



Excel 2000 for Windows For Dummies Quick Reference

John Walkenbach

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Spreadsheet. Does that word send shivers down your spine? Well, you can't ignore it if you need to create tables, charts, or lists of information to do your job. Loads of people get it done with the Excel spreadsheet program, but it's a safe bet that most Excel users don't know its full potential. You may get by just fine after you learn the basics, but Excel can automate many tasks and save time. You'll have more time for fun things and may even get out of the office at a reasonable hour.

Excel 2000 For Windows For Dummies Quick Reference is the no-nonsense reference tool for anyone who wants to become more efficient with Excel. Whether you're new to Excel or a veteran user, you'll find interesting, time-saving tips and techniques to help you with your project. For example, you can

- Move a chart element in two easy steps
- Save your workbook at a pre-specified interval with the AutoSave feature
- View multiple parts of the same worksheet by splitting panes
- Use the AutoFormat feature to automatically format a table
- Enter decimal points automatically
- Identify formula errors
- Fill in rows or columns – in a flash – with days of the week, months, or years by using the AutoFill Feature

And with more than 16 million cells in a worksheet, you'll need to know how to navigate like an expert. This straightforward guide shows you how to do this with your mouse or keyboard. *Excel 2000 For Windows For Dummies Quick Reference* also shows you how to

- Publish your worksheet data to a Web page
- Add a Drawing object to a worksheet
- Work with dialog boxes and all their parts
- Create a custom chart type
- Create and format a Pivot Table
- Perform What-If analyses (scenarios)

Excel 2000 For Windows For Dummies Quick Reference is full of quick, concise information designed to help you get your job done faster and better.

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