Moravia Central School District presents:

Microsoft® Office Advanced PowerPoint® 2007 Training

Microsoft Powerpoint 2007 Advanced Training Manual

Huangqi Zhang

Microsoft Powerpoint 2007 Advanced Training Manual:

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newcomers and longtime users alike find their way around without getting lost With this book in hand you ll be able to find your favorite Excel tools quickly It's packed with information to guide beginners through the basics of creating spreadsheets and entering data while providing advanced users with information on formulas pivot tables and more Inside you ll find A visual guide to the new Ribbon interface that helps users find familiar tools A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately Quick answers about how to perform specific tasks in Excel such as working with files editing data formatting summarizing and displaying data Convenient techniques for connecting data across worksheets and projects Help for moving from the basics of spreadsheet construction to more advanced features This edition also includes an extensive reference on commonly used formulas which reveal at a glance the many possibilities Excel 2007 provides for easy calculation Tasks in the book are presented as answers to How do I questions such as How do I change the formatting of part of a cell s contents followed by concise instructions for performing the task You ll learn ways to customize Excel to fit your needs and how to share workbooks and collaborate with others And much more Don t let Excel 2007 baffle you Pick up this convenient pocket guide and learn to navigate this redesigned application with ease Mastering Access Made Easy TeachUcomp, Incorporated, 2007-05 Mastering Word Made Easy TeachUcomp, Incorporated, 2007-05 PowerPoint Tutorials smart books, PowerPoint Tutorials

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