

shortcut

Your Short Cut to Knowledge

Microsoft® Office Excel® 2007

Quick Reference Guide

Greg Perry

SAMS

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Beta Preview

Based on Microsoft Office Beta 2 Technical Refresh

This Digital Short Cut is an adaptation of the
forthcoming book, *Excel 2007: Microsoft®
Office 2007 all in One* by Greg Perry, 967327916,
Sams Publishing

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Excel 2007 Pocket Guide Curtis D. Frye, 2007-10-25 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 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 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. **What's New in Microsoft Office 2007 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated)** Ca Beezix, Inc Staff, 2007-01-31 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2007 for Word, Excel, and PowerPoint. Also includes a command reference for each product showing Office 2003 commands and their 2007 equivalents. Topics include: Office The Ribbon The Office Button The Quick Access Toolbar Status Bar Mini Toolbar Using Themes to Format a Document SmartArt Shape Styles Showing the Developer Tab Saving as PDF Emailing a PDF Compatibility with Previous Versions New File Formats Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Creating and Using Quick Styles Displaying the Styles Pane Using the Apply Styles Window The Style Inspector Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part Using Cover Page Building Blocks Adding a Watermark Building Block The Reviewing Pane Tracking Moved Text Improved Compare and Combine Features No Longer Available New Word File Types Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Changes to Excel Tables Lists Enhanced Filtering Structured References in Excel Tables New Conditional Formatting Conditional Formatting Rules Manager Sorting by Icon Cell Color or Font Color Changes to PivotTables New Excel File Types PowerPoint The Selection and Visibility Pane Converting to SmartArt Adding

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