

## Excel 2013 For Dummies Book

Get more out of Microsoft Excel® 2013: more productivity and better answers for greater success! Drawing on his unsurpassed Excel experience, Bill Jelen (“Mr Excel”) brings together all the intensely useful knowledge you need: insights, techniques, tips, and shortcuts you just won’t find anywhere else. Excel 2013 In Depth is the fastest, best way to master Excel 2013’s full power; get comfortable with its updated interface; and leverage its new tools for everything from formulas, charts, and functions to dashboards, data visualization, and social media integration. Start by taking a quick “tour” of Excel 2013’s most valuable new features. Then, learn how to Build more trustworthy, error-resistant, flexible, extensible, intelligent, and understandable spreadsheets Get more productive with Excel 2013’s new Start Screen and Timelines Create formulas, charts, subtotals, and pivot tables faster with new Flash Fill and Analysis Lens Quickly apply attractive, consistent formats Master every function you’ll ever need,- including powerful new web services Functions Solve real-world business intelligence analysis problems Create amazing PowerPivot data mashups that integrate information from anywhere Use Power View to generate stunningly intuitive maps, dashboards, and data visualizations Share workbooks on the Web and social networks Leverage the improved Excel Web App to create highly interactive web pages and online surveys Automate repetitive functions using Excel macros Supercharge your workbooks with new apps from the Excel App Store Like all In Depth books, Excel 2013 In Depth delivers complete coverage with detailed solutions, and troubleshooting help for tough problems you can’t fix on your own. Whatever you intend to do with Excel 2013, this is the only book you’ll need! Part of the New Perspectives Series, this text offers a case-based, problem-solving approach and innovative technology for meaningful learning of Microsoft Excel 2002. Maximize your Excel 2013 experience using VBA application development The new Excel 2013 boasts updated features, enhanced power, and new capabilities. Naturally, that means John Walkenbach returns with a new edition of his bestselling VBA Programming book and covers all the methods and tools you need to know in order to program with Excel. With this comprehensive guide, “Mr. Spreadsheet” shows you how to maximize your Excel experience using professional spreadsheet application development tips from his own personal bookshelf. Featuring a complete introduction to Visual Basic for Applications and fully updated for the latest features of Excel 2013, this essential reference includes an analysis of Excel application development and is packed with procedures, tips, and ideas for expanding Excel’s capabilities with VBA. Offers an analysis of Excel application development and a complete introduction to VBA Features invaluable advice from “Mr. Spreadsheet” himself, bestselling author John Walkenbach, who demonstrates all the techniques you need to create Excel applications, both large and small Covers navigating the Excel interface, formatting worksheets, interacting with other Office applications, working with collaboration tools, and using sample workbooks and John Walkenbach’s award-winning Power Utility Pak to help enhance your Excel skills Provides tips, tricks, and techniques for expanding Excel’s capabilities with VBA that you won’t find anywhere else Excel 2013 Power Programming with VBA is packed with procedures, tips, and ideas for achieving Excel excellence with VBA. Office 2016 For Dummies (9781119077374) is now being published as Office 2016 For Dummies (9781119293477). While this version features an older Dummies cover and design, the content is the same as the new release and should not be considered a different product. The bestselling Microsoft Office book of all time Packed with straightforward, friendly instruction, this updated edition of the bestselling Microsoft Office book gets you thoroughly up to speed on the latest version of the industry standard for office productivity suites. In no time, Office 2016 For Dummies will help you become a whiz at Word, take your Excel skills to new heights, add pizzazz to your PowerPoint presentations, and make every part of your work day more organized and productive. Following alongside approachable, plain-English explanations, you’ll quickly discover how to type, format text, and design documents in Word; navigate and edit spreadsheets, create formulas, and analyze data in Excel; configure email, store contacts, organize tasks, and schedule your time with Outlook; create and edit well-designed and crowd-pleasing PowerPoint presentations; and design, edit, and modify an Access database. Even if the mere thought of working with Microsoft Office makes you nervous, this fun and friendly guide makes it easy. Helps you make sense of word processing, email, presentations, data management and analysis, and much more Covers the five main Office applications: Word, Excel, PowerPoint, Outlook, and Access Walks you through the new features of Microsoft Office 2016 Written by a veteran author who has written more than 20 For Dummies books, which account for more than 100 million copies sold, if you’re an uninitiated user looking to make the most of this powerful suite of applications, this hands-on, friendly guide is the key to your brand new Office!

