



## Excel: Beginner's Crash Course to Microsoft Excel (Paperback)

By James Clark

Createspace Independent Publishing Platform, United States, 2016. Paperback. Condition: New. Language: English. Brand new Book. EXCELBEGINNER'S CRASH COURSE TO MICROSOFT EXCEL Do you want to know about the functionality of Microsoft Excel and figure out how to use it? As a novice, you will get to know all the steps taken to make well use of your Microsoft Excel. This book will take you through the essentials of the Excel process; set up your spreadsheet, capture and structure data efficiently. It is a well-documented book suitable for anyone who is looking to learn Excel and wants to increase their productivity and efficiency, both at work and home. It will also help you comprehend spreadsheets basics, all formulas and functions in Microsoft Excel. It is an easy to understand book, Microsoft Excel exploited by many individuals worldwide to help with the effective running of everyday events. The entire book will take you through all the process needed and highlight why you ought to learn Excel and demonstrate to you how it can help in numerous territories of life. Here is a preview of what you'll learn: Microsoft Excel- the Beginning. Great features of Microsoft Excel. How to use Spreadsheets. Microsoft Excel formulas and e of Database in Microsoft Excel.

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