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Creating a Basic PivotTable 1. Select a range of cells containing column and row headers to use and click the PivotTable command in the Insert Ribbon. 2.

Excel - [stl-training.co.uk](http://stl-training.co.uk)

Quick Access Toolbar A1 The Ribbon

The Office Menu Tabs Dialog Box –

additional functions within aGroups group –commands with similar

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Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office Excel 2007.

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This product can be used as a valuable quick-reference aide or as a learning tool to get you up to speed quickly on Microsoft Office Excel 2007. Key introductory topics get you started effectively, preparing you for more advanced material. In addition, helpful shortcuts enable you to work more efficiently.

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topics are covered: Creating  
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Inserting and Deleting Rows Columns

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and Cells, Column Width and Row Height, Entering Dates, Entering Sequences, Entering Formulas & Functions, Using AutoSum, Absolute vs. Relative Cell References, Resizing the Formula Bar, Formatting Numbers and Cells, Aligning Cell Contents, Borders and Grids, Previewing, Printing and Page Setup, Repeating Rows/Columns on Every Page, Copying and Moving Data: Fill Handle; Cut, Copy, Paste; Drag & Drop. Sheet Features: Renaming, Moving, Copying, Selecting, Inserting, Deleting, Editing Multiple Worksheets Simultaneously, and Copying Data and Formatting to Multiple Worksheets. Also includes: Lists of Selection and Movement Shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2007. The following topics are covered: Range Names - Naming a Range, Creating Several Names at Once, Limiting the Scope of a Named Range, Selecting a Named Range, Using a Range Name in a Formula, Managing Named Ranges, Structured References for Excel Tables; Mixed Reference; More Functions; Goal Seek; Saving Views; Defining Scenarios; Hiding Columns, Rows, or Sheets; Data Consolidation; Restricting Cell Entry with Data Validation; Highlighting Invalid Data; Conditional Formatting; Conditional Formatting Rules Manager; Protecting/Unprotecting Worksheets;

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Password Protecting Specific Cells.  
Macros: Showing the Developer Tab;  
Recording & Running a Macro;  
Naming a Macro; Relative vs. Absolute  
Recording; Documenting Macros;  
Assigning a Macro to the Quick  
Access Toolbar; Automatic Macro  
Execution; Creating a Macro without  
Recording; Calling another Macro,  
Setting Macro Security; Getting Help  
on Visual Basic; Creating a Function  
Procedure. This guide is suitable as a  
training handout, or simply an easy to  
use reference guide, for any type of  
user. This guide is one of several titles  
available for Excel 2007: Excel 2007  
Introduction, Excel 2007 Charts &  
Tables, Excel 2007 Advanced &  
Macros.



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Packed with information, the "Excel Pocket Guide" is a compact reference that covers such basics as creating workbooks, entering data, printing, cell formatting, and spell checking.

Laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word, Excel, and PowerPoint for users upgrading from Office 2007. Also includes a command reference, showing Office 2007 commands and their Office 2010 equivalents. The following topics are covered: Office: Customizing the Ribbon, Backstage View (The File Menu), Protected View, Recovering Unsaved Versions, Pasting with Live Preview, Inserting a Screenshot, Saving to Sharepoint or Windows Live SkyDrive, Work Anywhere (Office

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Web Apps), Co-authoring (Word/PowerPoint), Removing a Picture's Background, Cropping a Picture, Other New or Changed Picture Features, Other New or Changed Features, Features No Longer Available. Word: Navigating and Reorganizing Using Headings, Searching Using the Navigation Pane, Other New or Changed Features, Features No Longer Available. Excel: Renamed Functions, Filtering Pivot Tables and Charts with Slicers, Inserting a Chart in a Cell (Sparklines), Filter Improvements, Conditional Formatting Changes, Other New or Changed Features. PowerPoint: Organizing Slides with Sections, Using the Animation Painter, Video Improvements, Linking to a Web Video, Syncing Animation/Text Overlays with Audio/Video, Creating a

