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this text presents a cost effective primer that introduces and reinforces the basic skill set that a knowledgeable and competent excel spreadsheet user must have it is intended to cover the twenty percent of excel capabilities that the vast majority of spreadsheets actually used all topics are presented within individual project sets using an incrementally and increasingly demanding reinforcement level of usage the text consists of four parts part i introduction to excel part ii background enrichment topics part iii six sets of multiple projects each project set introduces uses and reinforces basic excel capabilities such as entering data formatting

formulas decision making graphing and database usage part iv a set of 10 how to guides these include creating scatter diagrams trendlines copying formulas printing in various modes and detailed information on transferring data values between sheets and restricting user access within a spreadsheet

the practical and friendly approach of this book will help newcomers to easily learn and understand the basics of spreadsheets

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