

# Microsoft Excel 2007 Guide

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**Using Microsoft Excel 2007** Connie Hyslop 2009-01-01 A Quick Reference Guide to Microsoft Excel. Includes tips, tricks and shortcuts. Easy to follow steps written in non-technical terms. Many computer manuals are TMI (Too Much Info). The steps in this guide are brief and "to the point." Using Microsoft Excel 2007 is the desk reference every user needs to become proficient in the new version of Excel. *Microsoft Excel 2007 in Simple Steps* Greg Holden 2009 Use Excel 2007 with confidence Discover everything you want to know about Microsoft Excel 2007 in this easy-to-use guide; from the most essential tasks that you'll want to perform, to solving the most common problems you'll encounter. This practical book will have you achieving immediate results using: a friendly, visual approach simple language practical, task-based examples large, full-colour screenshots Get the most out of Excel 2007 with practical tips on every page: - ALERT! - Solutions to common problems - HOT TIP - Time-saving shortcuts - SEE ALSO... - Related tasks and information - DID YOU KNOW? - Additional features to explore - WHAT DOES THIS MEAN? - Jargon explained in plain English *Advanced Guide to Microsoft® Excel 2007* Comma Project, LLC 2008-08 *Creating Spreadsheets and Charts in Microsoft Office Excel 2007 for Windows* Maria Langer 2007-01 Teaches how to create spreadsheets and charts without getting bogged down in details. **Pivot Table Data Crunching** Bill Jelen 2010-10-20 PivotTables may be Excel's most powerful feature, but Microsoft has estimated that only 15% of Excel users take advantage of them. That's because PivotTables (and their companion feature, PivotCharts) have a reputation for being difficult to learn. Not any more! In this book, Excel legends Bill Jelen ("MrExcel") and Michael Alexander teach PivotTables and PivotCharts step-by-step, using realistic business scenarios that any Excel user can intuitively understand. Jelen and Alexander go far beyond merely explaining PivotTables and PivotCharts: they present practical "recipes" for solving a wide range of business problems. Drawing on more than 30 combined years of Excel experience, they provide tips and tricks you won't find anywhere else, and show exactly how to sidestep common mistakes. Coverage includes: " Creating PivotTables, customizing them, and changing the way you view them " Performing calculations within PivotTables " Using PivotCharts and other visualizations " Analyzing multiple data sources with PivotTables " Sharing PivotTables with others " Working with and analyzing OLAP data " Making the most of Excel 2010's powerful new PowerPivot feature " Using Excel 2010's Slicer to dynamically filter PivotTables " Enhancing PivotTables with macros and VBA code This book is part of the new MrExcel Library series, edited by Bill Jelen, world-renowned Excel expert and host of the enormously popular Excel help site, MrExcel.com. Teaches PivotTables, PivotCharts, and Excel 2010's new PowerPivot feature through real-world scenarios that make intuitive sense to users at all levels Includes proven PivotTable recipes for instant on-the-job results Helps Excel users avoid common pitfalls and mistakes Part of the brand-new MrExcel Library series, edited by Excel legend Bill Jelen

**Excel 2007** Matthew MacDonald 2007 Offering an updated overview of the latest version of the popular spreadsheet program, an informative 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, and includes helpful tips and step-by-step instruction in using the new user interface and tabbed toolbar. Original. (All Users)

*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.

*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 2007 for Windows** Maria Langer 2007-04-26 Microsoft Office Excel 2007 is the biggest revision this industry standard software has undergone in years. It has a brand new interface, tons of new tools and even a suite of services called Excel Services to allow you to share your valuable data on the web. For the first time in years there is a lot to learn to make the most of this powerful new update. To take advantage of all of the new features in this powerful program (and to do so quickly), users need this Visual QuickStart Guide. In these pages, veteran author and trusted Excel teacher Maria Langer provides step-by-step instructions for the full gamut of Excel tasks: from worksheet basics like editing, using functions, formatting cells, and adding graphics objects, to more advanced topics like creating charts, working with databases, and Web publishing. As with all Visual QuickStart Guide books, clear, concise instructions and lots of visual aids make learning easy and painless.

