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by **John Walkenbach**
with **David Quick**

Creating Spreadsheets and Charts in **Excel**



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Creating Spreadsheets And Charts In Excel Visual Quickproject Guide

Ralph Soucie

Creating Spreadsheets And Charts In Excel Visual Quickproject Guide:

Creating Spreadsheets and Charts in Excel Maria Langer,2005 Explains how to create an Excel spreadsheet covering such topics as formatting cells merging data adding graphics and creating graphs *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 *Creating Spreadsheets and Charts in Excel* Maria Langer,2005 Excel can be daunting that empty grid just stares you in the face when you start the program challenging you to fill in the cells with the numbers you need to crunch How do you start What do you do Creating Spreadsheets and Charts in Excel Visual QuickProject Guide answers those questions and puts you on the straight track to getting the job done This new addition to Peachpit s Visual QuickProject Guide series by Excel guru Maria Langer uses full color screen shots and numbered steps to walk you through the process of creating an Excel workbook file You ll learn how to build a worksheet from the ground up enter data write formulas and copy cell contents You ll then see how to duplicate and modify worksheets to fine tune them for your needs The project s steps also include creating a consolidation worksheet formatting all worksheets creating a colorful pie chart and setting options for printing your work There s no time wasted in this book Maria shows you the quickest and most efficient way to perform each task and doesn t waste paper with lengthy explanations or alternative methods This slim book is all you ll need to get started creating spreadsheets and charts with Excel *Microsoft Office Collection* Maria Langer,Tom Negrino,2006 This project based guide written by Maria Langer and Tom Negrino shows users how to create common Microsoft Office projects in no time at all **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 **Creating Spreadsheets and Charts in Microsoft Office Excel 2007 for Windows** Maria Langer,2006 Microsoft Excel is the world s most popular spreadsheet program used by schools offices and home users In

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Microsoft Excel 2007 Charts and Lists Quick Reference Guide

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