



Microsoft Excel Basics: Expert Advice, Made Easy (Paperback)

By Roger Laing, Rob Hawkins

Flame Tree Publishing, United Kingdom, 2015. Paperback. Condition: New. New edition. Language: English . Brand New Book. Microsoft Excel is an incredible application, feature-rich and easy to use if you know how. It can help with the simplest of jobs, from shopping lists to presentation of data, to more complex formulas and sorting tasks. Everyone in business, or indeed, in almost any job, needs to know how to use this fundamental modern tool, so this handy little book provides information on all the basic capabilities. Featuring step-by-step guides and clear, accessible text, the beginner will learn everything they need to know and may discover some unexpected invaluable functions as a bonus.

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