Excel 2013: The Missing Manual  
Excel 2002 For Dummies  
Excel 2003 Bible

Take your Excel programming skills to the next level To take Excel to the next level, you need to understand and implement the power of Visual Basic for Applications (VBA). Excel VBA Programming For Dummies introduces you to a wide array of new Excel options, beginning with the most important tools and operations for the Visual Basic Editor. Inside, you’ll find an overview of the essential elements and concepts for programming with Excel. In no time, you’ll discover techniques for handling errors and exterminating bugs, working with range objects and controlling program flow, and much more. With friendly advice on the easiest ways to develop custom dialog boxes, toolbars, and menus, readers will be creating Excel applications custom fit to their unique needs! Fully updated for the new Excel 2019 Step-by-step instructions for creating VBA macros to maximize productivity Guidance on customizing your applications so they work the way you want All sample programs, VBA code, and worksheets are available at dummies.com Beginning VBA programmers rejoice! This easy-to-follow book makes it easier than ever to excel at Excel VBA! What’s the use of putting out reports that no one reads? Properly created dashboards are graphical representations that put data in a context for your audience, and they look really cool! How cool? You’ll find out when you see the dazzling examples in Excel 2007 Dashboards & Reports For Dummies. And, before long, everyone’s eyes will be riveted to your dashboards and reports too! This revolutionary guide shows you how to turn Excel into your own personal Business Intelligence tool. You’ll learn the fundamentals of using Excel 2007 to go beyond simple tables to creating dashboard-studded reports that wow management. Get ready to catch dashboard fever as you find out how to use basic analysis techniques, build advanced dashboard components, implement advanced reporting techniques, and import external data into your Excel reports. Discover how to: Unleash the power of Excel as a business intelligence tool Create dashboards that communicate and get noticed Think about your data in a new way Present data more effectively and increase the value of your reports Create dynamic labels that support visualization Represent time and seasonal trending Group and bucket data Display and measure values versus goals Implement macro-charged reporting Using Excel 2007 as a BI tool is the most cost-efficient way for organizations of any size create powerful and insightful reports and distribute throughout the enterprise. And Excel 2007 Dashboards and Reports for Dummies is the fastest you for you to catch a new way fever! 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 graphs, 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. Get the guide that makes learning Microsoft Excel plain and simple! This full color, no-nonsense book shows you the quickest ways to solve a problem or learn a skill, using easy-to-follow steps and concise, straightforward language. You’ll analyze, manage, and share information in more ways than ever before. Here’s WHAT You’ll Learn Manage your data quickly and efficiently Filter, sort, summarize, and crunch your numbers Use formulas and functions to do the heavy lifting Bring data to life with charts and graphics Share data between Microsoft Office documents Work as a team, online and in the cloud Here’s HOW You’ll Learn It Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! exercises to apply what you learn right away 101 Excel 2013 Tips, Tricks and Timesavers Full Coverage of Excel 2013’s Top Features and Functions Excel 2013 VBA and Macros

Office 2016 For Dummies  
A Guide to PowerPivot and Power Query no data cruncher should be without! Want to familiarize yourself with the rich set of Microsoft Excel tools and reporting capabilities available from PowerPivot and Power Query? Look no further! Excel PowerPivot & Power Query For Dummies shows you how this powerful new set of tools can be leveraged to more effectively source and incorporate ‘big data’ Business Intelligence and Dashboard reports. You’ll discover how PowerPivot and Power Query not only allow you to save time and simplify your processes, but also enable you to substantially enhance your data analysis and reporting capabilities. Gone are the days of relatively small amounts of data—today’s data environment demands more from business analysts than ever before. Now, with the help of this friendly, hands-on guide, you’ll learn to use PowerPivot and Power Query to expand your skill-set from the one-dimensional spreadsheet to new territories, like relational databases, data integration, and multi-dimensional