

Excel 2007 for Starters



[Excel 2007 for Starters_ 下载链接1](#)

著者:Matthew MacDonald

出版者:O'Reilly

出版时间:January 01, 2007

装帧:Pap

isbn:9780596528324

Fast-paced and easy to use, this new book teaches you the basics of Excel 2007 so you can start using the program right away. This concise guide shows readers how to work with Excel's most useful features and its completely redesigned interface. With clear explanations, step-by-step instructions, lots of illustrations, and plenty of timesaving advice, Excel 2007 for Starters: The Missing Manual will quickly teach you to:

Build spreadsheets

Add and format information

Print reports

Create charts and graphics

Use basic formulas and functions, and more.

The new Excel is radically different from previous versions. Over the years, Excel has grown in power, sophistication and capability, but its once-simple toolbar has been packed with so many features that not even the pros could find them all. For Excel 2007, Microsoft redesigned the user interface completely, adding a tabbed toolbar that makes every feature easy to locate.

Unfortunately, Microsoft's documentation is as scant as ever, so even if you find the features you need, you still may not know what to do with them. But with this book, you can breeze through the new user interface and its timesaving features in no time. Excel 2007 for Starters: The Missing Manual is the perfect primer for small businesses with no techie to turn to, as well as those who want to organize household and office information.

作者介绍:

目录:

[Excel 2007 for Starters_ 下载链接1](#)

标签

office

[chm]

O'Reilly

评论

[Excel 2007 for Starters_ 下载链接1](#)

书评
