



## My Excel 2016: Includes Content Update Program (Paperback)

By Tracy Syrstad

Pearson Education (US), United States, 2015. Paperback. Book Condition: New. 229 x 156 mm. Language: English . Brand New Book. Book + Content Update Program My Excel 2016 is your must-have companion for getting most out of Excel 2016. This friendly, quick, full-color, 100 practical tutorial walks you through every task you ll want to do with Excel 2016. \* Get productive fast with Excel 2016 s updated interface\* Save time and make your data easier to work with\* Efficiently enter, insert, move, and manage data\* Use templates to reuse work and get a jumpstart on new projects\* Format worksheets and charts to make them clearer and more useful\* Use intuitive sparkline charts that fit in a single cell\* Build custom formulas using powerful built-in functions\* Sort, filter, and consolidate data and eliminate duplication\* Instantly group data and generate subtotals\* Quickly summarize huge data sets with PivotTables\* Find, fix, and avoid errors that break spreadsheets or cause inaccuracies\* Communicate more powerfully using visual tools such as SmartArt and WordArt\* Precisely control what you print and how it looks\* Securely share and distribute your workbooks\* Use Excel on the Web wherever you have Internet accessEvery task is presented step-by-step, using carefully...



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