reporting. Demonstrates how Power Query is used to discover, connect to, and import your data Shows you how to use PowerPivot to model data once it’s been imported Offers guidance on using these tools to make the analyzing data easier Written by a Microsoft MVP in the lightehaired, fun style you’ve come to expect from the For Dummies brand If you spend your days analyzing data, Excel PowerPivot & Power Query Will get you up and running with the rich set of Excel tools and reporting capabilities that will make your life—and work—easier. The bestselling Excel book on the market – now in a new edition covering the latest version of Excel! Excel is the spreadsheet and data analysis tool of choice for people across the globe who utilize the Microsoft Office suite to make their work and personal lives easier. It is estimated that 1 in 7 people on the planet use Microsoft Office! If you’re one of them, and want to get up to speed on the latest changes in Excel, you’ve come to the right place. Excel 2019 For Dummies has been updated to reflect the major changes and features made to Excel and covers everything you need to know to perform any spreadsheet task at hand. It includes information on creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, adding database records, using seek-and-find options, printing, adding hyperlinks to worksheets, saving worksheets as web pages, adding existing worksheet data to an existing webpage, pivot tables, pivot charts, formulas and functions. Excel data analysis, sending worksheets via e-mail, and so much more! Get to know the new Excel interface Become a pro at the spreadsheet and data analysis tool that’s available as part of the Microsoft Office suite Find time-tested and trusted advice from bestselling author and expert Greg Harvey Use Excel to streamline your processes and make your work life easier than ever before Written by a bestselling author and seasoned educator, Excel 2019 For Dummies makes it easier than ever to get everything out of this powerful data tool. ***Publishing Note:** The online training portion of this product is no longer available. A complete package for learning Excel 2013 Excel is essential to business today, but it can be tricky to navigate. If you’re eager to excel at Excel, then this dynamic multimedia learning solution is for you. This complete Excel 2013 package includes a full-color printed book and a For Dummies interactive eLearning course on CD. You’ll discover the basics of the Excel interface, how to navigate it, and how to make the most of key features including charts, formulas, functions, macros, and more. Follow the material sequentially or jump in and out as you wish - it’s set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners master Excel 2013, the leading spreadsheet application used today Walks you through creating worksheets, working with formulas and functions, formatting data, using financial functions, displaying data in PivotTables, and much more Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow material sequentially or choose separate sections at your own time and pace Excel 2013 eLearning Kit For Dummies shows you the ins and outs of all things Excel so you can enhance your productivity and become a spreadsheet star NOTE: CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase. A value-priced book-and-DVD bundle on the latest release of Microsoft Excel The release of the newest version of Excel brings major changes to the world’s leading spreadsheet application and this book-and-DVD package covers them all! Featuring the enormously popular Excel For Dummies book, the bundle also includes a must-have instructional DVD replete with step-by-step instructions covering the most essential Excel 2013 tasks. Featuring the always-popular Friendly For Dummies style, veteran and bestselling author Greg Harvey answers questions and walks you through everyday topics so that you can quickly and easily feel comfortable with Excel 2013. Serves as an ideal resource for getting comfortable and confident with the new features of and updates to Excel 2013 Covers creating and editing worksheets and charts, formatting cells, entering formulas, inserting graphs, designing database forms, and adding database records Discusses printing, adding hyperlinks to worksheets, saving worksheets as web pages, adding existing worksheet data to an existing web page, and much more With this book-and-DVD bundle, you’ll be excelling at Excel 2013 in no time! Microsoft Excel 2013 Programming by Example with VBA, XML, and ASP A Guide to Microsoft Excel 2013 for Scientists and Engineers Excel 2013 For Dummies, Mini Edition Excel for Beginners Shows readers how to perform complex data analysis, create reports with the data analysis