

## <<Excel PivotTables 与 >>

### 图书基本信息

书名：<<Excel PivotTables 与 PivotCharts>>

13位ISBN编号：9780471784890

10位ISBN编号：0471784893

出版时间：2006-12

出版人：John Wiley & Sons Inc

作者：McFedries, Paul

页数：291

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### 内容概要

Welcome to the only guidebook series that takes a visual approach to professional-level computer topics. Open the book and you'll discover step-by-step screen shots that demonstrate over 100 key techniques for creating PivotTables and PivotCharts, including:

- Building a basic PivotTable report
- Pivoting fields to different areas
- Filtering PivotTable data
- Organizing PivotTable data into groups
- Formatting a PivotTable
- Changing the summary calculation
- Creating custom calculations
- Publishing a PivotTable to the Web
- Creating a PivotChart from a PivotTable
- Building a PivotTable from external data

"I was stuck on an Excel problem for two days. Finally I opened one of your books, and there was a macro to accomplish exactly what I needed! You made me look good to the boss." —Rob L. Meerscheidt (The Woodlands, TX)

- High-resolution screen shots demonstrate each task
- Succinct explanations walk you through step by step
- Two-page lessons break big topics into bite-sized modules
- "Apply It" and "Extra" sidebars highlight useful tips

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### 作者简介

Paul McFedries is the president of Logophilia Limited, a technical writing company. While now primarily a writer, Paul has worked as a programmer, consultant, and Web site developer. Paul has written over 40 books that have sold over three million copies worldwide. These books include the Wiley titles Teach Yourself VISUALLY Windows XP, Second Edition, Top 100 Simplified Tips and Tricks for Windows XP, Second Edition, and Teach Yourself VISUALLY Computers, Fourth Edition.

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