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or no idea of what they could or should do in Excel Do you fall into that category If so rest assured you re not alone Excel is a great organizer for all types of data be they numeric textual or otherwise Because the program has loads of built in calculating capabilities most people turn to Excel when they need to set up financial spreadsheets and create fancy reports with charts and graphs But those aren t the only things Excel can do and Excel 97 For Windows For Dummies can help you discover all the cool things you can do with Excel Written in a breezy easy to understand style by veteran Dummies author Greg Harvey Excel 97 For Windows For Dummies is the perfect resource for anyone who uses Excel whether you re new to spreadsheets or you ve been using them for a while and want to pick up some additional pointers Here s just a sampling of what you can find in Excel 97 For Windows For Dummies Moving around in the Excel interface Creating a spreadsheet from scratch Entering your spreadsheet data with ease Making your spreadsheet presentable Creating charts and putting your spreadsheet on the Web Working with multiple worksheets and collaborating with others Top Ten lists on setting Excel preferences creating Excel macros and customizing your Excel toolbars So if all you want to know is how to accomplish the things you need to do in Excel and without having to become a spreadsheet guru then Excel 97 For Windows For Dummies is the perfect introduction to the world of spreadsheets **Microsoft Office 97 for Windows for Dummies** W. Wang,1997

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