

Excel 2016 In Depth Includes Content Update Program

Excel 2016 In Depth (includes Content Update Program) Que Publishing
The complete guide to Excel 2016, from Mr. Spreadsheet himself
Whether you are just starting out or an Excel novice, the Excel 2016 Bible is your comprehensive, go-to guide for all your Excel 2016 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities by expert author and Excel Guru John Walkenbach to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2016 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2016's new features and tools Customize downloadable templates and worksheets Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2016 Bible has you covered with complete coverage and clear expert guidance.

Both computer rookies and hot shots can master Microsoft PowerPoint 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & POWERPOINT 2016: INTRODUCTORY. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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.

Learn to Use Microsoft Excel 2016 eBook
(Windows and Mac)

Excel 2016 All-in-One For Dummies

Microsoft Excel 2016 Step by Step

This book will explain you the basic and advance features of Excel. This book will also explain you why excel is such an amazing program and why it can do so much more than you think. Excel enables any format of information to be organized in a spread sheet and its innate flexibility as program, you can define and structure the layout according to how you want to manage it. It allows for over 1 million rows by over 16,000 columns of data to be managed, which shows how Excel is advancing as a business tool. This allows Excel to be used for a large variety of business purposes. If you are New to Excel 2016 or upgrading from a previous version, Use this guide to learn the basics and advance features of Excel. This user guide will introduce you to some of Excel's 2016 more complex functionality, such as:-Use Conditional Logic in a formula-IF statements-Use the SumIF and CountIF functions-Produce a chart-Sort and filter-Apply subtotals-Data Validation-What-if-Analysis Tools-Introduction to Pivot Tables-Introduction to MacroTable of Content-:Chapter 1: Overview of Excel 2016 Chapter 2: Cell References and RangeChapter 3: Working with Formulas and Functions Chapter 4: Data Validation Chapter 5: Protection Chapter 6: Sorting a DatabaseChapter 7: Filtering a Database Chapter 8: SubtotalsChapter 9: Pivot Tables Chapter 10: Conditional formatting Chapter 11: What-if-Analysis Tools Chapter 12: Working with Multiple Worksheets, Workbooks and ApplicationsChapter 13: Working with Charts Chapter 14: Macros This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these

objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

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.

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.

Excel 2013 In Depth

Excel 2016 VBA and Macros

My Excel 2016 (includes Content Update Program)

Both computer rookies and hot shots can master Microsoft Office and Excel 2016 applications quickly and efficiently with ILLUSTRATED MICROSOFT OFFICE 365 & Excel 2016: INTRODUCTORY. Skills are accessible and easy to follow with a hallmark two-page layout that allows readers to see an entire task without turning the page. Using a concise, focused approach and user-friendly format, this book incorporates Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The complete guide to Excel 2019 Whether you are just starting out or an Excel novice, the Excel 2019 Bible is your comprehensive, go-to guide for all your Excel 2019 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2019 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2019's new features and tools Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2019 Bible has you covered with complete coverage and clear expert guidance.

Learn how to use the features of Excel® 2016 and experience some of the new features that are offered in Excel® 2016. Excel® 2016 is the world's premier spreadsheet software. You can use Excel to analyze numbers, keep track of data, and graphically

represent your information. With Office® 2016 you are provided an improved landing screen, which makes launching, creating, collaborating, and sharing documents easier than previous versions of Excel. Excel® 2016 also has an improved user interface with an array of powerful tools to help you manage your data through OneDrive – and better information leads to better decision-making! Learn to Use Excel® 2016 is an omnibus collection of tools and how to's.

