### 图书基本信息

书名:《Microsoft Office Excel 2007 揭秘》

13位ISBN编号:9780735623217

10位ISBN编号: 073562321X

出版时间:2007-2

出版社:Microsoft Press

作者: Mark Dodge, Craig Stinson

页数:1056

版权说明:本站所提供下载的PDF图书仅提供预览和简介以及在线试读,请支持正版图书。

更多资源请访问:www.tushu111.com

#### 内容概要

#### 在线阅读本书

Youre beyond the basics, so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. Its all muscle and no fluff. Discover how the experts tackle Excel 2007and challenge yourself to new levels of mastery! Learn expert techniques for designing powerful spreadsheets. Apply built-in functionsor write your ownand carry out complex calculations. Use rich charting capabilities and new SmartArt graphics to visually represent data. Perform sophisticated data analysis: financial, statistical, and what-if. Design PivotTable reports to dynamically analyze data. Share spreadsheets and collaborate with colleaguesand control access to sensitive data. Link and embed Excel data into other documents. Create macros with Microsoft Visual Basic for Applications CD includes: Fully searchable eBook. Sample spreadsheets from inside the book. Add-ins and other resources to help you extend Microsoft. Office programs. Links to demos, user communities, and product support. References for finding Excel 2003 commands in Excel 2007. Windows Vista Product Guide eReference and other eBooks.

### 作者简介

Mark Dodge has coauthored several popular books on Excel, including Microsoft Office Excel 2003 Inside Out He is a former senior technical writer for the Microsoft Office User Assistance group.

#### 书籍目录

Part 1: Examining the Excel Environment Chapter 1 What's New in Microsoft Office Excel 2007, Chapter 2 Exploring Excel Fundamentals Chapter 3 Custom-Tailoring the Excel Workspace Chapter 4 Security and PrivacyPart 2: Building Worksheets Chapter 5 Planning Your Worksheet Design Chapter 6 How to Work a Worksheet Chapter 7 How to Work a WorkbookPart 3: Formatting and Editing Worksheets Chapter 8 Worksheet Editing Techniques Chapter 9 Worksheet Formatting TechniquesPart 4: Adding Graphics and Printing Chapter 10 Creating Spiffy Graphics Chapter 11 Printing and PresentingPart 5: Creating Formulas and Performing Data Analysis Chapter 12 Building Formulas Chapter 13 Using Functions Chapter 14 Everyday Functions Chapter 15 Formatting and Calculating Date and Time Chapter 16 Functions for Financial Analysis Chapter 17 Functions for Analyzing Statistics Chapter 18 Performing What-If AnalysisPart 6: Creating Charts Chapter 19 Basic Charting Techniques Chapter 20 Charting Beyond the RibbonPart 7: Managing Databases and Tables Chapter 21 Managing Information in Tables Chapter 22 Analyzing Data with PivotTable Reports Chapter 23 Working with External DataPart 8: CollaboratingPart 9: Automating ExcelPart 10: Integrating Excel with Other Applications

### 版权说明

本站所提供下载的PDF图书仅提供预览和简介,请支持正版图书。

更多资源请访问:www.tushu111.com