



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

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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; 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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