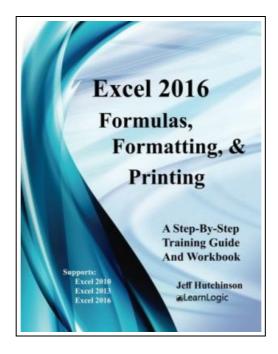
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Createspace Independent Publishing Platform, 2017. Paperback. Condition: New. Language: English. Brand New Book \*\*\*\*\*\* Print on Demand \*\*\*\*\*\*. This step-by-step workbook will guide you through learning the Excel program. It can be used by a beginner to understand core concepts, and an advanced student to learn the in s and out s of Excel. The workbook includes over 100 Practice Exercises that demonstrate how to use Excel concepts, and can also be used as a reference guide to quickly look up a topic. This manual will cover three major Excel categories including Formulas, Formatting, and Printing, beginning with general operational concepts such as Interface, Cell Manipulation, and Backstage View. General Formulas covered include Sum, Average, Minimum, Maximum, as well as manually entered formulas. The Formatting chapters will cover the Font, Alignment, Number, Borders, Format Painter, Fill Cell features. The Printing chapter will cover Repeat Title, Print Area, and Print Selection as well as how to Scale a sheet to fit a typical sized page. Other topics within this group include Quick Access Toolbar, Zooming Capabilities, Creating Modifying Spreadsheets, Entering Data into Cells, Autofill, Format, Insert and Delete, as well as Manipulating Columns and Rows. Even if students have previously used Excel on some level, or are self-taught users, they will learn a new variety of short cuts and time-saving tricks to enhance spreadsheet use. After studying this manual, students will experience a higher level of increased productivity and understanding of Excel concepts.



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