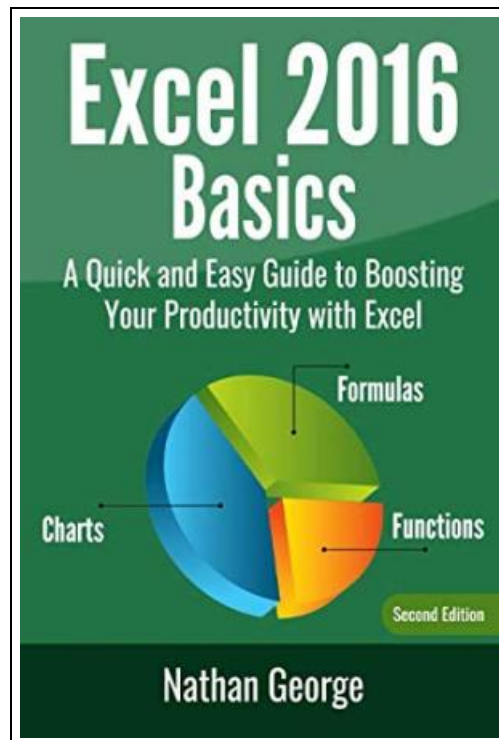


## Excel 2016 Basics: A Quick and Easy Guide to Boosting Your Productivity with Excel (Paperback)



Filesize: 9.15 MB

### **Reviews**

*Most of these publication is the greatest publication offered. It is actually rally intriguing throgh reading period of time. You can expect to like just how the article writer create this publication.*  
(Eddie Schuppe)

## EXCEL 2016 BASICS: A QUICK AND EASY GUIDE TO BOOSTING YOUR PRODUCTIVITY WITH EXCEL (PAPERBACK)



To get **Excel 2016 Basics: A Quick and Easy Guide to Boosting Your Productivity with Excel (Paperback)** eBook, remember to access the hyperlink below and save the ebook or get access to other information which are related to EXCEL 2016 BASICS: A QUICK AND EASY GUIDE TO BOOSTING YOUR PRODUCTIVITY WITH EXCEL (PAPERBACK) ebook.

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 Excel. Hence, Excel 2016 Basics focuses on providing direct instructions on how to complete tasks, with screenshots where necessary, to illustrate the concepts and enhance your learning.In this book, you'll learn how to: Add, name, copy and move cells and unfreeze panes (rows and columns) AutoFill and Flash Fill to automate repetitive tasks.Move and copy data.Format cells, ranges and columns AutoSum to quickly automate cell functions like IF, DATE, DATEDIF, and VLOOKUP.Work with Excel tables, including applying table styles.Easily filter and sort your data.Dynamically analyze your data with Pivot Tables to automate data summaries in seconds that would have taken...



[Read Excel 2016 Basics: A Quick and Easy Guide to Boosting Your Productivity with Excel \(Paperback\) Online](#)



[Download PDF Excel 2016 Basics: A Quick and Easy Guide to Boosting Your Productivity with Excel \(Paperback\)](#)



[Download ePub Excel 2016 Basics: A Quick and Easy Guide to Boosting Your Productivity with Excel \(Paperback\)](#)

## See Also



[PDF] **The Marine Sniping Handbook - Remastered: Completely Overhauled, New & Improved - Full Size Edition - Master the Art of Long-Range Combat Shooting, from Beginner to Expert Sniper (McTp 3-01e / McWp 3-15.3**

Click the hyperlink beneath to get "The Marine Sniping Handbook - Remastered: Completely Overhauled, New & Improved - Full Size Edition - Master the Art of Long-Range Combat Shooting, from Beginner to Expert Sniper (McTp 3-01e / McWp 3-15.3" document.

[Save](#) [Document](#)

»



[PDF] **Python: For Beginners: A Smarter and Faster Way to Learn Python in One Day (Includes Hands-On Project) (Paperback)**

Click the hyperlink beneath to get "Python: For Beginners: A Smarter and Faster Way to Learn Python in One Day (Includes Hands-On Project) (Paperback)" document.

[Save](#) [Document](#)

»



[PDF] **The Article Book: Practice Toward Mastering a, an, and the (Paperback)**

Click the hyperlink beneath to get "The Article Book: Practice Toward Mastering a, an, and the (Paperback)" document.

[Save](#) [Document](#)

»



[PDF] **Weebies Family Halloween Night English Language: English Language British Full Colour**

Click the hyperlink beneath to get "Weebies Family Halloween Night English Language: English Language British Full Colour" document.

[Save](#) [Document](#)

»



[PDF] **The Article Book: Practice Toward Mastering - a, an, and the**

Click the hyperlink beneath to get "The Article Book: Practice Toward Mastering - a, an, and the" document.

[Save](#) [Document](#)

»



[PDF] **Writing Survival Kit: Everything You Need to Conquer the College Application Essay (Paperback)**

Click the hyperlink beneath to get "Writing Survival Kit: Everything You Need to Conquer the College Application Essay (Paperback)" document.

[Save](#) [Document](#)

»



**[PDF] An Historical Account of a New Method for Extracting the Foul Air Out of Ships, With the Description and Draught of the Machines, by Which It Is Performed: In Two Letters to a**

Access the hyperlink beneath to get "An Historical Account of a New Method for Extracting the Foul Air Out of Ships, With the Description and Draught of the Machines, by Which It Is Performed: In Two Letters to a" PDF document.

[Download](#) [Document](#)

»



**[PDF] To Do List: Checklist Blank, To Do And Notes, Daily Task Sheets, To Do List Notebook Kids, Agenda Notepad For Men, Women, Students & Kids, Cute Sea Creature Cover (Paperback)**

Access the hyperlink beneath to get "To Do List: Checklist Blank, To Do And Notes, Daily Task Sheets, To Do List Notebook Kids, Agenda Notepad For Men, Women, Students & Kids, Cute Sea Creature Cover (Paperback)" PDF document.

[Download](#) [Document](#)

»



**[PDF] MBA Admission for Smarties: The No-Nonsense Guide to Acceptance at Top Business (Paperback)**

Access the hyperlink beneath to get "MBA Admission for Smarties: The No-Nonsense Guide to Acceptance at Top Business (Paperback)" PDF document.

[Download](#) [Document](#)

»



**[PDF] To Do List: Checklist Book, To Do Book, Daily Task Tracker, To Do List Notebook Paperback, Agenda Notepad For Men, Women, Students & Kids, Cute Sea Creature Cover (Paperback)**

Access the hyperlink beneath to get "To Do List: Checklist Book, To Do Book, Daily Task Tracker, To Do List Notebook Paperback, Agenda Notepad For Men, Women, Students & Kids, Cute Sea Creature Cover (Paperback)" PDF document.

[Download](#) [Document](#)

»



**[PDF] The Qualcomm Equation: How a Fledgling Telecom Company Forged a New Path to Big Profits and Market Dominance (Paperback)**

Access the hyperlink beneath to get "The Qualcomm Equation: How a Fledgling Telecom Company Forged a New Path to Big Profits and Market Dominance (Paperback)" PDF document.

[Download](#) [Document](#)

»



**[PDF] Reading Aloud Across the Curriculum: How to Build Bridges in Language Arts, Math, Science, and Social Studies (Paperback)**

Access the hyperlink beneath to get "Reading Aloud Across the Curriculum: How to Build Bridges in Language Arts, Math, Science, and Social Studies (Paperback)" PDF document.

[Download](#) [Document](#)

»