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Excel 2007 in easy steps-Michael Price 2012-02-10 Excel 2007 in easy steps introduces the Ribbon interface provided by Office 2007. It shows you how to create and manipulate worksheets, starting with the basic concepts and then introducing functions and features that allow you to organize and manage vast amounts of information. It covers the Excel Table data list structures, advanced functions and Excel add-ins, and shows you how to present your worksheet data in chart formats. The book will help you to create macros, recorded or via Visual Basic. You'll learn how to use templates, tools and other resources to help you apply Excel to various tasks. You'll link your worksheets to other workbooks and to data sources on the Internet to get automatic updates. Written concisely yet comprehensively, this is an ideal book to help you grasp the essentials of Excel 2007 quickly and easily, even if you are new to the spreadsheet concept.

Microsoft Office Excel 2007 Visual Basic for Applications Step by Step-Reed Jacobson 2007-05-16 Quickly teach yourself how to automate tasks and create custom spreadsheet solutions with Excel 2007 Visual Basic for Applications (VBA). With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create macros to automate repetitive tasks Automatically format charts, shapes, and text. Manipulate tables and other objects—even build PivotTable reports Write your own functions and procedures Use loops and conditions to add decision logic to macros Build custom command buttons, dialog boxes, and user forms Your all-in-one-learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Microsoft Excel 2013 Plain & Simple-Curtis Frye 2013-04-15 Get the guide that makes learning Microsoft Excel plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before. Here’s WHAT You’ll Learn Manage your data quickly and efficiently Filter, sort, summarize, and crunch your numbers Use formulas and functions to do the heavy lifting Bring data to life with charts and graphics Share data between Microsoft Office documents Work as a team, online and in the cloud Here’s HOW You’ll Learn It Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! exercises to apply what you learn right away

Excel 2007 in Easy Steps-Michael Price 2007 This clearly written guide enables both new and current users to fully utilize Excel’s most important spreadsheet tools and functions. Readers learn to enter and manipulate data, specify formulas and calculations, apply advanced financial and statistical functions, use charts and pictures to create documents that are visually effective, create macros that automate the analysis of data, and much more.

Microsoft Office Excel 2007 Step by Step-Curtis Frye 2007 A step-by-step guide to Microsoft Excel 2007 describes the new features of the program, including its new interface, PivotTable, rich data visualization, and enhanced chart and table functions, and provides lessons and practice exercises to master the tools to organize data, manage spreadsheets, and publish to the Web.

Java in Easy Steps-Mike McGrath 2008 Provides information for readers on the features and functions of Java.

Microsoft Office XP Step by Step-Microsoft Press 2002-10-11 With clear, step-by-step directions and practice files, Microsoft Office XP Step by Step offers complete coverage of this best selling productivity suite. The easy to follow lessons enable students to quickly and efficiently learn how to use each of the major Office XP applications. A CD included in the book contains practice files tightly integrated with the book’s lessons, plus movie-style demonstrations of key procedures

Excel 2007-Matthew MacDonald 2007 Offering an updated overview of the latest version of the popular spreadsheet program, an informative 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, and includes helpful tips and step-by-step instruction in using the new user interface and tabbed toolbar. Original. (All Users)

Excel Data Analysis For Dummies-Stephen L. Nelson 2014-04-14 Harness the power of Excel to discover what your numbers are hiding Excel Data Analysis For Dummies, 2nd Edition is the ultimate guide to getting the most out of your data. Veteran Dummies author Stephen L. Nelson guides you through the basic and not-so-basic features of Excel to help you discover the gems hidden in your rough data. From input, to analysis, to visualization, the book walks you through the steps that lead to superior data analysis. Excel is the number-one spreadsheet application, with ever-expanding capabilities. If you're only using it to balance the books, you're missing out on a host of functions that can benefit your business or personal finances by uncovering trends and other important information hidden within the numbers. Excel Data Analysis For Dummies, 2nd Edition eliminates the need for advanced statistics or analysis courses by allowing you to harness the full power of Excel to do the heavy lifting for you. This 2nd Edition is fully updated to include information about Excel's latest features, making it a go-to Excel guide for data analysis. Topics include: Working with external databases PivotTables and PivotCharts Using Excel for statistical and financial functions Solver, Small Business Finance Manager, and more The book also includes a guide to chart types and formatting, and advice on effective visual data presentation. You already have the data, so you might as well get something great out of it. Excel Data Analysis For Dummies, 2nd Edition is the key to discovering what your numbers are hiding.

