Excel 2007 for Starters: The Missing Manual

By Matthew MacDonald

O'Reilly Media, Inc, USA. Paperback. Book Condition: new. BRAND NEW, Excel 2007 for Starters: The Missing Manual, Matthew MacDonald, Fast-paced and easy to use, this new book teaches you the basics of Excel 2007 so you can start using the program right away. This concise guide shows readers how to work with Excel's most useful features and its completely redesigned interface. With clear explanations, step-by-step instructions, lots of illustrations, and plenty of timesaving advice, "Excel 2007 for Starters: The Missing Manual" will quickly teach you to: build spreadsheets; add and format information; print reports; create charts and graphics; use basic formulas and functions and more. The new Excel is radically different from previous versions. Over the years, Excel has grown in power, sophistication and capability, but its once-simple toolbar has been packed with so many features that not even the pros could find them all. For Excel 2007, Microsoft redesigned the user interface completely, adding a tabbed toolbar that makes every feature easy to locate. Unfortunately, Microsoft's documentation is as scant as ever, so even if you find the features you need, you still may not know what to do with them. But with this book, you can breeze through...

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