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## **Excel Basics In 30 Minutes (2nd Edition) *2018-03-15***

do you want to learn how to use microsoft excel for a career boost or to better handle numbers lists and other data this popular excel user guide covers basic spreadsheet concepts including the excel interface formatting functions formulas autofill charts print filtering and sorting step by step instructions are easy to follow and include many examples instructions apply to recent versions of microsoft excel excel online excel for android and ios and google sheets

## ***Excel Formulas and Functions : the Complete Excel Guide for Beginners 2019-10-12***

excel is one of the most used microsoft office packages in the workplace it is part of our daily lives however most people do not know its full capabilities if you truly want to get the most out of excel then you need to master excel formulas and functions there are over 400 in built functions in excel but how do you know which ones to use in your worksheets well excel formulas and functions the complete excel guide for beginners will explain the best excel functions to use in your worksheets as well as how to construct the formulas this definite excel formulas and functions book includes a step by step guide on how to construct a simple excel formula tips on how to create more efficient formulas how the order of operator precedence in excel formulas work how to check formulas in your worksheets how to use the excel insert function formula builder to make formulas easier to write how to copy formulas down columns and across rows using the excel autofill function how relative absolute and mixed cell references are used to construct formulas how to create summing and counting formulas using excel functions such as sumif sumifs countif countifs countblank how to create logical formulas using the if or and functions how to create lookup formulas using excel functions such as vlookup hlookup and combining the index and match functions together to create powerful lookups how to create text formulas by using excel functions such as left right mid concatenate to manipulate text in your worksheets great excel hints and tips to help you become more efficient and save timethis book comes with real life examples of why you would create excel formulas in your worksheets you will learn how to sum values and count cells based on certain criteria count only non blank cells in a range count only numbers in a range extract the maximum and minimum values from a range of numbers how to assign bonuses for sales people if they have hit their sales targets how to extract product details from a

product table how to assign grades to a list of students how to manipulate text by extracting certain characters from a text string have you ever seen the curly brackets in formulas and wondered what they mean in this book you will learn they are used for array formulas and you will learn how to create one this is the definite excel guide book on formulas and functions and a must read for beginners and intermediates who would like to learn more about excel s powerful functions to truly better yourself you must invest in yourself start now by buying this book

## **Excel Formulas and Functions 2020 2020-06-21**

are you working on a project where you need to perform complex mathematical and financial operations did you know you could use excel to perform such calculations using the predefined functions and formulae are you looking for a way to learn these functions better if you answered yes to any of the questions you have chosen the right book microsoft excel is an application that helps you save time and analyze data easily it has multiple predefined functions you can use to perform complex calculations and analysis and make your job easy a lot of people struggle to understand these functions for multiple reasons and therefore cannot use the application well regardless of the industry you work in you must understand the use of these functions so you can improve your analysis and understanding of the data use this book as your guide to understand different functions and formulae in excel in this book you will learn about what microsoft excel is and its benefits the formula tab in excel types of referencing different functions in excel some tips and shortcuts to make it easy for you to learn these formulae there are several screenshots to guide you and make the functions easy for you if you want to learn more about how to use excel click on the buy now button now and grab a copy of this book today

## **Professional Excel Development 2009**

the definitive guide to developing applications with microsoft excel this book is written by four authors who are excel mvps and run their own companies developing excel based applications

## **The Excel Analyst's Guide to Access *2011-03-03***

the ultimate handbook for excel analysts who need reporting solutions using access excel and access are intended to work together this book offers a comprehensive review of the extensive analytical and reporting functionality that access provides and how it enhances excel reporting functions sales managers operations analysts administrative assistants office managers and many others who rely heavily on data can benefit from learning to integrate excel and access and this book shows you how coverage includes data analysis in access the basics of access beyond select queries transforming your data with access working with calculations and dates performing conditional analysis adding dimension with subqueries and domain aggregate functions running descriptive statistics in access scheduling and running batch analysis leveraging vba to enhance data analysis reports dashboards and visualization in access presenting data with access reports using pivot tables and pivot charts in access enhancing queries and reports with visualizations advanced excel and access integration techniques getting access data into excel using vba to move data between excel and access exploring excel and access automation integrating excel and access with xml integrating excel and other office applications access vba fundamentals understanding and using sql and more the excel analyst s guide to access helps you get more from both applications note cd rom dvd and other supplementary materials are not included as part of ebook file