expressions language, and add hierarchies to data models to enable faster browsing. The most comprehensive guidebook available on the most popular spreadsheet program, fully updated to include all-new “X” features Written by the leading Excel guru known as “Mr. Spreadsheet,” John Walkenbach, who has written more than thirty books and 300 articles on related topics and maintains the popular Spreadsheet Page at www.j-walk.com/ss The definitive reference book for beginning to advanced users, featuring expert advice and hundreds of examples, tips, techniques, shortcuts, work-arounds, and more Covers expanded use of XML and Web services to facilitate data reporting, analysis, importing, and exporting information Explores Excel programming for those who want advanced information CD-ROM Includes all templates and worksheets used in the book, as well as sample chapters from all Wiley Office “X” related Bibles and useful third party software, including John Walkenbach’s Power Utility Pak Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. The comprehensive reference, now completely up-to-date for Excel 2013! As the standard for spreadsheet applications, Excel is used worldwide - but it’s not always user-friendly. However, in the hands of veteran bestselling author Greg Harvey, Excel gets a whole lot easier to understand! This handy all-in-one guide covers all the essentials, the new features, how to analyze data with Excel, and much more. The featured minibooks address Excel basics, worksheet design, formulas and functions, worksheet collaboration and review, charts and graphics, data management, data analysis, and Excel and VBA. Covers the changes in the newest version as well as familiar tasks, such as creating and editing worksheets, setting up formulas, and performing statistical functions Walks you through the new analysis tools that help make it easier to visualize data with the click of a mouse Details new ways to explore your data more intuitively and then analyze and display your results with a single click Whether you’re an Excel newbie or a veteran user to wants to get familiar with the latest version, Excel 2013 All-in-One For Dummies has everything you need to know. The bestselling Excel book - completely updated for Excel 2013! As the world’s leading spreadsheet application, Excel has an enormous user base. The release of Office 2013 brings major changes to Excel, so Excel For Dummies comes to the rescue once more! Featuring the friendly For Dummies style, this popular guide shows beginners how to get up and running with Excel while also helping more experienced users get comfortable with the newest features. Walks you through the exciting new features of Excel 2013 Presents everything you need to know to perform basic Excel 2013 tasks Covers creating and editing worksheets and charts, formatting cells, entering formulas, inserting graphs, designing database forms, and adding database records Discusses printing, adding hyperlinks to worksheets, saving worksheets as web pages, adding existing worksheet data to an existing web page, and much more Whether you’re new to Excel or are looking to get up and running with the 2013 version, Excel 2013 For Dummies has everything you need to know! Building Data Models with PowerPivot Excel 2019 For Dummies Excel Power Pivot and Power Query For Dummies*

**Put the power of Excel formulas and functions to work for you! Excel is a complex program. Mastering the use of formulas and functions lets you use Excel to compute useful day-to-day information, such as calculating the true cost of credit card purchases or comparing 15-year and 30-year mortgage costs. This fun and friendly book demystifies Excel’s built-in functions so you can put them to work. You’ll find step-by-step instructions on 150 of Excel’s most useful functions, how they work within formulas, and how to use them to make your life easier. See how to use 150 of Excel’s most useful functions, with real-world examples showing how each function is used within a formula Learn to calculate the costs of leasing versus buying a car, compute classroom grades, create an amortization table, or evaluate investment performance Fully updated for Excel 2010, but the principles will work with earlier versions of Excel as well Includes essential coverage of an additional 85 functions in the ever-popular, non-threatening For Dummies style, Excel Formulas and Functions For Dummies, 2nd Edition makes Excel’s power accessible to you. Take the mystery out of statistical terms and put Excel to work! If you need to create and interpret statistics in business or classroom settings, this easy-to-use guide is just what you need. It shows you how to use Excel’s powerful tools for statistical analysis, even if