



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...



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