## **Excel Tables *2014-08-01***

creating tables in excel allows for easier formatting and reporting but the new syntax that it implies can be intimidating to the uninitiated in this guide one of the developers of the official microsoft excel 2013 templates all of which employ tables helps introduce readers to the multiple benefits of tables the book begins by explaining what tables are how to create them and how they can be used in reporting before moving on to slightly more advanced topics including slicers and filtering working with vba macros and using tables in the excel web app novice excel users and experts alike will find relevant useful and authoritative information in this one of a kind resource

## **Excel 2020 Explained *2020-10-18***

excel 2020 mastery guide are you are just starting out as an excel novice are you an expert but looking for means to upgrade your skills in excel are you a business man or individual willing to learn excel from basic to advanced are you looking for a step by step guide to learn the basic functions and formulas of excel do you want to learn the tips tricks and shortcuts that will make you more productive in excel if you belong to any of these categories or otherwise then this book is for you this excel guide book excel 2020 explained is the most comprehensive guide for all your excel 2020 needs whether you use excel at work or at home you will be guided step by step with graphic illustrations through the powerful new features and capabilities to take full advantage of what the updated version of excel offers this book will take you from basic excel functions such as creating and editing worksheets to sharing and reviewing worksheets editing macros with visual basic it provides you with a broad scope of the most common excel applications and functions including formatting worksheets setting up formulas cell referencing excel shortcuts excel tips and tricks excel graph and charts etc also you will learn to use the updated functions which include the sum functions the average function the max functions the min functions the textjoin function the len function the count functions the trim function the xlookup function the sort functions the unique function concatenate today now concat formula ifs formula maxifs formula minifs formula switch formula to access all of these and lots more click the buy now button

## **Excel Statistics *2010-07***

designed for users already familiar with basic computer operations neil j salkind s excel statistics a quick guide shows readers how to utilize the features of microsoft excel to answer both simple and complex questions about data analysis part i explores thirty excel functions each one detailed on a two page spread the description and use of each function appear on one page with corresponding screen shots of the function in action on the facing page allowing the user to see what the function looks like as it is being applied part ii of the text contains fifteen analysis toolpak tools each explained using the same two page spread design as for the functions excel novices and experts alike will find this text not only practical but easy to use and engaging key features each function and tool is accompanied by an excel file accessible through the

sage site to be used as an example of each analysis access these files through the sage website sagepub com salkindexcelstats or through onlinefilefolder com the screenshots and steps feature microsoft excel 2010 and are compatible with microsoft 97 2003 and excel 5 0 95 designed to be used as both an introduction and a reference book as needed perfect as an accompaniment to existing introductory statistics books or in a lab setting

*Excel Pocket Guide 2003*

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

Excel 2004-02

excel

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a brain friendly guide to excel

## **Excel Bible for Beginners 2020-05-12**

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book will raise your excel skills even higher and you will learn something new this is the definite book to learn excel if you are a beginner want to advance your excel skills further or you have never used excel before many workplaces around the world employ people who have good excel skills by learning excel from this book you can add this key skill to your cv and become indispensable in the workplace to truly better yourself you need to invest in yourself start by clicking the buy now button now

## **Excel Formulas and Functions: the Step by Step Excel Guide on How to Create Powerful Formulas 2020-03-18**

create powerful and elegant formulas to manipulate and analyse your data do you want to master excel do you want to create powerful and elegant excel formulas to automate your spreadsheets and analyse your data more efficiently well excel formulas and functions the step by step excel guide on how to create powerful formulas will teach you how excel is one of the most used microsoft office applications in the workplace it is used on a daily basis however many people only scratch the surface of its capabilities if you want to get the most out of excel and know its true power then you must buy this book not only will it increase your excel skills and enable you to write powerful formulas to manipulate and analyse data it will also impress your boss and could give you a pay rise there are over 400 built in functions in excel in this book you will learn all about the excel functions and formulas that are available to you which will make your work easier increase your productivity in particular you will learn about some of the more powerful excel functions and formulas that not many people know about and you will learn how they work with simple step by step instructions this book is aimed for people who want to advance their excel skills and learn the true power of excel with advanced formulas such as array formulas beginners will also benefit from this book as it also contains some of the more common excel formulas and functions that people use and how to write them this book really caters for all in this definite excel formulas and functions book you will learn how to create formulas using sum functions such as sum sumif sumifs sumproduct how to create formulas using count functions such as count counta countblank countif countifs how to create formulas using logical functions such as if and or isblank how to create formulas using lookup functions such as vlookup hlookup index match lookup how to create formulas using text functions such as left right mid trim len substitute rept search and find what the order of operator precedence is and how excel orders the calculation in formulas what array formulas are and how to create them as well as the advantages and disadvantages of using them what an array constant is and how arrays work how to create awesome and powerful formulas that perform magic such as how to find



