



Excel 2007 For Dummies (Paperback)

By Greg Harvey

John Wiley and Sons Ltd, United Kingdom, 2007. Paperback. Condition: New. 1. Auflage. Language: English . Brand New Book. One look at Excel 2007, with its new Office Button, Quick Access toolbar, and Ribbon, and you realize you re not in Kansas anymore. Well, have no fear Excel 2007 for Dummies is here! If you ve never worked with a computer spreadsheet, or if you ve had some experience with earlier versions of Excel but need help transitioning, here you ll find everything you need to create, edit, format, and print your own worksheets (without sacrificing your sanity!). Excel 2007 for Dummies covers all the fundamental techniques, concentrating on only the easiest, most user-friendly ways to get things done. You ll discover how to: Rearrange, delete and insert new informationKeep track of and organize data in a single worksheetTransfer data between the sheets of different workbooksCreate a chart using the data in a worksheetAdd hyperlinks and graphics to worksheetsAnd more! Plus, in keeping with Excel 2007 s more graphical and colorful look, Excel 2007 for Dummies has taken on some color of its own, with full-color plates in the mid-section of the book illustrating exactly what you ll see on...



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