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Collana	Visual read less, learn more Top 100 simplified tips & tricks
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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 in Your 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
CREATE A LINK from an Excel workbook

Sommario/riassunto

You already know Excel 2007. Now you'd like to go beyond with shortcuts, tricks, and tips that let you work smarter and faster. And because you learn more easily when someone shows you how, this is the book for you. Inside, you'll find clear, illustrated instructions for 100 tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you more productive with Excel 2007.* Minimal text and maximum illustrations*Task-oriented, step-by-step approach*Navigational aids connect instructions to illustrations*Self-contain
