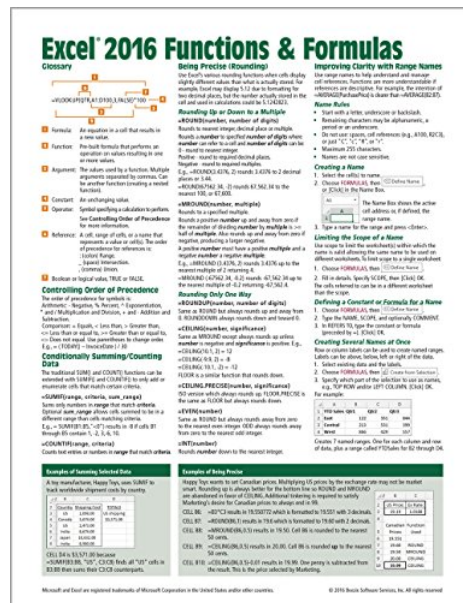


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**CONTINUE ►**

Geared toward the intermediate to advanced Excel 2016 user, this example-rich 4-page laminated card/guide provides explanations and context for many powerful Excel 2016 spreadsheet formulas and functions. Step-by-step instructions for many formula/function-related features such as using range names, and Excel's troubleshooting features. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Excel 2016. This guide is suitable as a training handout, or simply an easy to use reference guide. Topics include: Controlling Order of Precedence Conditionally Summing/Counting Data (SUMIF, COUNTIF) Being Precise (Rounding functions) Improving Clarity with Range Names: Creating Names, Limiting Scope, Defining a Constant or Formula for a Name, Managing Names, Indirectly Referring to a Named Range (INDIRECT) New Functions for Office 365, Mobile & Online (CONCAT, TEXTJOIN, IFS, MAXIFS/MINIFS, SWITCH) Merging Text and Numbers (CONCATENATE, TEXT, LEFT, RIGHT, MID, LEN, FIND, VALUE, TRIM, SUBSTITUTE) Changing Results: IF, AND, OR, NOT Table Lookups (VLOOKUP, HLOOKUP, INDEX, MATCH) Error Recovery (ISNA, ISERROR) Array Formulas (Single Cell & Multi-Cell Arrays) Dates and Times (DATE, YEAR, MONTH, DAY, TODAY, WEEKDAY, NETWORKDAYS, EDATE) Using a Formula for Data Validation Troubleshooting: Types of Errors, Automatic Error Checking, Using the Error Checker, Showing/Hiding Formulas, Evaluating Nested Formulas, Selecting Related Cells, Displaying Cell Relationships, Removing Relationship Arrows. Examples: Summing Selected Data; Being Precise; Merging Text & Numers; Table Lookups; Table Lookups with IF and ISERROR; Dates & Times; Single- and Multi-Cell Arrays. This guide is one of multiple titles available for Excel 2016, other Excel titles are: Excel 2016 Introduction (ISBN 1939791928); Excel 2016 Charts & Sparklines (ISBN 9781939791955); Excel 2016 Tables, PivotTables, Sorting, Filtering & Inquire (ISBN 9781939791962); Excel 2016 Business Analytics & Power BI (ISBN 9781944684143); Excel 2016 Advanced Features & Macros (ISBN 9781944684082). DISCLAIMER: "We cannot guarantee the availability of this ebook on an external site."

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