- Enter and edit data in a variety of ways
- Understand formulas, functions, and formula auditing tools
- Use the Quick Analysis features
- Format worksheets and data
- Print and share workbooks
- Use SmartArt and other objects in worksheets
- Create Pivot Tables and Pivot Charts
- Record and run macros
- Use analysis tools
- Work with data and create great visualizations
- Create arrays
- Create a form using a variety of controls
- Use trend lines, secondary axes and chart templates
- Work with slicers in PivotTables
- Create and manipulate a PowerView sheet

2 new chapters highlighting new features and short cut keys

Taking your spreadsheet skills to the next level, Mayes/Shank's FINANCIAL ANALYSIS WITH MICROSOFT EXCEL 2016, 8E, equips you with a solid foundation in corporate finance while helping you master the tools professionals use every day. It delivers thorough coverage of financial statements, cash budgets, time series forecasting, the Security Market Security Line, pro forma financial statements, cost of capital, VBA programming, Pivot Tables, and Get & Transform tools (formerly known as Power Query). With its unique self-directed learning approach, this reader-friendly book is an ideal resource for independent learning and a valuable reference tool. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Excel 2016 Formulas

Excel 2016 Pivot Table Data C_p1

Word 2016 In Depth (includes Content Update Program)

Exploring Microsoft Office Excel 2016 Comprehensive

Do you want to become an Expert in Microsoft Excel with 0 experience? Have you always wanted to learn this well-known application but you thought is difficult for you? If the answer to these questions is yes.....you are in the right place 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. With Excel 2016: A Comprehensive Beginner's Guide to Microsoft Excel 2016, you can take your Excel skills to a whole new level. This book will help you win at your daily work with some absolutely smart tricks to use. 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. Don't miss out on finding information designed for you. Let me explain why this book is different... I think that the best way to learn Excel

(or any other skills) is by doing it. This book includes visual charts and step-by-step procedures that you'll guide you and help you learn those specific tasks that you want to learn really fast. And in this way, believe me that you'll have an immense sense of achievement and it'll also help you retain the knowledge and master the language. This book is intended for.... ● Those who are completely newbies with Excel! ● Those who have basic information of this program! ● Those who already have the knowledge but perhaps they want to master it well! Inside, you are going to find topics that include: ? Excel Essentials ? The Cell ? How to create Formulas ? How to use Functions. ? How To Managing Data, ? How To create Charts. ? and much more! Grab your copy of Excel 2016: A Comprehensive Beginner's Guide to Microsoft Excel 2016 now and immediately improve your work productivity!

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This book offers full, comprehensive coverage of Microsoft Excel. Beyond point-and-click The goal of the Exploring series is to move students beyond the point-and-click, to understanding the why and how behind each skill. And because so much learning takes place outside of the classroom, this series provides learning tools that students can access anywhere, anytime. Students go to college now with a different set of skills than they did years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everyone needs to know. Also available with MyITLab MyITLab ® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, which engages students and improves results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, helping students learn more quickly and effectively. Digital badges lets students showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. MyITLab builds the critical skills needed for college and career success. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Book + Content Update Program Master core Excel 2016 tools for building powerful, reliable spreadsheets with Excel 2016 Formulas and Functions. Excel expert Paul McFedries shows how to use Excel 2016's core features to solve problems and get the answers you need. Using real-world examples, McFedries helps you get the absolute most out of features and improvements ranging from AutoFill to Excel's newest functions. Along the way, you discover the fastest, best ways to handle essential day-to-day tasks ranging from generating account numbers to projecting the impact of inflation. Becoming an Excel expert has never been easier! You'll find crystal-clear instructions; insider insights; even complete step-by-step projects for building timesheets, projecting cash flow, aging receivables,

analyzing defects, and more. * Quickly create powerful spreadsheets with range names and array formulas * Use conditional formatting to instantly reveal anomalies, problems, or opportunities * Analyze your data with standard tables and PivotTables * Use complex criteria to filter data in lists * Understand correlations between data * Perform sophisticated what-if analyses * Use regression to track trends and make forecasts * Build loan, investment, and discount formulas * Validate data, troubleshoot problems, and build more accurate, trustworthy spreadsheets In addition, this book is part of Que's exciting Content Update Program. As Microsoft updates features of Excel 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit www.quepublishing.com/CUP. 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 Now readers can develop the Microsoft Excel 2016 skills needed to be successful in college or the business world beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE. Updated with all-new case scenarios, this complete book clearly applies the skills readers are learning to real-world situations, making the concepts even more relevant. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE help readers understand the importance of what they're learning. This edition focuses on strengthening learning outcomes and transferring skills to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

ADVANCE EXCEL 2016 IN DEPTH.

