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Matthew MacDonald

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Excel 2007: The Missing Manual Matthew MacDonald, 2006-12-27 Microsoft Excel continues to grow in power sophistication and capability but one thing that has changed very little since the early 90s is its user interface. The once simple toolbar has been packed with so many features over the years that few users know where to find them all. Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use. Unfortunately Microsoft's documentation is as scant as ever so even if users can find advanced features they probably won't know what to do with them. Excel 2007 The Missing Manual covers the entire gamut of how to build spreadsheets add and format information print reports create charts and graphics and use basic formulas and functions. Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice. It's a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information.

Microsoft Office 97 User Manual Rick Winter, 1998 Microsoft Office 97 User Manual picks up where other user manuals fall short by providing detailed documentation of Office's many commands dialog boxes buttons toolbars and more. Here you'll find documentation for the many complex tools found in Word Excel PowerPoint and Outlook 98 features all organized by menu.

Absolute Beginner's Guide to Microsoft Office Word 2003 Laura Acklen, 2004 Provides step by step instructions on creating a variety of documents with the latest version of Microsoft Word.

Access 2007 for Starters: The Missing Manual Matthew MacDonald, 2007-01-25 This fast paced book teaches you the basics of Access 2007 so you can start using this popular database program right away. You'll learn how to work with Access' most useful features to design databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry. The new Access is radically different from previous versions but with this book you'll breeze through the new interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Ideal for small businesses and households Access runs on PCs and manages large stores of information including numbers pages of text and pictures everything from a list of family phone numbers to an enormous product catalog. Unfortunately each new version of the program crammed in yet another set of features so many that even the pros don't know where to find them all. Access 2007 breaks the mold. Microsoft changed the user interface by designing a tabbed toolbar that makes features easy to locate. One thing that hasn't improved is Microsoft's documentation. Even if you find the features you need you still may not know what to do with them. Access 2007 for Starters The Missing Manual is the perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information.

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