



The Microsoft Excel Step-By-Step Training Guide Book Bundle

By C J Benton

Createspace Independent Publishing Platform, United States, 2015. Paperback. Book Condition: New. 234 x 156 mm. Language: English . Brand New Book ***** Print on Demand *****.3 books in 1 a consolidation of three books in the Microsoft(r) Excel(r) Step-By-Step Training Guide Series This book bundle offers easy to follow examples with screenshots demonstrating how to use the most common basic and intermediate Microsoft(r) Excel(r) formulas features, including Pivot Tables, the VLOOKUP formula. The book bundle is organized into 6 step-by-step sections, allowing you to grow your knowledge of Microsoft(r) Excel(r) at your own pace. In addition to the following, this book bundle also includes sections on Excel(r) keyboard shortcuts and how to change the currency symbol, for example to the British Pound or Euro . Part 1 - Excel(r) Formula Fundamentals SUM, SUBTRACTION, MULTIPLICATION, DIVISION AVERAGE MIN MAX TODAY NETWORKDAYS SUMIF Part 2 - Pivot Tables Dashboards Organize and summarize data Format results Insert Pivot Charts Display averages percentages Group data into predefined ranges Rank results Insert calculated fields How to create and update a basic Dashboard using Pivot Table data Part 3 - Excel(r) Features Data Sorting Formula Trace Text-To-Columns Conditional Formatting Filtering Part 4 - Text Functions LEN...



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