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The second edition of this best-selling Python book (over 500,000 copies sold!) uses Python 3 to teach even the technically uninclined how to write programs that do in minutes what would take hours to do by hand. There is no prior programming experience required and the book is loved by liberal arts majors and geeks alike. If you've ever spent hours renaming files or updating hundreds of spreadsheet cells, you know how tedious tasks like these can be. But what if you could have your computer do them for you? In this fully revised second edition of the best-selling classic Automate the Boring Stuff with Python, you'll learn how to use Python to write programs that do in minutes what would take you hours to do by hand--no prior programming experience required. You'll learn the basics of Python and explore Python's rich library of modules for performing specific tasks, like scraping data off websites, reading PDF and Word documents, and automating clicking and typing tasks. The second edition of this international fan favorite includes

a brand-new chapter on input validation, as well as tutorials on automating Gmail and Google Sheets, plus tips on automatically updating CSV files. You'll learn how to create programs that effortlessly perform useful feats of automation to:

- Search for text in a file or across multiple files**
- Create, update, move, and rename files and folders**
- Search the Web and download online content**
- Update and format data in Excel spreadsheets of any size**
- Split, merge, watermark, and encrypt PDFs**
- Send email responses and text notifications**
- Fill out online forms**

Step-by-step instructions walk you through each program, and updated practice projects at the end of each chapter challenge you to improve those programs and use your newfound skills to automate similar tasks. Don't spend your time doing work a well-trained monkey could do. Even if you've never written a line of code, you can make your computer do the grunt work. Learn how in Automate the Boring Stuff with Python, 2nd Edition.

Technology Tools for Teachers: A Microsoft Office Tutorial, 2nd Ed. Table of Contents

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Mindset Books, A Growth Mindset, A Growth Mindset About The
World, Money Mindset, Master Your Life, Strategy Emerges From A**

Mindse, Improve Your Money Mindset, Ways To Improve Your Money Mindset,,,,, The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses. Integrate technology into four content areas (language arts, science, social studies, and math) by using Microsoft Excel in your classroom. This activity book is created to accommodate teachers who would like to utilise Microsoft Excel spreadsheet application with their middle school curriculum. Each lab is student-friendly and requires no prior knowledge or experiences with Excel. The lessons in this book are presented more or less in order of complexity. This will help you choose which lessons to use first. For example you may choose to start with formulas. If you and your class has had experiences with spreadsheets, you may start the later lessons that uses formulas. Each lesson has an accompanying template on the CD-ROM, as well as a completed example. Templates are beneficial for two very important reasons. First, they supply you with useful documents that you may not want to create on your own. You then begin to understand how they are put together and can begin to create your own. Are you tired of struggling with Microsoft Excel? Do you want to use Excel with ease to solve basic problems, automate spreadsheets, and loads more instead of pulling your hair out? Excel basics for beginners can help! To be able to use a spreadsheet confidently has now become part of most people's work. However, it's also where many people flounder because of lack of confidence

and the necessary skills. Excel Basics Tutorial will give you the confidence and skills to use an Excel spreadsheet to enter, change and analyse information necessary to do your job. You will learn how to start working with Excel's formulas and functions to manipulate both numbers and text and you'll also find out how to create charts so you can communicate information effortlessly to your clients and colleagues. Excel basics for beginners will show you how easy it is to use Excel and get the skills to become more efficient and productive in your work. It also contains images and tables for better explanation. Unlock the secrets of Excel and master spreadsheets. Hone your skills in one of the most important, universal areas in the modern knowledge workers day to day job, and become indispensable. However, we know Excel can be mystifying and intimidating to many people. This book is perfect for beginners all the way through to data and financial analysts interested in solving basic Excel problems. Who is this book for? Beginner to Advanced levels of Excel User Grab a copy now! Excel VBA 365 Made Easy is a complete guide to mastering Excel VBA 365, for beginner to intermediate programmers. Authored by Dr. Liew, creator of the popular online Excel VBA Tutorial at excelvbatutor.com, this book is an excellent reference text for high school or college-level computer science courses. By the end of this book, you will gain a comprehensive understanding of basic Excel VBA 365 concepts and be able to create your own code from scratch. You will learn how to:

