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KEY=EXCEL - IVY TALIYAH

MICROSOFT EXCEL 2010 STEP BY STEP

Microsoft Press Experience learning made easy-and quickly teach yourself how to organize, analyze, and present data with Excel 2010. With STEP BY STEP, you set the pace-building and practicing the skills you need, just when you need them! Topics include creating formulas, calculating values, and analyzing data; presenting information visually with graphics, charts, and diagrams; building PivotTable dynamic views; using the new Excel Web App; reusing information from databases and other documents; creating macros to automate repetitive tasks and simplify your work; and other core topics.

EXCEL 2010 ALL-IN-ONE FOR DUMMIES

John Wiley & Sons A comprehensive, up-to-date, user-friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide, but it's not always user-friendly. That makes it a perfect For Dummies topic, and this handy all-in-one guide covers all the essentials, the new features, how to analyze data with Excel, and much more. Eight minibooks address Excel basics, worksheet design, formulas and functions, worksheet collaboration and review, charts and graphics, data management, data analysis, and Excel and VBA. Excel is the leading spreadsheet/data analysis software and is used throughout the world; the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel, with more than three million copies sold Excel 2010 All-in-One For Dummies covers the changes in the newest version as well as familiar tasks, such as creating and editing worksheets, setting up formulas, and performing statistical functions Eight self-contained minibooks cover the

basics, worksheet design, formulas and functions, worksheet collaboration, presenting data in charts and graphics, data management, data analysis, and creating macros with VBA. Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All-in-One For Dummies has everything they need to know.

QUICKBOOKS 2010: THE MISSING MANUAL

"O'Reilly Media, Inc." QuickBooks 2010 has impressive features, like financial and tax reporting, invoicing, payroll, time and mileage tracking, and online banking. So how do you avoid spending more time learning the software than using it? This Missing Manual takes you beyond QuickBooks' help resources: you not only learn how the program works, but why and when to use specific features. You also get basic accounting advice so that everything makes sense. QuickBooks can handle many of the financial tasks small companies face. QuickBooks 2010: The Missing Manual helps you handle QuickBooks with easy step-by-step instructions. Set up your QuickBooks files and preferences to fit your company Track inventory, control spending, run a payroll, and manage income Follow the money all the way from customer invoices to year-end tasks Export key snapshots in the convenient new Report Center Streamline your workflow with the new Online Banking Center Build and monitor budgets to keep your company financially fit Share information with your accountant quickly and easily QuickBooks 2010: The Missing Manual covers only QuickBooks 2010 for Windows.

LEARN EXCEL 2007 THROUGH EXCEL 2010 FROM MR. EXCEL

512 EXCEL MYSTERIES SOLVED

Tickling Keys, Inc. Covers how to effectively use Microsoft Excel using examples of real-world business problems.

USING EXCEL FOR BUSINESS ANALYSIS

A GUIDE TO FINANCIAL MODELLING FUNDAMENTALS

John Wiley & Sons A clear, concise, and easy-to-use guide to financial modelling suitable for practitioners at every level Using a fundamental approach to financial modelling that's accessible to both new and experienced professionals, Using Excel for Business Analysis: A Guide to Financial Modelling Fundamentals + Website offers practical guidance for anyone looking to build financial models for business proposals, to evaluate opportunities, or to craft financial reports. Comprehensive in nature, the book covers the principles and best practices of financial modelling, including the Excel tools, formulas, and functions to master, and the techniques and strategies necessary to eliminate errors. As well as explaining the essentials of financial modelling, Using Excel for Business Analysis is

packed with exercises and case studies to help you practice and test your comprehension, and includes additional resources online. Provides comprehensive coverage of the principles and best practices of financial modeling, including planning, how to structure a model, layout, the anatomy of a good model, rebuilding an inherited model, and much more Demonstrates the technical Excel tools and techniques needed to build a good model successfully Outlines the skills you need to learn in order to be a good financial modeller, such as technical, design, and business and industry knowledge Illustrates successful best practice modeling techniques such as linking, formula consistency, formatting, and labeling Describes strategies for reducing errors and how to build error checks and other methods to ensure accurate and robust models A practical guide for professionals, including those who do not come from a financial background, Using Excel for Business Analysis is a fundamentals-rich approach to financial modeling.

EXCEL 2010: THE MISSING MANUAL

"O'Reilly Media, Inc." Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments, and more Organize your data. Search, sort, and filter huge amounts of information Illustrate trends. Bring your data to life with charts and graphics -- including miniature charts called Sparklines Examine your data. Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save

EXCEL FOR CHEMISTS

A COMPREHENSIVE GUIDE

John Wiley & Sons Reviews from the First Edition: "Excel® for Chemists should be part ofany academic library offering courses and programs in chemistry.There is no other book on the market that deals so thoroughly withthe application of Excel for analyzing chemical data. Highlyrecommended, for upper-division undergraduates throughprofessionals." -Choice "I highly recommend this book; treat yourself to it; assign itto a class; give it as a gift." -The Nucleus Chemists across all subdisciplines use Excel to record data intabular form, but few have learned to take full advantage of thescientific calculating power within this program. Excel is capableof helping chemists process, analyze, and present scientific data,from the relatively simple to the highly complex.Excel® for Chemists, Second Edition has beenrevised and updated, not only to take into account the changes thatwere made in Excel, but also to

incorporate an abundance of newexamples. Arranged in a user-friendly format, this book containsillustrations and examples of chemical applications, useful "Howto" boxes outlining how to accomplish complex tasks in Excel, andstep-by-step instructions for programming Excel to automaterepetitive data-processing tasks. In addition, tips are provided tospeed, simplify, and improve your use of Excel. Included is aCD-ROM, usable in either Macintosh or IBM/Windows environments withmany helpful spreadsheet templates, macros, and other tools. Entirely new chapters contained in this Second Editionfeature: Array formulas covered in depth in a separate chapter, alongwith a comprehensive review of using arrays in VBA How to create a worksheet with controls, such as optionbuttons, check boxes, or a list box An extensive list of shortcut keys-over 250 for Macintosh orPC-is provided in the appendix Whether as a text for students or as a reference for chemicalprofessionals in industry, academia, or government,Excel® for Chemists, Second Edition providesa valuable resource for using Excel to manage various chemicalcalculations.

