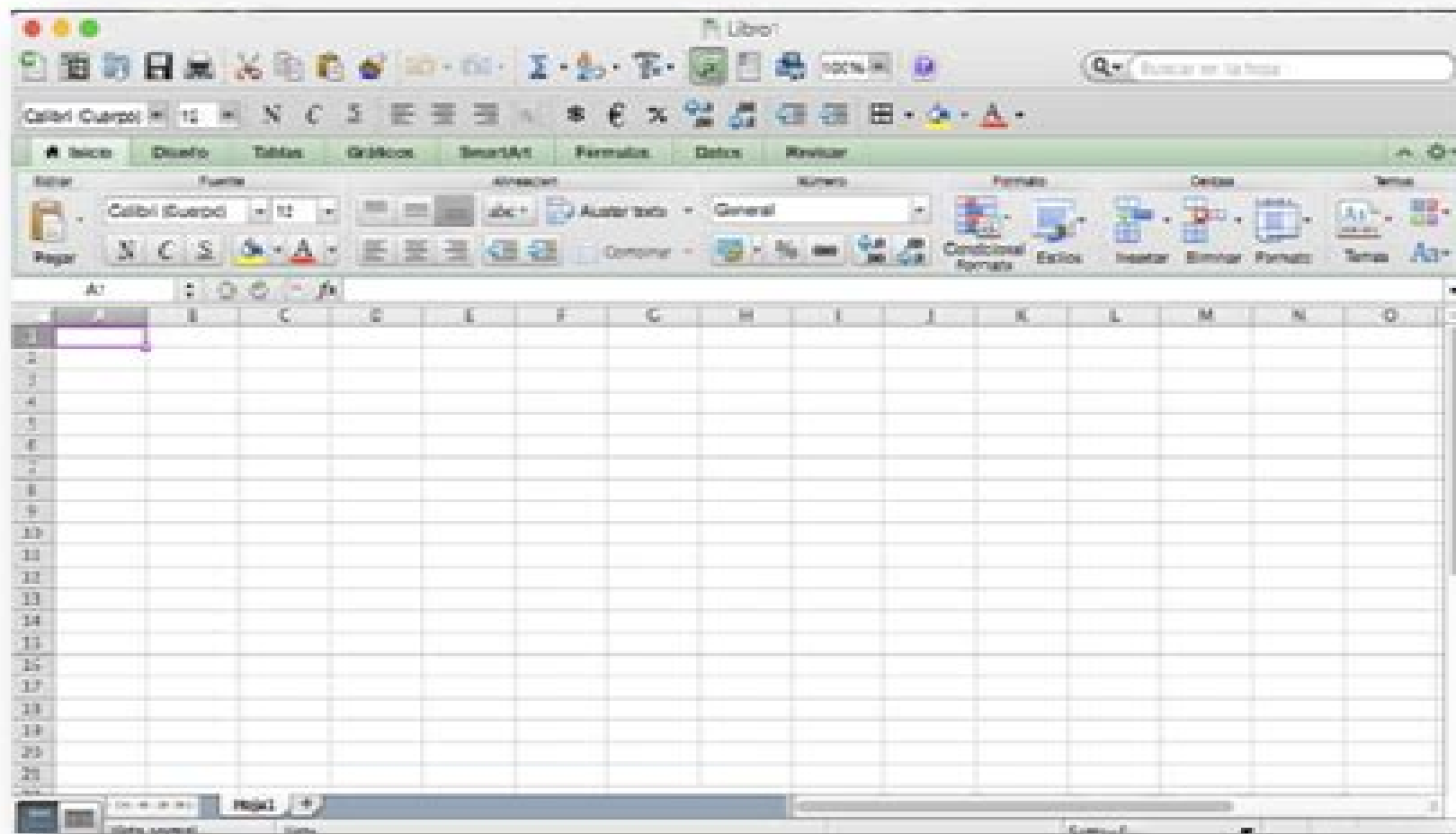


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# Mac Excel Manual

**David Pogue**



## Mac Excel Manual:

**Excel Hacks** David Hawley, Raina Hawley, 2007-06-20 Millions of users create and share Excel spreadsheets every day but few go deeply enough to learn the techniques that will make their work much easier There are many ways to take advantage of Excel's advanced capabilities without spending hours on advanced study Excel Hacks provides more than 130 hacks clever tools tips and techniques that will leapfrog your work beyond the ordinary Now expanded to include Excel 2007 this resourceful roll up your sleeves guide gives you little known backdoor tricks for several Excel versions using different platforms and external applications Think of this book as a toolbox When a need arises or a problem occurs you can simply use the right tool for the job Hacks are grouped into chapters so you can find what you need quickly including ways to Reduce workbook and worksheet frustration manage how users interact with worksheets find and highlight information and deal with debris and corruption Analyze and manage data extend and automate these features moving beyond the limited tasks they were designed to perform Hack names learn not only how to name cells and ranges but also how to create names that adapt to the data in your spreadsheet Get the most out of PivotTables avoid the problems that make them frustrating and learn how to extend them Create customized charts tweak and combine Excel's built in charting capabilities Hack formulas and functions subjects range from moving formulas around to dealing with datatype issues to improving recalculation time Make the most of macros including ways to manage them and use them to extend other features Use the enhanced capabilities of Microsoft Office 2007 to combine Excel with Word Access and Outlook You can either browse through the book or read it from cover to cover studying the procedures and scripts to learn more about Excel However you use it Excel Hacks will help you increase productivity and give you hours of hacking enjoyment along the way , Mac OS X

*Leopard: The Missing Manual* David Pogue, 2007-12-07 With Leopard Apple has unleashed the greatest version of Mac OS X yet and David Pogue is back with another meticulous Missing Manual to cover the operating system with a wealth of detail The new Mac OS X 10.5 better known as Leopard is faster than its predecessors but nothing's too fast for Pogue and this Missing Manual It's just one of reasons this is the most popular computer book of all time Mac OS X The Missing Manual Leopard Edition is the authoritative book for Mac users of all technical levels and experience If you're new to the Mac this book gives you a crystal clear jargon free introduction to the Dock the Mac OS X folder structure and the Mail application There are also mini manuals on iLife applications such as iMovie iDVD and iPhoto and a tutorial for Safari Mac's web browser This Missing Manual is amusing and fun to read but Pogue doesn't take his subject lightly Which new Leopard features work well and which do not What should you look for What should you avoid Mac OS X The Missing Manual Leopard Edition offers an objective and straightforward instruction for using Leopard's totally revamped Finder Spaces to group your windows and organize your Mac tasks Quick Look to view files before you open them The Time Machine Leopard's new backup feature Spotlight to search for and find anything in your Mac Front Row a new way to enjoy music photos and videos Enhanced

