



of acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions. MICROSOFT OFFICE 365 & EXCEL 2016: INTRODUCTORY continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce key features, improve retention, and prepare readers for success with the latest MS Office and Excel 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Excel merupakan salah satu aplikasi pengolah data secara otomatis berupa perhitungan dasar, rumus, pemakaian fungsi-fungsi hingga manajemen data yang sangat populer saat ini. Baru-baru ini, tim Microsoft merilis versi terbarunya, yaitu Microsoft Office 2016, termasuk di dalamnya Microsoft Excel yang dinamai Excel 2016. Buku ini bukan lagi kebutuhan anak IT saja, akan tetapi sudah menjadi kebutuhan semua orang, baik itu siswa, mahasiswa, guru, pengusaha, dan lain-lain. Di dalam buku ini, kita akan membahas step-by-step penggunaan Microsoft Excel 2016 sehingga kita betul-betul jago dalam menguasai program tersebut. Pembahasannya dimulai dari Pengenalan Excel hingga mencetak data yang telah diolah. Disajikan dalam bahasa yang sangat sederhana dan mempunyai banyak gambar sehingga sangat cocok untuk semua kalangan yang ingin menguasai Excel 2016. Kami juga membeberkan trik jitu menguasai Excel 2016. Tunggu apalagi, silakan miliki buku ini dan siap-siap teman-teman akan mengetahui Power Of Excel 2016 dan menjadi Master of Excel 2016.

Readers discover all of the latest advancements in Microsoft Office and Excel 2016 with MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE -- the new edition in the acclaimed Shelly Cashman Series. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions. MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE provides an enhanced learning approach to help readers master all aspects of Excel 2016, no matter what their learning style. A trademark, step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce more advanced features, improve retention, and prepare readers for success with the latest MS Office and Excel 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

ILLUSTRATED MICROSOFT OFFICE 365 & EXCEL 2016: COMPREHENSIVE engages both computer rookies and today's pros as this edition guides readers in thoroughly mastering advanced Microsoft Excel 2016 skills. Praised for its concise, focused approach and user-friendly format, this book, like all others in the Illustrated Series, incorporates a hallmark two-page layout that allows readers to see an entire task in one view. Each presentation is easy to follow with Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that reflect exactly what readers should see on their own computers. Each module begins with a brief overview of the lesson's principles and introduces a case study for further application to ensure readers gain a complete understanding of Microsoft Excel 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Microsoft Excel 2016 certification preparation guide will help prepare the user to take the Microsoft Office Specialist (MOS) Microsoft Excel 2016 certification exam. It provides step-by-step instruction for the features and commands covered on the certification exam and can be completed in approximately 2.5 to 3 hours. Certification as a Microsoft Office Specialist demonstrates an aptitude with Microsoft Office software. Prepares the user for certification tests without expensive test-prep software. Focuses on hands-on use of tools and completion of skills; users learn and apply the skills, not just learn how to complete the test Integrates as a supplement to existing classroom activities; minimal class time required Requires no prior knowledge or use of the software; starts with basic skills and builds to advanced skills Teaches the user to work with the software to complete project-based learning Provides a simulation of the certification exam

See your way to Excel spreadsheet stardom with this visual guide If you're always hearing about the cool things Excel can do, here's your chance to see how to do them! Teach Yourself Visually Excel offers you a straightforward visual approach to working with the newest version of the world's leading spreadsheet program. Packed with visually rich tutorials and step-by-step instructions that will help you take your Excel skills to new heights, this friendly and approachable guide will have you creating, editing, and manipulating Excel spreadsheets in no time! Excel can seem daunting, but with Teach Yourself Visually Excel, you'll quickly and painlessly learn how to perform dozens of tasks, including creating spreadsheets and charts, filtering and sorting data, working with PivotTables, and so much more. Covering the latest additions and changes to the newest version of Excel, a series of easy-to-follow, full-color tutorials helps you to excel at working with Excel! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Excel—and beyond Walks you through Excel's new features Clearly demonstrates how to organize, present, analyze, and chart data with Excel Whether you've never used Excel or just need to brush up on its new features, Teach Yourself Visually Excel will be the dog-eared resource you'll turn to again and again.

