

Exploring Microsoft Office Excel 2007 Comprehensive 2nd Edition

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more 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 eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

0135062942 / 9780135062944 Exploring Microsoft Office Excel 2007, Comprehensive Value Pack (includes myitlab 12-month Student Access & Microsoft Office 2007 180-day trial 2008) Package consists of: 013503227X / 9780135032275 Exploring Microsoft Office Excel 2007, Comprehensive 0135039770 / 9780135039779 myitlab 12-month Student Access Code 0138149658 / 9780138149659 Microsoft Office 2007 180-day trial 2008

The Exploring series helps students master the "How and Why" of performing tasks in Office to gain a greater understanding of how to use the individual applications together to solve business problems. Exploring titles feature "Perfect pages" where every step of every hands-on exercise as well as every end-of-chapter problem begins on a new page and has its own screen shot to make it easier to follow. Each chapter contains Hands-on Exercises, Capstone Exercises, and Mini-Cases for practicing and reviewing skills acquired. Exploring Microsoft Office 2007 Brief, 1/e contains an introductory and proficiency-gaining chapter on Word, Excel, Access, and PowerPoint. Ideal for students and individuals seeking a concise introduction to Office 2007 applications.

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following topics: introduction to Excel; using formulas, functions, and charts; working with large worksheets and tables; converting data to information; consolidating data and linking files; What-If analysis, forecasting, and amortization; employing templates, themes, and web pages; collaboration and macros; data analysis; VBA. Ideal for students and individuals seeking a comprehensive introduction to Excel 2007.

Teach yourself exactly what you need to know about using Office Professional 2010—one step at a time! With STEP BY STEP, you build and practice new skills hands-on, at your own pace. Covering Microsoft Word, PowerPoint, Outlook, Excel, Access, Publisher, and OneNote, this book will help you learn the core features and capabilities needed to: Create attractive documents, publications, and spreadsheets Manage your e-mail, calendar, meetings, and communications Put your business data to work Develop and deliver great presentations Organize your ideas and notes in one place Connect, share, and accomplish more when working together"

This title is also available as a free eBook. Take control—and put the built-in security and privacy features in Microsoft Office to work! Whether downloading documents, publishing a presentation, or collaborating online—this guide offers concise, how-to guidance and best practices to help protect your documents and your ideas. Get practical, proactive guidance for using the security and privacy management features in Office 2010 and Office 365 Walk through everyday scenarios, and discover everyday techniques that help you take charge Understand common risks and learn best practices you can apply right away

For Introductory and Advanced courses in Microsoft Excel 2007 or courses in Computer Concepts with a lab component for Microsoft Excel 2007. The goal of the Exploring series is to move students beyond the point and click to help them understand why and when they would perform a skill in MS Office Excel.

Get on the fast track to mastering Excel Want to find success in your profession or business? Master the timesaving tools you'll need in the real world, like Excel 2007. Whether you're a student, a professional, or an entrepreneur, you can learn Excel with this start-to-finish guide. Gain solid skills as you go from station to station in a series of clear-cut tutorials on Excel spreadsheet basics, integration with other applications, macro creation, and more. Start your journey today on The L Line. Get the basics of the new user interface and how to create spreadsheets Apply formulas, build charts, and explore pivot tables Filter, sort, analyze, and validate your data Customize Excel, create macros, and use add-ins All aboard for valuable online extras Visit the L Line Web site at www.wiley.com/go/theline for valuable online supplementary materials: Test bank with challenging review questions PowerPoint(r) slides with chapter outlines Free sample files Along The L Line Complete tutorial coverage with step-by-step instruction Ample illustrations and examples Real-world case studies, applications, and hints for avoiding pitfalls Practice exams that let you evaluate your progress

For introductory Office Application courses that cover Excel 2007. The goal of the Exploring Series has been to move students beyond the point and click, helping them understand the why and how behind each skill. Students go to college now with a different set of skills than they did 5 years ago. The new edition of Exploring moves students beyond the basics of the software at a faster pace, without sacrificing fundamental skills to ensure that they will be engaged throughout the book.

