

VISUAL QUICKSTART GUIDE



MICROSOFT OFFICE EXCEL 2007

FOR WINDOWS

*Learn Excel the
Quick and Easy Way!*

MARIA LANGER

Microsoft Office Excel 2007 For Windows Visual Quickstart Guide Maria Langer

Maria Langer



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Teaches how to create spreadsheets and charts without getting bogged down in details **Creating Spreadsheets and Charts in Microsoft Office Excel 2007 for Windows** Maria Langer,2006-12-28 Microsoft Excel is the world's most popular spreadsheet program used by schools offices and home users In Excel 2007 Microsoft has completely redesigned the user interface making it more intuitive and more attractive But anyone needing to get started quickly without learning all the ins and outs of the software still needs a handy guide And with *Creating Spreadsheets and Charts in Microsoft Excel 2007 Visual QuickProject Guide* they've got one Excel expert Maria Langer walks readers through the new interface and teaches them the tools they will use throughout the project From there she helps them create their first workbook using formulas adding formatting adding a visually rich chart Readers also learn how to effectively print their spreadsheets and charts something that's much more confusing than it sounds Along the way all readers will learn how to create attractive professional and effective Excel documents Each book in the Visual QuickProject Guide series now has a companion website featuring sample project files making it even easier for users to work through each project as they read through the book Other features on the companion website may include articles on getting the most out of the topic a database of frequently asked questions excerpts from the book general tips and more **Microsoft Office Excel 2003 for Windows** Maria

Langer,2004 Providing a quick route to spreadsheet proficiency this text covers all that's new in Excel 2003 including XML enhancement and improved Smart Tags *Mac OS X 10.5 Leopard* Maria Langer,2007-10-25 Apple's next version of its OS code named Leopard will keep Mac users in the forefront of making the most from their computers Respected best selling author Maria Langer takes readers through Mac OS X's groundbreaking capabilities including new applications such as Time Machine and Spaces and revamped applications such as Mail Dashboard Spotlight and iCal With plenty of screenshots to clearly illustrate techniques this reasonably priced guide is a great reference to the essentials of Mac OS X Leopard Easy visual approach uses pictures to guide you through Mac OS X and show you what to do Concise steps and explanations let

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