

# Exploring Microsoft Excel 2013 Comprehensive

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exercises to apply what you learn right away

Microsoft Excel can be an overwhelming and intimidating software product to use but armed with the right book anyone can master the basics packed full of color screen shots and illustrations Idiot's Guides Microsoft Excel 2013 will teach any novice how to perform all of the essential functions including how to create a spreadsheet from scratch build and edit basic formulas and functions manage sort and edit data cleanly and efficiently create and insert graphics work with tables generate readable reports and much more

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Offers a step by step guide on how to navigate the latest version of Excel and explains how to build and format spreadsheets filter and sort data add graphics to spreadsheets publish documents to the and work with PivotTables

a spreadsheet course which encompasses formulas functions formatting and charts

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