Have you always wanted to learn EXCEL but are afraid it'll be too difficult for you? What if you had access to an Excel guide who would literally take you step by step through every essential process of learning this application? Excel is one of the most powerful software tools in the world for collecting, analyzing and summarizing data but its incredible

power often comes at a cost! Excel is a massive program and it can literally take a beginner months or even years to master it. Research shows that many first time Excel users don't take advantage of all the program's functionality. Beginners continue to manually enter data instead of easily using formulas and functions that could save them a ton of time and skyrocket their productivity. Whether your goal is to use Excel in your day job to enhance your productivity or you would like to use your Excel skills in another profession, I can tell you this - This book is for you This is my step-by-step manual that will literally take you through every essential process of mastering the basics of Excel. \*\*\*\*Bonus Included Inside\*\*\*\* Download your FREE EXCEL Resource Guide! Here's What You'll Discover: The TOP 5 reasons why you should Learn Excel today Walk through the history of spreadsheet software starting from the release of VisiCalc in the late 1970's to the latest version of Excel 2016 Confused about the different terms used in Excel? Worry no more! We will go over the most essential terms you need to get familiar with to start using Excel today. I will walk you through each component in the Excel User Interface. Step by Step guide on how to open and navigate through an Excel worksheet. The 4 Critical guidelines that every Beginner must know when working with Multiple Excel Worksheets In-depth description of Excel Formulas and Functions and when to use each Function. Absolute Vs Relative Cell Reference? Understand the difference between cell references and you are on your way to success! In fact, a recent study showed that majority of Excel users did not understand cell references and how to use these. You will never forget this again once you have gone through the examples describing cell references in this book Step by Step process on how to Import data from different sources into Excel and then Formatting the data What are Excel Macros and how are they useful? One Bonus Macro with complete code to fix a very essential Formatting issue in Excel Excel Tables and how to design these. 5 mistakes that every Beginner should avoid while using tables. Are you ready for the next level? Let's talk about how to create beautiful Charts and Reports. We will go through the most popular types of charts and useful tips. Pivot Tables. Pivot Tables are one of the most powerful features within Excel. Unfortunately, a vast majority of Excel users never take advantage of this feature believing that it is too complicated. We will walk through a step by step process on how to use Pivot Tables to create Reports. We will go over the various Themes and Templates available and how to use those. And much more!! So What Are You Waiting For? The opportunity is there. Will you take it? Click the BUY button now to start learning EXCEL today. Tags: ----- excel 2016, excel, microsoft excel 2016, excel 2016 bible, excel 2016 for dummies, excel 2016 essential skills, excel 2016 vba, excel 2016 formulas and functions, excel 2016 basics, excel for beginners, excel 2016 power programming with vba, excel 2016 for mac

Discover the latest advancements in Microsoft Excel 2016 with MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE -- the new edition in today's generation of Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE continues the Series' history of innovation with a proven learning approach enhanced to address the learning styles of today's readers. A trademark step-by-step, screen-by-screen approach encourages readers to expand their understanding of Microsoft Excel 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to engage readers, improve retention, and prepare future and current professional for future success with basic and advanced Microsoft Excel 2016 skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This manual will show you how to use the additional tools and functions of Microsoft Excel 2016 Program for organizing, visualizing and calculating your data, it also assist you to explore how Excel's new data analysis tools help you track and visualize your data for greater insight and presentation.

Let your Excel skills sore to new heights with this bestselling guide Updated to reflect the latest changes to the Microsoft Office suite, this new edition of Excel For Dummies quickly and painlessly gets you up to speed on mastering the world's most widely used spreadsheet tool. Written by bestselling author Greg Harvey, it has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress-free. If the thought of looking at spreadsheet makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest installment of the software, Microsoft Excel 2016. In no time, you'll begin creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, and more. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like adding hyperlinks to worksheets, saving worksheets as web pages, adding worksheet data to an existing web page, and so much more. Save spreadsheets in the Cloud to work on them anywhere Use Excel 2016 on a desktop, laptop, or tablet Share spreadsheets via email, online meetings, and social media sites Analyze data with PivotTables If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you, this new edition of Excel 2016 For Dummies sets you up for success.

