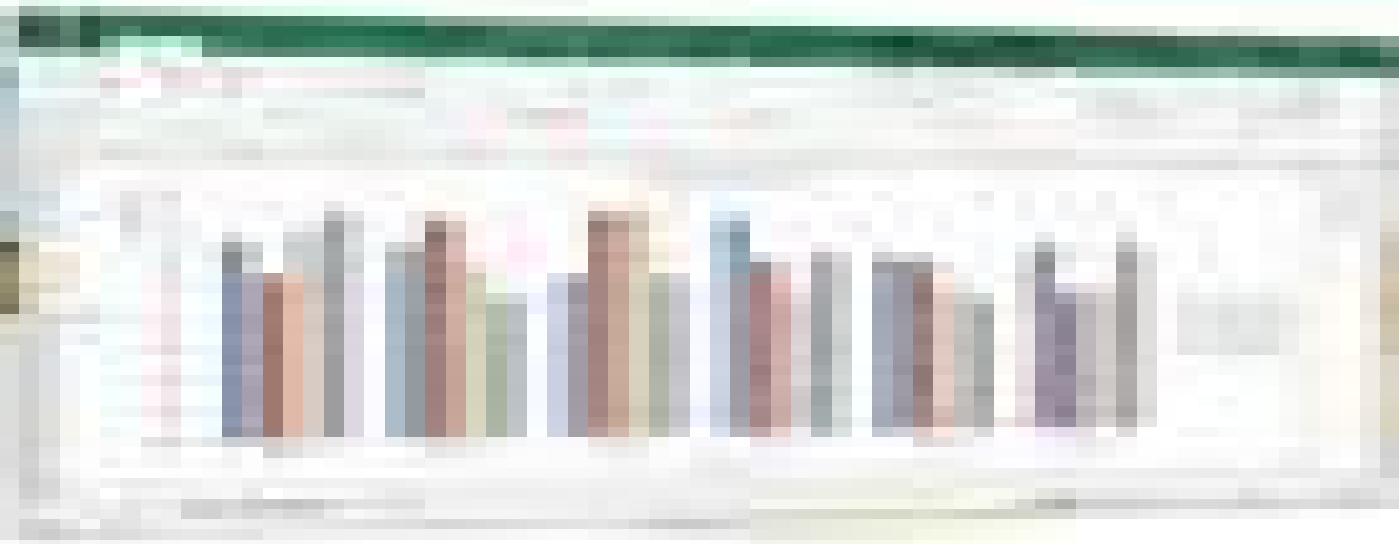


My Excel 2016



My Excel 2016 Includes Content Update Program

Greg Harvey



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spreadsheet tool Written by bestselling author Greg Harvey it has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress free If the thought of looking at spreadsheet makes your head swell you ve come to the right place Whether you ve used older versions of this popular program or have never gotten a headache from looking at all those grids this hands on guide will get you up and running with the latest installment of the software Microsoft Excel 2016 In no time you ll begin creating and editing worksheets formatting cells entering formulas creating and editing charts inserting graphs designing database forms and more Plus you ll get easy to follow guidance on mastering more advanced skills like adding hyperlinks to worksheets saving worksheets as web pages adding worksheet data to an existing web page and so much more Save spreadsheets in the Cloud to work on them anywhere Use Excel 2016 on a desktop laptop or tablet Share spreadsheets via email online meetings and social media sites Analyze data with PivotTables If you re new to Excel and want to spend more time on your actual work than figuring out how to make it work for you this new edition of Excel 2016 For Dummies sets you up for success

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