



Excel: A QuickStart Guide To Microsoft Excel - Learn How To Use Excel For Calculations, Data Analysis And Time Management! (Microsoft Office, Bookkeeping, Formulas)

Henry Hayes

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Greetings! This e-book is a complete guide for the people who are interested to know all about Excel. Nowadays, individuals who have proficiency in using Excel gain an enormous importance in the professional field. This guide is for the beginners in which they will learn about distinct parts of an Excel spreadsheet like columns, rows, and cells. This will also guide you how you can add columns and rows in an Excel Worksheet or spreadsheet. I have mentioned in this e-book the method of entering, moving, and copying data, spreading the contents of the cell and many more things. People in the professional fields found it very essential if they know about using excel because they have to enter Excel formulas and mathematical expressions in it. A Huge amount of data in industries is stored in computers with the help of excel. An Excel is being utilized in schools as well. The students result cards are now displayed online on an excel worksheets instead of result cards. This e-book will also guide readers about how they can do the process of formatting in an Excel. I have also explained basic techniques of using the data worksheet and various features of an Excel. This e-book has dedicated a full chapter, in the end, to guide readers about how they can make an excel chart by themselves. To educate them more about making an excel table I have mentioned different types of a chart as well. This book contains all about using Microsoft Excel.

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