

business solutions



Formulas and Functions with Microsoft® Office Excel 2007

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Click the Microsoft Office button, found at the upper left of your Excel screen, to view the selections found under the File menu in earlier versions of Excel. Figure 1-1 shows the new look for accessing basic functions such as opening, saving, printing, and closing your Excel files (not to mention a number of other nifty functions to boot!). Figure 1-1: Seeing how to use basic Excel program functions. Chapter 1: Tapping into Formula and Function Fundamentals Excel 2007 files have the .xlsx extension. Older version Excel files have the .xls extension. When Excel starts up, it displays a blank Most Microsoft® Excel users learn only a small percentage of the program's features. They know they could get more out of Excel if they could just get a leg up on building formulas and using functions. Unfortunately, this side of Excel appears complex and intimidating to the uninitiated—shrouded in the mysteries of mathematics, finance, and impenetrable spreadsheet jargon. Sound familiar? If you're a businessperson who needs to use Excel as an everyday part of your job, then you've come to the right book. Formulas and Functions with Microsoft® Office Excel 2007 demystifies worksheet formulas a...