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DIY: How to Make a Pocket-Size Book | Poets & Writers

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Excel 2007 Pocket Guide : A Quick Reference to Common ...

DIY: How to Make a Pocket-Size Book. A). 2. Open the Drawing toolbar (View > Toolbars > Drawing) as shown in figure B. 3. Select the Text Box tool and draw a box (fig. C). 4. Double click on any outer edge of the box, which will open the Format Text Box menu; select the Size tab, set the height and width to 4.25 x 2.75 inches (fig. D).

Excel Pocket Guide - O'Reilly Media

Packed with information, the Excel Pocket Guide is a compact reference that covers such basics as creating workbooks, entering data, printing, cell formatting, and spell checking. For more advanced users, the book provides handy information on formulas, pivot tables, collaboration, and customization.

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Excel Pocket Guide by Curtis D. Frye, Curt Frye ...

Curt is the author of numerous books on Excel and other Office products, most recently the "Excel 2007 Pocket Guide". He graduated from Syracuse in 1990 with a degree in political science, and then moved to Washington, DC, where he worked as a defense trade analyst for four years and as the director of sales and marketing for an ISP for one year.

Excel Chart Tutorial: a Beginner's Step-By-Step Guide

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Make Pocketmods (little Booklets) With MS Word: 3 Steps

The NIOSH Pocket Guide to Chemical Hazards (NPG) informs workers, employers, and occupational health professionals about workplace chemicals and their hazards. The NPG gives general industrial hygiene information for hundreds of chemicals/classes.

Amazon.com: Excel Pocket Guide

Curt is the author of numerous books on Excel and other Office products, most recently the "Excel 2007 Pocket Guide". He graduated from Syracuse in 1990 with a degree in political science, and then moved to Washington, DC, where he worked as a defense trade analyst for four years and as the director of sales and marketing for an ISP for one year.

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