Excel 2013 in easy steps-Michael Price 2013-11-18 Excel 2013 in easy steps shows you how to quickly get to grips with the new features of Microsoft’s latest version of this popular spreadsheet application. Excel 2013 brings more intuitive ways to explore, analyse and display your data, and simplifies sharing and collaborating using cloud storage. Excel 2013 in easy steps explores the Ribbon interface provided by Office 2013 and the subscription version, Office 365. It shows you how to create and manipulate worksheets, starting with the basic concepts, then introducing functions and features that allow you to organize and manage vast amounts of information. It covers the Excel Table data list structures, advanced functions and Excel add-ins, and shows you how to present your worksheet data in chart formats. The book will help you to create macros, recorded or via Visual Basic. You’ll learn how to use templates, tools and other resources to help you apply Excel to various tasks. You’ll link your worksheets to other workbooks and get automatic updates. It also covers Excel on the Internet, using the Office Web Apps. Written concisely yet comprehensively, Excel 2013 in easy steps uses detailed images and easy-to-follow instructions to get you up to speed with Excel, whether you’re just upgrading from a previous version or you are new to the spreadsheet concept.

2007 Microsoft Office System Step by Step-Joyce Cox 2008 Provides detailed instruction in the fundamental features and functions of Access, Excel, FrontPage, Outlook, PowerPoint, Publisher, and Word, as well as...
Excel 2007 for Dummies - Greg Harvey 2007-03-12 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 information Keep track of and organize data in a single worksheet Transfer data between the sheets of different workbooks Create a chart using the data in a worksheet Add hyperlinks and graphics to worksheets And 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 your screen. Whether you read it from cover to cover or skip to the sections that answer your specific questions, the simple guidance in this book will have you excelling at home or in the office no time.

Brilliant Microsoft Excel 2007 - Steve Johnson 2007 Brilliant guides allow you to find the info you need easily and without fuss and guide you through the task using a highly visual, step-by-step approach – providing exactly what you need to know, when you need it!! Brilliant Excel 2007 will show you how to... Create worksheets using the new results-oriented interface Use data analysis tools and techniques for better decision making Use organizing, processing, and presenting tools to create data in Excel Integrate data from external sources and add hyperlinks Use conditional formatting to visualize results Create your own macros to automate your work Add impact to your data with PivotTable and PivotChart reports Create organizational data reporting and publishing solutions Organize information and impact with clip art, SmartArt diagrams, tables and charts Use Groove and SharePoint Team Services to collaborate and share documents and information

Microsoft Excel 2013 - Curtis D. Frye 2013 Describes the features of the software program, including writing formulas, presenting data visually, linking worksheets, using PivotTables, and collaborating online.

Excel 2013: The Missing Manual - Matthew MacDonald 2013-04-18 The world’s most popular spreadsheet program is now more powerful than ever, but it’s also more complex. That’s where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You’ll be using new features like Power Pivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel’s new Quick Analysis feature. Broden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

EXCEL 2007 MACROS MADE EASY - Cail Perry 2008-10-15 Get beyond the basics with Excel 2007 macros Now you can take your Excel skills to the next level with help from this hands-on guide. Excel 2007 Macros Made Easy shows you how to create, run, and revise macros to simplify repetitive tasks and store the instructions for complicated ones. You’ll learn to use Visual Basic for Applications (VBA), add macros to the Excel toolbar, and share your macros with other users. Discover how easy it is to develop custom macros, save time, and boost productivity. Read and edit macros Create and debug macros in VBA Save macros to the Personal Macro Workbook or other workbooks Create VBA subroutines and functions Develop interactive macros Format cells using macros Create variables and arrays Apply logic to macros with If/Then/Else routines Use loops to process data Add controls to your workbooks

