Microsoft Office Excel 2007 In Business, Core

By Manzo, Joseph J.

Prentice Hall, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Excel Core Table of Contents Chapter 1 Introduction What is Excel? Why Are We Here? A Decision-Making Tool An Overview of Excel Ribbons, Tabs, and Icons The File Menu Excel 97-2003 File Format Right Click and Control Keys Settings and Status Bar Excel Help Chapter 2 Excel Basics Data Management Data Entry Auto Fill Adjusting Columns and Rows Hiding Columns and Rows Copy and Paste Sorting Data (Single Level) Sorting Data (Multiple Levels) Formatting Data Formats Data Alignment Number Formats Borders (Line Formats) Cell Colors (Fill Color) Editing Editing Data in a Cell Moving Data Deleting Columns and Rows Deleting Worksheets Inserting Columns and Rows Inserting, Moving, and Renaming Worksheet Tabs Printing Page Setup Printing a Worksheet Chapter 3 Calculating Data: Formulas and Functions Formulas Basic Formulas Copy and Pasting Formulas (Relative Reference and Paste Special) Complex Formulas Auditing Formulas Basic Functions Basic Statistical Functions AutoSum Absolute References (Turning Off Relative References) Financial Functions The Future Value Function The Payment Function The Function Library Chapter 4 Evaluating Data Logical Functions (The IF Function) IF Function Nested IF Function Logical Functions (AND OR) AND...

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