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# Microsoft® Office Excel® 2007

## Quick Reference Guide

Greg Perry



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### Beta Preview

Based on Microsoft Office Beta 2 Technical Edition

This Digital Shortcut is an adaptation of the forthcoming book, *Take Back Microsoft Windows® Office 2007* AKA also by Greg Perry, 9872329415, Sams Publishing

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# Excel 2007 Quick Reference Guide 54 Page Ebook

**Connie Hyslop**



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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

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