

Master Visually Excel 201

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the step by step visual way to learn excel 2013 excel can be complicated but this visual guide shows you exactly how to tackle every essential task with full color screen shots and step by step instructions you ll see exactly what each step should look like as you learn to use all the new tools in this latest release of the world s most popular spreadsheet program in easy two page lessons author paul mcfedries shows you how to organize present analyze and chart data over the web or on a network the visual learning system is perfect for teaching excel previous editions of this book have sold more than 230 000 copies covers common excel 2013 tasks such as creating spreadsheets and charts filtering and

sorting data and working with pivottables provides step by step instructions for each task each step is illustrated with full color screenshots teach yourself visually excel 2013 offers visual learners the ideal way to master this popular but complex spreadsheet program

see your way to super spreadsheets with excel 2010 and this visual guide if you re always hearing about the cool things that excel can do here s your chance to see how to do them with pages of full color step by step instructions and crystal clear screen shots this guide shows you how to get the most out of excel 2010 the book covers all the basics as well as excel 2010 s new features and functions including a new interface and better collaboration tools crunch and chart your data over a network over the or at home helpful tips on every page will get you there even faster provides a clear look at excel 2010 the newest version of the world s leading spreadsheet application from microsoft and part of the new microsoft office 2010 suite demonstrates how to create spreadsheets and charts filter and sort data work with pivottable and present your data on a network on the or on your laptop explores all features and functions in full color pages packed with screen shots and other visual graphics that clearly show you how to accomplish tasks includes practical examples tips and advice on how to use all the tools more effectively get the very most out of excel 2010 with this easy to follow guide

the complete visual reference on excel basics aimed at visual learners who are seeking an all in one reference that provides in depth coverage of excel from a visual viewpoint this resource delves into all the newest features of excel 2010 you ll explore excel with helpful step by step instructions that show you rather than tell you how to navigate excel work with pivottables and pivotcharts use macros to streamline work and collaborate with other users in one document this two color guide features screen shots with specific numbered instructions so you can learn the actions you need to perform in order to execute a wide range of excel 2010 tasks features beginning intermediate and advanced visual coverage of excel 2010 shows you how to enter information into a worksheet use formulas and functions find and control formulaic errors and much more presents more than 1 000 screen shots that demonstrate step by step instructions of numerous excel 2010 tasks you re encouraged to move at your own pace as you acquire confidence and proficiency with the newest version of excel

see your way to excel spreadsheet stardom with this visual guide if you re always hearing about the cool things excel can do here s your chance to see how to do them teach yourself visually excel offers you a straightforward visual approach to working with the newest version of the world s leading spreadsheet program packed with visually rich tutorials and step by step instructions that will help you take your excel skills to new heights this friendly and approachable guide will have you creating editing and manipulating excel spreadsheets in no time excel can seem daunting but with teach yourself visually excel you ll quickly and

painlessly learn how to perform dozens of tasks including creating spreadsheets and charts filtering and sorting data working with pivottables and so much more covering the latest additions and changes to the newest version of excel a series of easy to follow full color tutorials helps you to excel at working with excel tutorials and step by step screenshots make lessons easy to follow and understand helps you grasp the basic functions of excel and beyond walks you through excel s new features clearly demonstrates how to organize present analyze and chart data with excel whether you ve never used excel or just need to brush up on its new features teach yourself visually excel will be the dog eared resource you ll turn to again and again

get the basics of excel and then go beyond with this new instructional visual guide while many users need excel just to create simple worksheets many businesses and professionals rely on the advanced features of excel to handle things like database creation and data analysis whatever project you have in mind this visual guide takes you step by step through what each step should look like veteran author paul mcfedries first presents the basics and then gradually takes it further with his coverage of designing worksheets collaborating between worksheets working with visual data database management and analysis vba and more offers step by step instructions on a variety of tasks some everyday and some more unique shows you how to create basic spreadsheets insert functions and formulas work with pivot tables and more features a two color interior features numerous screen shots to enhance your learning process for tasks such as creating and managing macros generating and working with analytics and using the advanced tools offering you a deep dive into microsoft excel this book is the complete package for learning excel with step by step clear visual instructions

are you a visual learner do you prefer instructions that show you how to do something and skip the long winded explanations if so then this book is for you open it up and you ll find clear step by step screen shots that show you how to tackle more than 150 excel 2007 tasks each task based spread includes easy visual directions for performing necessary operations including using the ribbon and galleries entering data and resizing columns applying formulas and functions formatting worksheets adding clip art and 3d effects interpreting data with charts helpful sidebars offer practical tips and tricks succinct explanations walk you through step by step full color screen shots demonstrate each task two page lessons break big topics into bite sized modules

if you prefer instructions that show you how rather than tell you why then this visual reference is for you hundreds of succinctly captioned step by step screen shots reveal how to accomplish more than 375 excel 2007 tasks including creating letters with mail merge assigning formats to cells editing multiple worksheets at once and summarizing with pivottables and pivotcharts while high resolution screen shots demonstrate each task succinct explanations walk you

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