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Microsoft Excel 2013 Curtis D. Frye, 2013 Describes the features of the software program including writing formulas presenting data visually linking worksheets using PivotTables and collaborating online Microsoft Excel 2013 Step By Step Curtis Frye, 2013-04-15 The smart way to learn Excel 2013 one step at a time Experience learning made easy and quickly teach yourself how to manage analyze and present data with Excel 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and companion eBook Discover how to Work with Excel 2013 in touch mode Write formulas create macros and organize data Present data visually and add images to worksheets Consolidate multiple sets of data into a single workbook Analyze data using the Quick Analysis Lens Collaborate with colleagues and present workbooks online Microsoft Excel 2016 Step by Step Curtis Frye, 2015-09-30 Now in full color The quick way to learn Microsoft Excel 2016 This is learning made easy Get more done quickly with Excel 2016 Jump in wherever you need answers brisk lessons and full color screen shots show you exactly what to do step by step Quickly set up workbooks enter data and format it for easier viewing Perform calculations and find and correct errors Filter sort summarize and combine data Analyze data by using PivotTables PivotCharts scenarios data tables and Solver Visualize data with charts and graphs including new sunbursts waterfalls and treemaps Build data models and use them in business intelligence analyses Create timelines forecasts and visualizations including KPIs and PowerMap data maps Look up just the tasks and lessons you need **Excel Tables** Zack Barresse, Kevin Jones, 2014-08-01 Creating tables in Excel allows for easier formatting and reporting but the new syntax that it implies can be intimidating to the uninitiated In this guide one of the developers of the official Microsoft Excel 2013 templates all of which employ tables helps introduce readers to the multiple benefits of tables The book begins by explaining what tables are how to create them and how they can be used in reporting before moving on to slightly more advanced topics including slicers and filtering working with VBA macros and using tables in the Excel web app Novice Excel users and experts alike will find relevant useful and authoritative information in this one of a kind resource Microsoft Excel 2013 Plain & Simple Curtis Frye, 2013-04-15 Get the guide that makes learning Microsoft Excel plain and simple This full color no nonsense book shows you the quickest ways to solve a problem or learn a skill using easy to follow steps and concise straightforward language You ll analyze manage and share information in more ways than ever before Here s WHAT You ll Learn Manage your data quickly and efficiently Filter sort summarize and crunch your numbers Use formulas and functions to do the heavy lifting Bring data to life with charts and graphics Share data between Microsoft Office documents Work as a team online and in the cloud Here s HOW You ll Learn It Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS exercises to apply what you learn right away **Microsoft Office 2016 Step by Step** Joan Lambert, Curtis Frye, 2015-11-19 The quick way to get started with Microsoft Office 2016 This is learning made

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Excel 2013 in easy steps shows you how to quickly get to grips with the new features of Microsoft's latest version of this popular spreadsheet application Excel 2013 brings more intuitive ways to explore analyse and display your data and simplifies sharing and collaborating using cloud storage Excel 2013 in easy steps explores the Ribbon interface provided by Office 2013 and the subscription version Office 365 It shows you how to create and manipulate worksheets starting with the basic concepts then introducing functions and features that allow you to organize and manage vast amounts of information It covers the Excel Table data list structures advanced functions and Excel add ins and shows you how to present your worksheet data in chart formats The book will help you to create macros recorded or via Visual Basic You'll learn how to use templates tools and other resources to help you apply Excel to various tasks You'll link your worksheets to other workbooks and get automatic updates It also covers Excel on the Internet using the Office Web Apps Written concisely yet comprehensively Excel 2013 in easy steps uses detailed images and easy to follow instructions to get you up to speed with Excel whether you're just upgrading from a previous version or you are new to the spreadsheet concept *Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)*

Beezix,2013-02-07 Laminated quick reference showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2013 The following topics are covered Entering and Editing Data Picking from a Drop Down List Selecting Cells Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Borders Shading Text Color Formatting Number Cells Aligning and Merging Cell Contents Entering Dates Entering a Sequence of Numbers Entering Formulas Cut Copy Paste Drag Drop Sheet Features Renaming Moving Copying Selecting Inserting Deleting Sheets Editing Multiple Worksheets Simultaneously Previewing Printing and Page Setup Scaling to Print Printing a Specific Area Using Page Break Preview to Adjust Page Breaks Repeating Rows Columns on Every Page Also includes a list of Touch Actions Selection and Movement Shortcuts **My Excel 2013** Michael Alexander,2013-04-30 Full

color step by step tasks walk you through everything you want to do with Excel 2013 Step by step instructions with callouts to Excel 2013 screenshots that show you exactly what to do Help when you run into Excel 2013 problems or limitations Tips and Notes to help you get the most from Excel 2013 Quickly find and use the Excel 2013 features you're looking for Create save and organize your spreadsheets Build custom formulas using Excel's powerful built in functions Master time saving

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Teach Yourself VISUALLY Excel 2013 Paul McFedries, 2013-01-28 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

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