



Excel 2007 Tips and Tricks (Paperback)

By MR Jason Khoo

Createspace, United States, 2013. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. The complete change in the Excel 2007 interface has jolted many Excel users out of their comfort zone as they struggle to locate and familiarize themselves with the regular functions they have been using for many years. Most Excel users tend to stick to the regular functions that they have been using to get their job done and may not be aware of shorter and more productive methods of working with the new version of Excel. As such, more than 30 Tips and Tricks have been specially identified and compiled in this book. Each of the Tips and Tricks has the potential of saving you hours of cleaning up the data manually, drastically changing the way you use Excel. Some of the Tips and Tricks found in this book are: Customize The Quick Access Toolbar (QAT) Double Click On The Ribbon To Hide It Quick Access To Frequently Used Files Tracking Real-Time Changes With Excel Camera Jump Instantly To The End Of Your Database Searching And Entering Formula With Autocomplete Create Attention-Getting Comments.



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