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**Switching to the Mac: The Missing Manual, El Capitan Edition** David Pogue,2016-01-15 Those who have made the switch from a Windows PC to a Mac have made Switching to the Mac The Missing Manual a runaway bestseller The latest edition of this guide delivers what Apple doesn t everything you need to know to successfully and painlessly move your files and adapt to Mac s way of doing things Written with wit and objectivity by Missing Manual series creator and bestselling author David Pogue this book will have you up and running on your new Mac in no time

*Home Networking: The Missing Manual* Scott Lowe,2005-07-01 Millions of computers around the world today are connected by the Internet so why is it still so hard to hook up a few PCs in you own home Whether you want to share an Internet connection install WiFi or maybe just cut down on the number of printers you own home networks are supposed to help make your life easier Instead most aspiring home networkers get lost in a confusing maze of terms and technologies 802 11g Fast Ethernet Cat 5 cable or was it Cat 5e Powerline and on and confusingly on That s where Home Networking The Missing Manual comes in Using clear language straightforward explanations and a dash of humor this book shows you how to do everything you need to set up a home network Coverage includes WiFi Ethernet or Powerline There are several kinds of digital pipes that you can use to create your network and none of them have friendly names This book tells you what they are explains the pros and cons of each and helps you figure out what you need to buy and how to install it Windows and Mac info included Half the battle in home networking takes place after you ve bought your gear and plugged it in That s because the routers network adapters and cables that you need get you only part way towards networking nirvana Whether you ve got PCs or Macs or both you ll need help tweaking your computers settings if you want to get all your machines talking to each other This book covers most known operating system flavors including Windows XP 2000 Me and 98 and Mac OS X and OS 9 Fun things to do with your network The real fun starts once your network is up and running This book shows you how to do much more than simply share an Internet connection and a printer You ll learn how to stream music from your PCs to your stereo how to display pictures on your TV how to hook up game consoles to your network and more Most important this book helps you understand the difference between what you need to know to create and use your home network and what s best left to those looking for a career as a system administrator In Home Networking The Missing Manual you ll find everything you need to get your network running and nothing more

