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Titolo	Master visually Excel 2007 [[electronic resource] /] / by Elaine Marmel
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Edizione	[1st edition]
Descrizione fisica	1 online resource (801 p.)
Collana	Visual read less, learn more
Disciplina	005.54
Soggetti	Electronic spreadsheets Business - Computer programs
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Master Visually Excel 2007; Credits; About the Author; Author's Acknowledgments; WHAT'S INSIDE; TABLE OF CONTENTS; HOW TO USE THIS BOOK; Part I: EXCEL BASICS; What You Can Do in Excel; Start and Close Excel; Understanding the Excel Screen; Learn Excel Terminology; Understanding the Ribbon; Work with the Mini Toolbar and Context Menu; Enter Information; Undo and Redo; Move Around in a Worksheet; Chapter 1: Getting Started with Excel; Move Around in a Workbook; Manage the Status Bar; Chapter 2: Managing Workbooks; Save a Workbook; Open a Workbook Convert an Excel 97-2003 Workbook to an Excel 2007 Workbook Start a New Workbook; Switch between Workbooks; Work with Workspaces; Add Properties to a Workbook; Close a Workbook; Chapter 3: Formatting Cells; Change Fonts or Font Size; Apply Boldface, Italics, or Underlining; Change Font Color; Apply Font Effects; Assign a Number Format; Assign a Currency Format; Assign an Accounting Format; Assign a Short Date Format; Assign a Long Date Format; Assign a Time Format; Assign a General Format; Assign a Percentage Format; Assign a Fraction Format; Assign a Scientific Format; Assign a Text Format Assign a Special Format Assign a Custom Format; Fill Cells with Color; Indent Text within Cells; Align Cell Content Vertically; Align Cell

Content Horizontally; Wrap Text within Cells; Shrink Text within Cells; Rotate Text in Cells; Add Borders to Cells; Apply a Style; Create a Style; Copy Formatting; Clear Formatting; Part II: DESIGNING WORKSHEETS; Chapter 4: Editing Worksheets; Base a Worksheet on a Template; Apply a Theme; Mix and Match Themes; Select Cells; Move or Copy Information; Find and Replace Information; Chapter 5: Proofreading a Worksheet; Check Spelling; Edit the Dictionary Translate Text Using the Thesaurus; Research Online; Chapter 6: Adjusting Worksheets; Insert and Delete Rows; Insert and Delete Columns; Swap Rows and Columns; Adjust Row Height; Adjust Column Width; Copy Width from One Column to Another; Hide and Unhide Rows or Columns; Merge Cells in Columns or Rows; Chapter 7: Managing Workbook Structure; Set Worksheet Tab Colors; Edit Multiple Worksheets Simultaneously; Add or Delete a Worksheet; Move or Copy a Worksheet; Rename a Worksheet; Hide and Unhide a Worksheet; Hide and Unhide a Workbook; Arrange Open Worksheets or Workbooks Switch to Another Workbook Merge Styles; Outline a Worksheet; Work with Custom Views of Outline Settings; Manually Create an Outline; Remove an Outline; Chapter 8: Working with Views; Switch Views; Zoom In and Zoom Out; Create and Use a Custom View; Hide or Display Gridlines; Hide or Display Row Numbers and Column Letters; Hide or Display the Formula Bar; Open a New Window; Freeze Column and Row Titles; Split a Window; Chapter 9: Printing Worksheet Information; Set Margins; Add Headers and Footers to a Worksheet; Select an Area to Print; Insert, Adjust, or Remove Page Breaks Set Page Orientation

Sommario/riassunto

If you prefer instructions that show you how rather than tell you why, then this visual reference is for you. Hundreds of succinctly captioned, step-by-step screen shots reveal how to accomplish more than 375 Excel 2007 tasks, including creating letters with Mail Merge, assigning formats to cells, editing multiple worksheets at once, and summarizing with PivotTables and PivotCharts. While high-resolution screen shots demonstrate each task, succinct explanations walk you through step by step so that you can digest these vital lessons in bite-sized modules.