the first non blank value how to extract a unique list sum all digits in a string and many many more excel formulas and functions the step by step excel guide on how to create powerful formulas also contains some great tips about excel functions that not many people know about these are little gems of information you wish you knew before with this book you will now know and be ahead of the game each of the formulas explained in this book is broken down with simple step by step instructions so you understand exactly how the formulas work this is the definite excel guide book on formulas and functions and a must read for people who want to advance their excel skills and learn more about excel s more powerful functions there is only a small percentage of people who truly know how to get the best out of worksheet functions make sure you are in that small minority to truly better yourself you must invest in yourself start now by buying this book

## **The Microsoft Excel Step-By-Step Training Guide Book Bundle *2015-10-23***

3 books in 1 a consolidation of three books in the microsoft r excel r step by step training guide series this book bundle offers easy to follow examples with screenshots demonstrating how to use the most common basic and intermediate microsoft r excel r formulas features including pivot tables the vlookup formula the book bundle is organized into 6 step by step sections allowing you to grow your knowledge of microsoft r excel r at your own pace in addition to the following this book bundle also includes sections on excel r keyboard shortcuts and how to change the currency symbol for example to the british pound or euro part 1 excel r formula fundamentals sum subtraction multiplication division average min max today networkdays sumif part 2 pivot tables dashboards organize and summarize data format results insert pivot charts display averages percentages group data into predefined ranges rank results insert calculated fields how to create and update a basic dashboard using pivot table data part 3 excel r features data sorting formula trace text to columns conditional formatting filtering part 4 text functions len trim concatenate mid proper upper lower part 5 logic formulas if nested if part 6 the vlookup formula what the vlookup formula does the parts of a vlookup formula detailed examples on how to use the vlookup formula incorporating the iferror functionality into your vlookup formula how to apply the vlookup formula across multiple tabs workbooks how to troubleshoot and resolve common vlookup errors including reasons why you may be getting the n a or ref

## **MOS 2016 Study Guide for Microsoft Excel Expert *2016-11-04***

this is the ebook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book hone your advanced excel 2016 skills and earn the credential that proves it demonstrate your expertise with microsoft excel designed to help you practice and prepare for microsoft office specialist mos excel expert 2016 certification this official study guide delivers in depth preparation for each mos objective detailed procedures to help build the skills measured by the exam hands on tasks to practice what you ve learned ready made practice files sharpen the skills measured by these objectives create and manage workbooks apply custom formatting and layouts create advanced formulas perform data analysis create advanced charts and pivottables

## **The IT Girl's Guide to Becoming an Excel Diva *2009-04-03***

apply excel daily and smooth out life s wrinkles who knew a spreadsheet could do as much for you as your favorite moisturizer become a microsoft excel diva with this sassy guide and discover what hip it girls already know smart is beautiful impress the heck out of everyone at work with your stylish reports do a budget and see exactly what you can spend on shoes get better organized who has time for dull technical manuals learn all of microsoft excel s secrets in this girl talk guide welcome to the party relax refresh and reward yourself at the end of each chapter with fun stress reducing chats like why soy chai lattes are better than regular lattes don t miss these gems meet microsoft r excel r 2007 the louis vuitton of spreadsheets join the conversation with these basic excel terms learn the fine art of excel formulas and functions dress up excel data with smartart wordart and other chic accessories build a shopping spree budget from scratch show off by adding excel data into word and powerpoint r

## **Slaying Excel Dragons *2011-02-21***

this enthusiastic introduction provides support for excel beginners and focuses on using the program immediately for maximum efficiency with 1 104 screenshots and explicit information on everything from rows columns and cells to subtotaling sorting and pivot tables this guide aims to alleviate the frustrations that come with using the

program for the first time this manual offers strategies for avoiding problems and streamlining efficiency and assists readers from start to finish turning excel 2010 novices into experts