- 1. Write code for objects like Worksheet, Range, Cells and more using their methods and properties**
- 2. Write macros to automate tasks**
- 3. Program code for all the ActiveX controls available in the Developer environment**
- 4. Create applications using the UserForm**
- 5. Create objects and classes using the Class module**

Best of all, you will gain inspiration from a variety of interesting examples like a calculator, stock trading program, slot machine, Star Wars, and more. You may modify the examples easily to suit your needs. Designed as an all-encompassing tutorial on how to master Microsoft Excel, this DVD and e-book package contains the complete electronic version of Slaying Excel Dragons as well as 53 videos that buttress the accompanying text. Created for anyone with no prior Excel experience, this tutorial gives firm command of the software, from basic topics such as formatting through advanced topics such as pivot tables and lookup formulas. The corresponding videos, which are all 15 minutes in length and are compatible with Windows or Macs, provide additional instruction or even an alternative means of

absorbing the lesson. An ideal resource for students, professors, those entering the job market, or anyone wanting to learn or hone their Excel skills, this e-book and DVD package also includes "homework" files to ensure each lesson is fully realized. While Excel remains ubiquitous in the business world, recent Microsoft feedback forums are full of requests to include Python as an Excel scripting language. In fact, it's the top feature requested. What makes this combination so compelling? In this hands-on guide, Felix Zumstein--creator of xlwings, a popular open source package for automating Excel with Python--shows experienced Excel users how to integrate these two worlds efficiently. Excel has added quite a few new capabilities over the past couple of years, but its automation language, VBA, stopped evolving a long time ago. Many Excel power users have already adopted Python for daily automation tasks. This guide gets you started. Use Python without extensive programming knowledge Get started with modern tools, including Jupyter notebooks and Visual Studio code Use pandas to acquire, clean, and analyze data and replace typical Excel calculations Automate tedious tasks like consolidation of Excel workbooks and production of Excel reports Use xlwings to build interactive Excel tools that use Python as a calculation engine Connect Excel to databases and CSV files and fetch data from the internet using Python code Use Python as a single tool to replace VBA, Power Query, and Power Pivot This lesson focuses on an additional feature on Excel developed by Microsoft. If you routinely receive complex workbooks and you need to figure out how they work, this is the lesson for you. Inquire has many new features that let you audit and explore Excel workbooks. It's also a good tool to analyze your own workbooks to see how you can improve them. As with all the lessons, this one comes with several follow along workbooks you can use to work through the exercises. NOTE: Spreadsheet Inquire is only available for Microsoft Office 365 Professional Plus or Office Professional Plus. If you do not have either one of these, you will not be able to use this lesson. The perfect book-and-video training package for Excel2010! This Excel 2010 book-and-video training package-from the same professional training experts who also create many training materials for Adobe Systems-is like having your own personal instructor guiding you through each lesson, but you work at your own pace! The full-color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Excel 2010. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials

that complement what you're learning and clearly demonstrate how to do tasks. This training package takes you well beyond the basics in a series of easy-to-absorb, five-minute lessons. Walks you through 8 lessons, each consisting of easy-to-follow, step-by-step instructions and lesson files in full color that make each task less intimidating. Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book. Covers new Excel 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon. Additional resources available on companion Web site: www.digitalclassroombooks.com. Learn the ins-and-outs of Excel 2010! Updated for Excel 2016! Here's your chance to finally learn how to use Microsoft Excel! In a single sitting, this quick and easy user guide will help you learn MS Excel basics, from navigating the home screen to working with formulas and charts. It's a great Excel tutorial that will help you in the office, at school, or even at home. Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. This MS Excel tutorial references Excel 2016, but most of the step-by-step instructions apply to earlier versions of MS Excel released as part of the Microsoft Office and Office 365 suites, including Excel 2013 and Excel 2010. If you don't own Excel, the book explains how to use two free online spreadsheets programs: Excel Online and Google Sheets (part of the Google Drive online office suite). Topics in this top-selling Excel book include: Excel screen layout, cells, and terminology; Excel 2016 vs. Excel Online vs. Google Sheets; Basic Excel formatting; AutoFill; Excel formulas and functions; How to make charts in Excel; Sorting and filtering; Collaboration and sharing; Exporting PDF, CSV, and other forms; Printing tips; Excel import and export formats (PDF, .CSV, .TSV, text, etc.). The second edition is up-to-date with new instructions and high-resolution screenshots of Excel 2016, Excel Online, and the new Google Sheets. It includes new sections about collaboration, OneDrive, and other features. This book is very, very different to any other computer book you have ever read. The Smart Method provides an entirely new and better way to learn Excel. You'll immediately appreciate the value and relevance of each skill as it is taught. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple and no-nonsense way. Amongst other things you'll learn how to: ¿Use Excel 2013¿s new data model

