



Manual Prático Microsoft® Excel 2007

Pedro Filipe C. Jesus
Abril / 2008

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Dixon



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Dixon,2007-05-29 Many experienced users may initially find Excel 2007 rather disorientating But Excel 2007 Beyond the Manual will introduce those who are already familiar with Excel basics to more advanced features like consolidation what if analysis PivotTables sorting and filtering and some commonly used functions You ll learn how to maximize your efficiency at producing professional looking spreadsheets and charts and become competent at analyzing data using a variety of tools The book includes practical examples to illustrate advanced features It also covers new features of Excel 2007 along with ways to access old features You ll even gain timesaving tips and shortcuts *Microsoft Excel 2007* Inmark-Elearning,2011

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