## **Definitive Guide to Excel VBA *2008-01-01***

in this book michael kofler provides definitive coverage of visual basic for applications vba for excel by showing how it can be used to implement real world business solutions designed to be useful to programmers who have never used vba before it also covers advanced topics needed for users already familiar with vba first kofler introduces vba and gives examples of the kinds of tasks that it can perform he then introduces the excel object model focusing on the unique characteristics of programming and debugging code that are associated with spreadsheets the next few chapters cover menus toolbars forms and templates the tools for creating customized user interfaces and full featured applications kofler then moves on to a broad range of advanced topics including automating graphs and diagrams accessing external databases from excel and analyzing data using grouping and pivot tables he even covers excel related features of office developer such as the development of com add ins throughout the book the author never loses sight of the real world problems faced by excel programmers the book also explores ways to avoid undocumented problems that may arise when programming excel vba practical knowledge that was gained through years of hard experience

## ***Excel Macros 2020-07-27***

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*MOS 2013 Study Guide for Microsoft Excel Expert 2013-09-15*

a step by step screenshot guide to learning excel easily microsoft excel is one of the most used software applications of all time hundreds of millions of people around the world use microsoft excel you can use excel to enter all sorts of data and perform financial mathematical or statistical calculations that being said the application is not limited to numbers although that s where it excels you can add text images videos objects and many other items to help track manage and easily view information excel is a powerful application but it can also be very intimidating that s why we ve put together this beginner s guide to getting started with excel here is a preview of what you will learn getting started with excel how to create a new workbook in excel excel user interface how to customize ribbon entering and editing data editing data manually using autofill using flash fill design and organize workbooks organizing your data sorting data filtering data carrying out calculations with formulas working with functions working with tables introduction to pivot tables printing your spreadsheet much much more download your copy of microsoft excel by scrolling up and clicking buy now 1 click button

*Microsoft Excel 2019 User Guide 2019-07-23*

this book includes easy instructions and handy references for using excel

# The Complete Idiot's Guide to Excel 1993

[illegible]

Microsoft Excel 2007 is not a routine upgrade Microsoft's radical redesign of the application's user interface has led to confusion among many who people who have relied on Excel for years our new edition of the Excel 2007 pocket guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost with this book in hand you'll be able to find your favorite Excel tools quickly it's packed with information to guide beginners through the basics of creating spreadsheets and entering data while providing advanced users with information on formulas pivot tables and more inside you'll find a visual guide to the new ribbon interface that helps users find familiar tools a section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately quick answers about how to perform specific tasks in Excel such as working with files editing data formatting summarizing and displaying data convenient techniques for connecting data across worksheets and projects help for moving from the basics of spreadsheet construction to more advanced features this edition also includes an extensive reference on commonly used formulas which reveal at a glance the many possibilities Excel 2007 provides for easy calculation tasks in the book are presented as answers to how do I questions such as how do I change the formatting of part of a cell's contents followed by concise instructions for performing the task you'll learn ways to customize Excel to fit your needs and how to share workbooks and collaborate with others and much more don't let Excel 2007 baffle you pick up this convenient pocket guide and learn to navigate this redesigned application with ease

*Excel VBA Windows 10 Excel 2016/2013/2010*

*2016-08-19*

## **Excel 2007 Pocket Guide *2007-10-25***

a hands on guide to using excel in the business context first published in 2012 using excel for business and financial modelling contains step by step instructions of how to solve common business problems using financial models including downloadable excel templates a list of shortcuts and tons of practical tips and techniques you can apply straight away whilst there are many hundreds of tools features and functions in excel this book focuses on the topics most relevant to finance professionals it covers these features in detail from a practical perspective but also puts them in context by applying them to practical examples in the real world learn to create financial models to help make business decisions whilst applying modelling best practice methodology tools and techniques provides the perfect mix of practice and theory helps you become a diy excel modelling specialist includes updates for excel 2019 365 and excel for mac may be used as an accompaniment to the author s online and face to face training courses many people are often overwhelmed by the hundreds of tools in excel and this book gives clarity to the ones you need to know in order to perform your job more efficiently this book also demystifies the technical design logic and financial skills you need for business and financial modelling

