



Microsoft® Excel® 2013 QuickSteps

John Cronan, Marty Matthews

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Full-color, step-by-step guide to the new release of the world's most popular spreadsheet application

Get up and running with Excel 2013 right away--the QuickSteps way. Full-color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft's powerful spreadsheet application. Follow along and quickly learn how to create workbooks, enter and edit data, use formulas and functions, create charts and tables, analyze data, extend Excel, and more. This practical, fast-paced guide gets you started in no time!

Use these handy guideposts:

- Shortcuts for accomplishing common tasks
- Need-to-know facts in concise narrative
- Helpful reminders or alternate ways of doing things
- Bonus information related to the topic being covered
- Errors and pitfalls to avoid

The unique, landscape-oriented layout of the QuickSteps series mimics your computer screen, displays graphics and explanations side by side, and lays flat so you can easily refer to the book while working on your computer.



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Kathryn Hill:

Playing with family within a park, coming to see the coastal world or hanging out with close friends is thing that usually you will have done when you have spare time, and then why you don't try thing that really opposite from that. One particular activity that make you not sense tired but still relaxing, trilling like on roller coaster you are ride on and with addition of knowledge. Even you love Microsoft® Excel® 2013 QuickSteps, you are able to enjoy both. It is good combination right, you still wish to miss it? What kind of hang-out type is it? Oh can happen its mind hangout guys. What? Still don't understand it, oh come on its identified as reading friends.

Mark Authement:

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