



Simply Excel 2010

By Paul McFedries

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Simply Excel 2010, Paul McFedries, If you are serious about getting up to speed with Excel 2010, this clear, concise guide is the ideal companion for fast and efficient learning. The author illustrates the main functions of Excel 2010, explaining everything you need to know in plain, jargon-free English with full-colour screen shots and numbered, step-by-step instructions. The simple, yet elegant design features a multitude of images as well as tips & tricks to make this a perfect reference for all ages - just follow the instructions on your own PC. Whether you are a beginner or an experienced user in need of a quick grip on the updates in Excel 2010, read on for: * Excel 2010 basics * workbook fundamentals * formatting worksheets and enhancing them with graphics * analysing data and communicating results with charts and PivotTables Packed with advice and illustrations, this visual tutorial is excellent value for money. Learn something new today -- read it, try it and become your own expert with Simply Excel 2010!.



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