



Microsoft Excel Start Here the Beginners Guide

By C J Benton

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 234 x 156 mm. Language: English . Brand New Book ***** Print on Demand *****.Ready to learn more about Microsoft(r) Excel(r), but not sure where to start? This book is tailored for beginners and will guide you through the basic functionality of Microsoft(r) Excel(r). Providing a review of the most commonly used toolbar commands. How to create a new spreadsheet, including formatting, saving, and printing. In addition to this, you ll learn the fundamental Excel(r) formulas and keyboard shortcuts. Opening Excel(r) and the Toolbar (Ribbon) How to create and save a new spreadsheet Customizing the Toolbar (Ribbon) Quick Access Toolbar Navigation and Printing Copy, Cut, Paste How to print and adjust margin settings How to add Header Footers to your spreadsheets Freeze panes and split screen Protecting workbooks worksheets Formatting, Sorting, Filtering Font, number, percent formatting Currency formatting, including examples for the British Pound and Euro Conditional formatting Sorting row data filtering content based on specific criteria Excel(r) Formula Fundamentals Sum (addition), Subtraction, Multiplication, Division Average, Minimum, Maximum, Count Date formulas: Today, Now, Networkdays Informational formulas: Cell Sheets AutoSum the Function Library Learn more about the functionality of: Pivot...



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Reviews

This book is definitely not straightforward to get started on studying but extremely exciting to read. It is really simplistic but shocks in the 50 percent of the ebook. Once you begin to read the book, it is extremely difficult to leave it before concluding.

-- Ally Reichel

This publication is amazing. It is definitely basic but shocks in the fifty percent of your publication. You wont feel monotony at anytime of your own time (that's what catalogues are for concerning if you question me).

-- Prof. Kirk Cruickshank DDS