<<Microsoft Office Exc>>

<<Microsoft Office Excel 2007   >>

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Product Description   Excel provides an easy-to-use, powerful spreadsheet environment that helps you handle calculations and data more effectively. With Microsoft Office Excel 2007 Step by Step, youll learn all the ins and outs of working with Excel features, including the exciting new interface for this latest version of Office. This information-packed guide provides numbered steps and hands-on examples that show you how to get the most out of Excel. With this book, youll learn how to work with tools to make worksheet entry faster, make your Excel documents more attractive, present information visually with charts, sorting and filtering data, publish documents on the Web, and lots more. The companion CD provides all exercise source files so that you get hands-on with Excel right away.   From the Publisher   Key Book Benefits: -Learn how to use Office Excel 2007 by taking just the lessons you need or by working from cover to cover--you set the pace   -Includes coverage of all the fundamentals, including sorting and filtering information, working with workbooks and PivotTableÂ® views, and using collaboration features.   -Features easy-to-follow lessons and hands-on skill-building exercises.   -Includes a companion CD with practice files and other resources.

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About the Author Features and Conventions using the Book's CD Getting Help The Microsoft Business Certification Program Quick ReferenceWhat's New in Excel2007? Becoming Familiar With the New User Interface Managing Larger Data Collections Using the New Microsoft Office fIL Format Formatting Cells and Worksheets Managing Data tables More Effectively Creating Formulas More Easily by Using Formula AutoComplete Summarizing Data Using New Functions Creating Powerful Conditional FOrmats Creating More Attractive Charts Controlling Printouts More CarefullySetting Up a Workbook Creating Workbooks Modifying Workbooks Modifying Worksheets Customizing the Excel 2007 Program WindowWorking with Data and Data Tables Entering and Revising Data Moving Data Within a Workbook Finding and Replacing Data Correcting and Expanding Upin Worksheet Data Defining a Tableperforming Calculations on Data Naming Groups of Data Creating Formulas to Calculate Values Summarizing Data That Meets Specific Conditions Finding and Correcting Erros in CalculationsChanging Document Appearance Formatting Cells Defining styles Applying Workbook Themes and Table Styles Making Numbers Easier to Read Changing the Appearance of Data Based on its Value Adding images to a Document Focusing on Specific Data Using Filters Limiting Data That Appears on Your Screen Manipulating List Data Defining Valid Sets of Values for Ranges of CellsReordering and Summarizing Data Sorting Data Lists Organizing Data Into Levels Looking Up liformation in a Data List … …Combining Data from Multiple SourcesAnalyzing Alternative Data SetsCreating Dynamic Lists Winth PivotToblesCreating Charts and Graphicsprinting

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