Excel 2016 Bible

Illustrated Course Guide: Microsoft Office 365 & Excel 2016: Advanced, Spiral bound Version

Illustrated Microsoft Office 365 & Excel 2016: Comprehensive

ILLUSTRATED MICROSOFT OFFICE 365 & EXCEL 2016: INTERMEDIATE engages both computer rookies and hot shots as this edition guides readers in mastering both basic and more advanced Microsoft Office and Excel 2016 skills quickly and efficiently. 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. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Beyond the Basics... Beneath the Surface...In Depth Do more in less time! Whatever your Microsoft Office experience, don't let Office 2016 make you feel like a beginner! This book is packed with intensely useful knowledge, tips, and shortcuts you just won't find anywhere else. It's the fastest, best way to master Office 2016's full power, and the great new features built into Word, Excel, PowerPoint, Outlook, Publisher, and OneNote. This friendly, expert guide will make you way more productive... whether you're creating documents, analyzing data, delivering presentations, designing newsletters, taking quick notes, or managing your life! Take full advantage of Office 2016's cloud integration Use Insights for Office to quickly access information Easily create complex Word documents, from books to mail merges Coauthor Word documents with collaborators in real time Build flexible, reliable Excel workbooks with formulas and functions Transform data into insight with Excel charts and PivotTables Discover best practices for creating great PowerPoint slides, handouts, and notes Take advantage of the new Tell Me Box, which provides access to contextual and traditional Office help features including the new Insights pane Use Outlook 2016's Clutter feature to clear away low-priority email Create visually compelling documents of all kinds with Publisher 2016 Gather, organize, share, and use knowledge with OneNote 2016 Get more done faster by integrating OneNote with other Office 2016 components Discover Microsoft's new mobile Word, Excel, and PowerPoint apps for Windows 10 All In Depth books offer Comprehensive coverage, with detailed solutions Practical, real-world examples with nothing glossed over or left out Troubleshooting help for tough problems you can't fix on your own This book is part of Que's Content Update Program. As Microsoft updates features of Office, sections of this

book will be updated or new sections will be added to match the updates to the software. See inside for details. This book shows you how easy it is to create, edit, sort, analyze, summarize and format data as well as graph it. Loaded with screen shots, step-by-step instructions, and reader exercises, Essential Excel 2016 makes it easy for you to get to grips with this powerful software and what it can do. What You'll Learn How to create amazing visualizations of your data Easy and accurate methods for entering data How to extract just the information you want from imported data, and manipulate it and format it the way you want Export your results to other programs or share with others in the cloud Organize, Summarize, Filter, and Consolidate your Data in almost any way imaginable Audit, Validate and Protect your Data Who This Book Is For Anyone new to Excel, or looking to take better advantage of the platform and find out its latest features

CRUNCH ANY DATA, FROM ANY SOURCE, QUICKLY AND EASILY, WITH EXCEL 2016 PIVOT TABLES! Use Excel 2016 pivot tables and pivot charts to produce powerful, dynamic reports in minutes instead of hours... understand exactly what's going on in your business... take control, and stay in control! Even if you've never created a pivot table before, this book will help you leverage all their amazing flexibility and analytical power. Create, customize, and change your pivot tables and pivot charts Transform gigantic data sets into crystal-clear summary reports Summarize and analyze data even faster with new Excel 2016 recommended pivot tables Instantly highlight your most (and least) profitable customers, products, or regions Quickly filter pivot tables using slicers Use dynamic dashboards using Power View to see exactly where your business stands right now Revamp analyses on the fly by simply dragging and dropping fields Build dynamic self-service reporting systems your entire team can use Use PowerPivot or the Data Model to create pivot tables from multiple data sources and worksheets Work with and analyze OLAP data, and much more 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