feature to create table relationships *Master dynamic tables and structured table references* *Completely understand Excel 2013's new ability to create OLAP cubes* *Use Excel 2013's new OLAP Pivot Tables to present OLAP cube data* *Perform What-If analysis to model and compare business scenarios* *Record macros and then execute them from button controls* *Create intuitive user interfaces using form controls* *Enforce complex business rules using function-driven custom validations* *Use advanced functions to solve real-world business problems* *Understand and use all of Excel's security features* *Use Excel 2013's new timeline slicers to quickly filter date ranges* *Create and use dynamic and table-based range names*

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lesson covers the heavy duty data analysis features of Excel: * Goal Seek * Scenario manager * Solver These features let you tell Excel to run thousands of iterations to find the best answer, whether it be a specific number, the best result (maximum value) or the lower result (minimum value). I go through each feature step-by-step and include many images to make learning the material easy. No technical jargon, just plain English and a few corny jokes thrown in for good measure. As with all my lessons, there is a link inside where you can download follow-along workbooks to practice what you read. A guide to the popular fantasy game series unravels the puzzles encountered while in the underground world attempting to save humanity, and offers a look at the game's history and how it was produced. Original. With sections on editing, formatting, functions, formulas, lists, macros, creating and managing workbooks, and creating and editing charts, this tutorial also includes an interactive companion CD-ROM. Welcome to our Microsoft Excel Formulas tutorial. If you want to learn more about using formulas and functions in Excel, you've purchased the right book. Whether you're new to Excel or are a more advanced user, this tutorial or workbook is designed to show you how to use different formulas and functions to solve real-life problems. Formulas work almost exactly the same way in most all versions of Microsoft Excel and other spreadsheet programs, so you can work along with this workbook even if you don't have Excel. This workbook is well adapted to other Excel, LibreOffice, OpenOffice and many other spreadsheet programs. However, keep in mind that we'll be using Microsoft Excel 2016 and 2013 throughout this workbook, so you may notice some slight differences if you're using a different program. This workbook is also suitable and adapted to new Microsoft Excel formula users. This workbook starts with the absolute basics of creating formulas and gradually works up to some more advanced formulas. But before you begin, you'll want to have a basic understanding of how to navigate your Microsoft Excel. If you already have a basic understanding of how spreadsheets work, you're ready to dive in and get started. All through this book, we will provide written and also very interactive lessons that will explain the basics of formulas and guide you through real-life scenarios where you'll use formulas to solve problems! Thanks again for downloading this book, I hope you enjoy it! This Mastering Excel lesson covers Power View. Power View is a new Excel feature that lets you explore you data and create dynamic & interactive presentations. You will start with the basics, creating a List Report,

moving onto Matrix Tables, then Cards, Charts, Filters, Slicers and even Maps! This lesson is a bit longer than the rest of the series because it is a big topic. You can do so much with Power View. Once you finish this lesson and you begin to use Power View in your day to day work, be prepared to get questions from everyone about it. You will amaze everyone and yes, this just might make you the office Excel guru. Seriously, it is that impressive. Like all the other Mastering Excel lessons, this one also comes with follow along workbooks. Click on the link in the book to receive the materials in your email. THIS IS IMPORTANT. PLEASE READ THIS: You MUST have the right version of Excel to use Power View. Power View and Power Pivot are only available in the Office Professional Plus and Office 365 Professional Plus editions, and in the standalone edition of Excel 2013. Excel 2016 has Power View but Microsoft has removed the Power View button. In the lesson, I show you how to add it to the ribbon. Master VBA automation quickly and easily to get more out of Excel Excel VBA 24-Hour Trainer, 2nd Edition is the quick-start guide to getting more out of Excel, using Visual Basic for Applications. This unique book/video package has been updated with fifteen new advanced video lessons, providing a total of eleven hours of video training and 45 total lessons to teach you the basics and beyond. This self-paced tutorial explains Excel VBA from the ground up, demonstrating with each advancing lesson how you can increase your productivity. Clear, concise, step-by-step instructions are combined with illustrations, code examples, and downloadable workbooks to give you a practical, in-depth learning experience and results that apply to real-world scenarios. This is your comprehensive guide to becoming a true Excel power user, with multimedia instruction and plenty of hands-on practice. Program Excel's newest chart and pivot table object models Manipulate the user interface to customize the look and feel of a project Utilize message boxes, input boxes, and loops to yield customized logical results Interact with and manipulate Word, Access, PowerPoint, and Outlook from Excel If you're ready to get more out of this incredibly functional program, Excel VBA 24-Hour Trainer, 2nd Edition provides the expert instruction and fast, hands-on learning you need. This is not a "normal" marketing book. There is little philosophy here and many examples of actual marketing strategies and tactics that worked for the author during his 44 years marketing business-to-business products. Inside, you will find formulas for achieving market shares of 70-80%, while destroying the competition and producing exponential growth, year after year.

