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Microsoft Excel 2013 Plain & Simple



Synopsis

Get the guide that makes learning Microsoft Excel plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You'll analyze, manage, and share information in more ways than ever before. Here's WHAT You'll Learn Manage your data quickly and efficiently Filter, sort, summarize, and crunch your numbers Use formulas and functions to do the heavy lifting Bring data to life with charts and graphics Share data between Microsoft Office documents Work as a team, online and in the cloud Here's HOW You'll Learn It Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! exercises to apply what you learn right away

Book Information

Series: Plain & Simple

Paperback: 368 pages

Publisher: Microsoft Press; 1 edition (April 25, 2013)

Language: English

ISBN-10: 0735672431

ISBN-13: 978-0735672437

Product Dimensions: 7.3 x 0.5 x 9 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: 4.9 out of 5 stars See all reviews (10 customer reviews)

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Customer Reviews

What I liked most about this book are the pictures and graphics. The clarity of what's being taught is on display throughout the book. For those that enjoy a more thorough and in-depth style there are better books out there but this definitely doesn't fall short!

This book walks you through all the steps and makes it simple. I checked this book out at the library and had to have it.

This is one in a series of books that are renewed with each version of Office. The Excel one takes you from beginner status to some more difficult concepts. It has a useful overview of the new functions found in Excel 2013. It teaches how to write and edit a formula and then has a section on how to debug the formula you wrote. There's a one page, but clear description of how to understand cell references and formulas in Excel. Then it teaches you how to use and name a range. A useful concept that often goes unused because people don't understand it. The graphics are screen prints with notations, which are extremely helpful to the visual learner, who finds page after page of text daunting. It also makes it very quick for any learner to grasp and use new concepts. A chapter is devoted to helping the reader customize Excel to make it easier to use for the functionality that you use most. The summarizing chapter not only gives a good look at using a Validation Rule, but also devotes two pages to Pivot Tables and then shows how to chart your data to impress your boss or others. This is a book that provides good value.

Needed this book to continue working with Excel due to lots of changes in the software. Had the previous book and used it a lot. Love the fact that there are pictures to simply "show" what the page should look like. Plain and Simple are the words!!!

Great book for the beginner and someone who may be a "visual" learner

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