



## Microsoft Excel 2013 Plain & Simple

By Curtis D. Frye, Daniel Ferry

Microsoft Press,U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft Excel 2013 Plain & Simple, Curtis D. Frye, Daniel Ferry, 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.



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