*The IT Girl's Guide to Becoming an Excel Diva* Ani Babama 2009-04-03 Apply Excel daily and smooth out life's wrinkles Who knew a spreadsheet could do as much for you as your favorite moisturizer? Become a Microsoft Excel Diva with this sassy guide and discover what hip IT Girls already know: smart is beautiful. Impress the heck out of everyone at work with your stylish reports. Do a budget and see exactly what you can spend on shoes. Get better organized. Who has time for dull technical manuals? Learn all of Microsoft Excel's secrets in this girl-talk guide. Welcome to the party! Relax, refresh, and reward yourself at the end of each chapter with fun, stress-reducing chats, like why soy Chai lattes are better than regular lattes. Don't miss these gems! \* Meet Microsoft(r) Excel(r) 2007, the Louis Vuitton of spreadsheets \* Join the conversation with these basic Excel terms \* Learn the fine art of Excel formulas and functions \* Dress up Excel data with SmartArt, WordArt, and other chic accessories \* Build a shopping spree budget from scratch \* Show off by adding Excel data into Word and PowerPoint(r) *Microsoft Office Excel 2007 Step by Step* Curtis Frye 2007 A step-by-step guide to Microsoft Excel 2007 describes the new features of the program, including its new interface, PivotTable, rich data visualization, and enhanced chart and table functions, and provides lessons and practice exercises to master the tools to organize data, manage spreadsheets, and publish to the Web.

*Excel 2007 on Your Side* E. N. I. Publishing 2008-01-07 This practical guide teaches you how to get the most out of Microsoft® Excel 2007. After a description of the new environment, which has been improved from the previous versions, and learning how to manage files, templates and datasheets, you will quickly become familiar with entering and editing data (numbers, dates, calculation formulas, data series). You will then learn how to use the tools for formatting data (fonts, colours, borders, AutoFormats, styles, etc), create outlines, use worksheet auditing, and print your tables replete with various graphics and charts. The guide also explains the different ways you can use Excel to create tables and pivot charts by using datasheets. As a portion of this guide focuses on working with multiple users, it includes all you need to know about sharing and protecting your data. The latter chapters discuss techniques for improving data entry (creating custom data series or drop-down lists), and how to insert hyperlinks, import and export data, use macro commands, and create Web pages.

**Excel 2007 For Dummies** Greg Harvey 2011-02-10 One look at Excel 2007, with its new Office Button, Quick Access toolbar, and Ribbon, and you realize you're not in Kansas anymore. Well, have no fear—Excel 2007 for Dummies is here! If you've never worked with a computer spreadsheet, or if you've had some experience with earlier versions of Excel but need help transitioning, here you'll find everything you need to create, edit, format, and print your own worksheets (without sacrificing your sanity!). Excel 2007 for Dummies covers all the fundamental techniques, concentrating on only the easiest, most user-friendly ways to get things done. You'll discover how to: Rearrange, delete and insert new information Keep track of and organize data in a single worksheet Transfer data between the sheets of different workbooks Create a chart using the data in a worksheet Add hyperlinks and graphics to worksheets And more! Plus, in keeping with Excel 2007's more graphical and colorful look, Excel 2007 for Dummies has taken on some color of its own, with full-color plates in the mid-section of the book illustrating exactly what you'll see on your screen. Whether you read it from cover to cover or skip to the sections that answer your specific questions, the simple guidance in this book will have you excelling at home or in the office no time.

**Excel 2007 Pocket Guide** Curtis D. Frye 2007-10-25 Moving to Excel 2007 is not a routine upgrade. Microsoft's radical redesign of the application's user interface has led to confusion among many who people who have relied on Excel for years. Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost. With this book in hand, you'll be able to find your favorite Excel tools quickly. It's packed with information to guide beginners through the basics of creating spreadsheets and entering data, while providing advanced users with information on formulas, pivot tables, and more. Inside, you'll find: A visual guide to the new "Ribbon" interface that helps users find familiar tools A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately Quick answers about how to perform specific tasks in Excel, such as working with files, editing data, formatting, summarizing and displaying data Convenient techniques for connecting data across worksheets and projects Help for moving from the basics of spreadsheet construction to more advanced features This edition also includes an extensive reference on commonly used formulas, which reveal at a glance the many possibilities Excel 2007 provides for easy calculation. Tasks in the book are presented as answers to "How do I..." questions -- such as "How do I change the formatting of part of a cell's contents?" - followed by concise instructions for performing the task. You'll learn ways to customize Excel to fit your needs, and how to share workbooks and collaborate with others. And much more. Don't let Excel 2007 baffle you. Pick up this convenient pocket guide and learn to navigate this redesigned application with ease.

