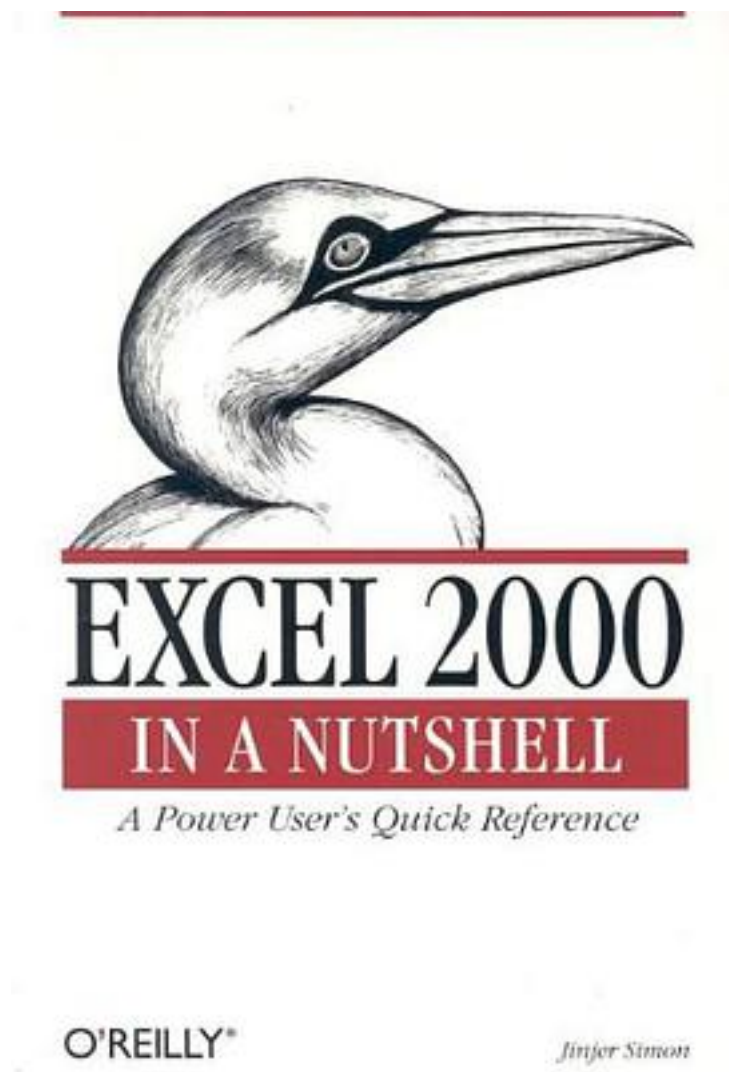# Excel 2000 in a Nutshell

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This text offers a feature-based reference that provides detailed information about each menu option and function. The book is organized around the program's features, making information easier for the end-user to locate quickly. By virtue of the estimated 20 million-strong install base of Microsoft Office users, Excel has become the de facto standard for spreadsheet applications. "Excel 2000 in a Nutshell" is written with intermediate to advanced Excel 2000 power users in mind. It assumes a certain level of experience and is organized in the typical "In a Nutshell" reference style where users can quickly and easily find what they need to know about a particular feature without having to spend extra time searching the index. This book is divided into three main sections. The first part of the book introduces Excel basics such as creating and formatting worksheets and formulas as well as information on the new features particular to Excel 2000. There is also a chapter on the anatomy of Excel, which breaks down everything from a cell to the toolbar. The second part of the book details every Excel Menu option, from the Chart Menu to the File Menu to the Tools Menu. In this section there are handy tips to help you better power-use the many options available in Excel 2000. The third part of the book is the Functions section. It provides an easy and accessible grouping of available Excel Functions by category, including Financial, Date and Time, Statistical, and Database Functions. Some of the topics covered in this section include: how to use the NetWorkedDays function, which calculates workdays, to determine accrued vacation time; performing financial calculations to determine depreciation of an asset; and information on the many functions included in the Analysis ToolPak that comes with Excel 2000.

作者介绍:

目录:

Excel 2000 in a Nutshell_下载链接1_

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