1.	Record Nr.	UNINA9910821673503321
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	Titolo	Excel 2007 top 100 simplified tips & tricks [[electronic resource] /] / Denise Etheridge
	Pubbl/distr/stampa	Hoboken, NJ, : Wiley Pub. Chichester, : John Wiley [distributor], c2007
	ISBN	1-118-07895-0 1-281-23788-4 9786611237882 0-470-37748-8
	Edizione	[1st edition]
	Descrizione fisica	1 online resource (258 p.)
	Collana	Visual read less, learn more Top 100 simplified tips & tricks
	Disciplina	005.54
	Soggetti	Electronic spreadsheets - Computer programs Business - Computer programs
	Lingua di pubblicazione	Inglese
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
	Note generali	Includes index.
	Nota di contenuto	Excel 2007 Top 100 Simplified Tips & Tricks; Table of Contents; Chapter 1 Boost Your Efficiency; Validate with a VALIDATION LIST; Validate with DATA ENTRY RULES; Extend a series with AUTOFILL; Insert SYMBOLS OR SPECIAL CHARACTERS; Hide rows by GROUPING AND OUTLINING; FIND AND REPLACE formats; ADD COMMENTS to your worksheet; Let Excel READ BACK YOUR DATA; Create your own SORT OR AUTOFILL; Chapter 2 Work with Formulas and Functions; ENTER FORMULAS using a variety of methods; Name CELLS AND RANGES; Define a CONSTANT; CREATE FORMULAS that include names; Calculate with THE FUNCTION WIZARD Figure out LOAN TERMS Determine the INTERNAL RATE OF RETURN; Determine the NTH LARGEST VALUE; Create a CONDITIONAL FORMULA; Calculate a CONDITIONAL SUM; Add a CALCULATOR; Find PRODUCTS AND SQUARE ROOTS; Perform TIME CALCULATIONS; Perform DATE CALCULATIONS; Chapter 3 Copy, Format, and More; CHECK YOUR FORMULAS for errors; TRACE precedents and dependents; Change TEXT TO NUMBERS; CONVERT A ROW to a column; Copy with the OFFICE

CLIPBOARD; Adjust column widths with PASTE SPECIAL; Specify how to paste with PASTE SPECIAL; Create your own STYLE; COPY STYLES to another workbook

Conditionally FORMAT YOUR WORKSHEET TRACK CHANGES while editing; CONSOLIDATE worksheets; Chapter 4 Manipulate Records; ENTER DATA with a form; Filter DUPLICATE RECORDS; Perform simple SORTS AND FILTERS; Perform COMPLEX SORTS; SORT by cell color, font color, or icon; Perform COMPLEX FILTERS; Filter by MULTIPLE CRITERIA; SUBTOTAL sorted data; CHART FILTERED DATA easily; COUNT filtered records; LOOK UP INFORMATION in your worksheet; DEFINE DATA as a table; Modify a TABLE STYLE; Chapter 5 Explore the Patterns inYour Data; Create a PIVOTTABLE; Modify PIVOTTABLE DATA AND LAYOUT Compute Pivot Table SUB AND GRAND TOTALS Create a PivotTable CALCULATED FIELD; HIDE ROWS OR COLUMNS in a PivotTable; SORT a PivotTable; Create a PIVOTCHART; DESCRIBE DATA with statistics; FIND THE CORRELATION between variables; Explore outcomes with WHAT-IF ANALYSIS; Optimize a result with GOAL SEEK; Chapter 6 Create Charts; CREATE A CHART that has visual appeal; Add CHART DETAILS; Change the CHART TYPE; Add a TRENDLINE; Add and remove CHART DATA; Add ERRORS BARS; Create a HISTOGRAM; Create a COMBINATION CHART; Chapter 7 Present Worksheets; FORMAT numbers, dates, and times

APPLY FORMATS to cells Fill with a GRADIENT; Format quickly with FORMAT PAINTER; INSERT SHAPES into your worksheet; INSERT TEXT BOXES into your worksheet; INSERT PHOTOGRAPHS into your worksheet; ARRANGE THE GRAPHICS in your worksheet; Insert a BACKGROUND IMAGE; TAKE A PICTURE of your worksheet; Chapter 8 Protect, Save, and Print; PROTECT your worksheet; Save a workbook as A TEMPLATE; CHOOSE A FORMAT when saving a workbook; PRINT MULTIPLE AREAS of a workbook; PRINT MULTIPLE WORKSHEETS from a workbook; Chapter 9 Extend Excel; PASTE LINK into Word or PowerPoint; EMBED a worksheet

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