

12 Week Year Workbook Templates

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B. Shelly Patrick Carey Parsons Gini Courter Shelley Gaskin Microsoft Corporation John
Walkenbach Fulton Robert T. Grauer Peter Norton Perspection Inc Steve Cummings Thomas
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millions of users create and share excel spreadsheets every day but few go deeply enough to learn the techniques that will make their work much easier there are many ways to take advantage of excel s advanced capabilities without spending hours on advanced study excel hacks provides more than 130 hacks clever tools tips and techniques that will leapfrog your work beyond the ordinary now expanded to include excel 2007 this resourceful roll up your sleeves guide gives you little known backdoor tricks for several excel versions using different platforms and external applications think of this book as a toolbox when a need arises or a problem occurs you can simply use the right tool for the job hacks are grouped into chapters so you can find what you need quickly including ways to reduce workbook and worksheet frustration manage how users interact with worksheets find and highlight information and deal with debris and corruption analyze and manage data extend and automate these features moving beyond the limited tasks they were designed to perform hack names learn not only how to name cells and ranges but also how to create names that adapt to the data in your spreadsheet get the most out of pivottables avoid the problems that make them frustrating and learn how to extend them create customized charts tweak and combine excel s built in charting capabilities hack formulas and functions subjects range from moving formulas around to dealing with datatype issues to improving recalculation time make the most of macros including ways to manage them and use them to extend other features use the enhanced capabilities of microsoft office 2007 to combine excel with word access and outlook you can either browse through the book or read it from cover to cover studying the procedures and scripts to learn more about excel however you use it excel hacks will help you increase productivity and give you hours of hacking enjoyment along the

way

excel is a powerful and versatile spreadsheet program which is eminently suitable for project work at every level from gnvq e g avce i t units 3 and 13 to degree work this book is also invaluable for staff development and caters for users of excel 2002 2000 and 97

this is a new title in a series for beginners who want a gentle step by step introduction to software and hardware basics traditional exercises and numerous examples help reinforce fundamental concepts

the quick way to learn microsoft excel 2019 this is learning made easy get more done quickly with microsoft excel 2019 jump in wherever you need answers brisk lessons and detailed screenshots show you exactly what to do step by step quickly set up workbooks enter data and format it for easier viewing perform calculations and find and correct errors create sophisticated forecast worksheets key performance indicators kpis and timelines visualize data with 3d maps funnel charts and other powerful tools import process summarize and analyze huge datasets with excel s improved powerpivot and power query build powerful data models and use them in business intelligence look up just the tasks and lessons you need

excel 2007 in easy steps introduces the ribbon interface provided by office 2007 it shows you how to create and manipulate worksheets starting with the basic concepts and then introducing functions and features that allow you to organize and manage vast amounts of information it covers the excel table data list structures advanced functions and excel add ins and shows you how to present your worksheet data in chart formats the book will help you to create macros recorded or via visual basic you ll learn how to use templates tools and other resources to help you apply excel to various tasks you ll link your worksheets to other workbooks and to data

sources on the internet to get automatic updates written concisely yet comprehensively this is an ideal book to help you grasp the essentials of excel 2007 quickly and easily even if you are new to the spreadsheet concept

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