appropriate model inputs for their situations, and a user's guide to assist the user in the correct use of each model. The models on the CD-ROM include such aspects of terminal planning

**as design hour
determination, gate
demand, check-in
and passenger and
baggage screening,
which require
complex analyses to
support planning
decisions. The CD-
ROM is also
available for
download from
TRB's website as an**

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Microsoft Excel 2007

Quick Source Guide

Beyond the Manual

What's New in

Microsoft Office

2010 (from 2007)

Quick Reference

Guide (Cheat Sheet

of New Features and

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From Novice to

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**Professional
Office 2007 Common
Features Quick
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shortcuts for how to
use advanced

features and macros
in Microsoft Office
Excel 2007. The
following topics are
covered: Range
Names - Naming a
Range, Creating
Several Names at
Once, Limiting the
Scope of a Named

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Range, Selecting a
Named Range,
Using a Range
Name in a Formula,
Managing Named
Ranges, Structured
References for Excel
Tables; Mixed
Reference; More
Functions; Goal
Seek; Saving Views;
Defining Scenarios;

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Hiding Columns,
Rows, or Sheets;
Data Consolidation;
Restricting Cell
Entry with Data
Validation;
Highlighting Invalid
Data; Conditional
Formatting;
Conditional
Formatting Rules
Manager; Protecting/

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Unprotecting
Worksheets;
Password Protecting
Specific Cells.

Macros: Showing
the Developer Tab;

Recording &

Running a Macro;

Naming a Macro;

Relative vs.

Absolute Recording;

Documenting

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Macro to the Quick
Access Toolbar;
Automatic Macro
Execution; Creating
a Macro without
Recording; Calling
another Macro,
Setting Macro
Security; Getting
Help on Visual
Basic; Creating a

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This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

This guide is one of several titles available for Excel 2007: Excel 2007 Introduction, Excel

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Tables, Excel 2007
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Millions of users
create and share
Excel spreadsheets
every day, but few
go deeply enough to
learn the techniques
that will make their
work much easier.

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There are many
ways to take
advantage of Excel's
advanced
capabilities without
spending hours on
advanced study.

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provides more than
130 hacks -- clever
tools, tips and
techniques -- that

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will leapfrog your
work beyond the
ordinary. Now
expanded to include
Excel 2007, this
resourceful, roll-up-
your-sleeves guide
gives you little
known "backdoor"
tricks for several
Excel versions using
different platforms

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and external applications. Think of this book as a toolbox. When a need arises or a problem occurs, you can simply use the right tool for the job. Hacks are grouped into chapters so you can find what you need quickly,

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including ways to:

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frustration -- manage

how users interact

with worksheets,

find and highlight

information, and

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corruption. Analyze

and manage data --

extend and automate

these features, moving beyond the limited tasks they were designed to perform. Hack names -- learn not only how to name cells and ranges, but also how to create names that adapt to the data in your spreadsheet. Get the

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most out of

PivotTables -- avoid
the problems that
make them

frustrating and learn
how to extend them.

Create customized
charts -- tweak and
combine Excel's
built-in charting
capabilities. Hack
formulas and

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functions -- subjects range from moving formulas around to dealing with datatype issues to improving recalculation time. Make the most of macros -- including ways to manage them and use them to extend other

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enhanced

capabilities of
Microsoft Office
2007 to combine
Excel with Word,
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procedures and
scripts to learn more
about Excel.

However you use it,
Excel Hacks will
help you increase
productivity and
give you hours of
"hacking" enjoyment
along the way.

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showing step-by-step instructions and shortcuts for how to use Microsoft Office Excel 2007. The following topics are covered: Creating Workbooks, Entering and Editing Data, Clearing Cells, Undo and Redo, Inserting and

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Columns and Cells,
Column Width and
Row Height,
Entering Dates,
Entering Sequences,
Entering Formulas &
Functions, Using
AutoSum, Absolute
vs. Relative Cell
References, Resizing
the Formula Bar,

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Formatting Numbers
and Cells, Aligning
Cell Contents,
Borders and Grids,
Previewing, Printing
and Page Setup,
Repeating
Rows/Columns on
Every Page,
Copying and
Moving Data: Fill
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Paste; Drag & Drop.

