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Completely updated to reflect the many changes in the latest release of Excel, this helpful book presents readers with

concise instructions for carrying out common Excel 2007 tasks An easy-to-navigate design features a two-column layout and is packed with step-by-step directions and illustrations that incorporate the notable changes to Excel 2007 Readers can pick the task, find it fast, and get it done quickly, all while gaining a clear understanding of Excel 2007 enhancements, such as a new user interface, improved charting and PivotTable capabilities, and better data exchange with XML Excel 2007: Beyond the Manual is written for the experienced Excel user who wants to learn version 2007 quickly and efficiently. Features new to Excel 2007 are emphasized, as are complex features that, though available in earlier versions of Excel, were not readily accessible. The book uses practical examples to illustrate advanced features. The narrative is fast-paced, concise, and respectful of the reader's familiarity with earlier versions of the program. Fast-paced and easy to use, this new book teaches you the basics of Excel 2007 so you can start using the program right away. This concise guide shows readers how to work with Excel's most useful features and its completely redesigned interface. With clear explanations, step-by-step instructions, lots of illustrations, and plenty of timesaving advice, Excel 2007 for Starters: The Missing Manual will quickly teach you to: Build spreadsheets Add and format information Print reports Create charts and

graphics Use basic formulas and functions and more The new Excel is radically different from previous versions. Over the years, Excel has grown in power, sophistication and capability, but its once-simple toolbar has been packed with so many features that not even the pros could find them all. For Excel 2007, Microsoft redesigned the user interface completely, adding a tabbed toolbar that makes every feature easy to locate. Unfortunately, Microsoft's documentation is as scant as ever, so even if you find the features you need, you still may not know what to do with them. But with this book, you can breeze through the new user interface and its timesaving features in no time. Excel 2007 for Starters: The Missing Manual is the perfect primer for small businesses with no techie to turn to, as well as those who want to organize household and office information. A Quick Reference Guide to Microsoft Excel. Includes tips, tricks and shortcuts. Easy to follow steps written in non-technical terms. Many computer manuals are TMI (Too Much Info). The steps in this guide are brief and "to the point." Using Microsoft Excel 2007 is the desk reference every user needs to become proficient in the new version of Excel. "Microsoft Office Excel 2007 merupakan program aplikasi pengolah kata terbaik dan tercanggih saat ini. Tampilan Excel 2007 berbeda dibandingkan versi sebelumnya. Menu, toolbar dan taskpane diganti dengan tampilan ribbon yang lebih

simpel dan efisien. Tampilan baru ini dirancang untuk memudahkan Anda bekerja. Buku Quick Reference Microsoft Office Excel 2007 merupakan panduan cepat menggunakan Excel 2007. Pembahasan diberikan berdasarkan ikon-ikon yang tersedia dan cara cepat mengakses suatu ikon. Materi dikelompokkan berdasarkan kebutuhan penggunaan. - Microsoft Office Button untuk mengelola file kerja. - Tab Home untuk menyunting tampilan data pada lembar kerja. - Tab Insert untuk menyisipkan objek pada lembar kerja. - Tab Page Layout untuk mengatur layout halaman lembar kerja. - Tab Formulas untuk menempatkan rumus dan fungsi pada lembar kerja. - Tab Data untuk mengelola data dalam tabel. - Tab Review untuk menelusuri perubahan buku kerja. - Tab View untuk mengatur tampilan jendela buku kerja." The inside scoop...for when you want more than the official line! Microsoft Office Excel 2007 may be just what you need to crunch numbers, but to use it with confidence, you'll need to know its quirks and shortcuts. Find out what the manual doesn't always tell you in this insider's guide to using Excel in the real world. What are the secrets of pro users? Are there shortcuts for repetitive tasks? From writing formulas to using charts, first get the official way, then the best way from two experts. Unbiased coverage of how to get the most out of Excel 2007, from creating workbooks and writing formulas to comparing