you’ve never taken a course in statistics. Learn the meaning of terms like mean and median, margin of error, standard deviation, and permutations, and discover how to interpret the statistics of everyday life. You’ll learn to use Excel formulas, charts, PivotTables, and other tools to make sense of everything from sports stats to medical correlations. Statistics have a reputation for being challenging and math-intensive; this friendly guide makes statistical analysis with Excel easy to understand Explains how to use Excel to crunch numbers and interpret the statistics of everyday life: sales figures, gambling odds, sports stats, a grading curve, and much more Covers formulas and functions, charts and PivotTables, samples and normal distributions, probabilities and related distributions, trends, and correlations Clarifies statistical terms such as median vs. mean, margin of error, standard deviation, correlations, and permutations Statistical Analysis with Excel For Dummies, 3rd Edition helps you make sense of statistics and use Excel’s statistical analysis tools in your daily life. Explore VBA programming and learn how to customize and automate many aspects of Excel. This plain-English guide shows what VBA is, how it works with Excel, essential programming concepts, and steps to creating dialog boxes, time-saving macros, Excel add-ins, and more. Let your Excel skills soar 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. Financial Modeling in Excel For Dummies Microsoft Excel 2013**

**Excel Formulas and Functions For Dummies**  
**Excel 2013 For Dummies**  
For use in the Office Applications course. This book is also suitable for students and individuals seeking an introduction to Microsoft Excel 2013. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here’s how: Personalize Learning: MyITLab delivers proven results in helping students succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Engage Students with a Project-Based Approach: GO!’s project-based approach teaches students to solve real problems as they practice and learn the features. Motivate Students with Clear Instruction: Based on professor and student feedback, this text has been designed to offer clear instruction for full student comprehension. Teach the Course You Want in Less Time: The GO! series’ one-of-a-kind instructional system provides you with everything you need to prepare for class, teach the material, and assess your students. Reinforce your understanding of Excel with these Workbook exercises Boost your knowledge of important Excel tasks by putting your skills to work in real-world situations. The For Dummies Workbook format provides more than 100 exercises that help you create actual results with Excel so you can gain proficiency. Perfect for students, people learning Excel on their own, and financial professionals who must plan and execute complex projects in Excel, Excel 2010 Workbook For Dummies helps you discover all the ways this program can work for you. Excel is the world’s most popular number-crunching program, and For Dummies books are the most popular guides to Excel The Workbook approach offers practical application, with more than 100 exercises to work through and plenty of step-by-step guidance This guide covers the new features of Excel 2010, includes a section on creating graphic displays of information, and offers ideas for financial planners Also provides exercises on using formulas and functions, managing and securing data, and performing data analysis A companion CD-ROM includes screen shots and practice materials Excel 2010 Workbook For Dummies helps you get comfortable with Excel so you can take advantage of all it has to offer. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file. Describes the Features of the software program, including writing formulas, presenting data visually, linking worksheets, using PivotTables, and collaborating online. Learn to create, edit, and print Excel worksheets Need to get going with Excel 2013 in a hurry? Here are the basic techniques you need to know to work with Excel spreadsheets on your desktop or Windows tablet. Nothing fancy – just what’s necessary to open and navigate Excel 2013, enter and edit data, format cells, add a header and footer, and print your worksheet. It’s easy! Open the book and find: Where to find things in the program window Tips for using Excel on a touchscreen device How to use AutoFill and Flash Fill Advice on entering formulas Steps for printing cool-looking reports Excel 2013 All-in-One For Dummies

