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Soggetti	Apple computers Computers Application software Apple and iOS Information Systems and Communication Service Computer Applications
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Nota di contenuto	Contents at a Glance; Contents; About the Author; About the Technical Reviewer; Acknowledgments; Introduction; Part I: Becoming Proficient with Excel for Mac; Chapter 1: Learning the Secrets of the Excel for Mac Interface; Getting Ready to Learn Excel's Secrets; Three Ways to Control Excel; Secrets of the Ribbon; Understanding How the Ribbon's Tabs Work; Understanding How the Ribbon's Groups and Controls Work; Collapsing the Ribbon; Using the Menu Bar; Driving Excel with Keyboard Shortcuts; Navigating Quickly Through Worksheets and Workbooks; Elements of the Excel User Interface Navigating Among Worksheets Changing the Active Cell; Selecting and Manipulating Cells; Tools for Entering Text and Formulas Quickly; Importing Data; Importing Data from a Comma-Separated Values File or a Text File; Importing Data from a FileMaker Pro Database; Importing Data from an HTML File; Connecting a Worksheet to External Data Sources; Entering Text Using AutoCorrect; Opening the AutoCorrect Preferences Pane; Choosing Options to Make AutoCorrect Work Your Way; Creating Replace-As-You-Type Entries; Creating AutoCorrect Entries; Using Your AutoCorrect Entries

Entering Text with AutoFill and Custom ListsUsing AutoFill's Built-in Capabilities; Creating Your Own Custom AutoFill Lists; Entering Text Using Copy, Paste, and Paste Options; Switching Data from Rows to Columns; Pasting in a Table from Word; Getting Comma-Separated Data into a Worksheet; Entering Text with Find and Replace; Inserting Symbols in a Document; Viewing Your Workbooks; Splitting the Window to View Separate Parts of a Worksheet; Opening Extra Windows to Show Other Parts of a Workbook; Changing the Window and Arranging Open Windows; Zooming to Show the Data You Need to See Freezing Rows and Columns So They Stay Onscreen Using Custom Views; Summary; Chapter 2: Configuring Excel to Suit the Way You Work; Opening the Excel Preferences Window; Controlling How the Excel Window Appears; Choosing Options in the Show in Workbook Area of View Preferences; Choosing How to Display Comments; Choosing How to Display Objects; Choosing Ribbon Options; Choosing Editing Options; Choosing Options in the Edit Options Area; Choosing Options in the Cut and Paste Options Area; Choosing Options in the Date Options Area
Setting Preferences for Creating and Saving Your Workbooks Creating Workbooks with the Number of Worksheets You Need; Choosing the Default Format for Saving Workbooks; Setting AutoRecover to Keep Backups of Your Workbooks for Safety; Making Excel Prompt You to Enter Workbook Properties; Creating Custom Keyboard Shortcuts; Opening One or More Workbooks Automatically with Excel; Summary; Chapter 3: Creating Effective Workbooks and Templates; Creating Workbooks from Scratch or from Templates; Creating a New Blank Workbook; Creating a New Workbook Based on a Template
Creating a New Workbook Based on an Existing Workbook

Sommario/riassunto

Microsoft Excel 2016 for Mac OS X is a powerful application, but many of its most impressive features can be difficult to find. Learn Excel 2016 for OS X by Guy Hart-Davis is a practical, hands-on approach to learning all of the details of Excel 2016 in order to get work done efficiently on OS X. From using formulas and functions to creating databases, from analyzing data to automating tasks, you'll learn everything you need to know to put this powerful application to use for a variety of tasks.
