

Learn Excel 2013 Essential Skills With The Smart Method

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Microsoft Excel 2013 - Curtis D. Frye 2013
Describes the features of the software program, including writing formulas, presenting data visually, linking worksheets, using PivotTables, and collaborating online.

[Excel 2013: The Missing Manual](#) - Matthew MacDonald 2013-04-18
The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual

comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of

rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Intermediate Excel - M.L. Humphrey
Microsoft Excel is an amazing tool. Once you've mastered the basics, it's time to learn a few tips and tricks to take things to the next level. In this guide you'll learn how to create pivot tables, chart your data, apply conditional formatting, and many other more advanced tools for getting the most out of Excel. (Including probably more than you ever wanted to know about nested IF functions.) If you're comfortable with the basics of Excel and ready to take it to the next level, this is the guide for you. Keywords: microsoft excel, ms excell, pivot tables, bar charts, column charts, pie charts, doughnut charts, line charts, scatter plots, conditional formatting, pivottables, concatenate, if functions, sumifs, text function, locking cells, removing duplicate entries
New Perspectives on Microsoft Excel 2013, Comprehensive Enhanced Edition - Roy Ageloff

2015-04-08

Readers develop the Microsoft Excel 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT EXCEL 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Excel 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS Excel 2013 as NEW PERSPECTIVES MICROSOFT EXCEL 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Course Guide: Microsoft Excel 2013 Intermediate - Lynn Wermers 2013-12-31

Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

MOS 2016 Study Guide for Microsoft Excel - Joan Lambert 2016-10-10

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday

proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.

Excel 2002 For Dummies - Greg Harvey
2001-06-15

Just because electronic spreadsheets like Excel 2002 have become almost as commonplace on today's personal computers as word processors and games doesn't mean that they're either well understood or well used. If you're one of the many folks who has Office XP on your computer but doesn't know a spreadsheet from a bedsheet, this means that Excel 2002 is just sitting there taking up a lot of space. Well, it's high time to change all that. One look at the Excel 2002 screen (with all its boxes, buttons, and tabs), and you realize how much stuff is going on there. Excel 2002 For Dummies will help you make some sense out of the rash of icons, buttons, and boxes that you're going to be facing day after day. And when you ready to go beyond spreadsheet basics, this guide will also introduce you to Conjuring up charts Inserting graphics Designing a database Converting spreadsheets into Web pages Most of all, Excel 2002 For

Dummies covers the fundamental techniques that you need to know in order to create, edit, format, and print your own worksheets. In this book, you'll find all the information that you need to keep your head above water as you accomplish the everyday tasks that people do with Excel. This down-to-earth guide covers all these topics and more: Creating a spreadsheet from scratch Document recovery Formatting fundamentals Making corrections (and how to undo them) Retrieving data from your spreadsheets Protecting your documents Demystifying formulas Now, even if your job doesn't involve creating worksheets with a lot of fancy financial calculations or lah-dee-dah charts, you probably have plenty of things for which you could and should be using Excel. For instance, you may have to keep lists of information or maybe even put together tables of information for your job. Excel is a great list keeper and one heck of a table maker. You can use Excel anytime you need to keep track of

products that you sell, clients who you service, employees who you oversee, or you name it.

Statistics Using Excel Succinctly - Charles Zaiontz 2017-02-01

Learn the ins and outs of Microsoft Excel's statistical capabilities. Author Charles Zaiontz will help you familiarize yourself with an often overlooked but very powerful set of tools. With **Statistics Using Excel Succinctly**, you will be able to maximize your Excel skills.

Microsoft Excel 2013: Illustrated Complete - Elizabeth Reding 2013-06-17

Praised by instructors for its concise, focused approach and user-friendly format, the **Illustrated Series** engages both computer rookies and hot shots in mastering MICROSOFT EXCEL 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the **Illustrated Series'** hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color

screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Course Guide: Microsoft Excel 2013 Advanced, Spiral bound Version - Lynn Wermers
2013-12-31

Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content

referenced within the product description or the product text may not be available in the ebook version.