**Excel 2013 Bible**  
**Go! with Microsoft Excel 2013**  
**Excel 2013 In Depth**  
You too can understand the statistics of life, even if you’re math-challenged! Manufacturing output? A curve for test scores? Sports stats? You and Excel can do it, and this non-intimidating guide shows you how. It demystifies the different types of statistics, how Excel functions and formulas work, the meaning of means and medians, and more — in plain English. Getting there — learn how variables, samples, and probability are used to get the information you want Excel tricks — find out what’s built into the program to help you work with Excel formulas Playing with worksheets — get acquainted with the worksheet functions for each step Graphic displays — present your data as pie graphs, bar graphs, line graphs, or scatter plots What’s normal? — understand normal distribution and probability Hyping hypotheses — learn to use hypothesis testing with means and variables Inplain English. When regression is progress — discover when and how to use regression for forecasting What are the odds — work with probability, random variables, and binomial distribution Open the book and find: Ten statistical and graphical tips and traps The difference between descriptive and inferential statistics Why graphs are good How to measure variations What standard scores are and why they’re used When to use two-sample hypothesis testing How to use correlations Different ways of working with probability Turn your financial data into insightful decisions with this straightforward guide to financial modeling with Excel Interested in learning how to build practical financial models and forecasts but concerned that you don’t have the math skills or technical know-how? We’ve got you covered! Financial decision-making has never been easier than with Financial Modeling in Excel For Dummies. Whether you work at a mom-and-pop retail store or a multinational corporation, you can learn how to build budgets, project your profits into the future, model capital depreciation, value your assets, and more. You’ll learn by doing as this book walks you through practical, hands-on exercises to help you build powerful models using just a regular version of Excel, which you’ve probably already got on your PC. You’ll also be: Master the tools and strategies that help you draw insights from numbers and data you’ve already got Build a successful financial model from scratch, or work with and modify an existing one to your liking Create new and unexpected business strategies with the ideas and conclusions you generate with scenario analysis Don’t go buying specialized software or hiring that expensive consultant when you don’t need either one. If you’ve got this book and a working version of Microsoft Excel, you’ve got all the tools you need to build sophisticated and useful financial models in no time! This book provides information on ways to automate routine tasks with Excel and build Excel macros. Just because electronic spreadsheets like Excel 2002 have become almost as commonplace on today’s personal computers as word processors and games doesn’t mean that they’re either well understood or well used. If you’re one of the many folks who has Office XP on your computer but doesn’t know a spreadsheet from a bedsheet, this means that Excel 2002 is just sitting there taking up a lot of space. Well, it’s high time to change all that. One look at the Excel 2002 screen (with all its boxes, buttons, and tabs), and you realize how much stuff is going on there. Excel 2002 For Dummies will help you make some sense out of the rash of icons, buttons, and boxes that you’re going to be facing day after day. And when you ready to go beyond spreadsheet basics, this guide will also introduce you to Conjoining up charts Inserting graphics Designing a database Converting spreadsheets into Web pages Most of all, Excel 2002 For Dummies covers the fundamental techniques that you need to know in order to create, edit, format, and print your own worksheets. In this book, you’ll find all the information that you need to keep your head above water as you accomplish the everyday tasks that people do with Excel. This down-to-earth guide covers all these topics and more: Creating a spreadsheet from scratch Document recovery Formatting fundamentals Making corrections (and how to undo them) Retrieving data from your spreadsheets Protecting your documents Demystifying formulas Now, even if your job doesn’t involve creating worksheets with a lot of fancy financial calculations or lah-de-dah charts, you probably have plenty of things for which you could and should be using Excel. For instance, you may have to keep lists of information or maybe even put together tables of information for your job. Excel is a great list keeper and one heck of a table maker. You can use Excel anytime you need to keep track of products that you sell, clients who you service, employees who you oversee, or you name it.

