



Exploring Microsoft Office Excel 2007, Volume 1

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Prentice Hall, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Chapter 1 - Introduction to Excel Section 1: Introduction to Spreadsheets Defining Worksheets and Workbooks Using Spreadsheets Across Disciplines Planning for Good Workbook and Worksheet Design Identifying Excel Window Components Entering and Editing Data in Cells Hands-On Exercise #1: Introduction to Microsoft Excel Section 2: Mathematics and Formulas Describing and Using Symbols and the Order of Precedence Displaying Cell Formulas Inserting and Deleting Rows and Columns Using Cell Ranges, Excel Move, Copy, Paste and Paste Special, and AutoFill Hands-On Exercise #2: Jakes Gym Continued Section 3: Workbook and Worksheet Enhancements Managing Worksheets Formatting Worksheets Hands-On Exercise #3: Formatting Jake's Gym Worksheet Section 4: Page Setup and Printing Selecting Page Setup Options for Printing Managing Cell Comments Hands-On Exercise #4: Printing Jake's Gym Worksheet Summary Key Terms Multiple Choice Practice Exercises Mid-Level Exercises Capstone Exercise Mini Cases Chapter 2 - Microsoft Excel: Formulas and Functions Section 1: Formula Basics Creating and Copying Formulas Using Relative and Absolute Cell Addresses Hands-On Exercise #1: Smithtown Hospital Radiology Department Payroll Section 2: Function Basics Using AutoSum Inserting Basic Statistical Functions Using Date Functions Hands-On Exercise #2: Completing...



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