



Essential Excel 2016 (Paperback)

By Kevin Wilson

Elluminet Press, United Kingdom, 2016. Paperback. Condition: New. Language: English. Brand new Book. Whether you're upgrading from a previous version or using it for the first time, this book will guide you through Microsoft Excel 2016 one step at a time, to help you understand the software more quickly and easily! Great for beginners, a computing class, or as an update. Step-by-step, visual approach to help you quickly master Microsoft Excel Plenty of full color, illustrated screenshots and photographs to help you Presented in an easy and simple to read format, written in jargon free English Learn how to use and navigate Excel 2016, the latest update to Microsoft's Spreadsheet Application. With full color screen prints, photographs and illustrations, this guide explores. Starting Excel, ribbon menus and the BackStage Building spreadsheets, entering data, importing data and formatting text Formatting spreadsheets with borders, text orientations, colors and highlights Conditional formatting Building formulas to manipulate data Using built in functions to add up, average and count data Using Lookup and IF functions Creating charts from spreadsheet data and customising chart layouts. Working with workbooks, opening, saving, and printing Basic File Management Data analysis using goal seek, scenarios, forecasts, pivot tables and charts...



READ ONLINE
[8.11 MB]

Reviews

This pdf may be worth purchasing. This is for anyone who statte there was not a really worth reading. I found out this pdf from my i and dad encouraged this pdf to understand.

-- Mrs. Annamae Raynor

If you need to adding benefit, a must buy book. This really is for all who statte that there had not been a well worth reading. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- Claud Bernhard

Related Books



Writing with Hemingway: A Writer's Exercise Book (Paperback)

Createspace Independent Publishing Platform, United States, 2016. Paperback. Condition: New. Language: English. Brand new Book. A work of creativity such as an artist's song, a dance, a musical instrument, a paint brush, produce a vision or a sound powerful enough to evoke...



The Next Person You Will in Heaven : The sequel to The Five People You Meet in Heaven

Brown Book Group Little Okt 2018, 2018. Buch. Condition: Neu. Neuware - Fifteen years ago, in Mitch Albom's beloved novel, The Five People You Meet in Heaven, the world fell in love with Eddie, a grizzled war veteran- turned-amusement park mechanic who...



The Startup Owner's Manual: The Step-By-Step Guide for Building a Great Company (Hardback)

K & S Ranch, United States, 2012. Hardback. Condition: New. Language: English. Brand new Book. Now a decade after the Four Steps to the Epiphany sparked the Lean Startup revolution, comes its sequel The Startup Owner's Manual.The Manual incorporates 10 years of...



Unlock: Unlock Level 4 Listening and Speaking Skills Teacher's Book with DVD (Mixed media product)

CAMBRIDGE UNIVERSITY PRESS, United Kingdom, 2015. Mixed media product. Condition: New. Teachers Guide. Language: English. Brand new Book. Unlock is a five-level academic skills course that combines carefully scaffolded exercises, a comprehensive approach to critical thinking and motivating video. The Listening and...



Unlock: Unlock Level 4 Listening and Speaking Skills Student's Book and Online Workbook (Mixed media product)

CAMBRIDGE UNIVERSITY PRESS, United Kingdom, 2014. Mixed media product. Condition: New. Language: English. Brand new Book. Unlock is a five-level academic skills course that combines carefully scaffolded exercises, a comprehensive approach to critical thinking and motivating video. Unlock Listening and Speaking Skills...



Ventures: Ventures Level 1 Value Pack (Student's Book with Audio CD and Workbook with Audio CD) (Mixed media product)

CAMBRIDGE UNIVERSITY PRESS, United Kingdom, 2013. Mixed media product. Condition: New. 2nd Revised edition. Language: English. Brand new Book. Ventures 2nd Edition is a six-level, standards-based ESL series for adult-education ESL. The Ventures 2nd Edition Level 1 Value Pack allows you to...