Excel 2016: A Comprehensive Beginner's Guide to Microsoft Excel 2016

Microsoft Office 2016 Step by Step

Teach Yourself VISUALLY Excel 2016

Illustrated Microsoft Office 365 & PowerPoint 2016:

Introductory

Excel 2016 In Depth Full Color: Figures and code appear as they do in Excel 2016 Beyond the Basics...Beneath the Surface...In Depth Do more in less time! Experienced with Excel? Don't let Excel 2016 make you feel like a beginner again! This new full-color edition of the bestselling book has been completely overhauled. Gone is unnecessary and rarely used content; emphasis is on the most-used and new aspects of Excel 2016. The result is a focused book where every topic is relevant and worth learning. Excel 2016 In Depth is the fastest, smartest way to master Excel 2016's full power and updated interface. You'll discover how to leverage Excel's new tools for charting, business analysis, data visualization, forecasting, and more. • Quickly clean your data with Excel 2016's powerful Get & Transform tools • Discover Excel 2016's newest charts: waterfall, histogram, Pareto, sunburst, TreeMap, and Box and Whisker • Use Forecast Sheets to forecast the future, including seasonal adjustments • Pivot data on maps with 3D Maps, and animate your maps over time • Create formulas, charts, subtotals, and pivot tables faster than ever • Create amazing PowerPivot data mashups that integrate information from anywhere • Automate repetitive functions using Excel macros • Solve real-world business intelligence analysis problems • Use PowerPivot Data Model to create pivot tables from multiple data sets without VLOOKUP • Share workbooks on the Web and social networks • Leverage Excel to create highly interactive web pages and online surveys • Quickly apply attractive, consistent formats 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.

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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! 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

Excel 2016 Pivot Table Data Crunching

Illustrated Microsoft Office 365 & Excel 2016: Intermediate

Excel 2019 Bible

Excel 2013 In Depth _p1

Word 2016 IN DEPTH Beyond the Basics... Beneath the Surface...In Depth Do more in less time! Are you ready to harness the full power of Word 2016 to create professional documents? Then, you're ready for Word 2016 In Depth. In this comprehensive guide to Word, you'll learn the skills and techniques for efficiently building the documents you need for both your professional and your personal life. Faithe Wempen delivers step-by-step instructions, troubleshooting advice, and insider tips to help you improve your written image in business, academic, organizational, and personal settings. • Accelerate formatting by creating and applying themes and styles • Incorporate graphical content such as clip art, photos, SmartArt, and charts • Save your work in a variety of formats, including backward-compatible Word files, PDF and XPS page layouts, graphics, HTML, and more • Perform mail and data merges to generate catalogs, form letters, labels, and envelopes • Learn about the fields that drive many of Word's most powerful features, and how to look behind the scenes to customize field behaviors • Use indexing, tables of contents, and master documents to organize book-length works • Cite sources and document references in a variety of formats, including APA and MLA • Collaborate with other people, even simultaneously, managing each person's comments and changes • Create complex math formulas without leaving Word • Write and edit macros that automate repeated tasks • Work with your Word documents anywhere via OneDrive® and Office Online • Create user-interactive forms that include a variety of field types All In Depth books offer • Comprehensive coverage with detailed solutions • Troubleshooting help for tough problems you can't fix on your own • Outstanding authors recognized worldwide for their expertise and teaching style Learning, reference, problem-solving...the only Word 2016 book you need! This book is part of Que's Content Update Program. As Microsoft updates features of Word, sections of this book will be updated or new sections will be added to match the updates to the software. See inside for details.

