

<<Microsoft Office Exc>>

图书基本信息

书名：<<Microsoft Office Excel 2007 Visual Basic 应用进阶指南>>

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内容概要

Experience learning made easy, and quickly teach yourself Microsoft Office Excel 2007 Visual Basic for Applications (VBA)--one step at a time! Work at your own pace through the easy numbered steps and practice files on CD, and master the fundamentals for using VBA to create custom software solutions and automating tasks in Excel 2007--no developer experience required! You'll learn how to automate spreadsheets, write your own functions and procedures, and customize menus and toolbars. You'll discover Excel Objects, including workbooks, range objects, graphics, and PivotTables-. Plus, you'll learn how to chart data from databases and other information sources. With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction--building and practicing the skills you need, just when you need them! Includes a companion CD with hands-on practice files.

书籍目录

About the Author Features and Conventions of This Book Using the Book's CD What's on the CD? Minimum System Requirements Step-by-Step Exercises 2007 Microsoft Office System Installing the Practice Files Using the Practice Files Removing and Uninstalling the Practice Files Getting Help Getting Help with This Book and Its Companion CD More Information

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2 Make a Macro Do Complex Tasks Task One: Opening the Report File Open a Text File Watch a Macro Run by Stepping Through It Select a File While Running a Macro Task Two: Filling In Missing Labels Select Only the Blank Cells Fill the Selection with Values Record Filling In the Missing Values Watch the FillLabels Macro Run Task Three: Adding a Column of Dates Add a Constant Date Step Through the Macro Prompt for the Date Task Four: Appending to the Database Append Data to a Master List Step Through the Append Data Macro3 Explore Workbooks and Worksheets4 Explore Range Objects5 Explore Data Objects6 Explore Graphical Objects7 Control Visual Basic8 Extend Excel and Visual Basic9 Launch Macros with Events10 Use Dialog Box Controls on a Worksheet11 Create a Custom Form Appendix: A Complete Enterprise Information System Index

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