New Perspectives on Microsoft Excel 2002  
Brief  
Excel 2019 All-in-One For Dummies  
Excel 2010 Workbook For Dummies  
Get the essentials and start working with Excel worksheets This handy little book gives you the necessary information to start creating, formatting, editing, and printing Excel worksheets from your desktop or touchscreen tablet. Learn your way around the program and master the most efficient way to perform each essential task, so that you can get right to work with Excel. Open the book and find: How to select commands from the Ribbon Tips on entering data and creating formulas Advice on formatting cells and data tables Tips on using AutoCorrect and AutoFill Help preparing worksheets for printing  
Learn to create, edit, and print Excel worksheets Need to get going with Excel 2013 in a hurry? Here are the basic techniques you need to know to work with Excel spreadsheets on your desktop or Windows tablet. Nothing fancy — just what’s necessary to open and navigate Excel 2013, enter and edit data, format cells, add a header and footer, and print your worksheet. It’s easy! Open the book and find: Where to find things in the program window Tips for using Excel on a touchscreen device How to use AutoFill and Flash Fill Advice on entering formulas Steps for printing cool-looking reports  
Perfect for Excel Newbies! “Great Beginner Resource” Microsoft Office is an incredibly powerful tool both for personal use and business use. But learning to use Excel can be overwhelming when you’re confronted with a thousand-page guide that’s talking about anything and everything under the sun. In Excel for Beginners, M.L. Humphrey walks you through the basics of using Excel by focusing on what you’ll really need for day-to-day use. Topics covered include navigating Excel, inputting your data, formatting it, manipulating it, and printing your results. This is not a comprehensive guide, but when you’re done you should know 98% of what you’ll need to know to work in Excel and 100% of what you’ll need on a daily basis. So what are you waiting for? Get started today. keywords: microsoft excel, ms excel, novice, beginner, introduction to excel, formatting, printing, excel basics  
Get the most out of Excel 2013 with this exceptional advice from Mr. Spreadsheet himself! Excel 2013 is excellent, but there’s lots to learn to truly excel at it. In this latest addition to his popular Mr. Spreadsheet’s Bookshelf series, John Walkenbach, aka “Mr. Spreadsheet,” shares new and exciting ways to accomplish and master all of your spreadsheet tasks. From taming the Ribbon bar to testing and tables, creating custom functions, and overcoming “impossible” charts, mixing nesting limits, and more, 101 Excel 2013 Tips, Tricks, & Timesavers will save you time and help you avoid common spreadsheet stumbling blocks. Reveals ways to maximize the power of Excel to create robust applications Drives on John Walkenbach’s years of experience using Excel and writing more than 50 books Shares tips and tricks for dealing with function arguments, creating shift-ins, using UserForms, working with dynamic chart data, and changing data entry orientation Provides shortcuts and helpful techniques for sorting more than three columns, entering fake data for testing purposes, and setting up powerful pivot tables 101 Excel 2013 Tips, Tricks, & Timesavers is packed with information that you need to know in order to confidently and seamlessly master the challenges that come with using Excel! Excel VBA Programming For Dummies Microsoft Excel 2013 Plain & Simple Excel 2013 eLearning Kit For Dummies

**Comprehensive**  
The world’s most popular spreadsheet program is now more powerful than ever, but it’s also more complex. That’s where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You’ll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel’s new Quick Analysis feature. Broaden your power. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data mode. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses. A complete package for learning Excel 2013! Excel is essential to business today, but it can be tricky to navigate. If you’re eager to excel at Excel, then this dynamic multimedia learning solution is for you. This complete Excel 2013 package includes a full-color printed book and a For Dummies interactive eLearning course on CD. You’ll discover the basics of the Excel interface, how to navigate it, and how to make the most of key features including charts, formulas, functions, macros, and more. Follow the material sequentially or jump in and out as you wish - it’s set up so you can learn at your own pace. Throughout, you will benefit from illustrations, animations, voiceover explanations, and the option of closed captioning if you find you learn better when you can read the instructions. Helps self-motivated learners master Excel 2013, the leading spreadsheet application used today Walks you through creating worksheets, working with formulas and functions, formatting data, using financial functions, displaying data in PivotTables, and much more Includes an easy-to-follow, full-color book and an interactive Dummies eLearning Course that corresponds with the book on CD Allows you to follow material sequentially or choose separate sections at your own time and pace Excel 2013 eLearning Kit For Dummies shows you the ins and outs of all things Excel so you can enhance your productivity and become a spreadsheet star NOTE: CD-ROM/DVD and other supplementary materials are not included as part of the e-book file, but are available for download after purchase.