Leverage the full power of Excel formulas Excel 2016 Formulas is fully updated to cover all of the tips, tricks, and techniques you need to maximize the power of Excel 2016 through the use of formulas. This comprehensive book explains how to create financial formulas, release the power of array formulas, develop custom worksheet functions with VBA, debug formulas, and much more. Whether you're a beginner, a power user, or somewhere in between this is your essential go-to for the latest on Excel formulas. When conducting simple math or building highly complicated spreadsheets that require formulas up to the task, leveraging the right formula can heighten the accuracy and efficiency of your work, and can improve the speed with which you compile and analyze data. Understanding which formulas to use and knowing how to create a formula when you need to are essential. Access tips, tricks, and techniques that have been fully updated to reflect the latest capabilities of Microsoft Excel Create and use formulas that have the power to transform your Excel experience Leverage supplemental material online, including sample files, templates, and worksheets from the book

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

Book + Content Update Program My Excel 2016 is your must-have companion for getting most out of Excel 2016. This friendly, quick, full-color, 100% practical tutorial walks you through every task you'll want to do with Excel 2016. Get productive fast with Excel 2016's updated interface Save time and make your data easier to work with Efficiently enter, insert, move, and manage data Use templates to reuse work and get a jumpstart on new projects Format worksheets and charts to make them clearer and more useful Use intuitive sparkline charts that fit in a single cell Build custom formulas using powerful built-in functions Sort, filter, and consolidate data and eliminate duplication Instantly group data and generate subtotals Quickly summarize huge data sets with PivotTables Find, fix, and avoid errors that break spreadsheets or cause inaccuracies Communicate more powerfully using visual tools such as SmartArt and WordArt Precisely control what you print and how it looks Securely share and distribute your workbooks Use Excel on the Web wherever you have Internet access Every task is presented step-by-step, using carefully annotated, colorful screenshots, all numbered so there's no chance of getting lost or confused. Everything's clearly organized in modular, self-contained chapters designed to help you get started quickly. Throughout, the book is packed with helpful tips, lists, and quick solutions to the problems you're most likely to encounter. In addition, this book is part of Que's exciting new Content Update Program. As Microsoft updates features of Excel 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit www.quepublishing.com/CUP. How to access the web edition: Follow the instructions in the book to learn how to register your book to access the FREE Web Edition.

MOS 2016 Study Guide for Microsoft Excel

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Excel 2016 Pivot Table Data Crunching (includes Content Update Program)

Excel 2016 In Depth (includes Content Update Program)

Your one-stop guide to all things Excel 2016 Excel 2016 All-in-One For Dummies, the most comprehensive Excel reference on the market, is completely updated to reflect Microsoft's changes in the popular spreadsheet tool. It offers you everything you need to grasp basic Excel functions, such as creating and editing worksheets, setting up formulas, importing data, performing statistical functions, editing macros with Visual Basic—and beyond. In no time, your Excel skills will go from 'meh' to excellent. Written by expert Greg Harvey, who has sold more than 4.5 million copies of his previous books combined and has taught and trained extensively in Microsoft Excel, this all-encompassing guide offers everything you need to get started with Excel. From generating pivot tables and performing financial functions to performing error trapping and building and running macros—and everything in between—this hands-on, friendly guide makes working with Excel easier than ever before. Serves as the ideal reference for solving common questions and Excel pain points quickly and easily Helps to increase productivity and efficiency when working in Excel Fully updated for the new version of Excel Covers basic and more advanced Excel topics If working in Excel occasionally makes you want to scream, this will be the dog-eared, dust-free reference you'll turn to again and again.

Liengme's Guide to Excel 2016 for Scientists and Engineers is a completely updated guide for students, scientists, and engineers who want to use Microsoft Excel 2016 to its full potential, whether you're using a PC or a Mac. 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 Microsoft Office release of Excel 2016. Features of Excel 2016 are illustrated through a wide variety of examples based on technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. Where appropriate, demonstrates the differences between the PC and Mac versions of Excel. Includes many new end-of-chapter problems at varying levels of difficulty.