data Savvy, real-world advice to help you set up, enter, format, and organize your data Time-saving techniques and practical guidance on creating custom macros with VBA and using PivotTables and PivotCharts Tips and hacks with practical ways to save time, avoid pitfalls, and increase your output Sidebars, tables, and illustrations featuring toolbar buttons and more ways to be productive in Excel Watch for these graphic icons in every chapter to guide you to specific practical information. Bright Ideas are smart innovations that will save you time or hassle. Hacks are insider tips and shortcuts that increase productivity. When you see Watch Out! heed the cautions or warnings to help you avoid common pitfalls. And finally, check out Inside Scoops for practical insights from the author. It's like having your own expert at your side! One look at Excel 2007, with its new Office Button, Quick Access toolbar, and Ribbon, and you realize you're not in Kansas anymore. Well, have no fear—Excel 2007 for Dummies is here! If you've never worked with a computer spreadsheet, or if you've had some experience with earlier versions of Excel but need help transitioning, here you'll find everything you need to create, edit, format, and print your own worksheets (without sacrificing your sanity!). Excel 2007 for Dummies covers all the fundamental techniques, concentrating on only the easiest, most user-friendly ways to get things done. You'll

discover how to: Rearrange, delete and insert new information Keep track of and organize data in a single worksheet Transfer data between the sheets of different workbooks Create a chart using the data in a worksheet Add hyperlinks and graphics to worksheets And more! Plus, in keeping with Excel 2007's more graphical and colorful look, Excel 2007 for Dummies has taken on some color of its own, with full-color plates in the mid-section of the book illustrating exactly what you'll see on your screen. Whether you read it from cover to cover or skip to the sections that answer your specific questions, the simple guidance in this book will have you excelling at home or in the office no time. Quickly teach yourself how to automate tasks and create custom spreadsheet solutions with Excel 2007 Visual Basic for Applications (VBA). With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create macros to automate repetitive tasks Automatically format charts, shapes, and text Manipulate tables and other objects—even build PivotTable reports Write your own functions and procedures Use loops and conditions to add decision logic to macros Build custom command buttons, dialog boxes, and user forms Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Windows Vista Product Guide eReference—plus other resources on CD For customers

who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook. Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 150 Excel 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including: * Using the Ribbon and galleries * Entering data and resizing columns * Applying formulas and functions * Formatting worksheets * Adding clip art and 3D effects * Interpreting data with charts * Helpful sidebars offer practical tips and tricks * Succinct explanations walk you through step by step * Full-color screen shots demonstrate each task * Two-page lessons break big topics into bite-sized modules In this addendum to Learn Excel from Mr. Excel, the amazing new features offered in Excel 2007 are introduced. Revealing the features that make this new version the best new release of Excel since 1997, this guide provides the necessary information to teach users to quickly unleash the powerful new features in Excel 2007, create incredible-looking charts, customize color themes to match their corporate logo, utilize data-visualization tools, and learn Pivot Table improvements. The Microsoft Office Excel 2007 Quick Tips Guide has pages and pages of real step-by-step how to's with

detailed instructions. Virtually every page contains full colour pictures of the actual screen Dialog Boxes or Menu Items you will need to complete a task. Excel 2007 in easy steps introduces the Ribbon interface provided by Office 2007. It shows you how to create and manipulate worksheets, starting with the basic concepts and then introducing functions and features that allow you to organize and manage vast amounts of information. It covers the Excel Table data list structures, advanced functions and Excel add-ins, and shows you how to present your worksheet data in chart formats. The book will help you to create macros, recorded or via Visual Basic. You'll learn how to use templates, tools and other resources to help you apply Excel to various tasks. You'll link your worksheets to other workbooks and to data sources on the Internet to get automatic updates. Written concisely yet comprehensively, this is an ideal book to help you grasp the essentials of Excel 2007 quickly and easily, even if you are new to the spreadsheet concept. Get the guide that makes learning Microsoft Excel 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before. Here's WHAT you'll learn: Manage your financial data and personal expenses Get started quickly with prebuilt templates