The author describes many specific marketing strategies and tactics which were highly effective, and why. There are also many examples of techniques that do not work, and how as a Marketing Pro, you can easily fail. The author explains why effective marketing is so challenging, and yet so much fun! He has intentionally written it in a simple, easy to digest tone and filled it with materials which help to explain each lesson. There are many anecdotes and stories which serve to illustrate and bring to life his career in marketing. This book contains: Example after example of actual marketing strategies and tactics used, and how and why they worked--supported and explained with the actual sales and marketing tools used. Eight chapters and 50 marketing lessons with detailed insight and knowledge into what constitutes effective B2B marketing, and how the author used them. Photos, charts, graphs, presentation pages all in color illustrate and enhance the lessons and points being made. Actual results achieved are presented wherever not restricted because of confidentiality. Hundreds of references to B2B marketing techniques that are not effective, and why. Numerous stories and anecdotes reveal unexpected and enlightening experiences that happened along the way--such as why the European marketing team did NOT want a product named "Eagle," as well as the role Sara Lee apple pie played in the authors choice of marketing as a career. Some of the Insights Contained in the 50 Lessons: 5 Order Closing Essentials The 4 Sales Within Every B2B Sale 11 Rules for Building and Maintaining an Effective Web Site How to develop an effective, competition destroying annual Marketing Plan. The role that Sara Lee apple pie played in the authors decision to get a Marketing degree 6 Components of Highly Effective Web Sites 7 Criteria for a Great New Product Name. 15 Essential Components of a Successful New Product Launch 50 Ways to Maximize Your Show Results 8 Examples of Sales Tools that Sell 5 Ways to use PR as a Strategic Marketing Tool A "marketing whiz" and globally recognized expert on print inspection, this prolific speaker has spoken and shared his expertise with audiences all over North, Central and South America, Australia, India and Europe. The book is filled with charts, graphs, photos, anecdotes, stories and marketing problems and their solutions. It details strategies and tactics used for real products, and contains many examples of actual sales and marketing tools used successfully on five continents and over 70 countries. The book will be interesting and useful for: Marketing Professionals - who want to learn about successful marketing techniques and strategies that might help

improve and further their careers. College students studying marketing or business - either for a basic or advanced degree. Every chapter offers advice and rules on what is effective, and what is not. High school students considering Marketing as a career- will get a real feel for what a career in Marketing is really like. People in Printing and Converting - who would like to see how others in the industry market their products. Do you want to learn how to make Excel more effective by using tips, techniques, and shortcuts? Are you searching for a good Excel tutorial for newbies? If you want detailed, easy-to-understand explanations of basic Excel commands? If you answered yes to any of the above questions, "Excel 2021" is the book for you. Microsoft Excel is widely known as consistent, reliable, and effective spreadsheet software, and it is often regarded as a necessary tool in several businesses. Microsoft Excel is a software tool that is often used to organize individual data. Microsoft Excel may also be used to generate charts other visual representations that help in data analysis. "To master this software, you must understand the key commands when you first start using it." "Excel 2021" saves you hours of digging for online guides for the main Excel commands you'll need to get the most out of it. Excel 2021 is designed to make learning easy for you. The following are some of the topics you'll hear from "Excel 2021": Introduction to Excel How to insert basic formulas & calculations in Excel? Why is it time to learn Microsoft Excel? How to select, edit & activate cells in Excel? How to format Excel table How to work using graphics and charts? Basic Professional Excel tips & tricks The Excel interface Shortcuts to make Excel easy Entering and Formatting Data, charts, and Tables much much more. Excel is compatible with nearly any other set of office applications. "Knowing to use Excel helps to achieve your job objectives even easier." In reality, Excel spreadsheets will quickly be applied to Word documents & PowerPoint presentations to make them more flexible and efficient. Operations that can be lengthy, repetitive, and complex are turned into quick and easy work with "Excel 2021" by using the appropriate commands. Are you prepared to learn easily and quickly with the help of "Excel 2021"? Now is the best time to purchase "Excel 2021." Ready to get started? Click "Buy Now"! The complete book-and-video training package for Office 2010! This Microsoft Office 2010 book-and-video training package-from the same professional training experts who also create many training materials for Microsoft-is like having your own personal instructor guiding you through each lesson, but you work at your own pace! The full-color

