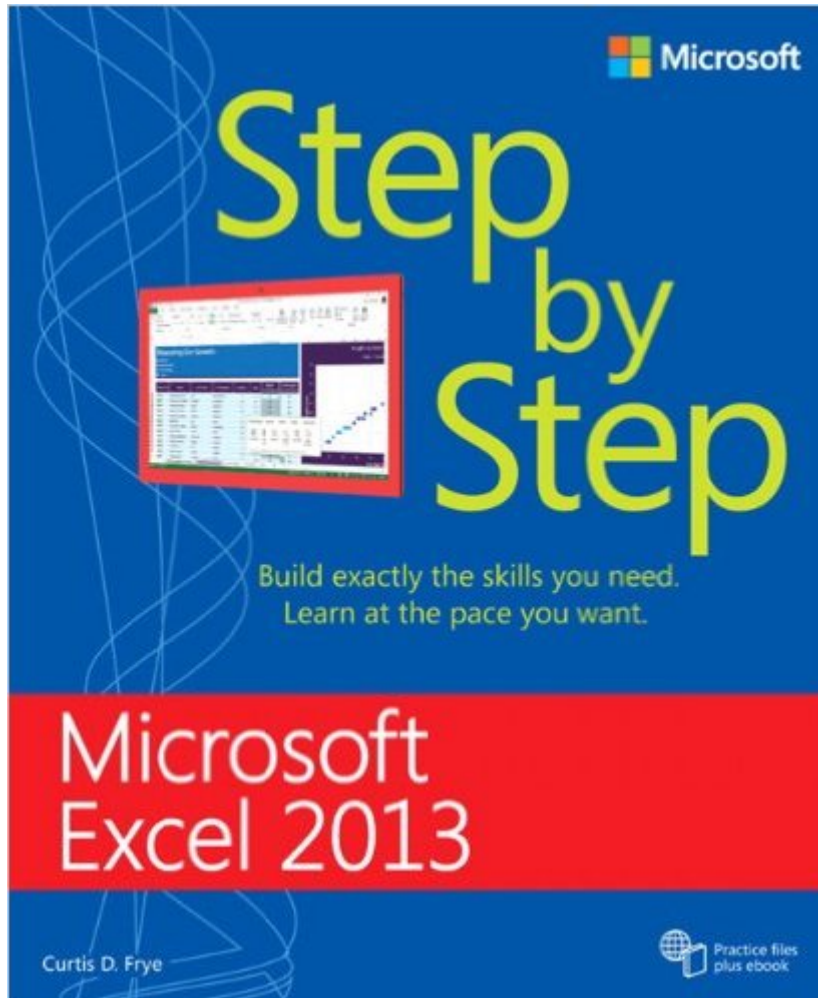# Microsoft Excel 2013 Step By Step

Synopsis

The smart way to learn Excel 2013â "one step at a time! Experience learning made easyâ "and quickly teach yourself how to manage, analyze, and present data with Excel 2013. With Step by Step, you set the paceâ "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

Book Information

Series: Step by Step

Paperback: 512 pages

Publisher: Microsoft Press; 1 edition (April 10, 2014)

Language: English

ISBN-10: 0735681015

ISBN-13: 978-0735681019

Product Dimensions: 7.3 x 1.1 x 8.9 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 starsÂ Â See all reviewsÂ (38 customer reviews)

Best Sellers Rank: #59,510 in Books (See Top 100 in Books)   #12 inÂ Books > Computers & Technology > Business Technology > Windows Server   #37 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Excel   #49 inÂ Books > Computers & Technology > Operating Systems > Windows > Windows Desktop

Customer Reviews

My goal was to get hands on training so that I would be totally up-to-date on Excel. This book is doing the job! The format is to take a topic and discuss it stating at a beginning level (the book addresses primarily beginning and intermediate level topics). (Updated Comment: But after using this book extensively for more than a month I would say that unless you are a true power user or only want an all encompassing reference book you will benefit from this book for two reasons: (1)so much has been added to Excel since 2007, which the book breaks down for you, (2)it introduces many fairly advanced topics such as (1)conditional statements AVERAGEIF,AVERAGEIFS,SUMIF,SUMIFS), Pivot Tables, Pivot Charts,Linking, and Consolidating data, Filtering Pivot tables, using search filters and slicers, Macros, just to highlight some topics. In

other words even long time Excel users can learn a lot by reading and completing the exercises in this book. And if you are thinking about MOS Excel certification this gets you well on the way, as it is published by Microsoft Press. But don't worry if you just want to set up and print worksheets that is in here too.The author is careful to provide specific examples beginning at a nuts and bolts level so you can really get it. But again new and at least intermediate to advance topics are introduced.Then you are instructed to get a file for the specific chapter and follow the step by step instructions (the downloadable practice files are included in the book's price). This is when you get a chance to see if you can do it on your own (following the step by step instructions provided). You can repeat the exercises as many times as you want until it sinks in.

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