



Excel 2000 For Windows For Dummies

By Harvey, Greg

For Dummies, 1999. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: Introduction.About This Book.How to Use This Book.What You Can Safely Ignore.Foolish Assumptions.How This Book Is Organized.PART I: Getting In on the Ground Floor.PART II: Editing without Tears.PART III: Getting Organized and Staying That Way.PART IV: Life beyond the Spreadsheet.PART V: Doing a Custom Job.PART VI:The Part of Tens.Conventions Used in This Book.Keyboard and mouse.Special icons.Where to Go from Here.PART I: Getting In on the Ground Floor.Chapter 1: What Is All This Stuff?What the Hell Would I Do with Excel?Little boxes, little boxes.Send it to my cell address.So just how many cells are we talking about here?Assigning 26 letters to 256 columns.What you should know about Excel at this point.What you still need to know about Excel.Getting the Darn Thing Started.Starting Excel 2000 from the Programs or Desktop Office 2000 shortcut bar.Starting Excel 2000 from the Windows 95/98 Start Menu.Starting Excel 2000 from the Windows Explorer.Creating an Excel 2000 shortcut.Automatically opening Excel every time you turn on your computer.Mousing Around.Minding your mouse manners.Getting your mouse pointer in shape.So What Do All These Buttons Do?Turning on to the title bar.Messing around with the menu bar.Scrutinizing...



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