



## Excel Basics in 30 Minutes (2nd Edition): The Beginner's Guide to Microsoft Excel and Google Sheets (Paperback)

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By Ian Lamont

I30 Media Corporation, United States, 2015. Paperback. Condition: New. 2nd Revised ed. Language: English. Brand new Book. Updated in 2018! Here's your chance to finally learn how to use Microsoft Excel! In a single sitting, this quick and easy user guide will help you learn MS Excel basics, from navigating the home screen to working with formulas and charts. It's a great Excel tutorial that will help you in the office, at school, or even at home. Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. This MS Excel tutorial references Excel 2016, but most of the step-by-step instructions apply to earlier versions of MS Excel released as part of the Microsoft Office and Office 365 suites, including Excel 2013 and Excel 2010. If you don't own Excel, the book explains how to use two free online spreadsheets programs: Excel Online and Google Sheets (part of the Google Drive online office suite). Instructions for the Excel mobile apps (Excel for iOS and Excel for Android) are included as well. Topics include: Excel screen layout, cells, and terminology Excel 2016 vs. Excel Online vs. Google...



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