Teach Yourself VISUALLY Excel 2007 - Nancy C. Muir 2008-02-11 Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you’ll find clear, step-by-step screen shots that show you how to tackle more than 150 Excel 2007 tasks. Each task-based spread includes easy, visual directions to get you operating efficiently, including: Use the Ribbon and galleries Enter data and resizing columns Apply formulas and functions Formatting worksheets Add clip art and 3D effects Interpreting data with charts Helpful sidebars offer practical tips and tricks Succinct explanations walk you through step-by-step Full-color screen shots demonstrate each task Two-page lessons break big topics into bite-sized modules

Office 2007 in easy steps - Michael Price 2007-11-10 Office 2007 in easy steps concentrates on the most useful and productive elements of Microsoft Office 2007. It majors on the applications included in the Standard edition - Word, Excel, Outlook, PowerPoint and Office Tools, and also addresses other Office applications such as Access and Publisher. It treats the applications from the viewpoint of the tasks you want to perform and the results you want to achieve. The topics covered include word processing, report writing, printing, calculations, financial statements, presentations, photo editing, slide shows, email, time management, database, files and folders, and finding help. It addresses the essential functions that you’ll use to carry out your tasks. These are described in easy to follow steps that focus on the job in hand, without burying you in the details of computer related aspects. Aimed at both new and experienced users, Office 2007 in easy steps provides an ideal introduction to the features of Office 2007 with
Microsoft Access 2010 Plain & Simple—Curtis Frye 2010-06-15 Get the guide that makes learning Microsoft Access 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to build a database and sort information, using easy-to-follow steps and concise, straightforward language. You'll learn how to create forms to simplify data entry, use charts and graphics to bring data to life, and collaborate with others. Whether you're new to Access or a seasoned user, you'll learn exactly what to do to help you learn right away.

Microsoft Excel 2019 Step by Step—Curtis Frye 2018-11-19 The quick way to learn Microsoft Excel 2019! This is a learning made easy. Get more done quickly with Microsoft Excel 2019. Jump in wherever you need answers-brisk lessons and detailed screenshots show you exactly what to do, step by step. Quickly set up workbooks, enter data, and format it for your Excel, Office, Calendar, and PowerPoint. Excel 2007 Just the Steps For Dummies—Diane Koers 2007-04-23 Completely updated to reflect the many changes in the latest release of Excel, this helpful book presents readers with concise instructions for carrying out common Excel 2007 tasks An easy-to-navigate design features a two-column layout and is packed with step-by-step directions and illustrations that incorporate the notable changes to Excel 2007. Readers can pick the task, find it fast, and get it done quickly, all while gaining a clear understanding of Excel 2007 enhancements, such as a new user interface, improved charting and PivotTable capabilities, and better data exchange with XML.

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Maximize your Excel 2013 experience using VBA application development
The new Excel 2013 boasts updated features, enhanced power, and new
capabilities. Naturally, that means John Walkenbach returns with a new
edition of his bestselling VBA Programming book and covers all the methods
and tools you need to know in order to program with Excel. With this
comprehensive guide, "Mr. Spreadsheet" shows you how to maximize your
Excel experience using professional spreadsheet application development
tips from his own personal bookshelf. Featuring a complete introduction to
Visual Basic for Applications and fully updated for the latest features of
Excel 2013, this essential reference includes an analysis of Excel application
development and is packed with procedures, tips, and ideas for expanding
Excel's capabilities with VBA. Offers an analysis of Excel application
development and a complete introduction to VBA Features invaluable advice
from "Mr. Spreadsheet" himself, bestselling author John Walkenbach, who
demonstrates all the techniques you need to create Excel applications, both
large and small Covers navigating the Excel interface, formatting
worksheets, interacting with other Office applications, working with
collaboration tools, and using sample workbooks and John Walkenbach's
award-winning Power Utility Pak to help enhance your Excel skills Provides
tips, tricks, and techniques for expanding Excel's capabilities with VBA that
you won't find anywhere else Excel 2013 Power Programming with VBA is
packed with procedures, tips, and ideas for achieving Excel excellence with
VBA.