Loved for its visual and flexible approach to building computer skills, the ILLUSTRATED COURSE GUIDE: MICROSOFT OFFICE 365 & EXCEL 2016: ADVANCED is the ideal resource for master advanced Microsoft Excel 2016, regardless of the reader's experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The ILLUSTRATED COURSE GUIDE divides important Microsoft Excel 2016 concepts and skills into three manageable levels -- Introductory, Intermediate, and Advanced -- making it perfect for readers to master the skills needed in any working or learning environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Excel® 2016 PIVOT TABLE DATA CRUNCHING CRUNCH DATA FROM ANY SOURCE, QUICKLY AND EASILY, WITH EXCEL 2016 PIVOT TABLES! Use Excel 2016 pivot tables and pivot charts to produce powerful, dynamic reports in minutes instead of hours... understand exactly what's going on in your business... take control, and stay in control! Even if you've never created a pivot table before, this book will help you leverage all their amazing flexibility and analytical power. Drawing on more than 40 combined years of Excel experience, Bill Jelen and Michael Alexander offer practical "recipes" for solving real business problems, help you avoid common mistakes, and present tips and tricks you'll find nowhere else! • Create, customize, and change pivot tables • Transform huge data sets into clear summary reports • Analyze data faster with Excel 2016's new recommended pivot tables • Instantly highlight your most profitable customers, products, or regions • Quickly import, clean, and shape data with Power Query vBuild geographical pivot tables with Power Map • Use Power View dynamic dashboards to see where your business stands • Revamp analyses on the fly by dragging and dropping fields • Build dynamic self-service reporting systems • Combine multiple data sources into one pivot table • Use Auto grouping to build date/time-based pivot tables faster vCreate data mashups with Power Pivot • Automate pivot tables with macros and VBA 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 Bill Jelen is MrExcel, the world's #1 spreadsheet wizard. Jelen hosts MrExcel.com, the premier Excel solutions site, with more than 20 million page views annually. A Microsoft MVP for Excel, his best-sellers include Excel 2016 In Depth. Michael Alexander, Microsoft Certified Application Developer (MCAD) and Microsoft

MVP, is author of several books on advanced business analysis with Excel and Access. He has more than 15 years of experience developing Office solutions. CATEGORY: Spreadsheets COVERS: Microsoft Excel 2016

Excel 2016 in Depth

New Perspectives Microsoft Office 365 & Excel 2016: Intermediate

Essential Excel 2016

A Step-by-Step Guide

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.

Book + Content Update Program Master core Excel 2016 tools for building powerful, reliable spreadsheets with Excel 2016 Formulas and Functions. Excel expert Paul McFedries shows how to use Excel 2016's core features to solve problems and get the answers you need. Using real-world examples, McFedries helps you get the absolute most out of features and improvements ranging from AutoFill to Excel's newest functions. Along the way, you discover the fastest, best ways to handle essential day-to-day tasks ranging from generating account numbers to projecting the impact of inflation. Becoming an Excel expert has never been easier! You'll find crystal-clear instructions; insider insights; even complete step-by-step projects for building timesheets, projecting cash flow, aging receivables, analyzing defects, and more. • Quickly create powerful spreadsheets with range names and array formulas • Use conditional formatting to instantly reveal anomalies, problems, or opportunities • Analyze your data with standard tables and PivotTables • Use complex criteria to filter data in lists • Understand correlations between data • Perform sophisticated what-if analyses • Use

regression to track trends and make forecasts • Build loan, investment, and discount formulas • Validate data, troubleshoot problems, and build more accurate, trustworthy spreadsheets In addition, this book is part of Que's exciting Content Update Program. As Microsoft updates features of Excel 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit www.quepublishing.com/CUP. 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

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