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Video File, Broadcasting Using the Internet, Merging/Comparing Presentations, Other New or Changed Features, Features No Longer Available. Also included is a command reference showing the Office 2007 command and the 2010 equivalent. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2007 for Word, Excel, and PowerPoint. Also includes a command reference for each product, showing Office 2003 commands and their 2007 equivalents. Topics include: Office: The Ribbon; The Office Button; The Quick Access Toolbar; Status Bar; Mini Toolbar; Using

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Showing Invalid Data; Changes to  
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Filtering; Structured References in  
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Formatting; Conditional Formatting  
Rules Manager; Sorting by Icon, Cell  
Color, or Font Color; Changes to  
PivotTables; New Excel File Types.  
PowerPoint: The Selection and  
Visibility Pane; Converting to  
SmartArt; Adding Placeholders to a  
Slide Master; Resetting Placeholders;  
Adding a Customized Layout;  
Converting a Shape to Freeform;  
Improvements to Gradients;  
Background Styles; New or Changed  
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PowerPoint File Types; Features No Longer Available. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2007. Also includes a command reference for each product, showing changed Office 2007 commands and their Office 2013 equivalents. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Topics include: Office: The Start Screen; Customizing the Ribbon; Backstage View (The File Menu); Changes to Templates; Using

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Touch in Office 2013; Opening and Saving; Exiting All Open Windows; New or Changed Picture Features: Cropping a Picture; Integration with Online Services: Switching Online Accounts, Adding a Service Such as Flickr, YouTube, SkyDrive, Office 365 SharePoint; Inviting People to Collaborate; Using Apps for Office; Recovering Unsaved Versions; Other New or Changed Features. Word: Resumed Reading; Read Mode; Quickly Inserting Tables Rows/Columns; Navigate and Organize Using Headings; Search Using the Navigation Pane; Using the Border Painter; Tracking Changes: Locking Track Changes On; Marking Comments as Done; Other New or Changed Features. PowerPoint: Zoom and Pan While Presenting; Jumping to a Slide While Presenting; Smart

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Overlays With Audio/Video, Fading  
In/Out and Trimming Audio/Video,  
Create a Video File of a Presentation;  
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Features No Longer Available. Word &  
PowerPoint: Presenting Online;  
Communicating with a Commenter;  
Replying to a Comment. Excel: Excel  
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Creating a PivotChart with or without a PivotTable; Other New or Changed Features; Features No Longer Available. For each product there is a command reference showing changed Office 2007 commands and their 2013 equivalent.

Laminated quick reference guide showing step-by-step instructions and shortcuts for Charts (graphs) and Table features of Microsoft Office Excel 2007. This card is suitable as an accompaniment for Intermediate level Excel training. The following topics are covered: Excel Charts: Inserting a Chart, Resizing and Moving Chart Objects, Changing Chart Type, Charting Non-Adjacent Data, Adjusting Scale, Two-Scaled Charts, Adding, Removing and Formatting: Legend, Gridlines, Data Series, Explanatory

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Function, Filtering in a PivotTable, Sorting in a PivotTable, Grouping by Dates or Time. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products Word, Excel, and PowerPoint. This guide is suitable as a training handout, or simply an easy to use reference guide for any type of user. Shortcuts for the following topics: Word - Text Selection Shortcuts, Movement Shortcuts, Special Characters, Switching Views, Formatting Shortcuts, Deleting Words, and Other Shortcuts. Excel - Selection Shortcuts, Movement Shortcuts, Formatting Shortcuts, Date & Time

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Shortcuts, Copying Shortcuts, Formula Shortcuts, Print Preview Shortcuts, Special Characters, and Other Shortcuts. PowerPoint - Slide Show Shortcuts, Media Shortcuts, Rehearsing Shortcuts, Outline View Shortcuts, and Other Shortcuts. Common Shortcuts for Word, Excel and PowerPoint. Also includes instructions for customizing the Quick Access Toolbar and the Status Bar.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use features of Microsoft Office 2007 that are common to Word, Excel & PowerPoint. Great companion product to Word, Excel & PowerPoint Introduction guides. Covers the following topics: The Ribbon, The Office Button, The Quick Access

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