book includes 27 lessons that teach you the new features and quirks of Microsoft Office 2010. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This jam-packed training package takes you well beyond the basics in a series of easy-to-absorb, five-minute lessons. Shows you how to use Microsoft Office 2010, the new version of the Microsoft Office suite that is available in standard 32-bit and now also a 64-bit version Walks you through 27 lessons, each consisting of easy-to-follow, step-by-step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book Covers exciting new Office 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Provides the perfect, one-stop, robust learning package-with book and supplementary video training on all the applications in Office 2010 Additional resources available on companion Web site: www.digitalclassroombooks.com Learn the ins-and-outs of Office 2010 with this all-in-one, value-packed combo! Focusing on how computers can make paralegals and legal professionals more productive on the job, this updated Seventh Edition of the #1 book on the market offers comprehensive treatment of computer concepts, including coverage of both basic software programs like Word, Excel, and PowerPoint, to more advanced applications using AbacusLaw, CaseMap, Clio, DiscoverFY, HotDocs, Tabs3, TimeMap, and TrialDirector. Real-life examples, pertinent tutorials, ethical considerations, and up-to-date coverage of the most popular software used in all types of legal organizations help students develop key knowledge and skills. Each topic is presented in a clear and organized manner and includes examples of how the software is actually used on the job. The detailed Hands-on Exercises include Basic, Intermediate, and Advanced assignments to allow for a variety of skill levels. These extensive exercises allow students to apply their knowledge and practice using computers to complete realistic legal work. This edition reflects the ever-changing rules and decisions affecting the legal process (gathering evidence, managing files, filing with courts, working on electronic copyright issues, presenting exhibits, billing, etc.) and covers the most up-to-date technology available to help paralegals comply to new rules and better handle complex records and files. Important Notice: Media content referenced within the product description or the

product text may not be available in the ebook version. The complete guide to Excel 2016, from Mr. Spreadsheet himself
style="box-sizing: border-box; color: #1b1c1d; font-family: 'Open Sans', sans-serif; font-size: 16px;" Whether you are just starting out or an Excel novice, the Excel 2016 Bible is your comprehensive, go-to guide for all your Excel 2016 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities by expert author and Excel Guru John Walkenbach to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2016 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2016's new features and tools Customize downloadable templates and worksheets Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2016 Bible has you covered with complete coverage and clear expert guidance. Peter Norton's Excel 2002 is a stand-alone tutorial that features a strong instructional design. Small blocks of concepts followed by hands on activities and numerous full-screen illustrations result in clear-cut, easy-to-read instruction, making learning easy for students! Excel 2002 focuses on the basic skills for the MOUS-Core level program. As a result, the Norton XP student can prepare for the MOUS certification exam in fewer pages and in only a few hours! This is a bundle of all the Mastering Excel lessons that cover the new Excel Power BI tools. If you want to perform heavy duty analysis on large data sets, as in well over 1,000,000 rows, this bundle is for you. These new features let Excel crunch through data extremely efficiently. Even if you don't have massive data sets, you can still use Power View and Power Map to create seriously impressive presentations. Note: You will need Excel 2016 or Office 365 Pro Plus to use all the Power BI features. Excel 2013 will not run all the features covered here. This bundle contains the following lessons: * Mastering Excel: Power Query (Get data form external sources) * Mastering Excel: Power Pivot (Create a data model with tables and relationships) * Mastering Excel: Power View (Create a new type of Excel presentation) * Mastering Excel: Power Map (Show data in animated maps) There is a link in the lesson where you can download several follow along Excel workbooks so you can practice the tasks in the lesson. This book is made up of five parts, each dealing with a