This is learning made easy. Get more done quickly with Microsoft Excel 2019. Jump in wherever you need answers--brisk lessons and detailed screenshots show you exactly what to do, step by step. Quickly set up workbooks, enter data, and format it for easier viewing -- Perform calculations and find and correct errors -- Create sophisticated forecast worksheets, key performance indicators (KPIs), and timelines -- Visualize data with 3D maps, funnel charts, and other powerful tools -- Import, process, summarize, and analyze huge datasets with Excel's improved PowerPivot and Power Query -- Build powerful data models and use them in business intelligence -- Look up just the tasks and lessons you need.--

Now in full color! The quick way to learn Microsoft Excel 2016! This is learning made easy. Get more done quickly with Excel 2016. Jump in wherever you need answers--brisk lessons and full-color screen shots show you exactly what to do, step by step. Quickly set up workbooks, enter data, and format it for easier viewing Perform calculations and find and correct errors Filter, sort, summarize, and combine data Analyze data by using PivotTables, PivotCharts, scenarios, data tables, and Solver Visualize data with charts and graphs, including new sunbursts, waterfalls,

and treemaps Build data models and use them in business intelligence analyses Create timelines, forecasts, and visualizations, including KPIs and PowerMap data maps Look up just the tasks and lessons you need

Master Excel 2016 for complete beginners in this helpful, info-packed video course About This Video Learn the new features in Microsoft Excel 2016 in a step-by-step format A practical course (with exercise files) to help you learn and use Excel 2016 In Detail This course assumes you've never worked with Microsoft Excel in your life, or you are upgrading from a previous version. Your professional trainer will start you at the very beginning: installing the program, creating your first workbook, and entering data. Before you know it, you'll be using Excel 2016 like a pro, including its advanced functions. You will have the expertise you need to impress the boss at work. You can also use this essential application to accomplish all kinds of tasks for your personal life or business. This course starts with where to find Microsoft Excel and installing the program. Then you learn, step-by-step, simple 1-2-3 methods for getting up-and-running with Excel 2016. It's important to note that we don't assume you know anything about Excel 2016. We start from the basics. After installation, we discuss what is new with 2016, using the touchscreen, opening a workbook, and how to use Help to get additional answers when you need them. Then we show you how to personalize Excel for your own use with exciting Excel options. We discuss all the ribbons and toolbars, entering and editing data, backup and recovery, fills and series, and printing your projects. We also work with worksheets and formulas/functions. Upon completion of this course, you will know the essentials of Microsoft Excel 2016. Downloading the example code for this course: You can download the example code files for this course on GitHub at the following link: <https://github.com/PacktPublishing/Microsoft-Excel-Beginners-2016> . If you require support please email: [customercare@packt.com](mailto:customercare@packt.com).

Read for FREE with Kindle Unlimited! EXCEL 2016: A step-by-step guide beginner's guide to get you started with Excel 2016 Do you want to learn about Excel 2016? Microsoft Excel 2016 makes it possible to analyse, manage, and share information in more ways than ever before, helping you make better smarter decisions. New analysis and visualisation tools help you track and highlight important data trends. You can even upload your files to the Webb and work simultaneously with others online. Whether you're producing financial reports or managing personal expense, Excel gives you more efficiency and flexibility to accomplish your goals. The old 80/20 rule for software that 80% of a program's users use only 20% of a program's features doesn't apply to Microsoft Excel. Instead this program probably operates under what could be called the 95/5 rule: Ninety-five percent of Excel users use a mere 5% of the program's power. On the other hand, most people know that they could be getting more out of Excel if they could only get a leg up on building formulas and using functions. Unfortunately, this side of Excel appears complex and intimidating to the uninitiated, shrouded as it is in the mysteries of mathematics, finance and impenetrable spreadsheet jargon. Here Is A Preview Of What You'll Learn... What is new in Excel 2016? Add, name, copy and move worksheets Logical functions in Excel 2016 Use functions like IF, DATE, DATEDIF, and VLOOKUP? How to use pivot tables to analyse data Use The Data Analysis tool to create charts and spark-lines Benefits of using Excel Much,much more! ACT NOW! Click the orange BUY button at the top of this page! Then you can begin reading EXCEL 2016: A step-by-step guide beginner's guide to get you started with Excel 2016 on your Kindle device, computer, tablet or smartphone.