EXCEL 2010 BIBLE

John Wiley & Sons A comprehensive reference to the newest version of the world's most popular spreadsheet application: Excel 2010 John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. Known as "Mr. Spreadsheet," Walkenbach shows you how to maximize the power of all the new features of Excel 2010. An authoritative reference, this perennial bestseller proves itself indispensable no matter your level of skill, from Excel beginners and intermediate users to power users and potential power users everywhere. Fully updated for the new release, this latest edition provides comprehensive, soup-to-nuts coverage, delivering over 900 pages of Excel tips, tricks, and techniques you won't find anywhere else. Excel guru and bestselling author John Walkenbach ("Mr. Spreadsheet") guides you through every aspect of Excel Delivers essential coverage of all the newest features of Excel 2010 Presents material in a clear, concise, logical format that is ideal for all levels of Excel experience Includes a CD that contains all the templates and worksheets used in the book plus John Walkenbach's award-winning Power Utility Pak Excel 2010 Bible serves as an excellent resource on all things Excel! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

EXCEL 2013: THE MISSING MANUAL

"O'Reilly Media, Inc." The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your

first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

EXCEL 2010 ALL-IN-ONE FOR DUMMIES

John Wiley & Sons A comprehensive, up-to-date, user-friendly guide to Excel 2010 Excel is the standard for spreadsheet applications and is used worldwide, but it's not always user-friendly. That makes it a perfect For Dummies topic, and this handy all-in-one guide covers all the essentials, the new features, how to analyze data with Excel, and much more. Eight minibooks address Excel basics, worksheet design, formulas and functions, worksheet collaboration and review, charts and graphics, data management, data analysis, and Excel and VBA. Excel is the leading spreadsheet/data analysis software and is used throughout the world; the newest revision includes upgraded tools and a redesigned interface For Dummies books are the bestselling guides to Excel, with more than three million copies sold Excel 2010 All-in-One For Dummies covers the changes in the newest version as well as familiar tasks, such as creating and editing worksheets, setting up formulas, and performing statistical functions Eight self-contained minibooks cover the basics, worksheet design, formulas and functions, worksheet collaboration, presenting data in charts and graphics, data management, data analysis, and creating macros with VBA. Newcomers to Excel as well as veterans who just want to learn the latest version will find Excel 2010 All-in-One For Dummies has everything they need to know.

EXCEL 2010 POWER PROGRAMMING WITH VBA

John Wiley & Sons All the methods and tools you need to successfully program with Excel John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. With this comprehensive guide, "Mr. Spreadsheet" shows you how to maximize your Excel experience using professional spreadsheet application development tips from his own personal bookshelf. Featuring a complete introduction to Visual Basic for Applications and fully updated for the new features of Excel 2010, this essential reference includes an analysis of Excel application development and is packed with procedures, tips, and ideas for expanding Excel's capabilities with VBA. Offers an analysis of Excel application development and a complete introduction to Visual Basic for Applications (VBA) Features invaluable advice from "Mr. Spreadsheet" himself (bestselling author John Walkenbach), who

demonstrates all the techniques you need to create large and small Excel applications Provides tips, tricks, and techniques for expanding Excel's capabilities with VBA that you won't find anywhere else This power-user's guide is packed with procedures, tips, and ideas for expanding Excel's capabilities with VBA.

EXCEL 2010 FORMULAS

John Wiley & Sons Take your Excel formulas to the next level with this updated reference John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. Known as "Mr. Spreadsheet," Walkenbach provides you with clear explanations on all the methods you can use to maximize the power of Excel with formulas within the frameworks of all the new features of Excel 2010. You'll learn how to create financial formulas, maximize the power of array formulas, develop custom worksheet functions with VBA, debug formulas, and much more. This invaluable reference is fully updated for the new Microsoft Office release and provides comprehensive formulas coverage, delivering more than 800 pages of Excel tips, tricks, and techniques you won't find anywhere else. Demonstrates how to use all the new features of Excel 2010 to maximize your formulas Shows how to develop custom worksheet functions with VBA, debug formulas, create financial formulas, and more Serves as an indispensable reference no matter your skill level Includes a valuable CD-ROM with sample files, templates and worksheets from the book, plus John Walkenbach's award-winning Power Utility Pak Prepare to excel with Excel when you have John Walkenbach and Excel 2010 Formulas by your side! Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

ADOBE ACROBAT DC TRAINING MANUAL CLASSROOM IN A BOOK

TeachUcomp Inc. Complete classroom training manual for Adobe Acrobat DC. 315 pages and 163 individual topics. Includes practice exercises and keyboard shortcuts. Professionally developed and sold all over the world, these materials are provided in full-color PDF format with not-for-profit reprinting rights and offer clear, concise, and easy-to-use instructions. You will learn PDF creation, advanced PDF settings, exporting and rearranging PDFs, collaboration, creating forms, document security, and much more. Topics Covered: Getting Acquainted with Acrobat 1. Introduction to Adobe Acrobat Pro and PDFs 2. The Acrobat Environment 3. The Acrobat Home View 4. The Acrobat Tools View 5. The Acrobat Document View 6. The Menu Bar 7. Toolbars in Acrobat 8. The Common Tools Toolbar 9. Customizing the Common Tools Toolbar 10. Customizing the Quick Tools Toolbar 11. The Page Controls Toolbar 12. Resetting All Customizable Toolbars 13. Showing and Hiding All Toolbars and the Menu Bar 14. The Navigation Pane 15. The Tools Center 16. Customizing the Tools Pane Opening and Viewing PDFs 1. Opening PDFs 2. Selecting and Copying Text and Graphics 3. Rotating Pages 4. Changing the Viewing Options 5. Using the Zoom Tools 6. Reviewing Preferences 7. Finding Words and Phrases 8. Searching a PDF