**Create Dynamic Charts in Microsoft Office Excel 2007 and Beyond** Reinhold Scheck 2008-12-10 Extend your Excel 2007 skills—and create more-powerful and compelling charts in less time. Guided by an Excel expert, you'll learn how to turn flat, static charts into dynamic solutions—where you can visualize and manipulate data countless ways with a simple mouse click. Get the hands-on practice and examples you need to produce your own, professional-quality results. No programming required! Maximize the impact of your ideas and data! Learn how your design decisions affect perception and comprehension Match the right chart type to your communication objective Visualize—then build—your solution using the author's five-step approach Apply the science of color to make the right things pop Add controls—such as drop-down lists and scroll bars—without coding Use conditional formatting to dynamically highlight and analyze data Unleash your chart-making creativity—and bring numbers to life! CD includes: More than 150 sample, customizable charts for various business scenarios Helpful worksheets and job aids Bonus content and resources Fully searchable eBook For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

**THE UNOFFICIAL GUIDE TO MICROSOFT OFFICE EXCEL 2007** Julia Kelly & Curt Simmons 2007-03 Market\_Desc: · For readers looking for the straight word in a comprehensive reference book. Special Features: · Features comprehensive coverage and vital information that arms the reader with all they need to know to make the most of Excel 2007. · Insider secrets eliminates the extra information readers don't need, revealing best practices used by the pros to increase productivity and maximize efficiency. · A 672 page reference full of valuable advice written by savvy, sophisticated authors and priced at \$18.99. · Readers will discover the best way to enter, format, and organize data, use PivotTables and PivotCharts to summarize data dynamically, work with charts to highlight data points visually, and get under the hood with Excel and learn how to automate common and repetitive tasks by writing macros with VBA. · Handy checklists and charts to get readers started in Excel right away. Real world advice from an experienced Excel consultant to guide the not so expert user through Excel's robust features and helps them avoid pitfalls along the way. About The Book: The Unofficial Guide to Excel 2007 answers the questions users need most and gives reader's insider guidance and valuable tips on how to exploit the capabilities of Excel. They'll find savvy advice on everything from simple tasks like working with data to complicated macros and how they can expedite repetitive or common tasks. This comprehensive, easy-to-follow guide reveals what other sources won't and presents unbiased recommendations to help users get the most out of Excel. This book begins with the basics like formatting cells and takes you through programming with VBA. Aimed primarily at those users looking for more than the conventional wisdom on to how to get the best out of Excel 2007 in the most efficient way, The Unofficial Guides are the answers they are seeking.

*Microsoft Excel 2007 Quick Source Guide* The ReSource Network 2007-10

**Microsoft Office Excel 2007 Visual Basic for Applications Step by Step** Reed Jacobson 2007-05-16 Quickly teach yourself how to automate tasks and create custom spreadsheet solutions with Excel 2007 Visual Basic for Applications (VBA). With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Create macros to automate repetitive tasks Automatically format charts, shapes, and text Manipulate tables and other objects—even build PivotTable reports Write your own functions and procedures Use loops and conditions to add decision logic to macros Build custom command buttons, dialog boxes, and user forms Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

*The Unofficial Guide to Microsoft Office Excel 2007* Julia Kelly 2008-03-11

**Microsoft Office 2007 for Windows** Steve Schwartz 2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively, Microsoft Office 2007 will offer users a new look and smarter ways of getting things done. From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint, Microsoft has rethought and reworked the entire suite. And in this new edition of our Office Visual QuickStart Guide, author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools. The book is essential reference tool for the home and small business user, covering everything in the Office Basic, Home & Student, Standard, and Small Business suites. Software covered includes: Word, Excel, OneNote, Outlook, PowerPoint, and Publisher. Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do. Concise steps and explanations let you get up and running in no time. Page for page, the best content and value around. Table of Contents: Part I: Introducing Microsoft Office 2007 Chapter 1: What's New in Office 2007? Chapter 2: Office Basics Part II: Microsoft Word Chapter 3: Getting Started with Word 2007 Chapter 4: Formatting Documents Chapter 5: Creating Outlines Chapter 6: Tables, Charts, and Art Chapter 7: Sharing Word Documents Part III: Microsoft Excel Chapter 8: Getting Started with Excel 2007 Chapter 9: Formatting Worksheets and Data Chapter 10: Formulas and Functions Chapter 11: Working with Tables Chapter 12: Creating Charts Part IV: Microsoft PowerPoint Chapter 13: Getting Started with PowerPoint 2007 Chapter 14: Creating a Presentation Chapter 15: Completing a Presentation Part V: Microsoft Outlook Chapter 16: Getting Started with Outlook 2007 Chapter 17: Using the Address Book Chapter 18: Composing and Sending Mail Chapter 19: Receiving Mail Chapter 20: Managing the Mail Chapter 21: Tasks and Appointments Part VI: Microsoft OneNote Chapter 22: Getting Started with OneNote 2007 Chapter 23: Creating Notes Chapter 24: Embellishing and Editing Notes Chapter 25: Managing Notes Part VII: Microsoft Publisher Chapter 26: Getting Started with Publisher 2007 Chapter 27: Distributing and Printing Index *Excel Pocket Guide* Curtis Frye 2003 Packed with information, the "Excel Pocket Guide" is a compact reference that covers such basics as creating workbooks, entering data, printing, cell formatting, and spell checking.