Excel 2013 and 2010 for Seniors - Studio Visual Steps 2014-05-01

Microsoft's well-known spreadsheet program Excel is user-friendly and offers a wide range of features and built-in functions for many different uses. The book Excel 2013 and 2010 for SENIORS will teach you how to perform such tasks as entering data and formulas, formatting cells, designing charts and graphics, creating address lists, sorting, and filtering. This book also demonstrates how to make a cash book and explores other topics such as creating estimates, budgets, pivot tables and mailings. With thorough explanations and step-by-step instructions, this book makes every task discussed easy to perform. Please note: In order to work with this book, you need to own Excel 2013 or Excel 2010 and have it already installed on your computer or have a subscription to

Office 365, the online version. Suitable for:
Microsoft Excel 2013 and Excel 2010 Windows
8.1, 7 and Vista

*Succeeding in Business with Microsoft Excel
2013: A Problem-Solving Approach* - Debra
Gross 2013-08-21

SUCCEEDING IN BUSINESS WITH
MICROSOFT OFFICE EXCEL 2013 prepares
your students to solve business problems by
moving beyond the basic point and click skills to
think critically about realistic business
situations. When students combine software
analysis with their own decision making abilities,
they are more likely meet any business challenge
with success. The Succeeding in Business Series
emphasizes problem-solving, critical thinking,
and analysis - challenging students to find
efficient and effective solutions. Important
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product description or the product text may not
be available in the ebook version.

Microsoft Excel 2013 Data Analysis and

Business Modeling - Wayne Winston
2014-01-15

Master business modeling and analysis
techniques with Microsoft Excel 2013, and
transform data into bottom-line results. Written
by award-winning educator Wayne Winston, this
hands-on, scenario-focused guide shows you how
to use the latest Excel tools to integrate data
from multiple tables—and how to effectively
build a relational data source inside an Excel
workbook. Solve real business problems with
Excel—and sharpen your edge Summarize data
with PivotTables and Descriptive Statistics
Explore new trends in predictive and
prescriptive analytics Use Excel Trend Curves,
multiple regression, and exponential smoothing
Master advanced Excel functions such as
OFFSET and INDIRECT Delve into key financial,
statistical, and time functions Make your charts
more effective with the Power View tool Tame
complex optimization problems with Excel
Solver Run Monte Carlo simulations on stock

prices and bidding models Apply important modeling tools such as the Inquire add-in
Microsoft Excel 2013 Inside Out - Craig Stinson
2013-04-15

You're beyond the basics—so dive in and really put your spreadsheet skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Learn how the experts tackle Excel 2013—and challenge yourself to new levels of mastery. Includes companion eBook and sample files. Topics include:
Customizing the Excel workspace Best practices for designing and managing worksheets
Creating formulas and functions Performing statistical, what-if, and other data analysis
Core to advanced charting techniques Using graphics and sparklines
Managing databases and tables Automating Excel with macros and custom functions
Collaborating in Excel online, in the cloud, and more Extending Excel

Illustrated Course Guide: Microsoft Excel 2013 Basic - Elizabeth Eisner Reding

2013-12-31

Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Excel 2013 VBA and Macros - Bill Jelen 2013

This book provides information on ways to automate routine tasks with Excel and build Excel macros.

New Perspectives on Microsoft Excel 2013,

Brief - June Jamrich Parsons 2013-05-13

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, *New Perspectives* helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, *New Perspectives Microsoft Excel 2013* continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, *New Perspectives* improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

A Guide to Microsoft Excel 2013 for Scientists and Engineers - Bernard Liengme

2015-03-17

Completely updated guide for students, scientists and engineers who want to use Microsoft Excel 2013 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2013. Features of Excel

2013 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. New to this edition: The Backstage is introduced (a new Office 2013 feature); all the 'external' operations like Save, Print etc. are now in one place The chapter on charting is totally revised and updated - Excel 2013 differs greatly from earlier versions Includes many new end-of-chapter problems Most chapters have been edited to improve readability

