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Excel 2013 Simplified

Paul McFedries



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A friendly, visual approach to learning the basics of Excel 2013

As the world's leading spreadsheet program, Excel is a spreadsheet and data analysis tool that is part of the Microsoft Office suite. The new Excel 2013 includes new features and functionalities that require users of older versions to re-learn the application. However, whether you're switching from an earlier version or learning Excel for the first time, this easy-to-follow visual guide gets you going with Excel 2013 quickly and easily. Numbered steps as well as full-color screen shots, concise information, and helpful tips, all contribute to a clear, comfortable learning experience.

- Covers Excel basics, workbook fundamentals, formatting worksheets and enhancing them with graphics, analyzing data, communicating results with charts and PivotTables, and much more
- Walks you through using Flash Fill, representing your data in a variety of ways, and maximizing a more interactive interface
- Demonstrates how to share workbooks, collaborate with others, and embed portions of your spreadsheets on social network pages

Excel 2013 Simplified is a quick and easy way to get up to speed on Excel 2013 for both novice users and those upgrading from an earlier version.

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