12 Week Year Workbook Templates

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along the way

excel is a powerful and versatile spreadsheet program which is eminently suitable for project work at every level from gnvq e g avce i t units 3 and 13 to degree work this book is also invaluable for staff development and caters for users of excel 2002 2000 and 97

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

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