## ***Using Excel for Business and Financial Modelling 2019-04-15***

learn excel effectively improve excel skills whether you re an excel newbie or a veteran user who needs to get acquainted with all the excel highlights using latest ms excel 2016 version this is the book for you excel quickstart guide from beginner to expert is your essential guide to learn microsoft excel you ll discover the basics functions and formulas ms excel 2016 shortcuts macros andmore excel quickstart guide from beginner to expert is your key guide to learn excel properly in no time this book will teach you the key employments of excel excel incorporates arranging and speaking to the gathered data or information as outlines diagrams and tables when you need to sort out a lot of information and oversee it appropriately you require excel you can coordinate data from various documents and break down them adequately and effectively with excel don t wait another minute get your copy of excel quickstart guide from beginner to expert right now you ll be so glad you did

## Excel *2016-05-07*

microsoft excel 2019 made simple 2020 update this microsoft excel 2019 made simple a practical guide to microsoft excel formulas and functions for data analysis accounting and business modeling is intended for anyone looking to learn the basics of applying excel s robust data analysis and statistical tools to their businesses or work activities if understanding statistics is a major challenge or you are not especially mathematically inclined or if you want a spreadsheet package to put your business or accounting needs together then this is the right book for you here you ll learn how to use key data analysis and statistical tests using excel 2019 without being overwhelmed by the underlying theory this book clearly and methodically shows and explains how to create and use excel formulas and functions to solve practical problems in your business excel 2019 is a readily available computer program for students instructors and business owners it is also an effective teaching and learning tool for quantitative analyses in accounting and business courses excel s powerful numerical computational ability and graphical functions make learning this package a necessity this practical guide shows excel s capabilities and focuses on rendering the subject as simple as possible appropriately and efficiently some of the unique features of this book include a step by step guide on how to use excel and a detailed explanation of each action so that you can understand how to apply them includes specific objectives for each excel function and how to apply them includes over 120 screenshots to help you perform the excel steps correctly the book contains practical examples and problems taken from business models functions and formulas are explained in clear and straightforward terms without bogging you down with mathematical details this book will teach you how to create each excel file used in the illustrations yourself note that you are expected to develop an excel file for your business this book will give you ample practical illustrations on how to develop your excel files each section presents the steps needed to solve a practical business problem using excel formulas and functions includes how to perform complex calculations and create a database this book will also teach you excel features like charts collaboration data loss protection smart lookups d104 lines in a cell enhanced pivottable multi select slicer etc a list of microsoft excel keyboard shortcut keys is given in appendix a this book is appropriate for data analysis business modeling and accounting it also helps users who wish to understand the basics as well as advanced excel functions or improve their excel skills don t wait any longer scroll up and hit the buy button to get this book in your library

Microsoft Excel 2019 Made Simple 2020-02-22

liengme s guide to excel 2016 for scientists and engineers is a completely updated guide for students scientists and engineers who want to use microsoft excel 2016 to its full potential whether you re using a pc or a mac electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science microsoft excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data this text provides a straightforward guide to using these functions of microsoft excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data content written specifically for the requirements of science and engineering students and professionals working with microsoft excel brought fully up to date with microsoft office release of excel 2016 features of excel 2016 are illustrated through a wide variety of examples based on technical contexts demonstrating the use of the program for analysis and presentation of experimental results where appropriate demonstrates the differences between the pc and mac versions of excel includes many new end of chapter problems at varying levels of difficulty

Liengme's Guide to Excel 2016 for Scientists and Engineers 2019-08-14

this is a jargon and hassle free beginner s guide to the latest generation of excel the materials in this book relate to microsoft office 2010

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Microsoft Excel 2012 is a powerful tool for managing data and performing calculations. This guide is designed to help you learn the basics of Excel, from creating a new workbook to using advanced formulas and functions. Whether you are a beginner or looking to refresh your skills, this book will provide you with the knowledge and techniques you need to get the most out of Excel. The book is divided into several sections, each covering a different aspect of the program. You will learn how to format cells, create charts, and use macros to automate tasks. By the end of the book, you will be able to create complex spreadsheets and use Excel to solve a wide range of problems. This is a comprehensive guide to Microsoft Excel 2012, covering everything you need to know to get started and become a pro. It includes step-by-step instructions, screenshots, and exercises to help you learn at your own pace. Whether you are a student, a professional, or just someone who wants to learn more about Excel, this book is for you. It is the most up-to-date and complete guide to Excel 2012, and it is the only one you will need to get the most out of the program. So, if you are looking for a new job or want to improve your current position, especially now that remote work opportunities have increased and specialists and professionals who know how to use Excel are in high demand, eager to be one of them, order your copy now and start learning all the information you need to use Excel 2021.

