



# Excel Quick

**Mike Girvin**



## **Excel Quick:**

**Excel 2016 Bible** John Walkenbach, 2015-10-20 The complete guide to Excel 2016 from Mr Spreadsheet himself Whether you are just starting out or an Excel novice the Excel 2016 Bible is your comprehensive go to guide for all your Excel 2016 needs Whether you use Excel at work or at home you will be guided through the powerful new features and capabilities by expert author and Excel Guru John Walkenbach to take full advantage of what the updated version offers Learn to incorporate templates implement formulas create pivot tables analyze data and much more Navigate this powerful tool for business home management technical work and much more with the only resource you need Excel 2016 Bible Create functional spreadsheets that work Master formulas formatting pivot tables and more Get acquainted with Excel 2016 s new features and tools Customize downloadable templates and worksheets Whether you need a walkthrough tutorial or an easy to navigate desk reference the Excel 2016 Bible has you covered with complete coverage and clear expert guidance **Excel 2013 Simplified** Paul McFedries, 2013-02-26 A friendly visual approach to learning the basics of Excel 2013 As the world s leading spreadsheet program Excel is a spreadsheet and data analysis tool that is part of the Microsoft Office suite The new Excel 2013 includes new features and functionalities that require users of older versions to re learn the application However whether you re switching from an earlier version or learning Excel for the first time this easy to follow visual guide gets you going with Excel 2013 quickly and easily Numbered steps as well as full color screen shots concise information and helpful tips all contribute to a clear comfortable learning experience Covers Excel basics workbook fundamentals formatting worksheets and enhancing them with graphics analyzing data communicating results with charts and PivotTables and much more Walks you through using Flash Fill representing your data in a variety of ways and maximizing a more interactive interface Demonstrates how to share workbooks collaborate with others and embed portions of your spreadsheets on social network pages Excel 2013 Simplified is a quick and easy way to get up to speed on Excel 2013 for both novice users and those upgrading from an earlier version *Microsoft Excel 2010 On Demand* Steve Johnson, Perspection Inc., 2010-06-22 What you need when you need it Need answers quickly Microsoft Excel 2010 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Includes Workshops MCAS Exam Prep More than 500 Essential Excel Tasks Inside the Book Create workbooks more efficiently using the improved Ribbon interface Use data analysis tools and techniques for better decision making Use organizing processing and presenting tools to create and analyze data Integrate data from external sources and add hyperlinks Use conditional formatting and Sparklines to visualize results Add impact to your data with PivotTable and PivotChart reports Organize information and add impact with clip art SmartArt diagrams tables and charts Use SharePoint to collaborate and share documents Use the Excel Web App to view and edit documents in a browser Prepare for the Microsoft Certified Application Specialist MCAS exam Bonus Online Content Register your book at [queondemand.com](http://queondemand.com) to gain access to

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