and Using the Search Pane 9. Sharing PDFs by Email 10. Sharing PDFs with Adobe Send and Track Creating PDFs 1. Creating New PDFs 2. Creating PDFs from a File 3. Creating PDFs from Multiple Files 4. Creating Multiple PDF Files at Once 5. Creating PDFs from Scanned Documents 6. Creating PDFs Using the PDF Printer 7. Creating PDFs from Web Pages Using a Browser 8. Creating PDFs from Web Pages Using Acrobat 9. Creating PDFs from the Clipboard 10. Creating PDFs Using Microsoft Office 11. Creating PDFs in Excel, PowerPoint, and Word 12. Creating PDFs in Adobe Applications 13. Creating PDFs in Outlook 14. Converting Folders to PDF in Outlook Custom PDF Creation Settings 1. PDF Preferences in Excel, PowerPoint, and Word 2. Adobe PDF Settings 3. Creating and Modifying Preset Adobe PDF Settings 4. The General Category in Preset Adobe PDF Settings 5. The Images Category in Preset Adobe PDF Settings 6. The Fonts Category in Preset Adobe PDF Settings 7. The Color Category in Preset Adobe PDF Settings 8. The Advanced Category in Preset Adobe PDF Settings 9. The Standards Category in Preset Adobe PDF Settings 10. Create PDF and Email in Excel, PowerPoint, and Word 11. Mail Merge and Email in Word 12. Create and Review in Excel, PowerPoint, and Word 13. Importing Acrobat Comments in Word 14. Embed Flash in PowerPoint and Word 15. PDF Settings and Automatic Archival in Outlook Basic PDF Editing 1. Initial View Settings for PDFs 2. Full Screen Mode 3. The Edit PDF Tool 4. Adding, Formatting, Resizing, Rotating and Moving Text 5. Editing Text 6. Managing Text Flow with Articles 7. Adding and Editing Images 8. Changing the Page Number Display 9. Cropping Pages and Documents Advanced PDF Settings 1. Adding and Removing Watermarks 2. Adding and Removing Page Backgrounds 3. Adding Headers and Footers 4. Attaching Files to a PDF 5. Adding Metadata 6. Optimizing a PDF for File Size and Compatibility Bookmarks 1. Using Bookmarks in a PDF 2. Modifying and Organizing Bookmarks 3. Assigning Actions to Bookmarks Adding Multimedia Content and Interactivity 1. Creating and Editing Buttons 2. Adding Video, Sound, and SWF Files 3. Adding 3D Content to PDFs 4. Adding Page Transitions Combining and Rearranging PDFs 1. Extracting and Replacing Pages 2. Splitting a PDF into Multiple Files 3. Inserting Pages from Files and Other Sources 4. Moving and Copying Pages 5. Combining PDFs Exporting and Converting Content 1. Exporting Text 2. Exporting Images 3. Exporting PDFs to Microsoft Word 4. Exporting PDFs to Microsoft Excel 5. Exporting PDFs to Microsoft PowerPoint Collaborating 1. Methods of Collaborating 2. Sending for Email Review 3. Sending for Shared Review 4. Reviewing Documents 5. Adding Comments and Annotation 6. The Comment Pane 7. Advanced Comments List Option Commands 8. Enabling Extended Commenting in Acrobat Reader 9. Using Drawing Tools 10. Stamping and Creating Custom Stamps 11. Importing Changes in a Review 12. Using Tracker to Manage PDF Reviews Creating and Working With Portfolios 1. Creating a PDF Portfolio 2. PDF Portfolio Views 3. Using Layout View 4. Managing Portfolio Content 5. Using Details View 6. Setting Portfolio Properties Getting Started With Forms 1. Creating a Form from an Existing PDF 2. Designing a Form in Microsoft Word 3. Creating a Form from a Scanned Document 4. Creating Forms from Image Files 5. Creating Text Fields 6. Creating Radio Buttons and Checkboxes 7. Creating Drop-Down and List Boxes 8. Creating Buttons 9. Creating a Digital Signature Field 10. General Properties of Form Fields 11. Appearance Properties of Form Fields 12. Position Properties of Form Fields 13. Options Properties of Form Fields 14. Actions Properties of Form

Fields 15. Selection Change and Signed Properties of Form Fields 16. Format Properties of Form Fields 17. Validate Properties of Form Fields 18. Calculate Properties of Form Fields 19. Align, Center, Match Size, and Distribute Form Fields 20. Setting Form Field Tab Order 21. Enabling Users and Readers to Save Forms 22. Distributing Forms 23. Responding to a Form 24. Collecting Distributed Form Responses 25. Managing a Form Response File 26. Using Tracker with Forms Professional Print Production 1. Overview of Print Production Support 2. Previewing Color Separations 3. Color Management and Conversion 4. Using the Object Inspector 5. Using the Preflight Dialog Box 6. Correcting Hairlines 7. Saving as a Standards-Compliant PDF Scanning and Optical Character Recognition 1. Recognizing Text in a Scanned PDF 2. Recognizing Text in PDFs 3. Reviewing and Correcting OCR Suspects Automating Routine Tasks 1. Using Actions 2. Creating Custom Actions 3. Editing and Deleting Custom Actions 4. Sharing Actions Document Protection and Security 1. Methods of Securing a PDF 2. Password-Protecting a PDF 3. Creating and Registering Digital IDs 4. Using Certificate Encryption 5. Creating a Digital Signature 6. Digitally Signing a PDF 7. Certifying a PDF 8. Signing Documents with Adobe Sign 9. Getting Others to Sign Documents 10. Redacting Content in a PDF 11. Redaction Properties 12. Revealing and Clearing Hidden Information Adobe Reader and Document Cloud 1. Opening and Navigating PDFs in Reader 2. Adding Comments 3. Digitally Signing a PDF 4. Adobe Document Cloud Adobe Acrobat Help 1. Adobe Acrobat Help

EXCEL 2010 ADVANCED

Bookboon

EXCEL VBA PROGRAMMING FOR DUMMIES

John Wiley & Sons Explore VBA programming and learn how to customize and automate many aspects of Excel. This plain-English guide shows what VBA is, how it works with Excel, essential programming concepts, and steps to creating dialog boxes, time-saving macros, Excel add-ins, and more.

