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Descrizione fisica	1 online resource (366 p.)
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Nota di contenuto	Power Excel and Word; Contents at a Glance; Contents; About the Author; Introduction; About This Book; About You!; What Now?; Chapter 1: Life beyond the Basic Word; Saving and Opening Documents Can Be Torture if You Don't Know a Few Things; Can I Password-Protect My Document?; A Gaggle of Nifty Word Formatting and Editing Tricks; Printing Fun; Chapter 2: Alas, There Is No Such Thing as a "Simple" Document; Measuring Your Way around a Document; Stuff You Can Do Better When You're Writing a Simple Letter; Various Spacing Tricks for Making Your Document Longer or Shorter
	Chapter 3: Making Your Documents and Reports More FancyHow Do You Know a Special Page When You See One?; The Woes of Numbering Pages; Chapter 4: Oh the Sacrilege of Drawing in a Word Processor!; Adding Pizzazz with a Text Box; Toss In an Image or Two; Simple Drawing Stuff; Chapter 5: Using Styles and Templates to Save Oodles of Time; Why Bother with Styles?; Some Style Tricks, Tidbits, and Advice; Holy Templates, WordMan!; Chapter 6: Writing That Great American Novel or Screenplay; What the Heck Is Outline Mode?; Organizing Your Work (after Outlining); How Does Indexing Work?
	Ideas for Various Creative ProjectsChapter 7: The Tough Stuff: From Labels to Tables; Getting the Most from Tabs; Stumbling over Tables;

Lovely Labels; Dreaming of Fields; Chapter 8: Sharing Your Work with Others; Collaboration Tools; Revealing the Offenses of Others; Chapter 9: Making Your Own Custom Word; To Hell with the Interface!; Belly Up to the Toolbar; An Introduction to Macros; Peeling Personal Information from a Document; Chapter 10: Why the Hell Would Anyone Other than an Accountant Use Excel?; Some Information for Excel Newbies; Worksheet Tricks, Stunts, and Tomfoolery

I Don't Want My Data to Just Sit There! Any Way to Make Cells Do Things to Each Other?The Common "I Am Stupid" List of Excel Error Messages; Plopping an Excel Thing into a Word Thing; Chapter 11: It's Super Dooper Grid Time!; Why Bother with the Extra Worksheets?; Letting Excel Do the Work for You; Letting Excel Be a Database of Sorts; PivotTable Is Designed to Make Me Go Insane, Right?; Chapter 12: Some Excellent Formatting Tricks; The Narrow and Wide of Things; Beyond Simple Formatting; Printing Woes and Worries; Chapter 13: Oh No! The Horrible Math Chapter!; Basic, Annoying Math

The SUM of All ThingsIf Math Gives You a Headache, Wait Until You Start Adding and Subtracting Text; Chapter 14: Fun with Charts and Graphs; Basic Chart Tricks; Yes, Indeed, I'm Grossly Unhappy and Must Redo the Chart; Chapter 15: Excel Templates, Samples, and Web Mischief; The Document You Use Over and Over: The Template; Some Simple Sample Documents; Can I Grab Data from the Web and Use It in a Worksheet?; Index

Sommario/riassunto	""Best-selling author Gookin...keeps readers laughing while he takes them from being a ho-hum user to an advanced Office maven.""-Charles Carr, ComputorEdge Magazine, www.computoredge.com Just about anyone can slap together a Word document or fill an Excel grid with numbers, but power users understand how to tap into the full functionality of these applications. Best-selling author Dan Gookin skips what you already know and takes you directly to the best and most useful parts of Word and Excel--the commands, shortcuts, and combinations of functions that will give your creations th