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From Excel 2007 For Dummies By Greg Harvey In Microsoft Office Excel 2007, using the keystroke shortcuts (Alt + hot keys) instead of the ribbon will get you quickly through common view, file, and editing commands.

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Excel 2007 for Dummies covers all the fundamental techniques, concentrating on only the easiest, most user-friendly ways to get things done. You'll discover how to: Rearrange, delete and insert new information; Keep track of and organize data in a single worksheet; Transfer data between the sheets of different workbooks

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Greg Harvey has authored tons of computer books, the most recent being Excel 2007 For Dummies, Windows Vista For Dummies Quick Reference, and Excel Workbook For Dummies. He started out training business users on how to use IBM personal computers and their attendant computer software in the rough-and-tumble days of DOS, WordStar, and Lotus 1-2-3 in the mid-80s of the last century.

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