Excel 2007 Dashboards and Reports For Dummies-Michael Alexander
2011-03-16
What's the use of putting out reports that no one reads?
Properly created dashboards are graphical representations that put data in
a context for your audience, and they look really cool! How cool? You'll find
out when you see the dazzling examples in Excel 2007 Dashboards &
Reports For Dummies. And, before long, everyone's eyes will be riveted to
your dashboards and reports too! This revolutionary guide shows you how
to turn Excel into your own personal Business Intelligence tool. You'll learn
the fundamentals of using Excel 2007 to go beyond simple tables to creating
dashboard-studded reports that wow management. Get ready to catch
dashboard fever as you find out how to use basic analysis techniques, build
advanced dashboard components, implement advanced reporting
techniques, and import external data into your Excel reports. Discover how
to: Unleash the power of Excel as a business intelligence tool Create
dashboards that communicate and get noticed Think about your data in a
new way Present data more effectively and increase the value of your
reports Create dynamic labels that support visualization Represent time and
seasonal trending Group and bucket data Display and measure values versus goals Implement macro-charged reporting Using Excel 2007 as a BI
tool is the most cost-efficient way for organizations of any size create
powerful and insightful reports and distribute throughout the enterprise.
And Excel 2007 Dashboards and Reports For Dummies is the fastest you for
you to catch dashboard fever!

Excel 2003 For Dummies-Greg Harvey 2011-02-23
Every time you turn around, you run into Excel. It's on your PC at work. It's on your PC at home.
You get Excel files from your boss. Wouldn't you like to understand this
powerful Microsoft Office spreadsheet program, once and for all? Now, you
can crunch financial data, add sparkle to presentations, convert static lists
of numbers into impressive charts, and discover what all the shouting's
about regarding databases, formulas, and cells. You may even decide that
getting organized with a good spreadsheet is downright useful and fun! Flip
open Excel 2003 For Dummies, and you'll quickly start getting the basics of
Excel in plain English. Written for the rest of us, this down-to-earth book
gently shows you how to: Create a spreadsheet from scratch Apply
the basics of formatting cells Take on database forms—even add records—and
prevail Get organized and stay that way Save worksheets as Web pages for
your company intranet In a clear and easy-to-understand style, veteran
software trainer and technology writer Greg Harvey explains the basics of
worksheets and workbooks, how to enter data and work with formulas, and
how to print your masterpieces. When you're feeling very bold, he'll have
you adding comments and pictures, saving files with security protection,
and learning to zip between multiple worksheets in a workbook with ease.
And there's much more: Clip and save the Top Ten Beginner Basics of Excel
And Excel 2003 Pay heed to the Top Ten Commandments of Excel 2003 Impress your
colleagues by creating a company org chart Re-open those documents and
worksheets as Web pages for your company intranet In a clear and easy-to-understand style, veteran
software trainer and technology writer Greg Harvey explains the basics of
worksheets and workbooks, how to enter data and work with formulas, and
how to print your masterpieces. When you're feeling very bold, he'll have
you adding comments and pictures, saving files with security protection,
and learning to zip between multiple worksheets in a workbook with ease.
And there's much more: Clip and save the Top Ten Beginner Basics of Excel
And Excel 2003 Pay heed to the Top Ten Commandments of Excel 2003 Impress your
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And Excel 2003 Pay heed to the Top Ten Commandments of Excel 2003 Impress your
And Excel 2003 Pay heed to the Top Ten Commandments of Excel 2003 Impress your colleagues by creating a company org chart Re-open those documents and
add or edit new data with aplomb Move between these sheets without
trouble Decipher and take charge of helpful tools and commands such as
Sort, Filter, Format Cells, and PivotTable You’ll finally be able to stop
pestering the Excel experts in your office. Become your own expert with the
friendly and down-to-earth practical instruction you’ll find in Excel 2003 For
Dummies.

Provides an introduction to data analysis and business modeling using Microsoft Excel.