



Microsoft Office Excel 2007 For Windows

Julia Kelly, Curt Simmons



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Microsoft Office Excel 2007 for Windows Maria Langer, 2007-04-26 Microsoft Office Excel 2007 is the biggest revision this industry standard software has undergone in years. It has a brand new interface, tons of new tools, and even a suite of services called Excel Services to allow you to share your valuable data on the web. For the first time in years, there is a lot to learn to make the most of this powerful new update. To take advantage of all of the new features in this powerful program and to do so quickly, users need this Visual QuickStart Guide. In these pages, veteran author and trusted Excel teacher Maria Langer provides step-by-step instructions for the full gamut of Excel tasks, from worksheet basics like editing, using functions, formatting cells, and adding graphics objects to more advanced topics like creating charts, working with databases, and Web publishing. As with all Visual QuickStart Guide books, clear, concise instructions and lots of visual aids make learning easy and painless.

Microsoft Office Excel 2007 for Windows Langer, 2007 *MS Office 2007 in a Nutshell* Saxena, Sanjay, MS Office 2007 in a Nutshell teaches the basic operations of Microsoft Office 2007, officially called 2007 Microsoft Office System, which is a Windows version of the Microsoft Office System. Microsoft Office 2007 contains a number of new features, the most notable of which is the entirely new graphical user interface, initially referred to as the Ribbon User Interface, replacing the menus and toolbars. It features a central menu button, widely known as the Office Button. This book will help the reader in understanding the core Microsoft Office applications in detail, such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access. It also teaches the reader to create or edit individual items in Microsoft Outlook. This book covers the basics of Windows Vista, the Internet, and viruses. All the basic operations of Windows Vista, the Internet, and MS Office 2007 are explained in a simple manner, covering the key functions of each package along with the details of menus, commands, toolbars, and icons.

Microsoft Office 2007 for Windows Steve Schwartz, 2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively, Microsoft Office 2007 will offer users a new look and smarter ways of getting things done. From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint, Microsoft has rethought and reworked the entire suite. And in this new edition of our Office Visual QuickStart Guide, author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools. The book is an essential reference tool for the home and small business user, covering everything in the Office Basic, Home, Student, Standard, and Small Business suites. Software covered includes Word, Excel, OneNote, Outlook, PowerPoint, and Publisher. Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do. Concise steps and explanations let you get up and running in no time. Page for page, the best content and value around.

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spreadsheet program used by schools offices and home users In Excel 2007 Microsoft has completely redesigned the user interface making it more intuitive and more attractive But anyone needing to get started quickly without learning all the ins and outs of the software still needs a handy guide And with *Creating Spreadsheets and Charts in Microsoft Excel 2007 Visual QuickProject Guide* they've got one Excel expert Maria Langer walks readers through the new interface and teaches them the tools they will use throughout the project From there she helps them create their first workbook using formulas adding formatting adding a visually rich chart Readers also learn how to effectively print their spreadsheets and charts something that's much more confusing than it sounds Along the way all readers will learn how to create attractive professional and effective Excel documents Each book in the Visual QuickProject Guide series now has a companion website featuring sample project files making it even easier for users to work through each project as they read through the book Other features on the companion website may include articles on getting the most out of the topic a database of frequently asked questions excerpts from the book general tips and more *Creating Spreadsheets and Charts in Microsoft Office Excel 2007 for Windows* Maria Langer,2007-01 Teaches how to create spreadsheets and charts without getting bogged down in details

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