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为读者提供600多个利用各种资源档案 和120多种经过特别挑选的数据表来进行图表和应用 这本书提供了快速而简单的方法去学习excel2007 2003 2002的技巧 welcome to the only guidebook series that takes a visual approach to professional level computer topics open the book and you ll discover step by step screen shots that demonstrate over 110 excel data analysis techniques including identifying trends in your data sorting filtering and identifying lists creating editing and checking formulas calculating interest rates and depreciation performing simple sorts and filters hiding rows or columns in a pivottable adding and removing chart data querying an access database assigning digital signatures solving a formula with a data table i was stuck on an excel problem for two days finally i opened one of your books and there was a macro to accomplish exactly what i needed you made me look good to the boss rob l meerscheidt the woodlands tx high resolution screen shots demonstrate each task succinct explanations walk you through step by step two page lessons break big topics into bite sized modules apply it and extra sidebars highlight useful tips this training guide has been written specifically for the ocr level 1 itq unit spreadsheet software which requires you to create and edit spreadsheets each exercise in this guide has been designed to gradually build up your knowledge of microsoft excel using a simple user friendly step by step approach a guide to microsoft excel provides illustrated step by step instructions for such tasks as creating formulas performing calculations sorting and filtering data and creating charts teaches the skills required to use spreadsheet software to produce complex spreadsheets 本 书所涉及的职场办公技能的介绍非常全面 每一章的内容都紧密围绕着读者的需求展开 深入剖析了各种办公 技巧 为读者答疑解惑 本书内容循序渐进 从最基础的概念和操作开始讲解 excel的基础知识以及各种常用功能的应用方法 通过学习本书 读者可以了解并掌握各种实用的办公技能 本 书 excel的操作技巧非常实用 无论是对于初学者还是有一定基础的读者都有很大的帮助本书还介绍了 mos 认证考试的相关知识和考试技巧 帮助读者更好地备考和通过考试mos microsoft office specialist 是微软公 司推出的一项 国际性的办公软件认证考试 通过该 考试 读者可以证明自己在使用微软办公软件excel等方面具有较高的专业水平 本书详细介 绍了考试的内容和要求 帮助mos考生顺利通过考试 同时也为读者提供了实用的参考 本书适用于excel 2007 expert考试本书由浅入深地 介绍了 2012年7月本书是一本非常实用的办公技能学习指南 适合各类读者阅读和学习无论您是职场新人 this is a professionals guide to understanding and implementing the key principles and techniques of programming microsoft office excel 2007 automating complex spreadsheets streamlining time intensive work processes gaining the competitive edge and making more money for your businesses these are all reasons to take excel to the next level this book teaches how to do just that with the author using his own real life experience to develop your understanding to this professional level the text teaches the most efficient way to create complex and feature rich vba code exposing all the new features and capabilities that make excel 2007 so exciting this book is aimed squarely at excel users who want to harness the power of the vba language in their excel applications at all times the vba language is presented in the context of excel not just as a general application programming language the primer has been written for those who are new to vba programming and the excel object model it introduces the vba language and the features of the language that are common to all vba applications it explains the relationship between collections objects properties methods and events and shows how to relate these concepts to excel through its object model it also shows how to use the visual basic editor and its multitude of tools including how to obtain help the middle section of the book takes the key objects in excel and shows through many practical examples how to go about working with those objects the techniques presented have been developed through the exchange of ideas of many talented excel vba programmers over many years and show the best way to gain access to workbooks worksheets charts ranges and so on the emphasis is on efficiency that is how to write code that is readable and easy to maintain and that runs at maximum speed in addition the chapters devoted to accessing

