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matthew macdonald fast paced and easy to use this new book teaches you the basics of excel 2007 so you can start using the program right away this concise guide shows readers how to work with excels most useful

Offering an updated overview of the latest version of the popular spreadsheet program, an informative manual covers the entire gamut of how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions, and includes helpful tips and step-by-step instruction in using the new user interface and tabbed toolbar. Original. (All Users)

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Fast-paced and easy to use, this new book teaches you the basics of Excel 2007 so you can start using the program right away. This concise guide shows readers how to work with Excel's most useful features and its completely redesigned interface. With clear explanations, step-by-step instructions, lots of illustrations, and plenty of timesaving advice, *Excel 2007 for Starters: The Missing Manual* will quickly teach you to:

- Build spreadsheets
- Add and format information
- Print reports
- Create charts and graphics
- Use basic formulas and functions and more

The new Excel is radically different from previous versions. Over the years, Excel has grown in power, sophistication and capability, but its once-simple toolbar has been packed with so many features that not even the pros

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could find them all. For Excel 2007, Microsoft redesigned the user interface completely, adding a tabbed toolbar that makes every feature easy to locate. Unfortunately, Microsoft's documentation is as scant as ever, so even if you find the features you need, you still may not know what to do with them. But with this book, you can breeze through the new user interface and its timesaving features in no time. Excel 2007 for Starters: The Missing Manual is the perfect primer for small businesses with no techie to turn to, as well as those who want to organize household and office information.

Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four-in-one guide. This fast-paced book gives you the basics of Word, Excel, PowerPoint and

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Access so you can start using the new versions of these major Office applications right away. Unlike every previous version, Office 2007 offers a completely redesigned user interface for each program. Microsoft has replaced the familiar menus with a new tabbed toolbar (or "ribbon"), and added other features such as "live preview" that lets you see exactly what each option will look like in the document before you choose it. This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus. Adapting to the new format is going to be a shock -- especially if you're a longtime user. That's where Office 2007: The Missing Manual comes in. Rather than present a lot of arcane detail, this quick & friendly primer teaches you how to

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work with the most-used Office features, with four separate sections covering the four programs. The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents, spreadsheets, presentations, and databases with:

- Clear explanations
- Step-by-step instructions
- Lots of illustrations
- Plenty of friendly advice

It's a great way to master all 4 programs without having to stock up on a shelf-load of different books. This book has everything you need to get you up to speed fast. Office 2007: The Missing Manual is truly the book that should have been in the box.

A comprehensive guide to Access 2007 helps users become comfortable with the new user interface and tabbed toolbar,

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Build a database with ease. Organize and update lists, documents, catalogs, and other types of information. Create your own web app. Let your whole team work on a database in the cloud. Share your database on a network. Link your

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Access database to SQL Server or SharePoint. Customize the interface. Make data entry a breeze by building your own templates Find what you need fast. Search, sort, and summarize huge amounts of data in minutes. Put your info to use. Turn raw info into well-formatted printed reports. Dive into Access programming. Automate complex tasks and solve common challenges.

Fast-paced and easy to read, this new book teaches you the basics of PowerPoint 2007 so you can start using the program right away. This concise guide shows readers how to work with PowerPoint's most useful features and its completely redesigned interface. With clear explanations, step-by-step instructions, lots of illustrations, and plenty of

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features you need, you still may not know what to do with them. But with this book, you can breeze through the new user interface and its timesaving features in no time. PowerPoint 2007 for Starters: The Missing Manual is the perfect primer for anyone who needs to create effective presentations.

A new handbook not only covers the basics and new features of PowerPoint 2007, but also teaches users how to combine multimedia, animation, and interactivity into a presentation; how to take full advantage of advanced functions; and how to create reusable

A guide to the project management tool covers such topics as

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