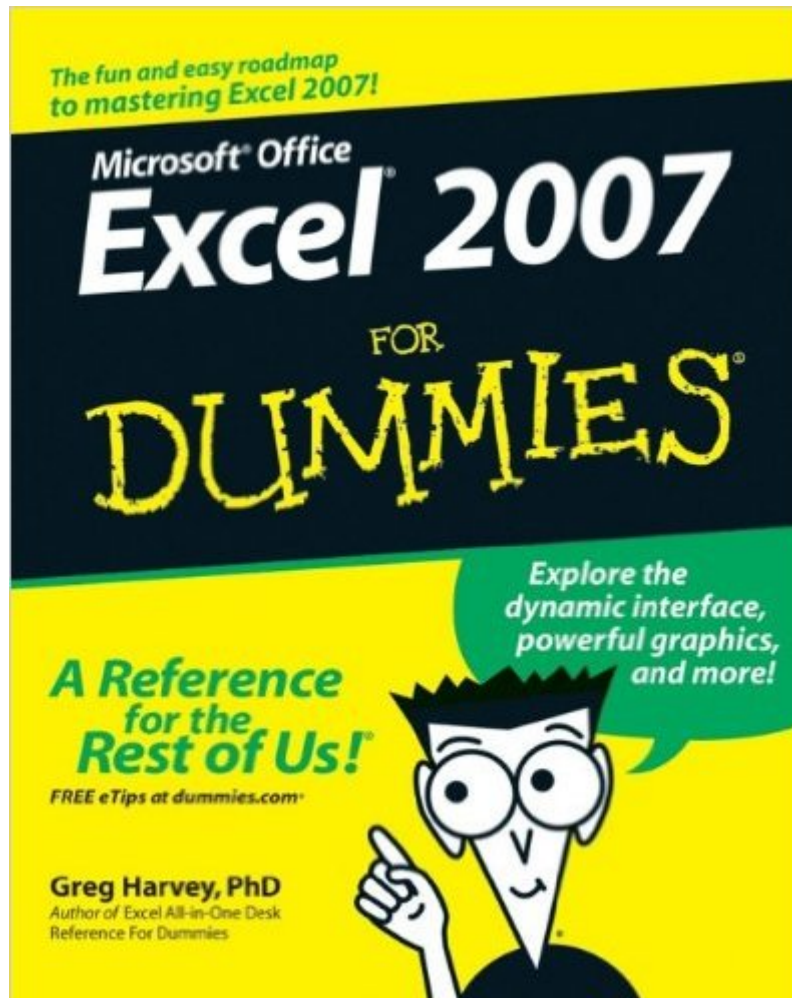


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# Excel 2007 For Dummies



## Synopsis

One look at Excel 2007, with its new Office Button, Quick Access toolbar, and Ribbon, and you realize youâ™re not in Kansas anymore. Well, have no fear! Excel 2007 for Dummies is here! If youâ™ve never worked with a computer spreadsheet, or if youâ™ve had some experience with earlier versions of Excel but need help transitioning, here youâ™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. Youâ™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 2007â™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 youâ™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.

## Book Information

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## Customer Reviews

I suppose that you'd be interested in this book for one of two reasons. First, you're a newcomer to Excel and want to be hand held from the beginning to get started. I suppose that there must be at least a few people out there who don't know Excel - Well, my mother doesn't, but she's not likely to

read this book anyway. Second, and I suspect most of us fit into this category, we've been using Excel for a lot of years, but at a fairly rudimentary level. We do expense accounts, a few formulas to check things out, maybe use it as a calculator, etc. We don't do things like macros or pivot tables. Now though, there's a new version of Excel - Excel 2007. It is worth spending the bucks on? What does it have that I might find useful? And I don't want to just see the Microsoft hype, I want a bit more than that. So here for twenty bucks or so is not only a description of what's new, but how to use it. As best I can tell, the biggest change in Excel 2007 is in its user interface. There's a new look on the screen called the ribbon. This seems to replace all the various toolbars and the like from previous versions with a new layout that puts the bulk of the Excel commands you use only one click away. (The existing File button is replaced by an 'Office' button.) Furthermore, the Ribbon appears to be a dynamic thing. As you are doing something different, for example charting, a different set of frequently used commands appear in the Ribbon. The Ribbon is also easy to customize, so if you're doing a spreadsheet for someone else to use, you can get rid of things that might get them into trouble. Down inside there are a bunch of other changes.

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