

MICROSOFT EXCEL BOOK

**The Excel for Dummies Book on How to
Master Excel From scratch in 15 days to
Land a Promotion and Increase your Salary**



HARJIT SUMAN

Dummies Guide To Excel

Greg Harvey



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Excel 2016 For Dummies Greg Harvey, 2015-10-02 Excel 2016 For Dummies 9781119077015 is now being published as Excel 2016 For Dummies 9781119293439 While this version features an older Dummies cover and design the content is the same as the new release and should not be considered a different product Let your Excel skills soar to new heights with this bestselling guide Updated to reflect the latest changes to the Microsoft Office suite this new edition of Excel For Dummies quickly and painlessly gets you up to speed on mastering the world's most widely used spreadsheet tool Written by bestselling author Greg Harvey it has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress free If the thought of looking at spreadsheet makes your head swell you've come to the right place Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids this hands-on guide will get you up and running with the latest installment of the software Microsoft Excel 2016 In no time you'll begin creating and editing worksheets formatting cells entering formulas creating and editing charts inserting graphs designing database forms and more Plus you'll get easy-to-follow guidance on mastering more advanced skills like adding hyperlinks to worksheets saving worksheets as web pages adding worksheet data to an existing web page and so much more Save spreadsheets in the Cloud to work on them anywhere Use Excel 2016 on a desktop laptop or tablet Share spreadsheets via email online meetings and social media sites Analyze data with PivotTables If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you this new edition of Excel 2016 For Dummies sets you up for success

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