Create formulas and functions to do the hard work Sort, filter, update, and copy your data Use charts and graphics to bring data to life Collaborate with colleagues by sharing spreadsheets online Here's HOW you'll learn it: Jump in whenever you need answers Easy-to-follow STEPS and SCREENSHOTS show exactly what to do Handy TIPS teach new techniques and shortcuts Quick TRY THIS! exercises help apply what you learn right away Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2007. The following topics are covered: Range Names - Naming a Range, Creating Several Names at Once, Limiting the Scope of a Named Range, Selecting a Named Range, Using a Range Name in a Formula, Managing Named Ranges, Structured References for Excel Tables; Mixed Reference; More Functions; Goal Seek; Saving Views; Defining Scenarios; Hiding Columns, Rows, or Sheets; Data Consolidation; Restricting Cell Entry with Data Validation; Highlighting Invalid Data; Conditional Formatting; Conditional Formatting Rules Manager; Protecting/Unprotecting Worksheets; Password Protecting Specific Cells. Macros: Showing the Developer Tab; Recording & Running a Macro; Naming a Macro; Relative vs. Absolute Recording; Documenting Macros; Assigning a Macro to the Quick Access Toolbar;

Automatic Macro Execution; Creating a Macro without Recording; Calling another Macro, Setting Macro Security; Getting Help on Visual Basic; Creating a Function Procedure. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This guide is one of several titles available for Excel 2007: Excel 2007 Introduction, Excel 2007 Charts & Tables, Excel 2007 Advanced & Macros. THE ONLY EXCEL BOOK YOU NEED We crafted this book to grow with you, providing the reference material you need as you move toward Excel proficiency and use of more advanced features. If you buy only one book on Excel, Special Edition Using Microsoft® Office Excel® 2007 is the book you need. Does your life play out in a spreadsheet? Do numbers in columns and rows make or break you in the work world? Tired of having numbers kicked in your face by other Excel power users who make your modest spreadsheets look paltry compared to their fancy charts and pivot tables? If you answered yes to any of these questions, Special Edition Using Microsoft® Office Excel® 2007 is the book that will make it all better. Learn quickly and efficiently from a true Excel master using the tried and true Special Edition Using formula for success. Here, you'll find information that's undocumented elsewhere—even in Microsoft's own Help systems. You'll learn from finely crafted, real-life examples built by an author

who lives and dies by the integrity of his spreadsheets. Excel's backbone is its formulas and functions. Master those and you will master your spreadsheets. Special Edition Using Microsoft Office® Excel® 2007 provides more down and dirty help with your formulas and functions than you'll find in any other book! See how it's done in real life! Don't settle for lame pivot table and chart examples found in other books... This book provides beautifully detailed examples that not only show you how it should be done, but how to be the local worksheet hero! Moving to Excel 2007 is not a routine upgrade. Microsoft's radical redesign of the application's user interface has led to confusion among many who people who have relied on Excel for years. Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost. With this book in hand, you'll be able to find your favorite Excel tools quickly. It's packed with information to guide beginners through the basics of creating spreadsheets and entering data, while providing advanced users with information on formulas, pivot tables, and more. Inside, you'll find: A visual guide to the new "Ribbon" interface that helps users find familiar tools A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately Quick answers about how to perform specific

tasks in Excel, such as working with files, editing data, formatting, summarizing and displaying data Convenient techniques for connecting data across worksheets and projects Help for moving from the basics of spreadsheet construction to more advanced features This edition also includes an extensive reference on commonly used formulas, which reveal at a glance the many possibilities Excel 2007 provides for easy calculation. Tasks in the book are presented as answers to "How do I..." questions -- such as "How do I change the formatting of part of a cell's contents?" -- followed by concise instructions for performing the task. You'll learn ways to customize Excel to fit your needs, and how to share workbooks and collaborate with others. And much more. Don't let Excel 2007 baffle you. Pick up this convenient pocket guide and learn to navigate this redesigned application with ease. Provides detailed instruction in the fundamental features and functions of Access, Excel, FrontPage, Outlook, PowerPoint, Publisher, and Word, as well as InfoPath, SharePoint, LiveMeeting, and Groove--and the new integration features of the new version of the Office suite. Fast answers to frequently asked questions Excel 2007 essentials at your fingertips! If you like your answers quick and your information up-to-date, look no further. With this concise, superbly organized reference, you'll quickly find just what you