Excel Made Easy *2012*

would you like to strengthen your technical skills in tools that may be helpful in your current or future job do you want to improve your skills to become a more attractive candidate in the eyes of the business world or the company you work for do you love to update yourself and learn new things constantly improve your productivity and be aligned with colleagues especially the younger ones if the answers are yes keep reading because this guide is perfect for you microsoft excel was born as a program dedicated to managing spreadsheets designed for personal family and business financial planning the primary use of excel allows virtually anyone to enter data and numbers related to any situation from home bills to an economic document of a micro company the more complex and specific the needs of the user or company the more necessary it will be to have a thorough knowledge of the program showing a personal and working profile updated and prepared microsoft excel is no longer just a spreadsheet but a program that allows you to write texts change their format and character inserting images or graphics within the document in this complete and update guide you will discover what is microsoft excel and why you should learn excel best way to use microsoft excel time saving techniques to enter data into excel excel problems and their solutions with tips and shortcuts time saving techniques to enter data into excel benefits applications and features of ms excel 2021 much more this real step by step guide for beginners is the most authoritative and the one that best suits your needs and knowledge base no notion is taken for granted and it gradually takes you from essential to advanced functions so that you can learn almost everything excel has to offer and start making the most of it it contains all the latest updates and is the most complete compared to previous versions knowing how to use excel today is mandatory if you are looking for a new job or want to improve your current position especially now that remote work opportunities have increased and specialists and professionals who know how to use excel are in high demand eager to be one of them order your copy now and start learning all the information you need to use excel 2021

## Excel 2013/2010/2007 2013-10-18

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### *Excel 2021 2021-11-04*

new to excel learn how to master excel macro s formula s and spread sheets with this quick start guide to excel this excel guide for beginners contains everything you need to know to get started with excel 2016 excel is one of the best computer programs you can use to be pro ductive with it you can organize activities and monitor progress and if things aren t turning out as you thought it can help you make appropriate decisions for the future the biggest problem however is getting started many seem to hit a block after entering a few numbers into the program as a result they give up without giving excel a chance to shine but the fact is that once you get a glimpse of what the program can do you get hooked to it it becomes impossible to resist fitting it in almost every part of your life scroll up now to get your copy for a special discount

### *Excel Insights 2020-04-01*

do you want to improve your knowledge of microsoft excel to take advantage of its full potential are you looking for a simple guide that will show you the best shortcuts and save you valuable time do you want to know features that will make you feel at ease in your everyday and work life if you answered yes let this book bring you the knowledge to excel at excel in less than 10 minutes per day microsoft excel is an extremely powerful piece of software still up to date that is why it is currently considered an indispensable tool for individuals and companies all over the world but only by really having a solid understanding of microsoft excel you will be able to simplify your work life as well as your everyday chores but which functions are most important for beginners and how can you make the most of them in this guide you will discover

why excel is now considered an essential skill required for any job position the basic functions of excel and how to make the most of them in your workbooks the 10 most common formulas used in all offices that you absolutely want to master why knowing the 7 most common shortcuts will increase your productivity and make you look good in your job how to intelligently synthesize a database using pivot tables and charts bonus you will get access to 7 free video tutorials to learn more about pivot tables the most used functions and formulas and the best 19 advanced shortcuts you should absolutely know and really much much more whether you re a windows or mac user you don t have to worry this book will help you to deal with the main differences between the two systems so you ll be able to apply the lessons in every case even if you re not a technology expert this book will help you to familiarise yourself with spreadsheets step by step it will remove any doubts with the help of illustrations for each explanation and make you feel involved in the whole process by offering you practical examples that you can try out yourself on your own computer stop being afraid to apply for that much desired job because of your lack of knowledge of excel with less than 10 minutes of effort per day you will impress your colleagues and boss with the skills you will learn in this guide scroll up and click on buy now to get started your it skills will no longer be a blocking point in your career

**Learn Excel *2016-03-16***

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