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Peipei Pang



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Excel 2007: The Missing Manual Matthew MacDonald, 2006-12-27 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 [Excel 2007](#) Matthew MacDonald, 2007 Publisher description

Access 2007: The Missing Manual Matthew MacDonald, 2006-12-29 Compared to industrial strength database products such as Microsoft's SQL Server Access is a breeze to use It runs on PCs rather than servers and is ideal for small to mid sized businesses and households But Access is still intimidating to learn It doesn't help that each new version crammed in yet another set of features so many in fact that even the pros don't know where to find them all Access 2007 breaks this pattern with some of the most dramatic changes users have seen since Office 95 Most obvious is the thoroughly redesigned user interface with its tabbed toolbar or Ribbon that makes features easy to locate and use The features list also includes several long awaited changes One thing that hasn't improved is Microsoft's documentation To learn the ins and outs of all the features in Access 2007 Microsoft merely offers online help Access 2007 The Missing Manual was written from the ground up for this redesigned application You will learn how to design complete databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry You'll even delve into the black art of Access programming including macros and Visual Basic and pick up valuable tricks and techniques to automate common tasks even if you've never touched a line of code before You will also learn all about the new prebuilt databases you can customize to fit your needs and how the new complex data feature will simplify your life With plenty of downloadable examples this objective and witty book will turn an Access neophyte into a true master **Access 2010: The Missing Manual** Matthew MacDonald, 2010-06-18 Unlock the secrets of this powerful database program and discover how to use your data in creative ways With this book's easy step by step process you'll quickly learn how to build and maintain a complete Access database using Access 2013's new simpler user interface and templates You also get practices and tips from the pros for good database design ideal whether you're using Access for school business or at home The important stuff you need to know

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