Excel 2013 All-in-One For DummiesFor Dummies Excel at Excel with the help of this bestselling spreadsheet guide John Walkenbach’s name is synonymous with excellence in computer books that decipher the complexities of Microsoft Excel. Known as “Mr. Spreadsheet,” Walkenbach shows you how to maximize the power of Excel 2013 while bringing you up to speed on the latest features. This perennial bestseller is fully updated to cover all the new features of Excel 2013, including how to navigate the user interface, take advantage of various file formats, master formulas, analyze data with PivotTables, and more. Whether you’re an Excel beginner who is looking to get the savvy or an advanced user looking to become a power user, this latest edition provides you with comprehensive coverage as well as helpful tips, tricks, and techniques that you won’t find anywhere else. Shares the invaluable insight of Excel guru and bestselling author “Mr. Spreadsheet” John Walkenbach as he guides you through every aspect of Excel 2013 Provides essential coverage of all the newest features of Excel 2013 Presents material in a clear, concise, logical format that is ideal for all levels of Excel experience Features a website that includes downloadable templates and worksheets from the book Chart your path to fantastic formulas and stellar spreadsheets with Excel 2013 Bible! Excel 2013 Power Programming with VBA Excel 2016 For Dummies Excel 2013 For Dummies, Book + DVD Bundle Microsoft Excel 2013 Inside Out You’re beyond the basics—so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It’s all muscle and no fluff. Learn how the experts tackle Excel 2013—and challenge yourself to new levels of mastery. Includes companion eBook and sample files. Topics include: Customizing the Excel workspace Best practices for designing and managing worksheets Creating formulas and functions Performing statistical, what-if, and other data analysis Core to advanced charting techniques Using graphics and sparklines Managing databases and tables Automating Excel with macros and custom functions Collaborating in Excel online, in the cloud, and more Extending Excel Make Excel work for you Excel 2019 All-in-One For Dummies offers eight books in one! It is completely updated to reflect the major changes Microsoft is making to Office with the 2019 release. From basic Excel functions, such as creating and editing worksheets, to sharing and reviewing worksheets, to editing macros with Visual Basic, it provides you with a broad scope of the most common Excel applications and functions—including formatting worksheets, setting up formulas, protecting worksheets, importing data, and performing statistical functions. The book covers importing data, building and editing worksheets, creating formulas, generating pivot tables, and performing financial functions, what-if scenarios, database functions, and Web queries. More advanced topics include worksheet sharing and auditing, performing error trapping, building and running macros, charting data, and using Excel in conjunction with Microsoft Power BI (Business Intelligence) to analyze, model, and visualize vast quantities of data from a variety of local and online sources. Get familiar with Worksheet design Find out how to work with charts and graphics Use Excel for data management, analysis, modeling, and visualization Make sense of macros and VBA If you’re a new or inexperienced user looking to spend more time on your projects than trying to figure out how to make Excel work for you, this all-encompassing book makes it easy! This book is suitable for readers already familiar with the Excel user interface and introduces programming concepts via numerous multi-step, practical exercises. More advanced topics are introduced via custom projects. Covers recording and editing a macro and writing VBA code through working with XML documents and using ASP to display data on the Web. Microsoft Excel 2013 Programming by Example with VBA, XML and ASP is a practical how-to book on Excel programming, suitable for readers already familiar with the Excel user interface. The book introduces programming concepts via numerous multi-step, illustrated, hands-on exercises. More advanced topics are introduced via custom projects. From recording and editing a macro and writing VBA code to working with XML documents and using classic ASP to access and display data on the Web, this book takes you on a programming journey that will change the way you work with Excel. Completely updated for Excel 2010, this book provides information on performing automatic operations on files, folders, and other Microsoft Office applications. It also covers proper use of event procedures, testing and debugging, and programming advanced Excel features such as PivotTables, PivotCharts, and SmartTags. The chapters are loaded with illustrated hands-on projects and exercises that tell you exactly where to enter code, how to debug it, and then run it. Each exercise/project step is clearly explained as it is performed. Features: Explores in great detail the latest version of Excel and all of its features. Covers recording and editing a macro and writing VBA code through working with XL documents and using ASP to display data on the Web. Covers Office Web Apps.

Completely updated guide for students, scientists and engineers who want to use Microsoft Excel 2013 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2013. Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. New to this edition: The Backstage is introduced (a new Office 2013 feature); all the 'external' operations like Save, Print etc. are now in one place The chapter on charting is totally revised and updated - Excel 2013 differs greatly from earlier versions Includes many new end-of-chapter problems Most chapters have been edited to improve readability

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Excel 2007 Dashboards and Reports For Dummies