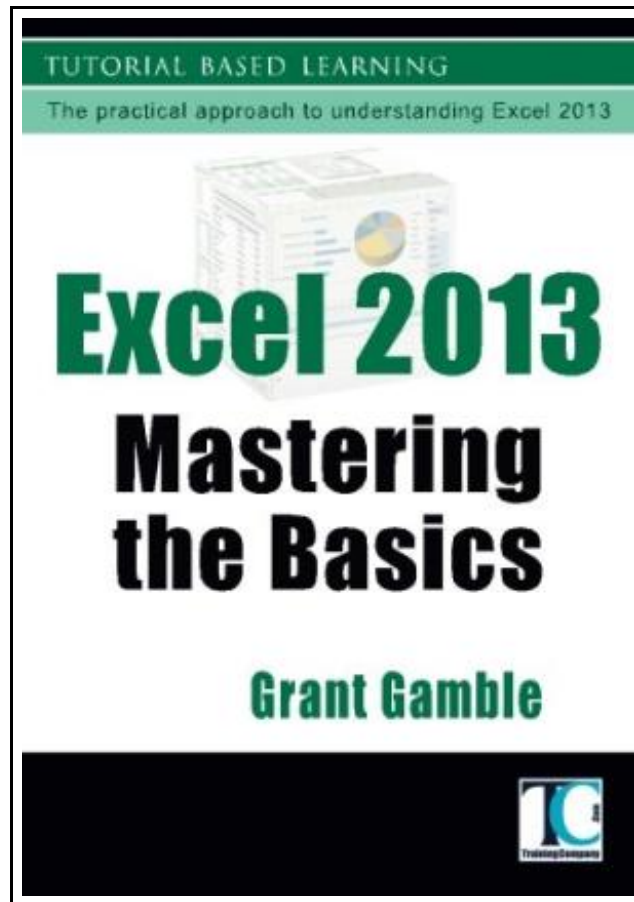


Excel 2013 Mastering the Basics (Paperback)



Filesize: 93.43 KB

Reviews

It is just one of my personal favorite publication. It is among the most awesome publication i have read. It is extremely difficult to leave it before concluding, once you begin to read the book.
(Delia Rutherford)

EXCEL 2013 MASTERING THE BASICS (PAPERBACK)

[DOWNLOAD](#)

Createspace, United States, 2013. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.Excel 2013, a key component of Microsoft Office 2013, is the latest version of the world's most widely used spreadsheet program. Excel 2013 Mastering the Basics uses a practical approach to learning this powerful software tool: analysis of key features, combined with step-by-step tutorials which will reinforce your understanding of what Microsoft Excel is all about. Aimed at beginner to intermediate Excel users, who may already be familiar with earlier Excel versions, this book will provide the practical insights, tips and shortcuts you need to start becoming an Excel power user. Topics include: Using Excel's powerful new features such as Recommended PivotTables, Recommended Charts, Quick Analysis Lens, Timelines, and Flash Fill. Understanding the Excel Interface: the Welcome Screen; the Ribbon, Tabs and Ribbon controls; the Quick Access Toolbar and working in Backstage view. How to build efficient Excel formulas using functions; nested functions; relative, mixed and absolute references; named ranges and 3-D formulas. Customizing the way worksheets appear on screen and at print time: freezing and splitting panes, working with multiple documents windows, using Page Layout mode, setting up headers and footers and creating PDF files. Creating and customizing charts and graphics: practical exercises on creating the different types of Excel charts, creating sparklines, importing and creating graphics and embedding formulas into graphic elements. Working with tabular data: sorting data numerically, chronologically, by colour and by custom order, filtering data and creating multi-level subtotals. Creating and customizing pivot tables, pivot charts and dashboards, featuring slicers and timelines which provide interactive data filtering and exploration. The book also contains an overview of macros and VBA: you will learn how to create macros, using both the Macro Recorder...

[Read Excel 2013 Mastering the Basics \(Paperback\) Online](#)[Download PDF Excel 2013 Mastering the Basics \(Paperback\)](#)

Other Kindle Books



Programming in D: Tutorial and Reference (Paperback)

Ali Cehreli, 2015. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.The main aim of this book is to teach D to readers who are...

[Save PDF »](#)



Children s Educational Book: Junior Leonardo Da Vinci: An Introduction to the Art, Science and Inventions of This Great Genius. Age 7 8 9 10 Year-Olds. [Us English] (Paperback)

Createspace, United States, 2013. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.ABOUT SMART READS for Kids . Love Art, Love Learning Welcome. Designed to...

[Save PDF »](#)



A Smarter Way to Learn JavaScript: The New Approach That Uses Technology to Cut Your Effort in Half (Paperback)

Createspace, United States, 2014. Paperback. Book Condition: New. 251 x 178 mm. Language: English . Brand New Book ***** Print on Demand *****.The ultimate learn-by-doing approachWritten for beginners, useful for experienced developers who want to...

[Save PDF »](#)



Who am I in the Lives of Children? An Introduction to Early Childhood Education (Paperback)

Pearson Education (US), United States, 2015. Paperback. Book Condition: New. 10th Revised edition. 254 x 201 mm. Language: English . Brand New Book. Note: This is the bound book only and does not include access...

[Save PDF »](#)



The Frog Tells Her Side of the Story: Hey God, I m Having an Awful Vacation in Egypt Thanks to Moses! (Hardback)

Broadman Holman Publishers, United States, 2013. Hardback. Book Condition: New. Cory Jones (illustrator). 231 x 178 mm. Language: English . Brand New Book. Oh sure, we ll all heard the story of Moses and the...

[Save PDF »](#)