



Excel 2016 Basics: A Quick and Easy Guide to Boosting Your Productivity with Excel (Paperback)

By Nathan George

Createspace Independent Publishing Platform, United States, 2017. Paperback. Condition: New. Language: English. Brand new Book. ** Updated and Expanded - 2018 **A Step-By-Step Approach To Learning Excel FastExcel 2016 Basics covers all you need to quickly get up to speed in creating spreadsheets to provide solutions for your data. If you are new to Excel and the thought of spreadsheets makes your head spin then you've come to the right place. This book will hold your hand through a step-by-step process in becoming skilled with Excel.If you already have some Excel skills and you want to skill-up on more advanced topics like functions, Pivot tables and Excel charts, then you've also come to the right place. Excel 2016 Basics goes beyond introduction topics and covers topics like functions, Excel tables, Pivot tables and analysing your data with charts.The aim of this book is to guide you from a beginner to being skilled in Excel within a few short hours.Learn Excel Quicker By Avoiding Unnecessary FillersThis book cuts to the chase without the unnecessary verbosity seen in many other Excel books. You don't need to get through a wall of text to learn how to quickly carry out various tasks in...



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