**Microsoft Office Excel 2007** 2010

**Microsoft Excel 2007 Quick Source Guide** Quick Source (Firm) 2007-01-01 This 6 page, tri-fold, full-color, guide is an invaluable resource for anyone who uses Excel 2007! In a clear, user-friendly format, it provides step-by-step instructions, short cuts, and tips on how to execute the basic commands of the software. Topics include: using the ribbon, customizing the Quick Access toolbar, and creating, opening and saving a workbook. This guide also covers inserting, renaming, moving, copying, and deleting a worksheet, as well as creating headers and footers, color coding worksheet tabs, selecting rows and columns, and inserting rows and columns. It covers selecting, inserting, and formatting cells, working with cells borders, and merged cells. The guide also includes instructions for entering and working with data, creating a formula, inserting a function, using formula auditing tools, and using the Watch Window. This guide also covers how to change the view, zoom, split panes, freeze a row or column, as well as various methods of output such as printing and e-mailing a workbook, and much more! An excellent instructional tool for the user new to Excel 2007, it also serves as a handy reference for the more experienced user.

**Microsoft Office Word 2007 Step by Step** Joan Lambert 2007-01-03 Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

*Microsoft Office Excel 2007 a Beginner's Guide* W. R. Mills 2010-01 I started teaching computer classes a couple of years ago. It seemed that almost all of my students were generally saying the same thing: I bought a book on how to use this program but I just don't understand what is in the book. I think you have to be a computer nerd to understand this stuff. Microsoft Office Excel 2007 is a very powerful spreadsheet program, but it doesn't have to be complicated or hard to use. I decided to write an easy to understand book on how to use the Microsoft Office Excel 2007. This book has easy to follow step by step directions on how to use Excel 2007.

**The Lawyer's Guide to Microsoft Excel 2007** John C. Tredennick 2009 Designed as a hands-on manual for beginners as well as longtime spreadsheet users, the reader will learn how to build spreadsheets from scratch, use them to analyze issues, and to create graphics presentation. Key lessons include Spreadsheets 101: how to get started for beginners; Advanced Spreadsheets: how to use formulas to calculate values for settlement offers, and damages, business deals; Simple Graphics and Charts: how to make sophisticated charts for the court or to impress your clients; and sorting and filtering data and more.

**A Guide to Microsoft Excel 2013 for Scientists and Engineers** Bernard Liengme 2015-03-17 Completely updated guide for students, scientists and engineers who want to use Microsoft Excel 2013 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2013. Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. New to this edition: The Backstage is introduced (a new Office 2013 feature); all the 'external' operations like Save, Print etc. are now in one place The chapter on charting is totally revised and updated - Excel 2013 differs greatly from earlier versions including many new end-of-chapter problems Most chapters have been edited to improve readability *Advanced Guide to Microsoft® Excel 2007* Comma Project, LLC 2009-04

**Excel 2007 Dashboards and Reports For Dummies** Michael Alexander 2011-03-16 What's the use of putting out reports that no one reads? Properly created dashboards are graphical representations that put data in a context for your audience, and they look really cool! How cool? You'll find out when you see the dazzling examples in Excel 2007 Dashboards & Reports For Dummies. And, before long, everyone's eyes will be riveted to your dashboards and reports too! This revolutionary guide shows you how to turn Excel into your own personal Business Intelligence tool. You'll learn the fundamentals of using Excel 2007 to go beyond simple tables to creating dashboard-studded reports that wow management. Get ready to catch dashboard fever as you find out how to use basic analysis techniques, build advanced dashboard components, implement advanced reporting techniques, and import external data into your Excel reports. Discover how to: Unleash the power of Excel as a business intelligence tool Create dashboards that communicate and get noticed Think about your data in a new way Present data more effectively and increase the value of your reports Create dynamic labels that support visualization Represent time and seasonal trending Group and bucket data Display and measure values versus goals Implement macro-charged reporting Using Excel 2007 as a BI tool is the most cost-efficient way for organizations of any size create powerful and insightful reports and distribute throughout the enterprise. And Excel 2007 Dashboards and Reports for Dummies is the fastest you for you to catch dashboard fever!

