



## Excel 2013 Mastering the Basics

By Grant Gamble

Createspace, United States, 2013. Paperback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Excel 2013, a key component of Microsoft Office 2013, is the latest version of the world s most widely used spreadsheet program. Excel 2013 Mastering the Basics uses a practical approach to learning this powerful software tool: analysis of key features, combined with step-by-step tutorials which will reinforce your understanding of what Microsoft Excel is all about. Aimed at beginner to intermediate Excel users, who may already be familiar with earlier Excel versions, this book will provide the practical insights, tips and shortcuts you need to start becoming an Excel power user. Topics include: Using Excel s powerful new features such as Recommended PivotTables, Recommended Charts, Quick Analysis Lens, Timelines, and Flash Fill. Understanding the Excel Interface: the Welcome Screen; the Ribbon, Tabs and Ribbon controls; the Quick Access Toolbar and working in Backstage view. How to build efficient Excel formulas using functions; nested functions; relative, mixed and absolute references; named ranges and 3-D formulas. Customizing the way worksheets appear on screen and at print time: freezing and splitting panes, working with multiple documents windows, using Page Layout...



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