Microsoft Excel 2016 for Mac OS X is a powerful application, but many of its most impressive features can be difficult to find. Learn Excel 2016 for OS X by Guy Hart-Davis is a practical, hands-on approach to learning all of the details of Excel 2016 in order to get work done efficiently on OS X. From using formulas and functions to creating databases, from analyzing data to automating tasks, you'll learn everything you need to know to put this powerful application to use for a variety of tasks.

Microsoft Excel is the spreadsheet application of the MS Office suite. It is widely used for storing, organizing, and analyzing data or information. Every Excel file is equivalent to a workbook that is comprised of one or more worksheets. Each worksheet represents your work space which gives you further access to Excel's wide range of functions. These include data input and storage, data organization and formatting, and data analysis through calculations, table and chart plotting tools, and statistical operations, among many others. Whether it involves tasks as simple as creating a project timeline or tracking a budget, to more complicated ones such as organizing process maps for flowcharts or even analyzing business cashflows, Excel can surely get the job done. This e-book features a comprehensive beginner's guide to Microsoft Excel 2016, in which basic and frequently used features and functions are discussed in detail. Plus, hands-on examples are illustrated with guide photos and step-by-step procedures.

Step up your Excel skills with our 6-page laminated guide focusing on tips and tricks for using data efficiently while ensuring data quality. Curtis Frye, author of multiple books on Excel, creator of many Lynda.com videos and an experienced corporate trainer used his experience and knowledge to cover the most relevant functions for users at different levels. This is the second in the Excel 2016 series. Suggested uses: \* Workplace - Kept conveniently at your desk for easy reference \* Company Training - reduce help-desk calls and keep productivity flowing for a team or for your entire company \* Students/Teachers/Parents - help for classroom or homework \* College Professors/Students - offers a range of guides for different levels

Designed for a new generation of learners "Skills for Success" teaches students the way they prefer to learn software instead of reading big blocks of text, they'd rather see and do. Using the hallmark visual layout, students complete an entire skill in just two pages. Step-by-step instructions are aligned with full size screens image to guide students as they progress through each new skill. No matter what device they are using desktop or tablet or their current skill level, students will learn what they need to get started quickly. Note: You are purchasing a standalone product; MyMathLab does not come packaged with this content. Students, if interested in purchasing this title with MyMathLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. "

