



Microsoft Office Excel 2007: Complete Concepts and Techniques (Shelly Cashman Series)

By Gary B. Shelly, Thomas J. Cashman, Jeffrey J. Quasney

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Editorial Review

Review

1. Creating a Worksheet and an Embedded Chart 2. Formulas, Functions, Formatting, and Web Queries 3. What-If Analysis, Charting, and Working with Large Worksheets Web Feature: Creating Web Pages Using Excel 4. Financial Functions, Data Tables, and Amortization Schedules 5. Creating, Sorting, and Querying a Table 6. Creating Templates and Working with Multiple Worksheets and Workbooks Graphics Feature: SmartArt and Images Appendices A: Project Planning Guidelines B: Introduction to Microsoft Office 2007 C: Microsoft Office Excel 2007 Help D: Publishing Office 2007 Web Pages to a Web Server E: Customizing Microsoft Office Excel 2007 F: Steps for the Windows XP User G: Microsoft Business Certification Program

About the Author

Gary B. Shelly wrote and published his first computer education textbook in 1969. More than twenty million copies of Shelly Cashman Series' textbooks have been sold. Gary and a talented group of contributing authors have produced books on computer programming, computer concepts, and application software that are the leading textbooks in the computer technology market today. Gary has hosted the annual Shelly Cashman Institute, a week-long training event focusing on the latest topics in technology, for the past 34 years.

Thomas J. Cashman received his education at California State University, Los Angeles. He established one of the first business data processing programs in the U.S. at Long Beach City College in California, where he taught and served as department head. In 1969, he began collaborating with now best-selling author, Gary Shelly.

Jeffrey J. Quasney has worked with the Shelly Cashman Series for more than 9 years in various capacities, including as a developer of teaching tools associated with the Series' textbooks. He has authored several textbooks, including Visual Basic .NET, Microsoft Office FrontPage 2003, several editions of Microsoft Office Excel, and is a contributing author for Discovering Computers and Discovering Computers: Fundamentals Edition.

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