

shortcut

Your Short Cut to Knowledge

Microsoft® Office Excel® 2007

Quick Reference Guide

Greg Perry



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Beta Preview

Based on Microsoft Office Beta 2 Technical Refresh

This Digital Short Cut is an adaptation of the bestselling book, *Take Back Control! Microsoft® Office 2007 All in One* by Greg Perry, 967327916, Sams Publishing

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Changed Features Features No Longer Available Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Pasting Cells as a Linked Picture Changes to Excel Tables Lists Structured References in Excel Tables Filtering Pivot Tables with Slicers Other PivotTable Changes Inserting a Chart in a Cell Sparklines Filter Improvements New Conditional Formatting Sorting by Icon Cell Color or Font Color Other New or Changed Features PowerPoint Organizing Slides with Sections Resetting Placeholders Adding Placeholders to a Slide Master Adding a Customized Layout Background Styles New or Changed Text Features Using the Animation Painter Video Improvements Linking to a Web Video Syncing Animation Text Overlays with Audio Video Creating a Video File Broadcasting Using the Internet Other New or Changed Features Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Office 2007 Common**

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