Microsoft Excel 2016 Step by Step

Discover an accessible introduction to business statistics as ESSENTIALS OF MODERN BUSINESS STATISTICS, 7E balances a conceptual understanding of statistics with real-world applications of statistical methodology. The book integrates Microsoft Excel 2016, providing step-by-step instructions and screen captures to help readers master the latest Excel tools. Extremely reader-friendly, this edition includes numerous tools to maximize the user's success, including Self-Test Exercises, margin annotations, insightful Notes and Comments, and real-world Methods and Applications exercises. Eleven new Case Problems, as well as new Statistics in Practice applications and real data examples and exercises, give readers opportunities to put concepts into practice. Readers find everything needed to acquire key Excel 2016 skills and gain a strong understanding of business statistics. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Do You Want to Learn Microsoft Office Excel Spreadsheet Management up to the Professional and Advance Level? Then Designing Professional Spreadsheet Management Systems Using Microsoft Excel 2013 and 2016! written by Kelly Joseph is the all-in-one tutorial book to help you achieve your goals in Spreadsheet management and worksheet operations. The book shows the screen to screen pictures of each step or procedure to achieve any task in MS Excel 2013 and 2016 application. Due to the inevitable rate of technological development, many companies now use these basic MS Office Packages like Excel for interview. Microsoft Excel relieves you of many Office stresses especially Spreadsheet Managers and those who analyze data. Most graduates miss employment opportunities due to their illiteracy in these basic Microsoft Office Packages like Microsoft Access, Excel and PowerPoint. That is why Kelly Joseph has chosen to help you out! He gives you some real life and practical exercises after each chapter to help you digest the knowledge you acquired in that chapter. Kelly Joseph carefully wrote this book step by step to help those who had the type of zeal he had seven years ago. This book is needed by everybody both students and Spreadsheet Management Professionals because it covers the curriculum for both fields. He concentrated on the most popular Spreadsheet Management System Packages: MS Excel which is one of the three applications he knows well. Even if you don't have a previous knowledge in Data Analysis and Spreadsheet Management, don't panic because Kelly assumes that every user of this book has no previous knowledge of this course. This enabled him start from the scratch in order to carry everybody along! Some of the Topics Covered in this book include: \* INTRODUCTION TO MS-EXCEL 2013 AND 2016 \* THE NEW FEATURES IN EXCEL 2016 \* THE MS-EXCEL USER INTERFACE \* WORKSHEET TERMINOLOGIES AND OPERATIONS \* ORDER OF PRECEDENCE \* CATEGORIES OF MS-EXCEL BUILT-IN WORKSHEET FORMULAS / FUNCTIONS \* EXCEL FUNCTION KEYS \* MS-EXCEL ERROR MESSAGES, CAUSES, SOLUTIONS AND SOME ERROR DEBUGGING FUNCTIONS \* DATABASE OPERATIONS IN MS-EXCEL \* HOW TO CREATE AND MANIPULATE A CHART IN MS EXCEL \* MANIPULATIONS ON SMARTART, DUAL-AXIS CHARTS, SHAPES AND MATHEMATICAL EQUATIONS IN MS-EXCEL \* PRACTICAL AND BUSINESS APPLICATIONS OF BUILT-IN FUNCTIONS IN MS-EXCEL \* STORE LEDGER ACCOUNT/STOCK CONTROL \* CALCULATING DEPRECIATION USING VARIOUS METHODS IN MS EXCEL \* WHAT IF ANALYSIS TOOLS AND PMT FUNCTION \* LOAN AMORTIZATION CALCULATION STEPS \* WHAT-IF ANALYSIS AND ITS TOOLS \* ADVANCED MS EXCEL - HOW TO CREATE CUSTOM EXCEL WORKBOOK TEMPLATE You are very lucky to have located this simplified guide to learning Microsoft Office Excel to an expert level! If while studying this book, you find any section confusing, visit [www.microsofttut.com](http://www.microsofttut.com), search the related tutorial post to the confusing section category and type your question under the the comment section. I will clarify you! The tutorial patterns and techniques used in this excel textbook promotes best practices and have been developed and refined over several years of onsite training with Excel users around the world. You gain a lot in this book without spending much money with this easy-to-follow guide. This latest edition covers new features introduced with Office 2016 and Power BI Desktop. So make the right decision now and reduce the stresses in your office works!

Whether you're upgrading from a previous version or using it for the first time, this book will guide you through Microsoft Excel 2016 one step at a time, to help you understand the software more quickly and easily! Great for beginners, a computing class, or as an update. Step-by-step, visual approach to help you quickly master Microsoft Excel Plenty of full color, illustrated screenshots and photographs to help you Presented in an easy and simple to read format, written in jargon free English Learn how to use and navigate Excel 2016, the latest update to Microsoft's Spreadsheet Application. With full color screen prints, photographs and illustrations, this guide explores... Starting Excel, ribbon menus and the BackStage Building spreadsheets, entering data, importing data and formatting text Formatting spreadsheets with borders, text orientations, colors and highlights Conditional formatting Building formulas to manipulate data Using built in functions to add up, average and count data Using Lookup and IF functions Creating charts from spreadsheet data and customising chart layouts. Working with workbooks, opening, saving, and printing Basic File Management Data analysis using goal seek, scenarios, forecasts, pivot tables and charts Data validation techniques to help keep entered data accurate and more... Techniques are illustrated step-by-step, using photography and screen prints throughout, together with concise, easy to follow text from an established expert in the field. Whether you are new to Microsoft Excel, upgrading, or an experienced user needing an update, this book will provide you with a firm grasp of the underpinning foundations and equip you with the skills needed to use Word effectively and productively.

