Teach Yourself VISUALLY Excel 2013. Teach Yourself VISUALLY (Tech)

Description: Are you a visual learner? Do you prefer instructions that show you how to do something and skip the long–winded explanations? If so, then this book is for you. Open it up and you'll find clear, step–by–step screen shots that show you how to tackle more than 160 Excel 2013 tasks. Each task–based spread covers a single technique, sure to help you get up and running on Excel 2013 in no time.

You'll learn to:
- Enter text or numbers into a cell
- Work with ranges and range names
- Build formulas and add functions
- Format and print workbooks
- Visualize data with charts

Designed for visual learners
- Two–page lessons break big topics into bite–sized modules
- Succinct explanations walk you through step by step
- Full–color screen shots demonstrate each task
- Helpful sidebars offer practical tips and tricks

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