EXCEL 2010 POWER PROGRAMMING WITH VBA

John Wiley & Sons All the methods and tools you need to successfully program with Excel John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. With this comprehensive guide, "Mr. Spreadsheet" shows you how to maximize your Excel experience using professional spreadsheet application development tips from his own personal bookshelf. Featuring a complete introduction to Visual Basic for Applications and fully updated for the new features of Excel 2010, this essential reference includes an analysis of Excel application development and is packed with procedures, tips, and ideas for

expanding Excel's capabilities with VBA. Offers an analysis of Excel application development and a complete introduction to Visual Basic for Applications (VBA) Features invaluable advice from "Mr. Spreadsheet" himself (bestselling author John Walkenbach), who demonstrates all the techniques you need to create large and small Excel applications Provides tips, tricks, and techniques for expanding Excel's capabilities with VBA that you won't find anywhere else Includes a CD with templates and worksheets from the book This power-user's guide is packed with procedures, tips, and ideas for expanding Excel's capabilities with VBA. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

AUTOMATE THE BORING STUFF WITH PYTHON, 2ND EDITION

PRACTICAL PROGRAMMING FOR TOTAL BEGINNERS

No Starch Press The second edition of this best-selling Python book (over 500,000 copies sold!) uses Python 3 to teach even the technically uninclined how to write programs that do in minutes what would take hours to do by hand. There is no prior programming experience required and the book is loved by liberal arts majors and geeks alike. If you've ever spent hours renaming files or updating hundreds of spreadsheet cells, you know how tedious tasks like these can be. But what if you could have your computer do them for you? In this fully revised second edition of the best-selling classic Automate the Boring Stuff with Python, you'll learn how to use Python to write programs that do in minutes what would take you hours to do by hand--no prior programming experience required. You'll learn the basics of Python and explore Python's rich library of modules for performing specific tasks, like scraping data off websites, reading PDF and Word documents, and automating clicking and typing tasks. The second edition of this international fan favorite includes a brand-new chapter on input validation, as well as tutorials on automating Gmail and Google Sheets, plus tips on automatically updating CSV files. You'll learn how to create programs that effortlessly perform useful feats of automation to: • Search for text in a file or across multiple files • Create, update, move, and rename files and folders • Search the Web and download online content • Update and format data in Excel spreadsheets of any size • Split, merge, watermark, and encrypt PDFs • Send email responses and text notifications • Fill out online forms Step-by-step instructions walk you through each program, and updated practice projects at the end of each chapter challenge you to improve those programs and use your newfound skills to automate similar tasks. Don't spend your time doing work a well-trained monkey could do. Even if you've never written a line of code, you can make your computer do the grunt work. Learn how in Automate the Boring Stuff with Python, 2nd Edition.

100 TOP TIPS - MICROSOFT EXCEL

In Easy Steps 100 Top Tips – Microsoft Excel will help you boost your productivity and get more value from your spreadsheets with

this powerful book of tips. It showcases: · Time-saving features (including data entry shortcuts) · Towerful functions for processing text and numbers · Insightful data analysis features, including pivot tables and what-if analysis. · How to use graphs · Debugging formulas · Printing clearly And much more! Whether you've been using Excel for years and never gone beyond the basics, or are just entering the world of spreadsheets, this book will quickly supercharge your skills. As you would expect from the In Easy Steps brand the book is written in an approachable style with step by step instructions provided for many of the tips, and full colour screenshots guiding you through the processes.

EXCEL 2007

THE MISSING MANUAL

"O'Reilly Media, Inc." Microsoft Excel continues to grow in power, sophistication, and capability, but one thing that has changed very little since the early '90s is its user interface. The once-simple toolbar has been packed with so many features over the years that few users know where to find them all. Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use. Unfortunately, Microsoft's documentation is as scant as ever, so even if users can find advanced features, they probably won't know what to do with them. Excel 2007: The Missing Manual covers the entire gamut of how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions. Like its siblings in the Missing Manual series, this book crackles with a fine sense of humor and refreshing objectivity about its subject, guiding readers through the new Excel with clear explanations, step-by-step instructions, lots of illustrations, and friendly, time-saving advice. It's a perfect primer for small businesses with no techie to turn to, as well as those who want to organize household and office information.

EXCEL HACKS

TIPS & TOOLS FOR STREAMLINING YOUR SPREADSHEETS

"O'Reilly Media, Inc." Millions of users create and share Excel spreadsheets every day, but few go deeply enough to learn the techniques that will make their work much easier. There are many ways to take advantage of Excel's advanced capabilities without spending hours on advanced study. Excel Hacks provides more than 130 hacks -- clever tools, tips and techniques -- that will leapfrog your work beyond the ordinary. Now expanded to include Excel 2007, this resourceful, roll-up-your-sleeves guide gives you little known "backdoor" tricks for several Excel versions using different platforms and external applications. Think of this book as a toolbox.