Emerging from numerous Excel courses, this book is not a collection of material, but a proper training book. It lead you to working with Excel from the beginning with many exercises. As it progresses step by step in the material, advanced exercises and applications are finally achieved. So also suitable for self-study! Completely colored printed! From the content: basics tables and workbooks, formula and coordinates, the function assistant, invoice, comment, calculations with date, a budget planning, expect interest, PMT, advanced formatting (hide, templates ...), evaluate a test series (mean value, median ...), create a diagram, advanced applications: travel expenses, currency table, score evaluation with VLOOKUP, monthly salaries with bonuses, logic with conditions, if-then conditions, trend calculation, pivot table, external data, protect data.....

The quick way to get started with Microsoft Office 2016! This is learning made easy. Get more done quickly with Microsoft Word, Excel, PowerPoint, and Outlook. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format documents for visual impact Quickly prepare personalized email messages and labels Build powerful workbooks for analysis and reporting Analyze alternative data sets with Quick Analysis Lens, Goal Seek, and Solver Prepare highly effective presentations Strengthen your presentations by adding tables and graphics Organize your email, scheduling, and contacts Look up just the tasks and lessons you need

Updated for Excel 2016! Here's your chance to finally learn how to use Microsoft Excel! In a single sitting, this quick and easy user guide will help you learn MS Excel basics, from navigating the home screen to working with formulas and charts. It's a great Excel tutorial that will help you in the office, at school, or even at home. Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. This MS Excel tutorial references Excel 2016, but most of the step-by-step instructions apply to earlier versions of MS Excel released as part of the Microsoft Office and Office 365 suites, including Excel 2013 and Excel 2010. If you don't own Excel, the book explains how to use two free online spreadsheets programs: Excel Online and Google Sheets (part of the Google Drive online office suite). Topics in this top-selling Excel book include: Excel screen layout, cells, and terminology; Excel 2016 vs. Excel Online vs. Google Sheets; Basic Excel formatting; AutoFill; Excel formulas and functions; How to make charts in Excel; Sorting and filtering; Collaboration and sharing; Exporting PDF, CSV, and other forms; Printing tips; Excel import and export formats (PDF, .CSV, .TSV, text, etc.). The second edition is up-to-date with new instructions and high-resolution screenshots of Excel 2016, Excel Online, and the new Google Sheets. It includes new sections about collaboration, OneDrive, and other features.

Learn to Use Microsoft Office Excel 2016 The book gives a detailed introduction to Excel. It proceeds to teach basic concepts like row, columns, ribbon, worksheet, shortcuts. Later provides a detailed explanation of Formulas, Operators, and Functions. The book also briefly touches the concept of VBA. Pivot Tables, Connection to external Data Sources included. The book also includes a case study to Managing personal finance using Microsoft Excel. Table Of Content Chapter 1: Introduction 1. What is Microsoft Excel? 2. Why should I learn Microsoft Excel? 3. The difference between excel and CSV file 4. Running Microsoft Excel 5. Understanding the Ribbon 6. Understanding the worksheet (Rows and Columns, Sheets, Workbooks) 7. Customization Microsoft Excel Environment 8. Important Excel shortcuts Chapter 2: Getting Started 1. Basic Arithmetic 2. Formatting data 3. Setting the print area and printing (Print View) 4. Adding images to spreadsheets 5. Data validation 6. Data filters 7. Group and Ungroup

