

## <<Microsoft Office Exc>>

### 图书基本信息

书名：<<Microsoft Office Excel 2007 简明手册 Microsoft Office Excel 2007 Plain & Simple>>

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作者：Curtis Frye

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### 内容概要

This no-nonsense guide helps you learn the easy way to navigate Office Excel 2007 with numbered steps and concise, straightforward language to show the most expedient ways to learn a new skill or solve a problem. You'll become familiar with the new, easy-to-use user interface and learn the essentials for working with Microsoft Office Excel 2007, discovering how to perform everyday tasks and answer your own questions quickly. You'll learn how to create a wide-variety of documents, how to present information visually with charts, and how to add graphics to your spreadsheets. You will discover how to work with features to make data entry faster, how to sort and filter data, how to work with PivotTable views, and even how to publish your documents to the Web plus more!

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