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paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment. Pages Number: 364 Publisher: Higher Education Pub. Date :2009-03-01 first edition this book written for the Microsoft IT Academy Program. combined with learning theory and practical work designed to develop students qualified job IT skills. The book is divided into six chapters. progressive approach to the introduction of Excel 2007 with a variety of practical operating skills. so that readers can learn the user interface of Excel 2007. Excel 2007 quickly grasp the essence of the operating environment and applications. The book covers the main features in Excel and use each chapter to explain the highlights are from the beginning. the introduction of a typical operation exercises. and provide problem-solving steps. focus on content for the little secret. a special guide for the reader methods of operation and points. so that the reader a higher level of Excel skills. SMS security system using the book publication. with the back cover of the security code below visit the website. you can get the book all instances of the reference document. Contents: Chapter 1. Excel 2007 user interface guidelines 1.1 new user interface components interface 1.2Excel 2007 Detailed Chapter 2 2.1 to create and manipulate the data into the data by automatically filling tool to determine the integrity of the data 2.2 2.3 modify the cell 2.4 change the content and format of the worksheet view table 2.5 the management of data in Chapter 3 Formatting a worksheet format and content 3.1 3.2 modify the worksheet rows and columns on the 3.3 format cells and cell contents to apply cell styles 3.5 3.4 format the data as table in Chapter 4 Creating and modifying a reference to the formula Equation 4.1...



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