external databases detail techniques for accessing data in a range of formats the final four chapters of the book address the following advanced issues linking excel to the internet writing code for international compatibility programming the visual basic editor and how to use the functions in the win32 api windows 32 bit application programming interface 본서는 엑셀 등의 620페이지에서 다루었던기법들을 적용하고있다고한다 john walkenbach comments on the new excel i ve been using excel for over 15 years and excel 2007 is by far the most significant upgrade ever for starters we ve got a new user interface new open file formats a larger worksheet grid better use of memory and cpus new functions and more templates dig a bit deeper and you ll find worksheet tables 100 levels of undo easier formula construction better looking charts unlimited color choices smartart a handy page layout view new conditional formatting options new collaboration features a very useful compatibility checker workbook themes and even skins so you can change the look of the entire program john walkenbach s favorite excel 2007 tips tricks consists of a series of non trivial tips and tricks that cover all aspects of excel tips are improved ways of maximizing the power of excel to create robust applications tricks are shortcuts that will speed up application development with excel john s favorites include tips and tricks on dealing with function arguments creating impossible charts pivot tables taming the new ribbon why use a userform how to create add ins in excel 2007 absolute vs relative references changing data entry orientation overcoming the 7 level nesting limit dynamic chart data sorting on more than three columns entering fake data for testing purposes custom functions and much more combine the power of excel 2007 microsoft office sharepoint server and sound project management tools to boost your skill set and maximize your productivity you ll walk through a project and learn how to use these powerful tools to schedule jobs create budgets manage processes and share project information whether new to project management or a veteran you ll discover techniques hints and examples you can use immediately 본서는 엑셀에서vba를 배우고자하는모든사용자들을위한입문서로서의역할을한다고한다 welcome to the only guidebook series that takes a visual approach to professional level computer topics open the book and you ll discover step by step screen shots that demonstrate over 130 key techniques for working with pivottables and pivotcharts including building pivottables from excel ranges customizing pivottable field lists converting pivottables to regular data grouping numeric text or date time values developing various summary calculations turning a pivottable into a pivotchart displaying data tables with a pivotchart creating an olap cube data source exporting access r pivottable r forms to excel using microsoft query with pivottables extra apply it apply it and extra sidebars highlight useful tips high resolution screen shots demonstrate each task succinct explanations walk you through step by step two page lessons break big topics into bite sized modules laminated quick reference guide showing step by step instructions and shortcuts for charts graphs and table features of microsoft office excel 2007 this card is suitable as an accompaniment for intermediate level excel training the following topics are covered excel charts inserting a chart resizing and moving chart objects changing chart type charting non adjacent data adjusting scale two scaled charts adding removing and formatting legend gridlines data series explanatory text callouts arrows and circles data labels adding a projection or trendline to a data series setting the default chart creating the default chart with one keystroke creating chart templates applying custom chart types changing chart location chart object vs chart sheet excel tables creating an excel table excel table vs normal range changing the table area adding new rows or columns to the table toggle total row table selection shortcuts sorting a list multi level sorting custom sort orders subtotals filtering a table autofilter advanced filters creating pivot tables rearranging pivottables adding removing pivottable fields show hide the pivottable field list refreshing a pivottable creating a pivotchart changing the summary function filtering in a pivottable sorting in a

pivottable grouping by dates or time this guide is suitable as a training
handout or simply an easy to use reference guide for any type of user this
book is a single reference that s indispensable for excel beginners
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Microsoft Excel 2007 2012-01-01 本书精选600多个实例，以技巧的形式 组织，120余个视频教学文件分布其中的多个章节 本书内容丰富，讲解透彻，适用于excel2007 2003 2002等版本

Microsoft Excel 2007 2007-01-01 welcome to the only guidebook series that takes a visual approach to professional level computer topics open the book and you ll discover step by step screen shots that demonstrate over 110 excel data analysis techniques including identifying trends in your data sorting filtering and identifying lists creating editing and checking formulas calculating interest rates and depreciation performing simple sorts and filters hiding rows or columns in a pivottable adding and removing chart data querying an access database assigning digital signatures solving a formula with a data table i was stuck on an excel problem for two days finally i opened one of your books and there was a macro to accomplish exactly what i needed you made me look good to the boss rob l meerscheidt the woodlands tx high resolution screen shots demonstrate each task succinct explanations walk you through step by step two page lessons break big topics into bite sized modules apply it and extra sidebars highlight useful tips

