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# Excel Timesaving Techniques For Dummies

**Woody Leonhard**



## **Excel Timesaving Techniques For Dummies:**

*Excel Timesaving Techniques For Dummies* Greg Harvey, 2004-11-11 Covering formulas charts data lists macros and versions 2000 2002 and 2003 this book offers more than seventy easy to follow techniques that show both new and experienced Excel users how to save time and avoid tedious or redundant tasks Bestselling author Greg Harvey includes information on customizing Excel's menus and toolbars modifying Excel's editing settings using add ins AutoCorrect AutoFill AutoFormat and data validation copying and moving data between worksheets encrypting workbook files creating external database queries converting worksheet data and charts into Web pages and much more Written by Greg Harvey one of the bestselling technology authors of all time whose books have combined sales of more than four million copies A unique two column format makes it easy for readers to grasp and apply each technique and begin working more efficiently **Office**

**2003 Timesaving Techniques For Dummies** Woody Leonhard, 2004-05-21 Wouldn't it be a waste to go on a spectacular exotic vacation abroad and just hang out at the hotel pool Wouldn't it be a waste to buy a new iPod download four favorite songs and play them over and over Most people with Office 2003 are wasting a lot of software power and a lot of time They do the same routine things in the same routine ways and haven't begun to explore the capabilities of Office 2003 If you're one of them Office 2003 Timesaving Techniques For Dummies gets you out of your rut and into action It provides over 70 timesaving techniques for Word Excel Access Outlook and PowerPoint Most of the tips work with Office 2000 and Office XP too You'll customize Office to meet your needs and start working like a pro in no time with easy to use tricks tips and techniques for Streamlining your toolbars Word alone has dozens to choose from Setting up Outlook searching with folders organizing with flags and dealing with spam Taking proper security measures including using and updating an antivirus package and avoiding potentially dangerous file extensions Editing and laying out impressive Word documents Using keyboard shortcuts Diving into more advanced Office skills such as writing macros setting up templates and using multimedia with PowerPoint Using Excel to build self verifying spreadsheets Running totals and subtotals in Access Combining applications to print holiday greetings and run an electronic newsletter Written by Woody Leonhard author of Windows XP Timesaving Techniques For Dummies and the bestseller Windows XP All in One Desk Reference For Dummies this guide helps you eliminate extra steps and little annoyances and do things you probably didn't know you could do such as Building e mail stationery Calculating sales tax with the Lookup Wizard Making professional labels Encrypting messages Recording narration for PowerPoint presentations Complete with an index that lets you find what you want fast Office 2003 Timesaving Techniques For Dummies helps you get up to speed and down to work After all times a waste **eBay**

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**Windows Vista Timesaving Techniques For Dummies** Woody Leonhard, 2007-04-02 Contains instructions for timesaving techniques when using Microsoft Windows Vista covering such topics as customizing the desktop managing passwords setting security streamlining maintenance working with multimedia and setting up a home network

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