



Teach Yourself VISUALLY Excel 2007

By Muir, Nancy C.

Visual, 2006. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Chapter 1. Excel Basics. An Introduction to Excel. Start and Close Excel. Navigate the Excel Program Window. Understanding the Ribbon, Galleries, and Contextual Tools. Change Views. Customize the Quick Access Toolbar. Display Task Panes. Find Help. Chapter 2. Workbook Fundamentals. Start a New Workbook File. Save a Workbook. Publish a Workbook as an Excel Binary Workbook. Open an Existing Workbook. Close a Workbook. Delete a Workbook. Arrange Workbook Windows. Protect a Workbook. Hide or Show a Worksheet. Chapter 3. Entering Data. Enter Data. Turn On Text Wrapping. Resize Columns and Rows. Select Cells. Enter Data with AutoFill. Work with AutoCorrect. Edit Data. Work with Smart Tags. Check Spelling in a Worksheet. Chapter 4. Working with Worksheets Understanding Worksheet Structure. Navigate Worksheets. Name a Worksheet. Add a Worksheet. Delete a Worksheet. Move a Worksheet. Copy a Worksheet. Format Worksheet Tab Color. Protect Worksheet Data. Chapter 5. Selecting Data with Formulas and Functions. Understanding Formulas. Create Formulas. Reference Absolute and Relative Cells. Copy Formulas. Name Cells and Ranges. Reference Ranges in Formulas. Reference Cells from Other Worksheets. Understanding Functions. Apply a Function. Total Cells with AutoSum....



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