When a need arises or a problem occurs, you can simply use the right tool for the job. Hacks are grouped into chapters so you can find what you need quickly, including ways to: Reduce workbook and worksheet frustration -- manage how users interact with worksheets, find and highlight information, and deal with debris and corruption. Analyze and manage data -- extend and automate these features, moving beyond the limited tasks they were designed to perform. Hack names -- learn not only how to name cells and ranges, but also how to create names that adapt to the data in your spreadsheet. Get the most out of PivotTables -- avoid the problems that make them frustrating and learn how to extend them. Create customized charts -- tweak and combine Excel's built-in charting capabilities. Hack formulas and functions -- subjects range from moving formulas around to dealing with datatype issues to improving recalculation time. Make the most of macros -- including ways to manage them and use them to extend other features. Use the enhanced capabilities of Microsoft Office 2007 to combine Excel with Word, Access, and Outlook. You can either browse through the book or read it from cover to cover, studying the procedures and scripts to learn more about Excel. However you use it, Excel Hacks will help you increase productivity and give you hours of "hacking" enjoyment along the way.

REV UP TO EXCEL 2010

UPGRADERS GUIDE TO EXCEL 2010

Tickling Keys, Inc. This updated edition of Excel 2007 Miracles Made Easy features the amazing new upgrades offered in Excel 2010 and prepares users to transition to it. Covering only the revised components in Excel 2010, this manual shows how to navigate the ribbon interface and leverage the new business-intelligence tools within. With information on everything from using pivot tables to calculating Texas Hold 'Em probabilities, this indispensable reference features instructions for utilizing all of the new capabilities of Excel 2010.

MICROSOFT OFFICE 2010

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V&S Publishers We have moved one step ahead in the arena of student and job-oriented books with the CCL, by enhancing our proven pedagogy to bring together the collective knowledge and wisdom of the world of computers. Books published under this series are specifically designed to engage readers, improve computer skills, and prepare themselves for future success. This comprehensive series with step-by-step instructions and relevant screenshots throughout the text enables readers to have a better understanding of computers. Written in simple and lucid language, without technical jargons, each book of this series is accompanied by an interactive

CD/DVD with video tutorials. This book and CD bundle is an ideal resource for getting comfortable and confident with the new features of and updates to Office 2010. The guide book uses easy-to-follow steps and screenshots, and clear, concise language to show the simplest ways to get things done with Microsoft Word, Excel, PowerPoint, Outlook, Access and Publisher. It covers the basics of Microsoft Office, such as typing in Word, navigating an Excel spreadsheet, creating a unique PowerPoint presentation, configuring e-mail with Outlook, designing an Access database, and much more. When you go through the text you feel like you have an MS Office expert by your side to answer your questions and queries.

EXCEL 2016 BIBLE

John Wiley & Sons The complete guide to Excel 2016, from Mr. Spreadsheet himselfstrong style="box-sizing: border-box; color: #1b1c1d; font-family: 'Open Sans', sans-serif; font-size: 16px;" Whether you are just starting out or an Excel novice, the Excel 2016 Bible is your comprehensive, go-to guide for all your Excel 2016 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities by expert author and Excel Guru John Walkenbach to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2016 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2016's new features and tools Customize downloadable templates and worksheets Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2016 Bible has you covered with complete coverage and clear expert guidance.

POWER EXCEL 2010 WITH MREXCEL

Que Pub 7+ Hours of Video Instruction You've got Microsoft Excel 2010...now get the most out of it, faster and more easily than ever before! In 90 quick video lessons, Power Excel 2010 with MrExcel shows how to maximize your productivity with Microsoft Excel 2010's best tools and shortcuts. Expert Bill Jelen simplifies powerful features including PivotTables, PowerPivot, Sparklines, Goal Seek, Cell Styles, Color Scales, Icon Sets, Data Bars, Web Queries, Backstage View, and more! Get more done faster with customized workbooks, the Quick Access Toolbar, and keyboard shortcuts...control and analyze data more effectively...communicate more visually with new charting tools and SmartArt...and plenty more! Just watch: You'll master high-powered Microsoft Excel 2010 skills at your own pace–and get specific answers and solutions immediately, whenever you need them! For anyone who wants to master Microsoft Excel 2010 fast–from novices to experienced power users. Bill Jelen is MrExcel, as well as an Excel MVP. He is an accomplished Excel author and the principal behind the leading Excel website, MrExcel.com. As an Excel consultant, he has written

Excel VBA solutions for hundreds of clients around the English-speaking world. His website hosts more than 12 million page views annually. Jelen is author of the five-star reviewed Guerilla Data Analysis Using Microsoft Excel, co-author of VBA and Macros for Microsoft Excel, co-author of Pivot Table Data Crunching, and author of Learn Excel From Mr. Excel. Part 1 Excel Interface 1 - Ribbon, QAT, Mini Toolbar, Live Preview 2 - Finding Icons 3 - Customizing the Ribbon 4 - Backstage View 5 - Recent Documents 6 - Keyboard Shortcuts 7 - Zoom Slider and Page Layout 8 - Unlocking the Big Grid 9 - Data Entry Tricks 10 - Customize All Future Workbooks 11 - Copy Worksheets 12 - Change All Worksheets 13 - Arranging Windows 14 - Saving Workbook to PDF 15 - Saving Workbook to Excel Web App Part 2 Text Formulas 16 - Drag the Fill Handle 17 - Create Your Own Series 18 - Joining Text 19 - Rapid Formula Copy 20 - Convert to Proper Case 21 - Joining Dates 22 - Formulas to Values 23 - Breaking Apart Text 24 - Parsing Fixed Width Part 3 Formulas 25 - AutoSum Tricks 26 - Formula Auditing 27 - Three Ways of Entering Formulas 28 - Relative Versus Absolute Formulas 29 - Tables and Table Formulas 30 - Discovering Functions 31 - Goal Seek 32 - IF Formulas 33 - VLOOKUP 34 - Date and Time Part 4 Sorting & Filtering 35 - Data Preparation 36 - One-Click Sorting 37 - Sorting by Color 38 - Sorting by Weekday 39 - Rearranging Columns 40 - Filter by Selection 41 - Other ways to Filter 42 - Remove Duplicates Part 5 Subtotals 43 - Subtotals 44 - Collapsing Subtotals 45 - Copy Subtotals 46 - Formatting Subtotals 47 - Sorting Subtotals 48 - Changing Sum to Count in 1 column 49 - Data Consolidate 50 - Easy-XL Part 6 Pivot Tables 51 - Creating a Pivot Table 52 - Changing a Pivot Table 53 - Pivot Gotchas 54 - Pivot Formatting 55 - Drill Down 56 - Pivot Calculations 57 - Summarizing Dates 58 - Pivot Sorting 59 - Filtering Row Fields 60 - Top 10 Report 61 - Filtering a Pivot Table with Slicers 62 - Slicers on Two Pivot Tables 63 - 50 Reports in 5 Seconds 64 - Using GetPivotData Part 7 PowerPivot 65 - Getting Data into PowerPivot 66 - Adding Calculations in PowerPivot 67 - Linking Tables in PowerPivot 68 - Creating Pivot Table in

