



# Summer Sudoku 200 + Medium Puzzles And Bear Facts (Alaskan Artist Series)

*Cheryl L. Kirk*

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Laminated quick reference guide showing step-by-step instructions and shortcuts for Charts (graphs) and List features of Microsoft Excel 2003. This card is suitable as an accompaniment for Intermediate level Excel training. The following topics are covered: Excel Charts: Creating a Chart with the Wizard, Resizing and Moving Chart Objects, Changing Chart Type, Charting Non-Adjacent Data, Adjusting Scale, Two-Scaled Charts. Adding, Removing and Formatting: Legend, Gridlines Data Series, Explanatory Text, Callouts, Arrows and Circles, Data Labels, Setting the Default Chart, Creating a Graph with one Keystroke, Adding Custom Chart Types to the List, Changing Chart Location (Chart Object vs. Chart Sheet), and Adding a Projection to a Data Series. Excel Lists: Creating a List: Excel Lists vs. Normal Range, Changing List Area, Adding New Rows, Toggle Total Row, List Selection Shortcuts, Printing a List, Sorting a List, and Custom Sort Orders. Filtering a List: AutoFilter & Advanced Filters, List Subtotals, and Creating & Modifying Pivot Tables. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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