*Beginning Guide to Microsoft® Excel 2007* Comma Project, LLC 2008-09

**Intermediate Guide to Microsoft® Excel 2007** Comma Project, LLC 2009-04

*A Guide to Microsoft Excel 2007 for Scientists and Engineers* Bernard Liengme 2008-11-27 Completely updated guide for scientists, engineers and students who want to use Microsoft Excel 2007 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2007. Features of Excel 2007 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. Updated with new examples, problem sets, and applications.

**Intermediate Guide to Microsoft® Excel 2007** Comma Project, LLC 2008-09

**First Look 2007 Microsoft Office System** Katherine Murray 2006 Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

*Hacker's Guide To Microsoft Excel (How To Use Excel, Shortcuts, Modeling, Macros, and more)* Kimberly Hudson 2012-02-24 ABOUT THE BOOK Microsoft Excel is a user-friendly spreadsheet program that lets you organize data, create charts, program time-saving shortcuts, and make reports. It is part of the Microsoft Office Suite. There are multiple versions of Microsoft Excel out there, the latest being part of the Microsoft Office 2010 Suite. Although you may be baffled by Excel now, don't give up! Once you read what Excel can do, you will quickly use simple functions to answer questions, create charts, and increase productivity. MEET THE AUTHOR Kimberly Hudson is a professional writer who lives and works in Massachusetts. Graduated from American University in Washington, D.C. with a B.A., magna cum laude, in International Studies. She spent a semester traveling China. After college she was a research assistant, fundraiser, and has won two national awards for online newsletters. Facebook: http://www.facebook.com/profile.php?id=7403026 Twitter: @KimberlyNHudson Blog: www.thewestwaswritten.wordpress.com EXCERPT FROM THE BOOK Like all software products, Excel has gone through multiple versions with varying degrees of usefulness. Below are two of the largest issues that can quickly wreck your Excel experience. The takeaway is that if you are doing high function math with Excel, only use the 2010 version. 1. Vanishing Macro Coding From our earlier discussion of macros, we learned that it is possible to write out sets of instructions that are repeated often so you only have to push one button. Excel has had issues with making this time-saving tool work, especially in the 2007 version. According to NotebookReview.com, "The macro recording errors that plagued Excel 2007 have been repaired...[In the old version, including shapes or charts in your macro recording would leave the final file with huge function gaps or worse, leave a blank recording altogether.]" Definitely use Excel 2010 for a macro-heavy Excel use. Buy a copy to keep reading!

*Beginning Guide to Microsoft® Excel 2007* Comma Project, LLC 2009-04

**2007 Microsoft Office System Step by Step** Joyce Cox 2008 Provides detailed instruction in the fundamental features and functions of Access, Excel, FrontPage, Outlook, PowerPoint, Publisher, and Word, as well as InfoPath, SharePoint, LiveMeeting, and Groove--and the new integration features of the new version of the Office suite.

*Microsoft Excel 2007 Introduction Quick Reference Guide* Beeviz Software Services 2007-01 Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Excel 2007. The following topics are covered: Creating Workbooks, Entering and Editing Data, Clearing Cells, Undo and Redo, Inserting and Deleting Rows Columns and Cells, Column Width and Row Height, Entering Dates, Entering Sequences, Entering Formulas & Functions, Using AutoSum, Absolute vs. Relative Cell References, Resizing the Formula Bar, Formatting Numbers and Cells, Aligning Cell Contents, Borders and Grids, Previewing, Printing and Page Setup, Repeating Rows/Columns on Every Page, Copying and Moving Data: Fill Handle; Cut, Copy, Paste; Drag & Drop. Sheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting, Editing Multiple Worksheets Simultaneously, and Copying Data and Formatting to Multiple Worksheets. Also includes: Lists of Selection and Movement Shortcuts. This Guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

*A Guide to Microsoft Excel 2007 for Scientists and Engineers* Bernard Liengme 2009 The indispensable guide for all scientists, engineers and students who wish to use Microsoft Excel to its full potential.

*Microsoft Excel 2007 Nevada Learning Series* Inc 2007