Learn Excel 2016 Expert Skills with the Smart Method - Mike Smart 2016-03-04

This book is very, very different to any other computer book you have ever read. The Smart Method provides an entirely new and better way to learn Excel. You'll immediately appreciate the value and relevance of each skill as it is taught. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains

everything you need in a simple and no-nonsense way. Amongst other things you'll learn how to:

- ¿Use Excel 2016¿s new 3D maps feature to create interactive video tours
- ¿Use Excel 2016¿s new Get & Transform tool to clean and combine data
- ¿Perform What-If analysis to model and compare business scenarios
- ¿Use advanced functions to solve real-world business problems
- ¿Create intuitive user interfaces using form controls and recorded macros
- ¿Master dynamic tables and structured table references
- ¿Use Excel 2016¿s new Append and Merge queries to de-normalize data
- ¿Master Excel¿s data modeling features to define table relationships
- ¿Completely understand Excel¿s ability to create OLAP cubes
- ¿Use OLAP pivot tables and 3D Maps to present OLAP cube data.
- ¿Use OLAP features to gain total control over PivotTable formatting
- ¿Break the million row limit with Excels 2016¿s new Big Data features

Microsoft Excel 2013 for Medical

Professionals - Elizabeth Reding 2013-12-11

Master the Microsoft Excel 2013 skills essential for success in today's medical office or health-related career with MICROSOFT EXCEL 2013 FOR MEDICAL PROFESSIONALS. This reader-friendly book introduces Microsoft Excel 2013 using a clear, step-by-step format and visually driven approach. Actual medical examples and timely projects within a case study related to the medical industry prepare readers to meet contemporary medical office challenges. Both beginning and experienced computer users benefit from the book's straightforward approach and ongoing value as a reference tool. MICROSOFT EXCEL 2013 FOR MEDICAL PROFESSIONALS ensures readers quickly develop the spreadsheet skills necessary to support a front or back office of a clinic, hospital, or medical practice with great success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. *Excel 2013 Bible* - John Walkenbach 2013-02-05

Excel at Excel with the help of this bestselling spreadsheet guide John Walkenbach's name is synonymous with excellence in computer books that decipher the complexities of Microsoft Excel. Known as "Mr. Spreadsheet," Walkenbach shows you how to maximize the power of Excel 2013 while bringing you up to speed on the latest features. This perennial bestseller is fully updated to cover all the new features of Excel 2013, including how to navigate the user interface, take advantage of various file formats, master formulas, analyze data with PivotTables, and more. Whether you're an Excel beginner who is looking to get more savvy or an advanced user looking to become a power user, this latest edition provides you with comprehensive coverage as well as helpful tips, tricks, and techniques that you won't find anywhere else. Shares the invaluable insight of Excel guru and bestselling author "Mr. Spreadsheet" John Walkenbach as he guides you through every aspect of Excel 2013 Provides essential coverage

of all the newest features of Excel 2013 Presents material in a clear, concise, logical format that is ideal for all levels of Excel experience Features a website that includes downloadable templates and worksheets from the book Chart your path to fantastic formulas and stellar spreadsheets with Excel 2013 Bible!

New Perspectives on Microsoft Excel 2013, Introductory - June Jamrich Parsons 2013-07-29 With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning

outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Exam 77-420 Microsoft Excel 2013 - Microsoft Official Academic Course 2013-08-12 This Microsoft Excel 2013, Exam 77-420 book is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Excel 2013 text is mapped to the Excel 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to create and edit professional-looking spreadsheets for a variety of purposes and situations. It also covers such skills as charting, creating analytical, financial reports, data entry, developing budgets, formatting numerical (financial, statistical, etc.) reports, creating forms, graphing, processing data,

reporting, technical support, trending and much more. The Microsoft Official Academic Course (MOAC) Office series also offers OfficeGrader. This valuable tool corrects your students tasked-based assignments. Students work on real-world problems like the ones they will encounter in the workforce ensuring they are ready for real professional challenges. OfficeGrader allows for efficient and consistent grading saving time for other important teaching activities. Grading is easier than ever allowing faster assignment turnaround to students. Excel 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market. Students who have earned certification can broaden their employment opportunities in such fields as accounting, office administration, consulting, as executives and managers, help desk personnel, instructors/trainers, program/project managers, and sales careers.

