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7 years, then got back into it. I have Excel 2007 on a Windows 7 computer. There were a LOT of changes, so I ordered the Excel 2007 Essential Skills to try and brush up on the new changes. I thought I was pretty good with the basics of Excel, but after doing the lessons, I really learned quite a bit more.

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This Excel 2007 book is for users who want to upgrade their basic Excel skills to true expert level. It will teach you to master all of Excel's advanced features. If you are an absolute beginner you need our Essential Skills book. The book is very, very different to any other computer book you have ever read.

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Recent versions of Excel also have lots of pre-set filters to quickly find text, numbers, and date ranges. And there you have it. 20 great skills for you to learn that will improve the way you use Excel and make you more productive. Are there any other Excel features you would have put on the list? Let us know in the comments below.

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