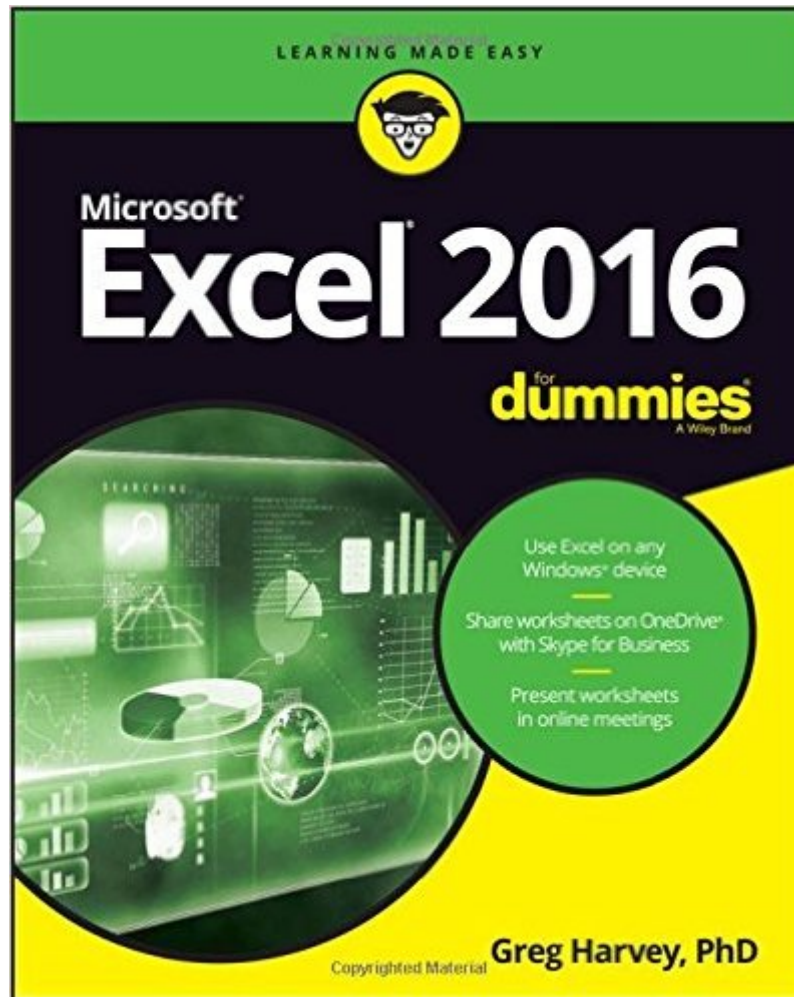


The book was found

# Excel 2016 For Dummies (Excel For Dummies)



## Synopsis

Let your Excel skills soar to new heights with this bestselling guide. Updated to reflect the latest changes to the Microsoft Office suite, this new edition of *Excel For Dummies* quickly and painlessly gets you up to speed on mastering the world's most widely used spreadsheet tool. Written by bestselling author Greg Harvey, it has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress-free. If the thought of looking at spreadsheet makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest installment of the software, Microsoft Excel 2016. In no time, you'll begin creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, and more. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like adding hyperlinks to worksheets, saving worksheets as web pages, adding worksheet data to an existing web page, and so much more. Save spreadsheets in the Cloud to work on them anywhere. Use Excel 2016 on a desktop, laptop, or tablet. Share spreadsheets via email, online meetings, and social media sites. Analyze data with PivotTables. If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you, this new edition of *Excel 2016 For Dummies* sets you up for success.

## Book Information

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## Customer Reviews

This is a great addition to the Dummies series ,and is updated to the latest version of Excel. For those who like the Office ribbon but could use some help navigating more complex functions, this book is helpful.

This is a good beginner's reference for Excel. I wanted such a book for my granddaughter and this seems to meet my requirements just fine. I'm sure there are others but at this price and with my coaching, she will be just fine.

I thought the book should be formatted in more layman terms still has techie type words that some people are unfamiliar with.

I found it a little hard to follow at times.

Pretty good as a comprehensive basic introduction, but I was looking for some more sophisticated things than this book gets into. I'm not very interested in creating beautiful charts, and this book emphasizes that a good deal. A respectable basic intro.

This book is great! I bought it because I was trying to create pivot tables in excel 2016. The book was easy to understand and I accomplished what I was trying to do.

This book is clearly written with energy and the author obviously enjoyed doing what he was doing. You can buy this one.

Great reference guide!Very comprehensive!

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