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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

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not contain CD Computers Today & Tomorrow 8 Manjeet Jauhar, Dorothy Fanthome, COMPUTERS TODAY TOMORROW series consists of eight computer science textbooks for classes 1 8 This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2007 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2007 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD **Microsoft Office Excel 2007** Kathy Jacobs, 2007-04-18 Get on the fast track to mastering Excel Want to find success in your profession or business Master the timesaving tools you'll need in the real world like Excel 2007 Whether you're a student a professional or an entrepreneur you can learn Excel with this start to finish guide Gain solid skills as you go from station to station in a series of clear cut tutorials on Excel spreadsheet basics integration with other applications macro creation and more Start your journey today on The L Line Get the basics of the new user interface and how to create spreadsheets Apply formulas build charts and explore pivot tables Filter sort analyze and validate your data Customize Excel create macros and use add ins All aboard for valuable online extras Visit the L Line Web site at www.wiley.com/go/thelline for valuable online supplementary materials Test bank with challenging review questions PowerPoint slides with chapter outlines Free sample files Along The L Line Complete tutorial coverage with step by step instruction Ample illustrations and examples Real world case studies applications and hints for avoiding pitfalls Practice exams that let you evaluate your progress

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