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analyzing data presenting information visually with graphics charts and diagrams building PivotTable dynamic views using the new Excel Web App reusing information from databases and other documents creating macros to automate repetitive tasks and simplify your work and other core topics *Microsoft Excel 2013 Plain and Simple* Curtis Frye,2013 Offers a step by step guide on how to navigate the latest version of Excel and explains how to build and format spreadsheets filter and sort data add graphics to spreadsheets publish documents to the Web and work with PivotTables **Step by Step 2007**

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2007 describes the new features of the program including its new interface PivotTable rich data visualization and enhanced chart and table functions and provides lessons and practice exercises to master the tools to organize data manage spreadsheets and publish to the Web *Microsoft Excel Step by Step (Office 2021 and Microsoft 365)* Joan Lambert,Curtis

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