Microsoft Excel 2007 2007-01-01 this training guide has been written specifically for the ocr level 1 itq unit spreadsheet software which requires you to create and edit spreadsheets each exercise in this guide has been designed to gradually build up your knowledge of microsoft excel using a simple user friendly step by step approach

Microsoft Office Excel 2007 Level 3 2007 a guide to microsoft excel provides illustrated step by step instructions for such tasks as creating formulas performing calculations sorting and filtering data and creating charts

Microsoft Office Excel 2007 Level 2 2007 teaches the skills required to use spreadsheet software to produce complex spreadsheets

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Microsoft Excel 2007 2012-01-01 本书内容丰富、图文并茂 深入浅出地介绍了有关该软件的各方面知识

Microsoft Excel 2007 2008 excel是一款功能强大的电子表格软件 本书由浅入深、循序渐进地介绍了该软件的各种功能和 操作方法 全书 以 excel的实际应用为出发点 通过大量实例详细地介绍了该软件的使用方法和操作技巧

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精通办公 Word 2007 & Excel 2007 & PowerPoint 2007 2009-06-17 this is a professionals guide to understanding and implementing the key principles and techniques of programming microsoft office excel 2007 automating complex spreadsheets streamlining time intensive work processes gaining the competitive edge and making more money for your businesses these are all reasons to take excel to the next level this book teaches how to do just that with the author using his own real life experience to develop your understanding to this professional level the text teaches the most efficient way to create complex and feature rich vba code exposing all the new features and capabilities that make excel 2007 so exciting

Microsoft Excel 2007 2008 this book is aimed squarely at excel users who want to harness the power of the vba language in their excel applications at all times the vba language is presented in the context of excel not just as a general application programming language the primer has been written for those who are new to vba programming and the excel object model it introduces the vba language and the features of the language that are common to all vba applications it explains the relationship between collections objects properties methods and events and shows how to relate these concepts to excel through its object model it also shows how to use the visual basic editor and its multitude of tools including how to obtain help the middle section of the book takes the key objects in excel and shows through many practical examples how to go about working with those objects the techniques presented have been developed through the exchange of ideas of many talented excel vba

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Microsoft Excel 2007 2008 本書從 辦公 實務 的 620個疑難問題中歸納出一套一學就會的問題解決方法 讓你舉一反三不再犯錯

Microsoft® Office Excel® 2007 – Level 3 2007-01-01 john walkenbach comments on the new excel i ve been using excel for over 15 years and excel 2007 is by far the most significant upgrade ever for starters we ve got a new user interface new open file formats a larger worksheet grid better use of memory and cpus new functions and more templates dig a bit deeper and you ll find worksheet tables 100 levels of undo easier formula construction better looking charts unlimited color choices smartart a handy page layout view new conditional formatting options new collaboration features a very useful compatibility checker workbook themes and even skins so you can change the look of the entire program john walkenbach s favorite excel 2007 tips tricks consists of a series of non trivial tips and tricks that cover all aspects of excel tips are improved ways of maximizing the power of excel to create robust applications tricks are shortcuts that will speed up application development with excel john s favorites include tips and tricks on dealing with function arguments creating impossible charts pivot tables taming the new ribbon why use a userform how to create add ins in excel 2007 absolute vs relative references changing data entry orientation overcoming the 7 level nesting limit dynamic chart data sorting on more than three columns entering fake data for testing purposes custom functions and much more

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Microsoft Office Excel 2007 2007-07-23 this book is a single reference that s indispensable for excel beginners intermediate users power users and would be power users everywhere fully updated for the new release this latest edition provides comprehensive soup to nuts coverage delivering over 900 pages of excel tips tricks and techniques readers won t find anywhere else john walkenbach aka mr spreadsheet is one of the liworld s leading authorities on excel thoroughly updated to cover the revamped excel interface new file formats enhanced interactivity with other office applications and upgraded collaboration features includes a valuable cd rom with templates and worksheets from the book note cd rom dvd and other supplementary materials are not included as part of ebook file
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