



My Excel 2016: Includes Content Update Program (Paperback)

By Tracy Syrstad

Pearson Education (US), United States, 2015. Paperback. Book Condition: New. 229 x 156 mm. Language: English . Brand New Book. Book + Content Update Program My Excel 2016 is your must-have companion for getting most out of Excel 2016. This friendly, quick, full-color, 100 practical tutorial walks you through every task you ll want to do with Excel 2016. * Get productive fast with Excel 2016 s updated interface* Save time and make your data easier to work with* Efficiently enter, insert, move, and manage data* Use templates to reuse work and get a jumpstart on new projects* Format worksheets and charts to make them clearer and more useful* Use intuitive sparkline charts that fit in a single cell* Build custom formulas using powerful built-in functions* Sort, filter, and consolidate data and eliminate duplication* Instantly group data and generate subtotals* Quickly summarize huge data sets with PivotTables* Find, fix, and avoid errors that break spreadsheets or cause inaccuracies* Communicate more powerfully using visual tools such as SmartArt and WordArt* Precisely control what you print and how it looks* Securely share and distribute your workbooks* Use Excel on the Web wherever you have Internet accessEvery task is presented step-by-step, using carefully...



READ ONLINE
[7.39 MB]

Reviews

A high quality ebook as well as the typeface employed was exciting to read. It is actually loaded with wisdom and knowledge You wont sense monotony at at any moment of the time (that's what catalogues are for concerning when you request me).

-- **Declan Wiegand**

An extremely wonderful book with perfect and lucid explanations. This really is for those who statte that there had not been a worth reading. Your way of life span will be convert when you comprehensive reading this book.

-- **Effie Douglas**