



Idiot's Guides: Microsoft Excel 2013

Michael Miller

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Microsoft Excel can be an overwhelming and intimidating product to use, but armed with the right knowledge, anyone can master the basics of this versatile software. Packed full of color screen shots and illustrations, *Idiot's Guides: Microsoft Excel 2013* will teach any novice how to perform all of the most essential functions, including how to create a spreadsheet from scratch, build and edit basic formulas and functions, manage and edit data cleanly and efficiently, manage and edit spreadsheets for maximum readability and maneuverability, create and insert graphics, work with tables, analyze data, and much more. Along the way, *Idiot's Guides: Microsoft Excel 2013's* easy navigation will teach readers the tips and tricks that make difficult tasks easy, and help anyone new to the software develop the skills they need to leverage the power of Excel 2013.

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