Chapter 3: Formula & Functions 1. What is a formula? 2. What is a function? 3. Common functions 4. Numeric functions 5. String functions 6. Date Time functions 7. V Lookup function Chapter 4: Operators 1. What is a Logical Function? 2. What is a condition and why does it matter? 3. IF function example 4. Excel Logic functions 5. Nested IF functions Chapter 5: Charts 1. What is a chart? 2. Types of charts 3. The importance of charts 4. Step by step example of creating charts 5. Conditional Formatting Chapter 6: Case Study: Personal Finance Application using Excel 1. Why managing personal finance matters 2. Major components of a personal finance system 3. Using Excel to set personal budgets, record income and expenses 4. Visualizing the data using charts Chapter 7: Macros 1. What is a macro? 2. Macro Basics 3. Step by step example of recording macros 4. What is VBA? 5. Visual Basic for Applications VBA basics 6. Step by step example of creating a simple EMI calculator Chapter 8: Connecting Excel to External Data Sources 1. What is external data source? 2. MS Access external data source 3. Web external data source 4. Text file external data source 5. SQL Server external data source Chapter 9: Pivot Tables 1. What is a pivot table? 2. Step by step tutorial on creating pivot tables 3. 2-Dimensional pivot tables 4. Visualizing pivot table data using charts Chapter 10: Advanced Charts 1. What is an advanced chart? 2. The importance of advanced charts 3. Step by step example of creating advanced charts Chapter 11: Excel in the cloud: Office 365 1. Introduction to cloud computing 2. What is Office 365? 3. Advantages of Office 365 4. Disadvantages of Office 365

Let your Excel skills soar to new heights with this bestselling guide Packed with unbeatable content at a bargain price, this book and online video package provides the most Excel bang for your buck. Featuring step-by-step video instructions that cover the most popular and essential Excel 2016 tasks, watching the online videos is like having an expert with you as learn to use the world's number-one spreadsheet tool with confidence. Written by bestselling author Greg Harvey, the book has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress-free. If the thought of looking at spreadsheets makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest release of the software, Microsoft Excel 2016. In no time, you'll begin creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, and more. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like adding hyperlinks to worksheets, saving worksheets as web pages, adding worksheet data to an existing web page, and so much more. The online videos offers two and a half hours of accessible instruction on working with Excel 2016 Use Excel on a desktop, laptop, or tablet Share spreadsheets via email, online meetings, and social media sites Analyze data with PivotTables If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you, this book and video bundle of Excel 2016 For Dummies sets you up for success.

**MASTER CORE EXCEL 2016 TOOLS FOR BUILDING POWERFUL, RELIABLE SPREADSHEETS!** Use this guide to automate virtually any routine task: save yourself hours, days, maybe even weeks! Make Excel do things you thought were impossible, discover macro techniques you won't find anywhere else, and create automated reports that are amazingly powerful. Bill Jelen and Tracy Syrstad help you instantly visualize information, so you can act on it... capture data from anywhere, and use it anywhere... automate Excel 2016's best new features. You'll find simple, step-by-step instructions, real-world case studies, and 50 workbooks packed with bonus examples, macros, and solutions—straight from MrExcel! Get started fast with Excel macro development Work efficiently with ranges, cells, and formulas Build super-fast applications with arrays Automate Excel's new pivot table enhancements Collect user data with custom dialogs Make your macros more reliable and resilient Pull data from the Internet with web queries Use advanced classes, collections, and custom functions Build sophisticated business analysis solutions Read and write to Access or SQL Server databases Control other Office programs, and Windows itself Write code that also works on older Excel versions Start writing Office Store-style Excel Apps About MrExcel Library Every book in the MrExcel Library pinpoints a specific set of crucial Excel tasks and presents focused skills and examples for performing them rapidly and effectively. Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MrExcel.com, these books will Dramatically increase your productivity—saving you 50 hours a year or more Present proven, creative strategies for solving real-world problems Show you how to get great results, no matter how much data you have Help you avoid critical mistakes that even experienced users make This book is part of Que's Content Update Program. As Microsoft updates features of Excel, sections of this book will be updated or new sections will be added to match the updates to the software. See inside for details.

[Copyright: 931a8f54d253c6a9d1a0914392ff208e](https://www.mrexcel.com/931a8f54d253c6a9d1a0914392ff208e)