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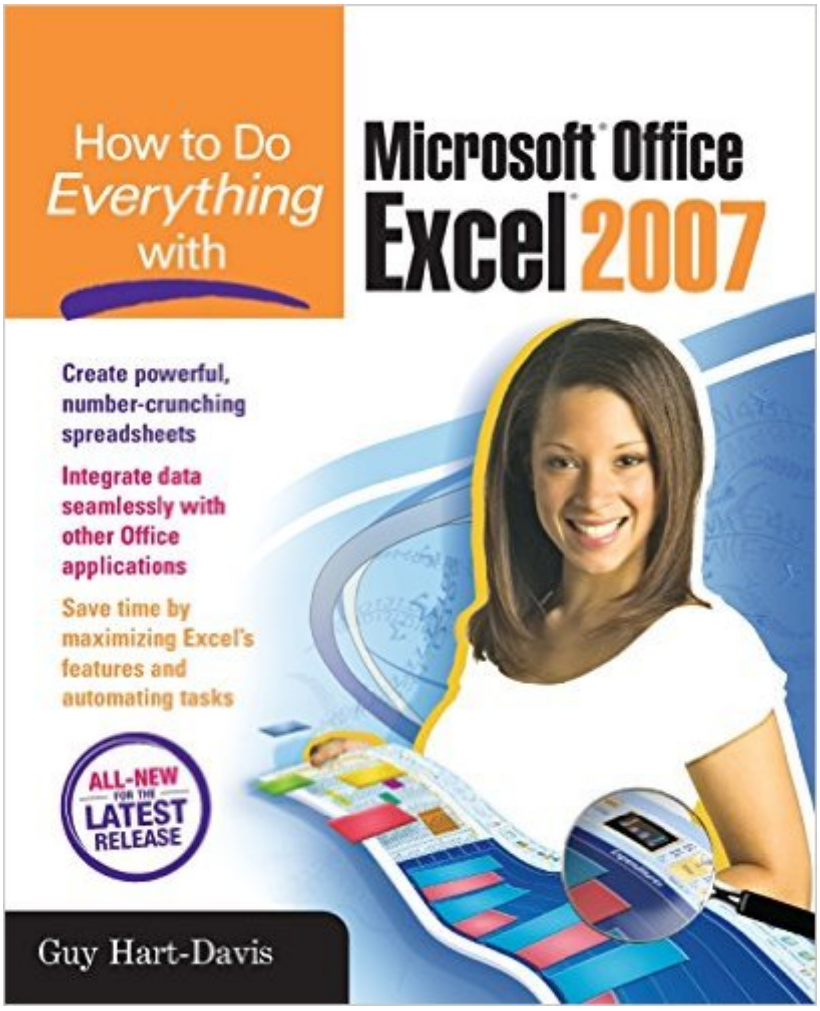
How To Do Everything With Microsoft Office Excel 2007



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Synopsis

Master the latest version of ExcelGet more out of Excel than ever before with help from this hands-on guide. Learn how to create powerful and easy-to-use spreadsheets and bring yourself up to speed on all the new and improved features available in Excel 2007. Discover how to enter and format data, use graphics effectively, create formulas, build tables to store and analyze data, and share workbooks securely with other users. You'll also learn how to save files to intranet sites and Internet servers, and publish workbooks to Web pages. Plus, you'll find valuable shortcuts that will make it even easier to use the world's most popular spreadsheet application.Control Excel using the new Ribbon interface instead of menus and toolbarsConfigure and customize Excel to suit your working needsAdd visual impact to your worksheets with pictures and diagramsDevelop formulas to perform custom calculationsAnalyze data using PivotTables and organize your information to show exactly what you needUse what-if analysis to solve complex and time-grabbing business problemsShare workbooks and collaborate with colleaguesTransfer data easily among other Office applications

Book Information

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Customer Reviews

This is a great reference manual to have on hand when working with excel. I find when I took a course, it all made sense in the classroom, then I got home and sitting in front of the computer, I had to ask myself "now how did the instructor say to do this? this book great for refreshing. clear

instructions, good pictures.

I haven’t used this much but when I have it has been useful and easy to follow.

Good Read! Easy instructions even though i would have love if it had more illustrations. But it is a handy dandy tool to have.

Served the purpose

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