need to know about navigating the new interface; using the Ribbon and Quick Access toolbar; saving, protecting, and recovering workbook files; entering and editing data; creating formulas and functions, and much more. Offering an updated overview of the latest version of the popular spreadsheet program, an informative manual covers the entire gamut of how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions, and includes helpful tips and step-by-step instruction in using the new user interface and tabbed toolbar. Original. (All Users) Master the Ribbon, powerful graphics capabilities, and more! Your one-stop guide to great-looking spreadsheets that actually mean something Create colorful spreadsheets and charts, use Live Preview, and maximize everything Excel 2007 has to offer! Find just what you need to know about using the new Ribbon, designing spreadsheets that communicate, editing and printing them, working with formulas, protecting your data when you collaborate, turning out cool charts, and much more. The included four-color insert highlights the Ribbon, new graphics features, and more! Discover how to Create dynamic spreadsheets with style galleries Work with more than 40 new cell styles Automate formatting with Live Preview Share Excel data with other programs Use VBA to write custom Excel functions Packed with information, the

"Excel Pocket Guide" is a compact reference that covers such basics as creating workbooks, entering data, printing, cell formatting, and spell checking. This 6 page, tri-fold, full-color, guide is an invaluable resource for anyone who uses Excel 2007! In a clear, user-friendly format, it provides step-by-step instructions, short cuts, and tips on how to execute the basic commands of the software. Topics include: using the ribbon, customizing the Quick Access toolbar, and creating, opening and saving a workbook. This guide also covers inserting, renaming, moving, copying, and deleting a worksheet, as well as creating headers and footers, color coding worksheet tabs, selecting rows and columns, and inserting rows and columns. It covers selecting, inserting, and formatting cells, working with cells borders, and merged cells. The guide also includes instructions for entering and working with data, creating a formula, inserting a function, using formula auditing tools, and using the Watch Window. This guide also covers how to change the view, zoom, split panes, freeze a row or column, as well as various methods of output such as printing and e-mailing a workbook, and much more! An excellent instructional tool for the user new to Excel 2007, it also serves as a handy reference for the more experienced user. Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office

Excel 2007. The following topics are covered: Creating Workbooks, Entering and Editing Data, Clearing Cells, Undo and Redo, Inserting and Deleting Rows Columns and Cells, Column Width and Row Height, Entering Dates, Entering Sequences, Entering Formulas & Functions, Using AutoSum, Absolute vs. Relative Cell References, Resizing the Formula Bar, Formatting Numbers and Cells, Aligning Cell Contents, Borders and Grids, Previewing, Printing and Page Setup, Repeating Rows/Columns on Every Page, Copying and Moving Data: Fill Handle; Cut, Copy, Paste; Drag & Drop. Sheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting, Editing Multiple Worksheets Simultaneously, and Copying Data and Formatting to Multiple Worksheets. Also includes: Lists of Selection and Movement Shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Experience learning made easy—and quickly teach yourself how to organize, analyze, and present data with Excel 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create formulas, calculate values, and analyze data Present information visually with graphics, charts, and diagrams Build PivotTable dynamic views—even easier with new data tables Reuse information from databases and other documents Share spreadsheets for review and manage changes

