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Reviews

Extensive guide! Its such a very good read. I really could comprehend almost everything out of this created ebook. You will like how the writer write this ebook.

(Katherine Feil)

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paperback. Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 182 Publisher: Posts Telecom Press Pub. Date: 2008 -07 this book is self-taught series. one for the beginner needs. from scratch. the system comprehensive explanation of the Excel 2007 functions. formulas and charts are based on knowledge. difficult problems and operating skills. The book is divided into 12 chapters. the main contents include: the basic operation of the workbook. formulas and functions based on chart-based. using logical functions. text functions. using the date and time functions. the use of mathematical functions. using the financial function. the use of statistics function. using database functions. commonly used applications. and advanced dynamic chart chart applications. Book is informative. easy to understand. example. the steps in detail. illustrated in an attempt to analyze the text. teaching scenes. interesting. beautiful layout. easy to read. two-color printing. focused. supporting CD-ROM. interactive learning. Book and multimedia CD-ROM package is ideal for office workers use. but also as a professional and computer-related vocational short courses of training materials. Contents: Chapter 1. the basic operation of the contents of the workbook to learn navigation points 1.1 excel 2007 working interface 1.2 New Workbook 1.3 excel 2007 turn off editing operations 1.4 1.5 rename the workbook and worksheet hidden workbook 1.6 Summary of the basic operation of the consolidation exercise Formulas and Functions Chapter 2 basis points to learn the contents of the navigation function of the basic concepts and formulas 2.1 2.2 2.3 Operators and precedence formulas 2.4 application using functions Summary Exercises Chapter 3 charts to consolidate the basis of content navigation to learn to understand and create a chart points 3.1 3.2 edit charts 3.3 Set chart elements move and zoom the chart 3.4 Summary...



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