



Excel 2007 Workbook For Dummies

Greg Harvey

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From formulas to functions to the latest features - practice and plan Excel tasks with ease

Confused by Excel? Want to make the most of its capabilities? No worries - this hands-on workbook gets you up to speed in a step-by-step manner. From navigating the new user interface and creating your first spreadsheet to using formulas, working with charts and graphics, managing and securing data, and creating macros, you'll do it all with the help of practice files and more than 30 walk-throughs of Excel features on the CD-ROM. Plus, you get full coverage of all the new and enhanced features of Excel 2007!

See how to

* Set up, format, and edit basic spreadsheets

*

Manage and secure your Excel data

*

Create formulas and functions for finance, date and time, math, text, and more

*

Master data analysis with pivot tables

*

Save and share your spreadsheet data

Quick refresher explanations

Step-by-step procedures

Hands-on practice exercises

Tear-out Cheat Sheet

A dash of humor and fun

All this on the bonus CD-ROM

* Dynamic video walk-throughs demonstrate Excel features and tasks

*

Practice files let you work through the exercises in the book

For details and complete system requirements, see the CD-ROM appendix.

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