Enhanced Microsoft Excel 2013: Illustrated

Complete - Elizabeth Reding 2015-04-11

Both computer rookies and hot shots can master Microsoft Excel 2013 quickly and efficiently with this new book in the acclaimed Illustrated Series - ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows readers to work through an entire task without turning the page. Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview what readers should see on their own computers. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. Readers strengthen their understanding of the latest features in MS Excel 2013 for ongoing success.

Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

[Illustrated Course Guide: Microsoft Excel 2013 Basic](#) - Elizabeth Eisner Reding 2013-12-31

Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Excel 2013 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Excel 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introducing Microsoft Power BI - Alberto Ferrari 2016-07-07

This is the eBook of the printed book and may

not include any media, website access codes, or print supplements that may come packaged with the bound book. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publication of Alberto Ferrari and Marco Russo's upcoming retail book, Analyzing Data with Power BI and Power Pivot for Excel (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more details:<http://aka.ms/analyzingdata/details>. Learn more about Power BI at <https://powerbi.microsoft.com/>.

Learn Excel 2013 Expert Skills with the Smart Method - Mike Smart 2014-04-01

This book is for users who are already comfortable with Excel 2013's basic features and want to learn to use all of Excel 2013's most powerful features. The course is structured into

sessions and lessons. Each lesson is presented upon two facing pages. Skills are taught in the context of actual business problems. The presentational style allows you to learn only the skills you need.

Excel Essential Skills - A. S. Kalra 2000

This workbook of fractions for Year 7 is designed to make students feel confident in the basic processes of fractions. It will help satisfy the needs of slower learners, and provide enrichment opportunities for quicker learners. The step-by-step explanations and the many practice exercises will guarantee students' understanding of the work. In Excel Complete Fractions Workbook Year 7 you will find: self-contained units of work with hundreds of practice questions stay in touch units that ensure that all topics receive constant revision stop revise check. Process that summarises the main concepts covered in each chapter four practice exams full explanations for each skill tested

Microsoft Excel 2013: Complete - Steven M. Freund 2013-08-21

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Excel 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Excel 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice:

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Learn Excel 365 Expert Skills with The Smart Method - Mike Smart 2020-02-09

This book is very, very different to any other computer book you have ever read. The Smart Method provides an entirely new and better way to learn Excel. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple, no-nonsense way.

Excel for Beginners - M.L. Humphrey
"Perfect for Excel Newbies" "Great Beginner Resource" Microsoft Excel is an incredibly powerful tool both for personal use and business use. But learning to use Excel can be overwhelming when you're confronted with a thousand-page guide that's talking about anything and everything under the sun. In Excel for Beginners, M.L. Humphrey walks you

through the basics of using Excel by focusing on what you'll really need for day-to-day use. Topics covered include navigating Excel, inputting your data, formatting it, manipulating it, and printing your results. This is not a comprehensive guide, but when you're done you should know 98% of what you'll need to know to work in Excel and 100% of what you'll need on a daily basis. So what are you waiting for? Get started today.
keywords: microsoft excel, ms excell, novice, beginner, introduction to excel, formatting, printing, excel basics

New Perspectives on Microsoft Excel 2013, Comprehensive - June Jamrich Parsons
2013-10-24

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Excel 2013 continues to

engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Beginning Excel, First Edition - Barbara Lave
2020

This is the first edition of a textbook written for a community college introductory course in spreadsheets utilizing Microsoft Excel; second edition available:

<https://openoregon.pressbooks.pub/beginningexcel19/>. While the figures shown utilize Excel 2016, the textbook was written to be applicable to other versions of Excel as well. The book

introduces new users to the basics of spreadsheets and is appropriate for students in any major who have not used Excel before.

