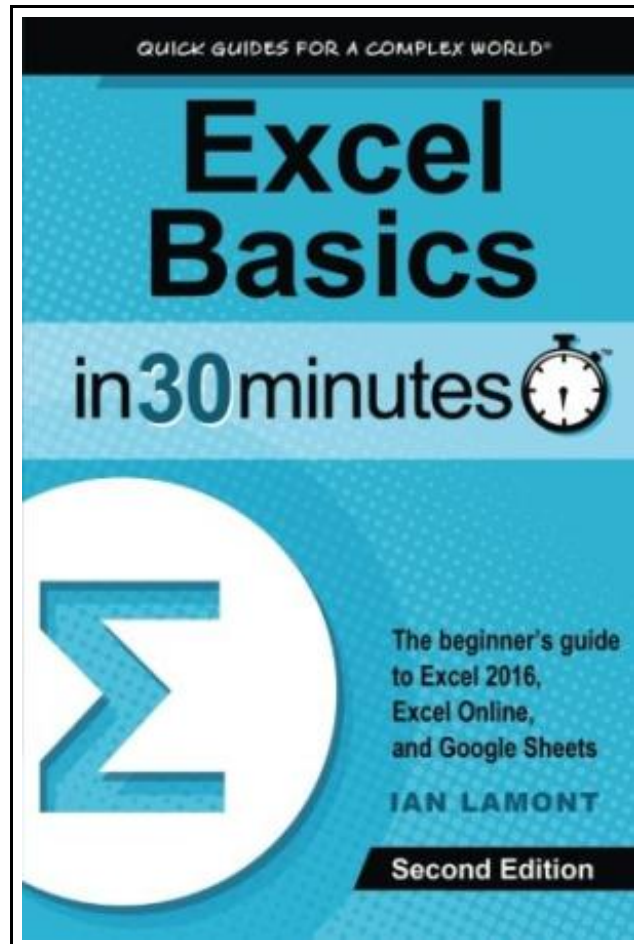


Excel Basics in 30 Minutes (2nd Edition): The Beginner s Guide to Microsoft Excel and Google Sheets



Filesize: 1.12 MB

Reviews

It is an remarkable pdf that I actually have actually read. It really is packed with knowledge and wisdom I am very happy to tell you that this is the finest ebook i actually have go through during my very own life and may be he very best book for actually.
(Hailey Jast Jr.)

EXCEL BASICS IN 30 MINUTES (2ND EDITION): THE BEGINNER S GUIDE TO MICROSOFT EXCEL AND GOOGLE SHEETS

[DOWNLOAD](#)

l30 Media Corporation, United States, 2015. Paperback. Book Condition: New. 2nd. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Do you want to learn how to use Microsoft Excel, for a career boost or for school, or to better handle numbers, lists, and other data? The revised and expanded edition of this popular Excel user guide will quickly get your Excel skills up to speed with basic spreadsheet concepts, tips, and tricks! Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions, screenshots, and examples that demonstrate exactly what to do. This Excel book can be used with recent versions of Excel, including Excel 2013, Excel for Office 365, and Excel Online, as well as older Excel versions. For users who don't own Excel, the guide explains how to use a free online spreadsheets program called Google Sheets (part of the Google Drive online office suite). Topics include: * Screen layout, cells, and terminology * Formatting cells and text * AutoFill * Excel formulas and functions * How to make charts * Sorting and filtering * Printing * Importing and exporting PDFs, .CSV files, and other formats Excel Basics In 30 Minutes, 2nd Edition is authored by Ian Lamont, an award-winning technology writer and author of Google Drive Docs In 30 Minutes, Twitter In 30 Minutes, and Dropbox In 30 Minutes.



[Read Excel Basics in 30 Minutes \(2nd Edition\): The Beginner s Guide to Microsoft Excel and Google Sheets Online](#)



[Download PDF Excel Basics in 30 Minutes \(2nd Edition\): The Beginner s Guide to Microsoft Excel and Google Sheets](#)

You May Also Like



Talking Digital: A Parent's Guide for Teaching Kids to Share Smart and Stay Safe Online

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book. It is time for the digital talk. Today, kids are growing up in a wired world. Their...

[Save ePub »](#)



Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner's Crochet Guide with Pictures)

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Getting Your FREE Bonus Download this book, read it to the end and...

[Save ePub »](#)



Fart Book African Bean Fart Adventures in the Jungle: Short Stories with Moral

Createspace, United States, 2013. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Black White Illustration Version! BONUS - Includes FREE Dog Fart Audio Book for...

[Save ePub »](#)



The Voyagers Series - Europe: A New Multi-Media Adventure Book 1

Strength Through Communications, United States, 2011. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.The Voyagers Series is a new multi-media, multi-disciplinary approach to teaching...

[Save ePub »](#)



Online Investigations: Snapchat

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Snapchat messages. Are they really deleted? Snapchat is one of the most popular applications...

[Save ePub »](#)