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**Excel 2007** Matthew MacDonald, 2007 Publisher description **Excel 2003 for Starters** Matthew MacDonald, 2006 Provides information on using the spreadsheet software covering such topics as creating a worksheet, data types, formatting, worksheets, formulas, templates, and creating charts. **Excel 2010: The Missing Manual** Matthew MacDonald, 2010-06-18 Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master, especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view. Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments, and more. Organize your data. Search, sort, and filter huge amounts of information. Illustrate trends. Bring your data to life with charts and graphics, including miniature charts called Sparklines. Examine your data. Summarize information and find hidden patterns with pivot tables and slicers. Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online. Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save.

**Excel 2007 for Starters** Matthew MacDonald, 2007 A comprehensive beginner's guide to using Microsoft Excel 2007 that covers basic functions and worksheets, adding information and moving data, formatting cells, viewing and printing basic formulas, tables, charts, and other topics. **Access 2007: The Missing Manual** Matthew MacDonald, 2007 Written from the ground up for this redesigned application, this guide will help readers design and maintain complete databases, search for valuable nuggets of information, and build attractive forms for quick and easy data entry.

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### **Excel 2003**

Matthew MacDonald, 2007 **Word 2007: The Missing Manual** Chris Grover, 2006-12-21 Microsoft Word has grown considerably in power sophistication and capability over the past decade but one thing that hasn't changed since the early 90s is its user interface. The simple toolbar in version 2.0 has been packed with so many features since then that few users know where to find them all. Consequently more and more people are looking for insider tips that will allow them to use these advanced and often hidden features. Microsoft has addressed this problem in Word 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use. Unfortunately Microsoft's documentation is as scant as ever so even though you will be able to find advanced features you might not know what to do with them. **Word 2007: The Missing Manual** written specifically for this version of the software explains basics like how to create documents enter and edit text format print and fax. You will also learn how to create sophisticated page layouts insert forms and tables use graphics and create book length documents with outlines and Master Documents. Coverage also includes how to share documents with other people and programs create web pages automate documents with fields and automate tasks with macros and the Visual Basic scripting language. This book shows you how to do it all.

**Office 2013: The Missing Manual**

Nancy Conner, Matthew MacDonald, 2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics. This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you're ready for more. You'll learn about Office's new templates and themes touchscreen features and other advances including Excel's Quick Analysis tool. The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your

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## PowerPoint 2007: The Missing Manual E. A. Vander

Veer, 2006-12-22 Like every other application in Microsoft Office suite PowerPoint is loaded with features So many in fact that even veterans don't know where to find them all Microsoft solved this problem in PowerPoint 2007 by redesigning the user interface with a tabbed toolbar that makes features easy to locate and use PowerPoint 2007 also boasts improved graphics additional templates the ability to save custom layouts and improved collaboration through SharePoint One thing Microsoft hasn't improved is its poor documentation To learn the ins and outs of all the features in PowerPoint 2007 Microsoft merely offers online help If you're familiar with previous versions of the program you may be lost the first time you fire up the new PowerPoint or you would be if it weren't for PowerPoint 2007 The Missing Manual This book written specifically for this version of the software not only offers the basics of how to create save set up run and print a basic bullets and background slideshow but takes you into the world of multimedia animation and interactivity You'll learn how to add pictures sound video animated effects and controls buttons and links to their slides along with ways to pull text spreadsheets and animations created in other programs You can also create your own reusable design templates and learn to automate repetitive tasks with macros Learn how to take advantage of advanced functions such as adding custom background images that existed in previous PowerPoint versions but were so cleverly hidden that few people ever found them

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**CSS: The Missing Manual** David Sawyer McFarland, 2009-08-21 Cascading Style Sheets can turn humdrum websites into highly functional professional looking destinations but many designers merely treat CSS as window dressing to spruce up their site's appearance You can tap into the real power of this tool with CSS The Missing Manual This second edition combines crystal clear explanations real world examples and dozens of step by step tutorials to show you how to design sites with CSS that work consistently across browsers Witty and entertaining this second edition gives you up to the minute pro techniques You'll learn how to Create HTML that's simpler uses less code is search engine friendly and works well with CSS Style text by changing fonts colors font sizes and adding borders Turn simple HTML links into complex and attractive navigation bars complete with rollover effects Create effective photo galleries and special effects including drop shadows Get up to speed on CSS 3 properties that work in the latest browser versions Build complex layouts using CSS including multi column designs Style web pages for printing With CSS The Missing Manual Second Edition you'll find all new online tutorial pages expanded CSS 3 coverage and broad support for Firebox Safari and other major web browsers including Internet Explorer 8 Learn how to use CSS effectively to build new websites or refurbish old sites that are due for an upgrade

**Excel For Starters: The Missing Manual** Matthew Macdonald, 2005-01-01 The dominant spreadsheet program and one of the most widely used software applications in the world Microsoft Excel is unbelievably powerful and can be downright intimidating If you're new to Excel or among the many existing Excel users who are dazed and confused by all that the

program can do and by how little it has actually done for you Excel for Starter The Missing Manual is your ideal resource

**Office 2007: The Missing Manual** Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That s where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft s redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It s a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box **Excel 2007**

**For Starters: The Missing Manual** Matthew Macdonald,2007-01-01 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 **Excel 2007** Matthew MacDonald,2006

Microsoft Excel continues to grow in power sophistication and capability but one thing that has changed very little since the early 90s is its user interface The once simple toolbar has been packed with so many features over the years that few users know where to find them all Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use Unfortunately Microsoft s documentation is as scant as ever so even if users can find advanced features they probably won t know what to do with them Excel 2007 The Missing 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 Like its siblings in the Missing Manual series this book crackles with a fine sense of humor and refreshing objectivity about its subject guiding readers through the new Excel with clear explanations step by step instructions lots of illustrations and friendly time saving advice It s a perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information **Office 2011 for Macintosh: The Missing Manual** Chris Grover,2010-12-17 Office 2011 for Mac is easy to use but to unleash its full power you need to go

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