

Excel 2000 For Windows For Dummies: Quick Reference

John Walkenbach

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John Walkenbach. Spreadsheet. Does that word send shivers down your spine? Well, you can't ignore it if you need to create tables, charts, or lists of information to do your job. Loads of people get it done with the Excel spreadsheet program, but it's a safe bet that most Excel users don't know its full potential. You may get by just fine after you learn the basics, but Excel can automate many tasks and save time. You'll have more time for fun things and may even get out of the office at a reasonable hour. Excel 2000 For Windows For Dummies Quick Reference is the no-nonsense Bibliographic record and links to related information available from the Library of Congress catalog. Information from electronic data provided by the publisher. May be incomplete or contain other coding. Introduction: How to Use This Book. PART I: Getting to Know Excel 2000. PART II: Using Workbook Files and Worksheets. PART III: Formatting, Outlining, and Printing Your Work. This Quick Reference will quickly get you up to speed with Excel's new features, whether you're a novice user or an expert. You'll master how to easily publish interactive Web pages that include spreadsheets and tables. You'll learn how to use new Smart Tags to access real-time data from the Web for your Excel documents. In addition, he's authored more than 20 other spreadsheet books, including Microsoft Excel 2000 Bible, Excel 2000 For Windows For Dummies Quick Reference, and Excel 2000 Programming For Dummies. He also maintains the Spreadsheet Page on the World Wide Web (<http://www.j-walk.com>). When he's not banging away on his computer keyboard, he's probably banging away on one of his guitars, trying to cop a few blues licks from Freddie King.

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