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## Microsoft Excel Basics: Everyday Guides Made Easy

Microsoft Excel Basics helps you master simple spreadsheets as well as advanced features using **clear step-by-steps** alongside **expert advice**.

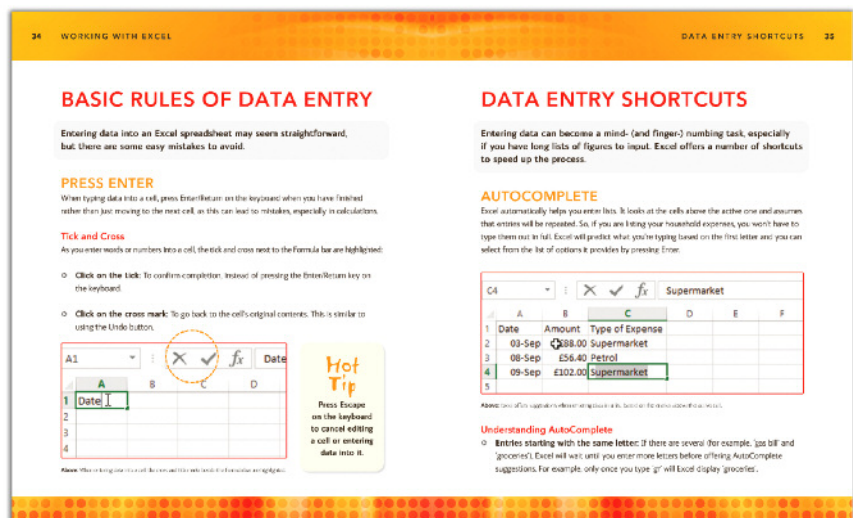
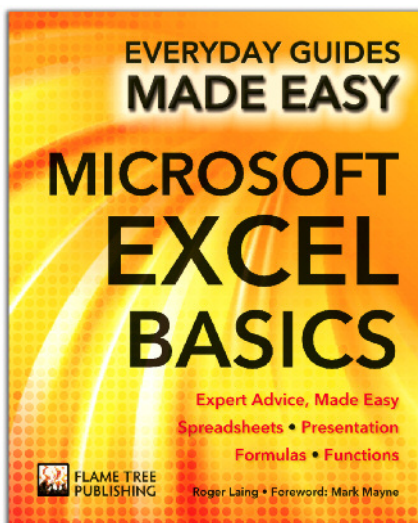
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Microsoft Excel remains the tried and tested industry-standard spreadsheet application, but it can be tricky to work with for beginners. Our title helps you navigate this **feature-rich and versatile program**, helping you do anything from expenses forms and sales reports to text-based to-do lists.

Microsoft Excel Basics distils the key information you need to get off to a flying start, whether you are a **complete beginner** or in need of a refresher course. Starting with the absolute basics, we then provide you with handy time-savers and solutions for working with large spreadsheets, before moving on to more complex processes, such as how to create formulas and use functions. Learn how best to **present and print your data** in tables and charts, and get help with errors and troubleshooting. Also, discover how to continue working on Excel files even if away from your home desktop computer, using Excel for smartphones and tablets, and Excel Online.

With clear text, **helpful screenshots** and **step-by-step examples**, Microsoft Excel Basics is a super accessible guide for users on PC or Mac.

Product short link: [www.flametr.com/MicrosoftExcelBasics](http://www.flametr.com/MicrosoftExcelBasics)



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