DAX FORMULAS FOR POWERPIVOT

THE EXCEL PRO'S GUIDE TO MASTERING DAX

Holy Macro! Books Microsoft PowerPivot is a free add-on to Excel from Microsoft that allows users to produce new kinds of reports and analyses that were simply impossible before, and this book is the first to tackle DAX formulas, the core capability of PowerPivot, from the perspective of the Excel audience. Written by the world's foremost PowerPivot blogger and practitioner, the book's concepts and approach are introduced in a simple, step-by-step manner tailored to the learning style of Excel users everywhere. The techniques presented allow users to produce, in hours or even minutes, results that formerly would have taken entire teams weeks or months to produce. It includes lessons on the difference between calculated columns and measures; how formulas can be reused across reports of completely different shapes; how to merge disjointed sets of data into unified reports; how to make certain columns in a pivot behave as if the pivot were filtered while other columns do not; and how to create time-intelligent calculations in pivot tables such as

"Year over Year" and "Moving Averages" whether they use a standard, fiscal, or a complete custom calendar. The "pattern-like" techniques and best practices contained in this book have been developed and refined over two years of onsite training with Excel users around the world, and the key lessons from those seminars costing thousands of dollars per day are now available to within the pages of this easy-to-follow guide. This updated second edition covers new features introduced with Office 2015.

MOS 2010 STUDY GUIDE FOR MICROSOFT WORD EXPERT, EXCEL EXPERT, ACCESS, AND SHAREPOINT EXAMS

Pearson Education Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for four Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Office–and earn the credential that proves it!

MICROSOFT EXCEL 2010 INSIDE OUT

Pearson Education You're beyond the basics, so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Excel 2010-and challenge yourself to new levels of mastery! Learn expert techniques for designing powerful spreadsheets Apply built-in functions-or write your own-and carry out complex calculations Use rich charting and graphic capabilities to visualize data Perform sophisticated data analysis: financial, statistical, and "what-if" Design PivotTable reports to dynamically analyze data Share and collaborate with others-while managing sensitive data Link and embed Excel data into other documents Create macros with Microsoft Visual Basic for Applications Sample spreadsheets from inside the book Add-ins and other resources to help you extend Microsoft Office programs Links to demos, user communities, and product support

EXCEL 2010 FOR DUMMIES

John Wiley & Sons Dig into formulas, functions, and more to build your Excelskills Whether you're a beginner or an Excel veteran, this friendlyguide provides the fundamental techniques to help you create, edit,format, and print your own spreadsheets. You'll start from scratchand quickly progress to manipulating data with formulas and usingExcel's extensive formatting options to present your information inthe most powerful way. Open the book and find: Ways to navigate Excel's Ribbon interface Data entry tips to start your spreadsheet How to build formulas and edit workbooks Formatting steps to follow Printing basics to present your data

MR. SPREADSHEET'S FAVORITE EXCEL 2010 TIPS AND TRICKS

John Wiley & Sons Presents a collection of shortcuts and workarounds for Microsoft Excel 2010, covering such topics as creating charts, using formulas, running macros, and creating custom add-ins.

EXCEL 2010 VISUAL QUICK TIPS

John Wiley & Sons Work smarter and faster in Excel 2010 with this quick, practical guide! Want quick answers to your Excel 2010 questions? This handy guide breaks down big tasks into bite-sized how-tos that quickly show you how to accomplish what you want to do. Full-color screenshots and numbered steps clearly explain dozens of features and functions-while shortcuts, tips, and tricks help you save time and boost productivity. There's no fluff-these nuggets are pure gold Excel essentials. And the book's handy 6" x 9" size makes it even easier for you to find what you need. Demystifies the 2010 version of Excel, the world's leading spreadsheet application that is part of Microsoft Office 2010 Walks you through dozens of new features and functions Helps you migrate from older versions of Excel and ramp up to new Excel functionality in no time Uses straightforward descriptions and explanations, full-color screenshots, and easy-to-follow numbered steps to help you glean what you need, fast Boosts your productivity with shortcuts, tips, and tricks that help you work smarter Make Excel 2010 work for you with the invaluable quick tips in Excel 2010 Visual Quick Tips.