Sheet Features:

Renaming, Moving,

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Worksheets

Simultaneously, and

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Multiple

Worksheets. Also

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includes: Lists of
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Selection and

Movement

Shortcuts. This

guide is suitable as a
training handout, or

simply an easy to

use reference guide,

for any type of user.

Microsoft Excel

2007 Introduction

Quick Reference

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Dummies

Excel 2007

Microsoft Office

2007, Windows

Vista, Outlook 2007,

Word 2007, Excel

2007, PowerPoint

2007, and Internet

Explorer 7

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Formulas
Beginning

PivotTables in Excel
2007

*Using a PivotTable
in Microsoft Office
Excel 2007 is a
quick and exciting
way to slice and
dice a large
amount of data.*

This book explains

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what PivotTables are, how you can benefit from using them, how to create them and modify them, and how to use their enhanced features. It is for experienced Excel users who want to learn how to use

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*Excel 2007 Pivot
Tables for fast
data analysis. The
author is an
internationally
recognized Excel
authority. Her web
site on Excel,
contextures.com,
has over 175,000
visitors a month.
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showing step-by-
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and shortcuts for
Charts (graphs)
and Table features
of Microsoft Office
Excel 2007. This
card is suitable as
an accompaniment
for Intermediate
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*Charts, Adding,
Removing and*

Formatting:

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Data Series,

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Callouts, Arrows

and Circles, Data

Labels, Adding a

Projection or

Trendline to a

Data Series,

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*Setting the Default
Chart, Creating the
Default Chart with
one Keystroke,
Creating Chart
Templates,
Applying Custom
Chart Types,
Changing Chart
Location (Chart
Object vs. Chart
Sheet). Excel*

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Excel Table vs.
Normal Range,
Changing the
Table Area,
Adding New Rows
or Columns to the
Table, Toggle
Total Row, Table
Selection
Shortcuts, Sorting*

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*a List, Multi-Level
Sorting, Custom
Sort Orders,
Subtotals, Filtering
a Table: AutoFilter
& Advanced
Filters, Creating
Pivot Tables,
Rearranging
PivotTables,
Adding/Removing
PivotTable Fields,*

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PivotTable Field
List, Refreshing a
PivotTable,
Creating a
PivotChart,
Changing the
Summary
Function, Filtering
in a PivotTable,
Sorting in a
PivotTable,*

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or Time. This
guide is suitable
as a training
handout, or simply
an easy to use
reference guide,
for any type of
user.*

*Microsoft Excel
continues to grow
in power,*

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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

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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*

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*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*

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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

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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.

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*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*

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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

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*organizational data
reporting and
publishing
solutions •
Organize
information and
add impact with
clip art, SmartArt
diagrams, tables,
and charts • Use
Groove and
SharePoint Team*

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*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*

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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

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*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
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Specialist (MCAS).*

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*Upon completion
of this courseware,
you may be
prepared to take
the exam for
MCAS
qualification. To
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*Excel 2007 On
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*Computer Vision,
Imaging and
Computer
Graphics. Theory
and Applications
**Focusing on how
computers can
make paralegals
and legal***

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***professionals
more productive
on the job, this
updated Seventh
Edition of the
#1 book on the
market offers
comprehensive
treatment of
computer
concepts,
including
coverage of both
basic software***

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*programs like
Word, Excel, and
PowerPoint, to
more advanced
applications
using AbacusLaw,
CaseMap, Clio,
DiscoverFY,
HotDocs, Tabs3,
TimeMap, and
TrialDirector.
Real-life
examples,
pertinent*

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**tutorials,
ethical
considerations,
and up-to-date
coverage of the
most popular
software used in
all types of
legal
organizations
help students
develop key
knowledge and
skills. Each**

