



Excel: A Beginner's Guide to Microsoft Excel (Jrodan Koma's Excel Series)

Jrodan Koma

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Jordan Koma

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Microsoft Excel is one of the most commonly used programs across all industry and geopolitical lines. Despite this fact, many business people, even many who interact with it regularly don't understand everything that Excel is capable of. Don't let yourself continue to be one of them, Excel: A Beginner's Guide to Microsoft Excel can help.

Inside you will find everything you need to know to understand the times and places it is appropriate to use Excel in addition to all of the minutiae you have always been curious about but were afraid to ask for seeming out of touch with the current corporate culture. Inside you will find plenty of time saving tips like how to switch between absolute and relative cell references with just a few simple keystrokes. Excel is a necessary evil in your data-heavy world, do yourself a favor and make sure you are getting the most out of the time you put into it. If you have ever wondered how to enter data more efficiently, manipulate cells or worksheets to their full potential or format cells like you read about, stop wondering and start reading.

Inside you'll find:

Introduction

Chapter 1: Get to Know Excel

Chapter 2: Entering or Editing Data

Enter text or numbers

Enter data into multiple cells

Move data between cells

Fill a cell with time/date

Set a cell to modify data

Enter a sequence of numbers

Enter formulas or functions

Enter functions quickly

Switch between absolute and relative cell references

Chapter 3: Manipulating Cells

Adjust settings

Display more information per cell

Create a dropdown list

Insert new cells

Delete cells

Chapter 4: Manipulating Worksheets

Renaming worksheets

Moving worksheets

Copying worksheets

Inserting worksheets

Deleting worksheets

Editing multiple worksheets

Entering data to multiple worksheets

Chapter 5: Formatting

Format number cells

Clear cell formatting

Add borders, shading, text color

Adjust page breaks

Chapter 6: Printing

Print preview

Scale Printing

Print specified area

Conclusion

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