This book is a single reference that's indispensable for Excel beginners,

intermediate users, power users, and would-be power users everywhere Fully updated for the new release, this latest edition provides comprehensive, soup-to-nuts coverage, delivering over 900 pages of Excel tips, tricks, and techniques readers won't find anywhere else John Walkenbach, aka "Mr. Spreadsheet," is one of the world's leading authorities on Excel Thoroughly updated to cover the revamped Excel interface, new file formats, enhanced interactivity with other Office applications, and upgraded collaboration features Includes a valuable CD-ROM with templates and worksheets from the book Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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!

Provides information on using Microsoft SharePoint to create Office-compatible Web sites, intranets and portals, and manage business records.

0132136759 / 9780132136754 Exploring Microsoft Office Excel 2007

Comprehensive and MyITLab Student Access Code Card for Office 2007

Package, 2/e Package consists of 013509383X / 9780135093832 MyITLab

Student Access Code Card for Office 2007 0135119804 / 9780135119808

Exploring Microsoft Office Excel 2007 Comprehensive

For Introductory and Advanced courses in Microsoft Excel 2007 or courses in Computer Concepts with a lab component for Microsoft Excel 2007. The goal of the Exploring series is to move students beyond the "point and click" to help them understand why and when they would perform a skill in MS Office Excel.

0135038839 / 9780135038833 Technology in Action, Introductory Value Pack

(includes Transition Guide to Microsoft Office 2007 & myitlab for Exploring

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2007 180-day trial 2008

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Whether you are upgrading to Microsoft 365 from a previous version or using it
for the very first time, Microsoft 365 in easy steps will take you through the key
features so you can be productive straight away. In bite-size chunks, it shows
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manage financial matters • Perfect presentations and slide shows • Email, keep
in touch and stay organized • Access notes anywhere on any device •
Collaborate with others to work on documents Packed with handy tips and time-
saving shortcuts, Microsoft 365 in easy steps is a great investment for all
Microsoft 365 users, whether you are new to the Microsoft 365 suite or just
upgrading. Covers Microsoft 365 and Office 2019. Table of Contents 1.

Introducing Microsoft 365 2. Create Word Documents 3. Complex Documents 4.
Calculations 5. Manage Data 6. Presentations 7. Office Extras 8. Email 9. Time
Management 10. Manage Files and Fonts 11. Up-to-Date and Secure 12. More
Office Apps

The goal of the Exploring series has been to move readers beyond the point and
click, helping them understand the why and how behind each skill. Coverage of
Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint,
Windows Vista, and Capstone Exercises. MARKET: For business professionals
seeking to enhance their knowledge of Microsoft Office.

This is the eBook of the printed book and may not include any media, website
access codes, or print supplements that may come packaged with the bound
book. This book covers introductory Microsoft Word, Excel, Access, and
PowerPoint, with an additional Windows 10 chapter. Beyond point-and-click The
goal of the Exploring series is to move students beyond the point-and-click, to
understanding the why and how behind each skill. And because so much
learning takes place outside of the classroom, this series provides learning tools
that students can access anywhere, anytime. Students go to college now with a
different set of skills than they did years ago. With this in mind, the Exploring
series seeks to move students beyond the basics of the software at a faster
pace, without sacrificing coverage of the fundamental skills that everyone needs
to know. Also available with MyITLab MyITLab® is an online homework, tutorial,
and assessment program designed for Information Technology (IT) courses,
which engages students and improves results. HTML5 Simulation exercises and
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Exploring Microsoft Office Excel 2007, Comprehensive Prentice Hall

Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Microsoft Excel. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

The goal of the "Exploring "series has been to move readers beyond the point and click, helping them understand the why and how behind each skill. Coverage of Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Windows XP, and Capstone Exercises. Heaviest coverage of Microsoft Excel and Access. MARKET: For

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business professionals seeking to enhance their knowledge of Microsoft Office. This package includes the print textbook with Student CD (containing all necessary student data files) bound into the back of the book and an Access Kit that allows users to register for myitlab, an online training and assessment tool for Microsoft Office Applications. .

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