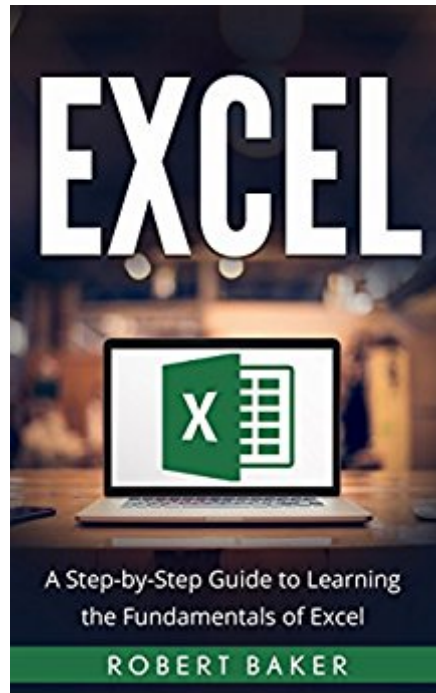


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# Excel: A Step-by-Step Guide To Learning The Fundamentals Of Excel



## Synopsis

Excel ... Start Learning Today! If you are unsure of how to use Excel, but you want to get ahold of the knowledge for school, work, or for personal reasons; you need this book. From basics to pro, you will be guided through a process of learning how to maneuver and create worksheets with the great program, Excel. Included is a chapter with an extensive function and formula list that will help you memorize how to get work done faster than your co-workers, more tweaked than your school peers, and keep yourself organized like no other family. Learn Excel now to set you apart from the others that claim they know what they are doing! This book is your guide to being an Excel Guru. Here Is A Preview Of What You'll Learn In This Book... Navigating through the Excel Program How to use the Most Used Functions in Excel Helpful shortcuts that will save a lot of your valuable time How to use Macros to stop repeating steps and Much More!

## Book Information

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## Customer Reviews

By this great book, you should now be able to begin the work at Excel program like a Pro. This book assists you how to use Excel, but you want to get ahold of the knowledge for school, work, or for personal reasons; you need this book. From basics to pro, you will be guided through a process of

learning how to maneuver and create worksheets with the great program, Excel. Included is a chapter with an extensive function and formula list that will help you memorize how to get work done faster than your co-workers, more tweaked than your school peers, and keep yourself organized like no other family. Recommended to others to learn the Excel the great program.

The Excel is an important part of every office. This is an initial book about the Excel which will make you understand the basics of this wonderful software. The author explains the menu of the Excel, at the start of the book which means this book is best for the beginners. The author has also touched the formulas and functions. Adding a few commands as well is a very good thing it will make it easy to understand. Overall, this book can be handy in using the Excel.

First of all, I just have to say that the book cover was very nicely done. It's simple but elegant and neat. Anyway, I don't really use Excel before because I didn't have a reason to do so but now that I do, I'm a little dizzy with all the icons, tabs, etc. I heard there are also formulas and the likes. I do know the basic toolbars but the intermediate and the advanced ones, I don't. Luckily, those were also discussed in this book. The discussion was clearly written and very comprehensible. The shortcuts, for me, were the most helpful. Overall loved this book.

Do you want to learn basic Excel formulas? This book is simple and easy to understand. You won't have a hard time following the instructions and you will surely appreciate what the author has shared in this book. Although what's inside in this book is basic formulas, you will be guided step by step to fully master the basic Excel formulas that you can use anytime and anywhere. I'm sure that after reading this book you will be knowledgeable and won't have a hard time doing excel works.

Great basic starting guide to learning how to use Excel. The author did a good job with introducing the program and showing the different functions of the program. It was simple and detailed, perfect for anyone starting out with the program. I honestly don't think you need advanced training for this unless you are becoming an accountant but this book is probably enough for you. Overall great read. This is something you need to learn because it is very valuable in the marketplace.

This book is very helpful and full of guidance for any computer user looking to be more knowledgeable in the excel program. The valuable information in this amazing piece of literature will help understand that the key uses of excel include organizing representing the collected information

or data as charts graphs and tables. I promise this book will focus on key aspects of Excel, to help you become an expert in a matter of hours. This book is a must buy and read.

Excel is a good program. It makes our job easier, clean outcome and organize. It is mostly used by teachers in making grades, business man for their data, accountant for their financial records and by other employees for their records. Excel maybe quite confusing especially with its shortcuts but with the help of this book you will surely learn. This is a good book for beginners. Everything you need to learn about excel is in stored in this book.

This book is applicable to more than one version of Excel, and also applicable to Google Spreadsheets. I now understand the basics of this software. Excel maybe quite confusing especially with its shortcuts but with the help of this book you will surely learn. This is a good book for beginners. The author uses a single example throughout the book in order to demonstrate spreadsheet concepts. Great informative book for beginners!

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