Learn Excel 2013 Essential Skills with the Smart Method - Mike Smart 2013-12-01

This Excel 2013 book is very, very different to any other computer book you have ever read. The Smart Method provides an entirely new and better way to learn Excel 2013. Here are just four of the many ways in which this book is unique: The book will equip you with excellent Excel 2013 skills, good enough to impress any employer, but it doesn't confuse by attempting to teach skills that are not common in the workplace. Only users who have advanced requirements need progress to the Expert Skills book. Instruction is logically structured into sessions and lessons. While this makes the book ideal for self-instruction, you can also use it to run your own, highly effective, adult training courses. Every lesson is presented on two facing sheets of A4 paper (the pages are much bigger

than in any other Excel book). Each lesson has a sample file that models a real-world business problem. You'll immediately appreciate the value and relevance of each skill as it is taught. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple and no-nonsense way. From the Back Cover Amongst other things you'll learn how to: Use the new Excel 2013 Flash Fill feature to split and concatenate text Use the new Excel 2013 Apps to add new functionality to worksheets Use the new Excel 2013 Cloud Computing features to share data Use the Versions feature to recover lost data Understand absolute, relative and mixed cell references Create stunning, professional, presentation-quality charts Use the Themes feature to create visually excellent worksheets Use Sparklines to visually represent large data sets Bring your data alive with Visualizations Create custom conditional formatting rules with

the Rules Manager Create your own formulas with the Formula Autocomplete feature Master Excel 2013's Fluent User Interface and Ribbon Companies who have taken Smart Method courses include: AOL Time Warner, The United States Army, Daimler Chrysler, Motorola, HSBC, Barclays, American Express, Allied Irish Banks, Imperial Tobacco, Volvo, The BBC, British Petroleum, The Foreign and Commonwealth Office, Unilever, The Institute of Chartered Accountants, The Ministry of Defence, Keele University, Deutsche Bank, HBOS, Transport For London, The Performing Rights Society, Scottish Power, The Office of the Parliamentary Ombudsman, BAE Systems, RBS, Marks & Spencer, Virgin, O2, BMW... and many, many others.

[Learn Excel 2019 Essential Skills with the Smart Method](#) - Mike Smart 2018-12-14

This book is very, very different to any other computer book you have ever read. The Smart Method provides an entirely new and better way

to learn Excel. Both IT professionals and absolute beginners will love this book because it avoids needless technical jargon and concisely explains everything you need in a simple, no-nonsense way.

Microsoft Excel 2013 Plain & Simple - Curtis Frye 2013-04-15

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

Microsoft Excel 2013: Illustrated

Introductory - Elizabeth Reding 2013-04-16

Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering MICROSOFT EXCEL 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the

product text may not be available in the ebook version.

MOS 2013 Study Guide for Microsoft Excel Expert - Mark Dodge 2013-09-15

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Excel Expert Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Includes downloadable practice files

Microsoft Excel 2013 - Alberto Ferrari 2013 Shows readers how to perform complex data analysis, create reports with the data analysis expressions language, and add hierarchies to data models to enable faster browsing.

Microsoft Excel 2010 In Depth - Bill Jelen 2010-06-25

Excel 2010 In Depth is the beyond-the-basics, beneath-the-surface guide for everyone who wants to streamline their work with Excel 2010,

and get more done in less time. Legendary Excel expert Bill Jelen provides specific, tested, proven solutions to the problems Excel users run into every day: challenges other books ignore or oversimplify. Jelen thoroughly covers all facets of working with Excel 2010, and adds new chapters on Excel Web App which allows multiple users to edit a spreadsheet simultaneously. New coverage also includes: Slicer, which offers dynamic filtering of PivotTables; Sparklines, which add data visualization to any cell; Calculation engine which improves the speed and accuracy of math, financial, and statistical functions; and the new version of Solver. As with all In Depth books, Excel 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real-world examples with nothing glossed over or left out. Step-by-step instructions with icons guide readers through essential tasks such as

designing tables, entering data, importing external data, designing and executing queries, and designing data entry forms and printed reports. Additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity. By Bill Jelen, aka MrExcel, an Excel MVP and the principal

behind the leading Excel website, MrExcel.com Covers all aspects of working with Excel 2010, from its updated Ribbon interface to its breakthrough collaboration and improved business intelligence For everyone who wants to get the most out of Excel 2010, from casual users to corporate professionals