



Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc

Download now

Read Online ➔

[Click here](#) if your download doesn't start automatically

Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

Beezix Inc

Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

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 Text, Callouts, Arrows and Circles, Data Labels, Adding a Projection or Trendline to a Data Series, Setting the Default Chart, Creating the Default Chart with one Keystroke, Creating Chart Templates, Applying Custom Chart Types, Changing Chart Location (Chart Object vs. Chart Sheet).

Excel Tables: Creating an Excel Table, Excel Table vs. Normal Range, Changing the Table Area, Adding New Rows or Columns to the Table, Toggle Total Row, Table Selection Shortcuts, Sorting a List, Multi-Level Sorting, Custom Sort Orders, Subtotals.

Filtering a Table: AutoFilter & Advanced Filters, Creating Pivot Tables, Rearranging PivotTables, Adding/Removing PivotTable Fields, Show/Hide the PivotTable Field List, Refreshing a PivotTable, Creating a PivotChart, Changing the Summary 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.

This guide is one of several titles available for Excel 2007: Excel 2007 Introduction, Excel 2007 Charts & Tables, Excel 2007 Advanced & Macros.

 [Download Microsoft Excel 2007 Charts & Tables Quick Reference Gu ...pdf](#)

 [Read Online Microsoft Excel 2007 Charts & Tables Quick Reference ...pdf](#)

Download and Read Free Online Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

Download and Read Free Online Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

From reader reviews:

Juan Elam:

The book Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) give you a sense of feeling enjoy for your spare time. You can use to make your capable much more increase. Book can to get your best friend when you getting strain or having big problem using your subject. If you can make reading through a book Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) to be your habit, you can get far more advantages, like add your own personal capable, increase your knowledge about many or all subjects. You are able to know everything if you like wide open and read a book Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card). Kinds of book are several. It means that, science book or encyclopedia or some others. So , how do you think about this guide?

Michael Counts:

This Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) is great e-book for you because the content that is full of information for you who all always deal with world and get to make decision every minute. This specific book reveal it details accurately using great organize word or we can declare no rambling sentences included. So if you are read the item hurriedly you can have whole information in it. Doesn't mean it only will give you straight forward sentences but difficult core information with lovely delivering sentences. Having Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) in your hand like getting the world in your arm, data in it is not ridiculous just one. We can say that no e-book that offer you world inside ten or fifteen second right but this e-book already do that. So , this can be good reading book. Hey there Mr. and Mrs. occupied do you still doubt that?

Christina Fitts:

Reading a book to get new life style in this year; every people loves to learn a book. When you read a book you can get a large amount of benefit. When you read books, you can improve your knowledge, simply because book has a lot of information upon it. The information that you will get depend on what types of book that you have read. In order to get information about your study, you can read education books, but if you act like you want to entertain yourself you can read a fiction books, these us novel, comics, along with soon. The Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) will give you a new experience in examining a book.

Wendell Radford:

Do you like reading a book? Confuse to looking for your selected book? Or your book seemed to be rare? Why so many problem for the book? But almost any people feel that they enjoy regarding reading. Some

people likes looking at, not only science book but additionally novel and Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) or maybe others sources were given understanding for you. After you know how the fantastic a book, you feel wish to read more and more. Science publication was created for teacher or perhaps students especially. Those textbooks are helping them to include their knowledge. In different case, beside science publication, any other book likes Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) to make your spare time considerably more colorful. Many types of book like this.

Download and Read Online Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc #3ECXDNQ67JV

Read Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc for online ebook

Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc books to read online.

Online Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc ebook PDF download

Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Doc

Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Mobipocket

Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc EPub

Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Ebook online

Microsoft Excel 2007 Charts & Tables Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) by Beezix Inc Ebook PDF