Create macros to automate repetitive tasks and simplify your work Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook. Microsoft Excel is the world's most-popular spreadsheet program--used by schools, offices, and home users. In Excel 2007, Microsoft has completely redesigned the user interface, making it more intuitive and more attractive. But anyone needing to get started quickly without learning all the ins and outs of the software still needs a handy guide. And with *Creating Spreadsheets and Charts in Microsoft Excel 2007: Visual QuickProject Guide* they've got one. Excel expert Maria Langer walks readers through the new interface and teaches them the tools they will use throughout the project. From there, she helps them create their first workbook, using formulas, adding formatting, adding a visually rich chart. Readers also learn how to effectively print their spreadsheets and charts--something that's much more confusing than it sounds! Along the way all readers will learn how to create attractive, professional, and effective Excel documents. Each book in the *Visual QuickProject Guide*

series now has a companion website featuring sample project files--making it even easier for users to work through each project as they read through the book. Other features on the companion website may include articles on getting the most out of the topic, a database of frequently asked questions, excerpts from the book, general tips, and more. With clear, step-by-step directions and practice files, *Microsoft Office XP Step by Step* offers complete coverage of this best selling productivity suite. The easy to follow lessons enable students to quickly and efficiently learn how to use each of the major Office XP applications. A CD included in the book contains practice files tightly integrated with the book's lessons, plus movie-style demonstrations of key procedures 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-contained, two-page lessons * Uniform layout makes it easy to read less, learn more How easy is it? Look for these symbols marking the difficulty of each task. * Demonstrates a

new spin on a common task * Introduces a new skill or a new task * Combines multiple skills requiring in-depth knowledge * Requires extensive skill and may involve other technologies Get the guide that makes learning Microsoft Excel plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before. Here's WHAT You'll Learn Manage your data quickly and efficiently Filter, sort, summarize, and crunch your numbers Use formulas and functions to do the heavy lifting Bring data to life with charts and graphics Share data between Microsoft Office documents Work as a team, online and in the cloud Here's HOW You'll Learn It Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! exercises to apply what you learn right away Market_Desc: For home and office users of the Microsoft Office Excel spreadsheet application looking for quick and easy access to their common technology questions. This series targets the price conscious, time-starved visual learners who want to know the essentials about a program and are looking for quick and easy solutions to their common technology questions. Special Features: · Visual Quick Tips

helps visual learners work smarter by teaching them tips, tricks, and techniques for getting more done in less time. This easy to use, compact guide provides tips, secrets, and tricks to help readers save time and become more efficient with Excel 2007. Offers a task-oriented approach with two tasks presented on most spreads. Users will find straight-forward task descriptions, succinct explanations, and full-colored screenshots with step-by-step instruction. About The Book: Excel 2007 Visual Quick Tips provides visual learners with useful and unexpected techniques essential to getting the most from their spreadsheets. This easy to use, compact guide provides tips, secrets, and tricks to help readers save time and become more efficient with Excel. Full-color screen shots and numbered, step-by-step instructions break down big tasks into bite-sized modules that show readers how to save time and boost productivity. A handy smaller trim size makes it easy for readers to find essential information on the core tasks of Excel 2007. Fast Facts at Your Fingertips! REA's Quick Access Study Charts contain all the information students, teachers, and professionals need in one handy reference. They provide quick, easy access to important facts. The charts contain commonly used mathematical formulas, historical facts, language conjugations, vocabulary and more! Great for exams, classroom reference, or a quick refresher on the

subject. Most laminated charts consist of 2 fold-out panels (4 pages) that fit into any briefcase or backpack. Each chart has a 3-hole punch for easy placement in a binder. Each chart measures 8 1/2" x 11" Using a PivotTable in Microsoft Office Excel 2007 is a quick and exciting way to slice and dice a large amount of data. This book explains what PivotTables are, how you can benefit from using them, how to create them and modify them, and how to use their enhanced features. It is for experienced Excel users who want to learn how to use Excel 2007 Pivot Tables for fast data analysis. The author is an internationally recognized Excel authority. Her web site on Excel, contextures.com, has over 175,000 visitors a month. John Walkenbach comments on the new Excel: "I've been using Excel for over 15 years, and Excel 2007 is by far the most significant upgrade ever. For starters, we've got a new user interface, new open file formats, a larger worksheet grid, better use of memory and CPUs, new functions, and more templates. Dig a bit deeper and you'll find worksheet tables, 100 levels of undo, easier formula construction, better-looking charts, unlimited color choices, SmartArt, a handy page layout view, new conditional formatting options, new collaboration features, a very useful compatibility checker, workbook themes—and even 'skins' so you can change the look of the entire program." John Walkenbach's Favorite Excel 2007 Tips & Tricks consists of

