Teach Yourself VISUALLY Complete Excel (Teach Yourself VISUALLY (Tech))

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Get the basics of Excel and then go beyond with this new instructional visual guide

While many users need Excel just to create simple worksheets, many businesses and professionals rely on the advanced features of Excel to handle things like database creation and data analysis. Whatever project you have in mind, this visual guide takes you step by step through what each step should look like. Veteran author Paul McFedries first presents the basics and then gradually takes it further with his coverage of designing worksheets, collaborating between worksheets, working with visual data, database management and analysis, VBA, and more.

- Offers step-by-step instructions on a variety of tasks, some everyday and some more unique
- Shows you how to create basic spreadsheets, insert functions and formulas, work with pivot tables, and more
- Features a two-color interior features numerous screen shots to enhance your learning process for tasks such as creating and managing macros, generating and working with analytics, and using the advanced tools

Offering you a deep dive into Microsoft Excel, this book is the complete package for learning Excel with step-by-step, clear visual instructions.

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