.NET 4 WROX PDF BUNDLE

PROFESSIONAL ASP.NET 4, PROFESSIONAL C# 4, VB 2010 PROGRAMMER'S REF, WPF PROGRAMMER'S REF, PROFESSIONAL VISUAL STUDIO 2010

John Wiley & Sons The books included in this set are: 9780470502204 Professional ASP.NET 4: in C# and VB: Written by three highly recognized and regarded ASP.NET experts, this book provides comprehensive coverage on ASP.NET 4 with a unique approach featuring examples in both C# and VB, as is the incomparable coverage of core ASP.NET. After a fast-paced refresher on essentials such as server controls, the book delves into expert coverage of all the latest capabilities of ASP.NET 4. 9780470502259 Professional C# 4 and .NET 4: After a quick refresher on C# basics, the author dream team moves on to provide you with details of language and framework features including LINQ, LINQ to SQL, LINQ to XML, WCF, WPF, Workflow, and Generics. Coverage also spans ASP.NET programming with C#, working in Visual Studio 2010 with C#, and more. With this book, you'll quickly get up to date on all the newest capabilities of C# 4. 9780470548653 Professional Visual Studio 2010: This book gets you quickly up to speed on what you can expect from Visual Studio 2010. Packed with helpful examples, this comprehensive guide explains examines the features of Visual Studio

2010, which allows you to create and manage programming projects for the Windows platform. It walks you through every facet of the Integrated Development Environment (IDE), from common tasks and functions to its powerful tools 9780470499832 Visual Basic 2010 Programmer's Reference: This reference guide provides you with a broad, solid understanding of essential Visual Basic 2010 topics and clearly explains how to use this powerful programming language to perform a variety of tasks. As a tutorial, the book describes the Visual Basic language and covers essential Visual Basic topics. The material presents categorized information regarding specific operations and reveals useful tips, tricks, and tidbits to help you make the most of the new Visual Basic 2010. 9780470477229 WPF Programmer's Reference: Windows Presentation Foundation with C# 2010 and .NET 4: Written by a leading expert on Microsoft graphics programming, this richly illustrated book provides an introduction to WPF development and explains fundamental WPF concepts. It is packed with helpful examples and progresses through a range of topics that gradually increase in their complexity. 9780470257029 Professional SQL Server 2008 Programming: This expanded best-seller includes new coverage of SQL Server 2008's new datatypes, new indexing structures, manageability features, and advanced time-zone handling. As an added bonus, also includes Professional SQL Server 2005 Programmers for .NET 4 developers still working in a SQL Server 2005 setting.

MICROSOFT EXCEL 2013

Describes the features of the software program, including writing formulas, presenting data visually, linking worksheets, using PivotTables, and collaborating online.

WHAT'S NEW IN MICROSOFT OFFICE 2013 (FROM 2010) QUICK REFERENCE GUIDE (CHEAT SHEET OF NEW FEATURES AND INSTRUCTIONS)

4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word, Excel, and PowerPoint for users upgrading from Office 2010. Also includes a command reference for each product, showing changed Office 2010 commands and their Office 2013 equivalents. Topics: Office: The Start Screen; Local (Custom) Templates; Changing the Look of Office; Optimizing for Touch; Using the Touch Mini-Toolbar; Integration with Online Services: Signing into an Online Account (SkyDrive SharePoint), Switching Online Accounts, Adding a Service Such As Flickr, YouTube, SkyDrive, Office 365 SharePoint; Opening the Folder Your Current Document is in; Opening and Saving; Inviting People to Collaborate on a SkyDrive Document; Viewing/Changing Access to a Document; Using On-object Chart Tools; Presenting Online; Using Apps for Office; Other New or Changed Features; Communicating with a Commenter; Replying to a Comment; Features No Longer Available. Word: Tracking Changes; Switching Between Simple Markup and All Markup; Locking Track Changes On; Expanding Collapsed Comments; Marking

Comments as Done; Resuming Reading; Read Mode; Collapsing/Expanding Parts of a Document in Print Layout View; Opening and Editing a PDF; Using Alignment Guides; Text Wrapping with the Layout Options Tool; Quickly Inserting Rows/Columns Within a Table; Using the Border Painter; Copying Border Style (Border Sampler); Repeating Section Form Control; Other New or Changed Features. PowerPoint: Creating New Shapes (Merge Shapes); Zoom and Pan While Presenting; Jumping to a Slide; Widescreen; Applying Design Theme Variants; Changes to Guides; Using Eyedropper to Match Colors; Using Smart Guides; Paying Audio for Several Slides; Other New or Changed Features; Features No Longer Available. Excel: Excel Windows; Using Flash Fill; Using Chart Recommendations; 3-D Pyramid and Cone Chart Types; Combining Chart Types; Changes to Chart Data Labels; New Data Label Formatting; Using Quick Analysis; Filtering Tables with Slicers; Using PivotTable Recommendations; PivotTable and PivotChart Changes: Adding and Using a Timeline, Creating a PivotChart with or without a Table, Using a PivotTable to Analyze Multiple Data Sources; Advanced Data Analysis: Creating a Power View Sheet, Adding a Visualization to Power View; New Functions; Other New or Changed Features; Features No Longer Available.

SHAREPOINT DESIGNER 2010 UNLEASHED

Sams Publishing Now that Microsoft has made SharePoint Designer a free download, thousands of organizations are adopting it to design state-of-the-art SharePoint sites and solutions. In SharePoint® Designer 2010 Unleashed, Microsoft MVP Kathy Hughes brings together all the information you need to make the most of this powerful tool. Using realistic examples, you are guided through all of Designer 2010's capabilities, presenting best practices drawn from her extensive experience. First, Hughes quickly reviews the SharePoint 2010 concepts and tools that SharePoint Designer 2010 users must know to be effective. Next, she introduces SharePoint Designer 2010's revamped interface, shows how to use its core features, and calls attention to its most powerful new improvements. You'll walk step-by-step through styling and designing sites that offer advanced functionality and consistent branding. Next, you'll master SharePoint Designer 2010's toolsets for data integration and workflow development. This book will be invaluable to every user or potential user of SharePoint Designer, including: Web designers, information workers, software developers, system administrators, and IT managers. Kathy Hughes is a Microsoft MVP for SharePoint Server with a Masters Degree in interaction design from the University of Technology in Sydney, Australia. Hughes trains and consults on SharePoint, focusing on design, usability, and customization. She contributed to multiple SharePoint Server 2007 books, and authored a comprehensive five-day SharePoint Server 2007 Designer course used by Mindsharp and its partners worldwide. She speaks regularly at Microsoft events including TechEd Australia and Office DevCon Australia. Get started fast with SharePoint Designer 2010 and SharePoint 2010 Customize SharePoint sites and content with CSS, Web Parts, master pages, and themes Work with site templates Create and adapt content types, columns, lists, and libraries Quickly build new content pages and page layouts Incorporate media, including Silverlight and images Configure