specific topic: managing data (named ranges, import/export, lists and filters, publishing Web pages, using XML with Excel etc), tools for analysing data (including auditing tools, what-if analysis tools, pivot tables and charts), templates, working in a team (sharing and protecting data), configuring menus, toolbars and default settings, and a basic guide to working with macros. Each chapter is independent of the others, so that you can choose what to study, and in what order. At the end of the book, you will find the official list of topics tested in the MOS Excel 2003 Expert exam. The number of the corresponding lesson and exercise is given next to each topic in the list. Learn the Best Excel Tips & Tricks Ever: FORMULAS, MACROS, PIVOT TABLES, FORMATTING, DATA, MICROSOFT OFFICE 365 plus Many More! With this book, you'll learn to apply the must know Excel features and tricks to make your data analysis & reporting easier and will save time in the process. With this book you get the following: ✓ 101 Best Excel Tips & Tricks To Advance Your Excel Skills & Save You Hours ✓ New Excel Tips & Tricks for Microsoft Office 365 ✓ Easy to Read Step by Step Guide with Screenshots ✓ Downloadable Practice Excel Workbooks for each Tip & Trick ✓ You also get a FREE BONUS downloadable PDF version of this book! This book is a MUST-HAVE for Beginner to Intermediate Excel users who want to learn Microsoft Excel FAST & stand out from the crowd! * One of the world's best-known Excel experts shows how to master the charting features in Excel 2000 and 2002 to create compelling graphic representations of data * Covers basic and advanced features, focusing on the new charting features provided in version 2002 * Explains how to select charts for different categories of data, modify data in a chart, deal with missing data, format charts, customize shapes, and give charts a professional look Just because electronic spreadsheets like Excel 2002 have become almost as commonplace on today's personal computers as word processors and games doesn't mean that they're either well understood or well used. If you're one of the many folks who has Office XP on your computer but doesn't know a spreadsheet from a bedsheet, this means that Excel 2002 is just sitting there taking up a lot of space. Well, it's high time to change all that. One look at the Excel 2002 screen (with all its boxes, buttons, and tabs), and you realize how much stuff is going on there. Excel 2002 For Dummies will help you make some sense out of the rash of icons, buttons, and boxes that you're going to be facing day after day. And when you ready to go beyond spreadsheet basics, this guide will also introduce you to Conjuring up charts

Inserting graphics Designing a database Converting spreadsheets into Web pages Most of all, Excel 2002 For Dummies covers the fundamental techniques that you need to know in order to create, edit, format, and print your own worksheets. In this book, you'll find all the information that you need to keep your head above water as you accomplish the everyday tasks that people do with Excel. This down-to-earth guide covers all these topics and more: Creating a spreadsheet from scratch Document recovery Formatting fundamentals Making corrections (and how to undo them) Retrieving data from your spreadsheets Protecting your documents Demystifying formulas Now, even if your job doesn't involve creating worksheets with a lot of fancy financial calculations or lah-dee-dah charts, you probably have plenty of things for which you could and should be using Excel. For instance, you may have to keep lists of information or maybe even put together tables of information for your job. Excel is a great list keeper and one heck of a table maker. You can use Excel anytime you need to keep track of products that you sell, clients who you service, employees who you oversee, or you name it. Do you want to learn Microsoft Excel, for a career boost, or to better handle numbers, lists, and data? This popular Excel tutorial covers basic concepts, formatting, AutoFill, formulas, functions, sorting, filtering, collaboration, and charts. Examples apply to Excel 2019, Excel Online, Excel mobile apps, and Google Sheets. No other book better prepares students for the innovations in Microsoft Office (2010 and 2007) and living in today's digital world like the third edition of DIGITOOLS! DIGITOOLS emphasizes computer applications, such as word processing, presentations, spreadsheets, and database while also providing instruction on the proper way to key and format documents using proven instructional methods, Students learn to effectively use the Internet and input technologies, including speech and handwriting recognition. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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