a series of non-trivial tips and tricks that cover all aspects of Excel. Tips are improved ways of maximizing the power of Excel to create robust applications. Tricks are shortcuts that will speed up application development with Excel. John's favorites include tips and tricks on dealing with function arguments, creating "impossible" charts, pivot tables, taming the new Ribbon, why use a UserForm, how to create add-ins in Excel 2007, absolute vs. relative references, changing data entry orientation, overcoming the 7-level nesting limit, dynamic chart data, sorting on more than three columns, entering fake data for testing purposes, custom functions, and much more. Pick your Excel task, find it fast, and get it done with Just the Steps! If you want to see how to do a particular Excel task, this is the perfect book. Each page includes step-by-step instruction in one column and illustrations and screenshots in the other column, so you have all the information you need in one place—no flipping pages! Improve your Excel skills with just the steps for entering spreadsheet data, building formulas, protecting excel data, formatting cells, designing spreadsheets with graphics, managing workbooks, changing worksheet values, sorting and filtering data, creating charts, creating PivotTables, building macros, integrating Excel into other Office programs, and—whew!—still more. Explains essentials tasks for Excel 2010, the spreadsheet application that is part of the

Microsoft Office 2010 suite Shows you just the steps for numerous Excel tasks using an easy-to-follow, two-column page layout, with step-by-step instruction on one side and illustrations and screenshots on the other Covers entering spreadsheet data, building formulas, protecting excel data, formatting cells, designing spreadsheets with graphics, managing workbooks, changing worksheet values, sorting and filtering data, creating charts, creating PivotTables, and building macros Walks you step by step through collaborating in Excel and integrating or using Excel with Word, PowerPoint, and Access Make your tasks easier, improve your Excel skills, and get better results with this step-by-step guide. Laminated quick reference guide showing step-by-step instructions and shortcuts for Charts (graphs) and Table features of Microsoft Office Excel 2007. This card is suitable as an accompaniment for Intermediate level Excel training. The following topics are covered: Excel Charts: Inserting a Chart, Resizing and Moving Chart Objects, Changing Chart Type, Charting Non-Adjacent Data, Adjusting Scale, Two-Scaled Charts, Adding, Removing and Formatting: Legend, Gridlines, Data Series, Explanatory Text, Callouts, Arrows and Circles, Data Labels, Adding a Projection or Trendline to a Data Series, Setting the Default Chart, Creating the Default Chart with one Keystroke, Creating Chart Templates, Applying Custom Chart Types, Changing Chart Location

(Chart Object vs. Chart Sheet). Excel Tables: Creating an Excel Table, Excel Table vs. Normal Range, Changing the Table Area, Adding New Rows or Columns to the Table, Toggle Total Row, Table Selection Shortcuts, Sorting a List, Multi-Level Sorting, Custom Sort Orders, Subtotals, Filtering a Table: AutoFilter & Advanced Filters, Creating Pivot Tables, Rearranging PivotTables, Adding/Removing PivotTable Fields, Show/Hide the PivotTable Field List, Refreshing a PivotTable, Creating a PivotChart, Changing the Summary Function, Filtering in a PivotTable, Sorting in a PivotTable, Grouping by Dates or Time. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. A guide to Microsoft Excel provides illustrated, step-by-step instructions for such tasks as creating formulas, performing calculations, sorting and filtering data, and creating charts.

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