RSS, REST, SQL Server, and other data sources Integrate external content types and lists via Business Connectivity Services (BCS) Authenticate data sources and troubleshoot data integration problems Extend the ribbon with custom actions and leverage the dialog framework to enhance the user interface Use SharePoint Designer 2010's built-in ASP.NET controls Extend site functionality with the XSLT List View and Data View Web Parts Modify out-of-the-box list forms, or build new ones with InfoPath 2010 Adapt Designer 2010's workflows or build entirely new ones Category: Microsoft® SharePoint® Covers: Microsoft® SharePoint® 2010 User Level: Intermediate–Advanced ON THE WEB: Download all examples and source code presented in this book from informit.com/title/9780672331053

INTRODUCING MICROSOFT POWER BI

Microsoft Press This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publication of Alberto Ferrari and Marco Russo's upcoming retail book, Analyzing Data with Power BI and Power Pivot for Excel (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more details:http://aka.ms/analyzingdata/details. Learn more about Power BI at https://powerbi.microsoft.com/.

MODELLING PHYSICS WITH MICROSOFT EXCEL

Morgan & Claypool Publishers This book demonstrates some of the ways in which Microsoft Excel® may be used to solve numerical problems in the field of physics. But why use Excel in the first place? Certainly, Excel is never going to out-perform the wonderful symbolic algebra tools tha

EXCEL 2010

ADVANCED

Crisp Pub Incorporated This ILT Series course builds on the skills and concepts taught in Excel 2010: Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording

macros, SmartArt graphics, and conditional formatting with graphics. Course manual comes with CertBlaster exam prep software (download). This course will help students prepare for the Microsoft Office Specialist exam for Excel 2010 (exam 77-882). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Excel 2010.

EXCEL 2016 PIVOTTABLES AND POWERPIVOT

SUPPORTS EXCEL 2010, 2013, AND 2016

Createspace Independent Publishing Platform This step-by-step workbook will guide you through learning the Excel program. It can be used by a beginner to understand core concepts, and an advanced student to learn the in's and out's of Excel. The workbook includes over 80 Practice Exercises that demonstrate how to use Excel concepts, and can also be used as a reference guide to quickly look up a topic. The primary focus of this manual is to cover PivotTables and PowerPivot capabilities. The first chapter will answer the basic question of "Why do you want to use a PivotTable?" Once you understand "why," you will have a deeper appreciation for its capabilities. PivotTables are very similar in all versions; however, new features that have been added to Excel 2013 and 2016 will also be covered. We will then review the following: * Filtering - This will allow you to focus on the required records and reduce the amount of data available. * Formatting - This will review many Excel formatting features as well as some custom PivotTable commands. * PivotCharts - This will allow you to chart information for better understanding. * Layout Adjustments - This will allow you to arrange and adjust fields in order to focus on the most valuable information. * Calculations - Calculations can be internal or external to the PivotTable. The Business Intelligence tools include The PowerPivot, PowerView, PowerQuery and PowerMap. They are Add-In features in Excel 2010/2013 which means they are not installed by default, but must be added through the options menu. All these tools will provide the capabilities to analyze data and better understand the information in an Excel workbook. The following topics will be covered: * PowerPivot - This is a technique used to create relationships between sheets similar to Access databases. * PowerView - This is a new way to generate reports from an Excel sheet. * PowerQuery - This is a tool to extract information from the internet and filter it prior to saving to an Excel sheet. * PowerMap - This is a technique to build charts on a map of the world indicating population or revenue.

MICROSOFT OFFICE 2010 DEMYSTIFIED

McGraw Hill Professional It's EASIER than ever to get started with Microsoft Office 2010! Navigate your way around the Microsoft Office 2020 suite without getting lost in too many details. Microsoft Office 2010 Demystified shows you the ropes and explains the new, handy, and most popular functions of each application. Written in a step-by-step, tutorial format, this practical guide begins with

an overview of the suite and the universal features that can be used in all of the individual programs. Then, you'll drill down into the specifics of Word, Excel, PowerPoint, Outlook, and Access. Detailed explanations and screenshots make it easy to understand the material, and end-of-chapter quizzes and a final exam help reinforce key concepts. It's a no-brainer! You'll learn how to: Create great-looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive PowerPoint presentations Manage your email, tasks, calendar, and contacts with Outlook Build and manage Access databases Simple enough for a beginner, but challenging enough for an advanced student, Microsoft Office 2010 Demystified helps you master this powerful suite of applications.

101 BEST EXCEL TIPS & TRICKS

MYEXCELONLINE.COM

Independently Published Learn the Best Excel Tips & Tricks Ever: FORMULAS, MACROS, PIVOT TABLES, FORMATTING, DATA, MICROSOFT OFFICE 365 plus Many More! With this book, you'll learn to apply the must know Excel features and tricks to make your data analysis & reporting easier and will save time in the process. With this book you get the following: ✔ 101 Best Excel Tips & Tricks To Advance Your Excel Skills & Save You Hours ✔ New Excel Tips & Tricks for Microsoft Office 365 ✔ Easy to Read Step by Step Guide with Screenshots ✔ Downloadable Practice Excel Workbooks for each Tip & Trick ✔ You also get a FREE BONUS downloadable PDF version of this book! This book is a MUST-HAVE for Beginner to Intermediate Excel users who want to learn Microsoft Excel FAST & stand out from the crowd!