



Excel Basics in 30 Minutes (2nd Edition): The Beginner s Guide to Microsoft Excel and Google Sheets

By Ian Lamont

I30 Media Corporation, United States, 2015. Paperback. Book Condition: New. 2nd. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Do you want to learn how to use Microsoft Excel, for a career boost or for school, or to better handle numbers, lists, and other data? The revised and expanded edition of this popular Excel user guide will quickly get your Excel skills up to speed with basic spreadsheet concepts, tips, and tricks! Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions, screenshots, and examples that demonstrate exactly what to do. This Excel book can be used with recent versions of Excel, including Excel 2013, Excel for Office 365, and Excel Online, as well as older Excel versions. For users who don t own Excel, the guide explains how to use a free online spreadsheets program called Google Sheets (part of the Google Drive online office suite). Topics include: * Screen layout, cells, and terminology * Formatting cells and text * AutoFill * Excel formulas and functions * How to make charts * Sorting and filtering * Printing * Importing and exporting PDFs, .CSV files, and other...



READ ONLINE
[3.3 MB]

Reviews

Very useful to all of category of people. I actually have read through and that i am sure that i will likely to go through once more again in the foreseeable future. I realized this book from my i and dad advised this publication to find out.

-- Alta Kirlin

This is the very best publication i have got read until now. It is definitely simplified but shocks within the fifty percent of the pdf. You may like how the article writer create this pdf.

-- Rosario Durgan