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**topic is
presented in a
clear and
organized manner
and includes
examples of how
the software is
actually used on
the job. The
detailed Hands-
on Exercises
include Basic,
Intermediate,
and Advanced**

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**assignments to
allow for a
variety of skill
levels. These
extensive
exercises allow
students to
apply their
knowledge and
practice using
computers to
complete
realistic legal
work. This**

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***edition reflects
the ever-
changing rules
and decisions
affecting the
legal process
(gathering
evidence,
managing files,
filing with
courts, working
on electronic
copyright
issues,***

presenting exhibits, billing, etc.) and covers the most up-to-date technology available to help paralegals comply to new rules and better handle complex records and files. Important Notice: Media

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within the
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description or
the product text
may not be
available in the
ebook version.
While Excel
remains
ubiquitous in
the business
world, recent***

**Microsoft
feedback forums
are full of
requests to
include Python
as an Excel
scripting
language. In
fact, it's the
top feature
requested. What
makes this
combination so
compelling? In**

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*this hands-on
guide, Felix Zum
stein--creator
of xlwings, a
popular open
source package
for automating
Excel with
Python--shows
experienced
Excel users how
to integrate
these two worlds
efficiently.*

Excel has added quite a few new capabilities over the past couple of years, but its automation language, VBA, stopped evolving a long time ago. Many Excel power users have already adopted Python for daily

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automation

tasks. This

guide gets you

started. Use

Python without

extensive

programming

knowledge Get

started with

modern tools,

including

Jupyter

notebooks and

Visual Studio

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***code Use pandas
to acquire,
clean, and
analyze data and
replace typical
Excel
calculations
Automate tedious
tasks like
consolidation of
Excel workbooks
and production
of Excel reports
Use xlwings to***

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build

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interactive

***Excel tools that
use Python as a
calculation***

***engine Connect
Excel to***

***databases and
CSV files and***

***fetch data from
the internet***

using Python

code Use Python

as a single tool

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*to replace VBA,
Power Query, and
Power Pivot*

*Fast answers to
frequently asked
questions Excel
2007 essentials
at your
fingertips! If
you like your
answers quick
and your
information up-
to-date, look no*

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**further. With
this concise,
superbly
organized
reference,
you'll quickly
find just what
you need to know
about navigating
the new
interface; using
the Ribbon and
Quick Access
toolbar; saving,**

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***protecting, and
recovering***

workbook files;

entering and

editing data;

creating

formulas and

functions, and

much more.

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reference card

showing step-by-

step

instructions and

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***shortcuts for
how to use
Microsoft Office
OneNote 2010.
This guide is
suitable as a
training
handout, or
simply an easy
to use reference
guide, for any
type of user.
The following
topics are***

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covered:

Navigating

Notebooks,

Opening and

Existing

Notebook,

Creating a

Notebook, Saving

in OneNote,

Sections and

Pages, Adding a

Section, Adding

a Page, Deleting

a Section or

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***Page, Moving or
Copying a
Section, Moving
a Page, Renaming
a Section,
Renaming a Page,
Creating Text
Notes, Moving
Text Notes,
Merging Text
Notes, Creating
Tables, Working
With Image-Based
Notes, Screen***

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***Clips, Creating
an Audio or
Video Note,
Unfiled Notes,
Sending to
OneNote, Adding
Tags, Add Tasks
to OneNote,
Searching in
OneNote,
Searching for
Text, Searching
for Tags,
Searching for***

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***Audio and Video
Notes, The
Search Results
Pane, Creating a
Shared Notebook,
Turning
Synchronization
Off, Turning
Synchronization
On/Manual
Synchronization,
Editing and
Reading Shared
Notebooks,***

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Password

Protecting a

Section, Docking

OneNote (Taking

Linked Notes).

Excel Pocket

Guide

Airport

Passenger

Terminal

Planning and

Design:

Spreadsheet

models and

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and Tricks
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