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publisher description

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 publishing as with all visual quickstart guide books clear concise instructions and lots of visual aids make learning easy and painless

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color screenshots and clear instructions show you how to use the new and improved capabilities featured in this powerful presentation

program

prepare your students to transition their office 2003 skills to the office 2007 software with upgrading to microsoft office 2007 this is the perfect guide to help your students easily understand the new features and skills within the office 2007 software skills are presented in a highly visual two page spread approach combining action steps on the left with large colorful visuals on the right with the upgrading text your students will easily grasp the new user interface the common tasks and the new features of each application within microsoft office 2007

excel 2007 for dummies is being completely rewritten to reflect the major updates microsoft is making to office which includes notable changes such as a complete redesign of the interface to emphasize tasks a more graphical interface emphasis on collaboration application servers easier document searching and more covers everything you need to know to perform the task at hand includes information on creating and editing worksheets formatting cells entering formulas creating and editing charts inserting graphs designing database forms adding database records using seek and find options printing adding hyperlinks to worksheets saving worksheets as web pages adding existing worksheet data to an existing web page and sending worksheets via e mail part i getting in on the ground floorpart ii editing without tears part iii getting organized and staying that way part iv digging data analysis part v life beyond the spreadsheet part vi the part of tens

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