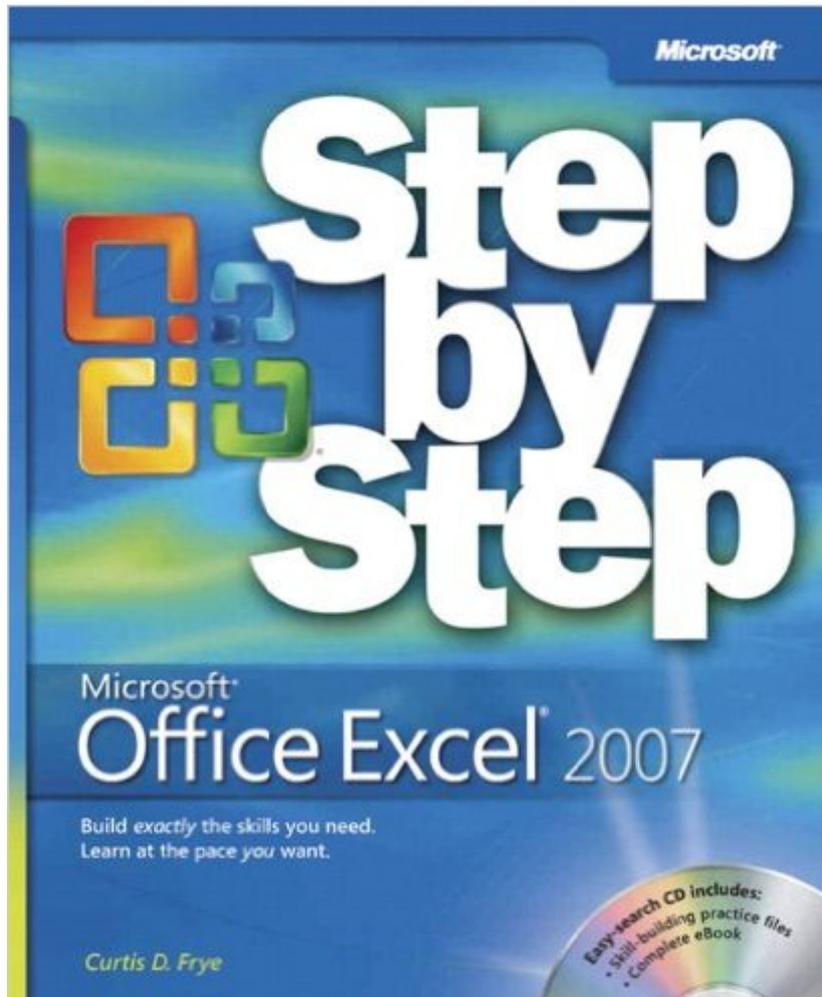


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# Microsoft Office Excel 2007 Step By Step



## Synopsis

Experience learning made easyâ” and quickly teach yourself how to organize, analyze, and present data with Excel 2007. With Step By Step, you set the paceâ” building and practicing the skills you need, just when you need them! Create formulas, calculate values, and analyze data Present information visually with graphics, charts, and diagrams Build PivotTable dynamic viewsâ” even easier with new data tables Reuse information from databases and other documents Share spreadsheets for review and manage changes Create macros to automate repetitive tasks and simplify your work Your all-in-one learning experience includes: Files for building skills and practicing the bookâ”s lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eReferenceâ” plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

## Book Information

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## Customer Reviews

Microsoft Office Excel 2007 Step by Step (Step By Step (Microsoft))I have to agree with another reviewer. This book is full of errors including example files that range from already completed or missing pieces. The book is hard to follow because some of the commands are not what is in the actual Excel product. The book lacks symbols or pointers for the keystroke instructions. The book has you making permanent changes and additions to Excel and not removing them. Need I go on.Yes, I am learning some things the hard and slow way. Maybe this book was printed before the

product was released but that is still no excuse for the lack of review before it was printed. I had purchased the Step-by-Step Powerpoint 2007 book and it was excellent -- great directions, in the left margins small icons for the keys to press, and every example on the CD was correct. And believe it or not the instructions matched the Microsoft product. I should have read the reviews before I purchased this book. This is my opinion.

Being new to Excel 2007, I figured this book would be the best place to start, given that it's published by Microsoft Press. I'm about halfway through, and though I have garnered some useful information, I found the book to be so full of errors (and bonehead moments) that it has become a form of entertainment just anticipating the next one. The first little omen was on page xxiv, where under the Creating and Managing Presentations header, the bullet item "Creating Effective Presentations" appears twice. OK, nobody is perfect. The very first exercise instructs you to open an existing workbook file, "Exception Summary". The very next instruction is to close the file. This wasn't an error, but it was pretty funny. There are files and folders missing from the companion CD, missing instructions, instructions that lead you down rabbit holes... To their credit, Microsoft does maintain an error log on their website, but at least one of the listed "fixes" is still wrong, as far as I can tell. I wonder if Microsoft Press is hiring proofers...

This book mostly emphasizes what's new in Office 2007. It is not, however, a book for someone who wants to learn the concept of Word/word processing, Excel/spreadsheets, Access/databases, PowerPoint/presentations, etc., etc. I teach Microsoft applications and I'm frustrated using this book because the exercises are "lame" and go from simple to advanced stuff in the same practice. Especially bad are the Excel exercises because they have been poorly proofread; they have mistakes and mix beginners with advanced stuff in each chapter and in each exercise, it's hard to assign any of them as homework. Also, it totally skips Page Setup and the very useful AutoSum button, not to mention a lot of other basic stuff a beginner needs to know. It's as bad a book as the previous Office 2003 Step-by-Step series. I am not happy with it at all and would not recommend it for beginners. It might help someone who is gearing up for the MS Office 2007 certification, but don't bank on this book alone for study material.

This book looks good on the surface; However, The descriptions do not match the screens that I have on my version of Excel 2007. It is very difficult to follow and I would not recommend it to anyone new to this software.

I am an expert user of Excel 2003, and I have used many Step-By-Step books in the past which have proven to be helpful. I have only rated this book a 1 since there is not a zero rating. This book should never have been sponsored or released by Microsoft Press. As indicated by previous raters: the errors are very abundant; the instructions are provided only as tips; and the actual exercises are almost meaningless. After completing the first four chapters of the book, it appears that the only intent of the author is to provide assistance to previous expert users of Excel 2003 on how to navigate the new cryptic menuing system of Excel 2007. If you are a beginner or intermediate user of Excel, please find another source for learning this product.

Yes, there are errors in this book, but a quick search will bring you to the author's page with a listing of errata. However, this is not the only problem with this book. First, the examples make very little sense. The reader never knows what she is using for the example. Features that make Excel a powerful program are so poorly written in the exercises that my students at a local community college had no idea what they did after following the steps. Solver, Goal Seek, and Scenarios are usually features people love when they discover what these can do. However, in this book, it isn't even slightly clear as to what is happening. Save your time and find another tool to learn Excel (Like the Missing Manual Series). Mr. Frye (the author) should teach a class before he writes a book (and if he has taught, he should read his reviews from students - I can send my students' reviews)

The book is titled "Step by Step" which would lead one to believe that it is designed for the novice user, right? Well the CD practice files that come with it won't even install on my months old Gateway home computer. I've spent half the day troubleshooting this problem with no F#%^\$&%\$%#! luck thus far. In my initial browsing of the book at the bookstore, it seemed that it was very thorough with lots of visuals, but I am now thinking that the book just has way, way too much information--pretty much all of it useless for the novice user. Not user friendly in the least. **DO NOT WASTE YOUR TIME!**

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