DESCRIPTION

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.

🎉 ABOUT THE AUTHOR

Greg Harvey has authored tons of computer books, the most recent being Excel Workbook For Dummies and Roxio Easy Media Creator 8 For Dummies, and the most popular being Excel 2003 For Dummies and Excel 2003 All-In-One Desk Reference For Dummies. He started out training business users on how to use IBM personal computers and their attendant computer software in the rough and tumble days of DOS, WordStar, and Lotus 1-2-3 in the mid-80s of the last century. After working for a number of independent training firms, Greg went on to teach semester-long courses in spreadsheet and database management software at Golden Gate University in San Francisco.

His love of teaching has translated into an equal love of writing. For Dummies books are, of course, his all-time favorites to write because they enable him to write to his favorite audience: the beginner. They also enable him to use humor (a key element to success in the training room) and, most delightful of all, to express an opinion or two about the subject matter at hand.

Greg received his doctorate degree in Humanities in Philosophy and Religion with a concentration in Asian Studies and Comparative Religion last May. Everyone is glad that Greg was finally able to get out of school before he retired.

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