**Mac OS X: The Missing Manual, Tiger Edition** David Pogue,2005-07-12 You can set your watch to it As soon as Apple comes out with another version of Mac OS X David Pogue hits the streets with another meticulous Missing Manual to cover it with a wealth of detail The new Mac OS X 10 4 better known as Tiger is faster than its predecessors but nothing s too fast for Pogue and Mac OS X The Missing Manual There are many reasons why this is the

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full power you need to go beyond the basics This entertaining guide not only gets you started with Word Excel PowerPoint and the new Outlook for Mac it also reveals useful lots of things you didn't know the software could do Get crystal clear explanations on the features you use most and plenty of power user tips when you're ready for more Take advantage of new tools Navigate with the Ribbon use SmartArt graphics and work online with Office Web Apps Create professional looking documents Use Word to craft beautiful reports newsletters brochures and posters Crunch numbers with ease Assemble data make calculations and summarize the results with Excel Stay organized Set up Outlook to track your email contacts appointments and tasks Make eye catching presentations Build PowerPoint slideshows with video and audio clips animations and other features Use the programs together Discover how to be more productive and creative by drawing directly in Word documents adding spreadsheets to your slides and more

**The Power User's Manual** Randal L. Kottwitz, 1986

Switching to the Mac: The Missing Manual, Yosemite Edition David Pogue, 2015-01-22 What makes Windows refugees decide to get a Mac Enthusiastic friends The Apple Stores Great looking laptops A halo effect from the popularity of iPhones and iPads The absence of viruses and spyware The freedom to run Windows on a Mac In any case there's never been a better time to switch to OS X and there's never been a better more authoritative book to help you do it The important stuff you need to know Transfer your stuff Moving files from a PC to a Mac by cable network or disk is the easy part But how do you extract your email address book calendar Web bookmarks buddy list desktop pictures and MP3 files Now you'll know Recreate your software suite Many of the PC programs you've been using are Windows only Discover the Mac equivalents and learn how to move data to them Learn Yosemite Apple's latest operating system is faster smarter and more in tune with iPads and iPhones If Yosemite has it this book covers it Get the expert view Learn from Missing Manuals creator David Pogue author of OS X Yosemite The Missing Manual the 1 bestselling Mac book on earth

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**Your Brain: The Missing Manual** Matthew MacDonald,2008-05-29 Puzzles and brain twisters to keep your mind sharp and your memory intact are all the rage today More and more people Baby Boomers and information workers in particular are becoming concerned about their gray matter s ability to function and with good reason As this sensible and entertaining guide points out your brain is easily your most important possession It deserves proper upkeep Your Brain The Missing Manual is a practical look at how to get the most out of your brain not just how the brain works but how you can use it more effectively What makes this book different than the average self help guide is that it s grounded in current neuroscience You get a quick tour of several aspects of the brain complete with useful advice about Brain Food The right fuel for the brain and how the brain commands hunger including an explanation of the different chemicals that control appetite and cravings Sleep The sleep cycle and circadian rhythm and how to get a good night s sleep or do the best you can without it Memory Techniques for improving your recall Reason Learning to defeat common sense logical fallacies including tactics for winning arguments and good reasons for bad prejudices Creativity and Problem Solving Brainstorming tips and thinking not outside the box but about the box in other words find the assumptions that limit your ideas so you can break

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