



Excel: For Absolute Beginners - The Simplest Way To Master Excel And Boost Your Productivity! (Excel, Microsoft Office, Excel Shortcuts)

Nick Williamson

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Excel

For Absolute Beginners - The Simplest Way To Master Excel And Boost Your Productivity!

Microsoft Excel is a spreadsheet program that allows you to enter in data and do simple as well as complex mathematical functions to that data. Many people who use Excel are looking for an easy solution to keeping their data organized and easily manageable. When you start using Excel you can create sheets that can be used for family budgets, tracking your goals and objectives, creating a price chart for your collectibles and much more. The problem is that most people don't know how to use Excel and even get discouraged at using it over time. In this book we will walk you step by step through the process. We will explain to you what Excel is, what it can do and why you want it. We will then take you through creating a time sheet project for your business step by step. We will start by formatting the basic look of your time sheet, we will enter data, use formulas to calculate hours worked, money owed and even show you how to create a chart and change the data in that chart so that you have a visual representation of your data. At the end of this book you will know pretty much everything that you need to know in order to get the most out of Microsoft Excel. When done with this book you can go exploring and see what advanced tips and tricks you can do with the software. So if you have been banging your head against the wall and just want a simple step by step demonstration with screen shots and simple English directions then this is the book for you.

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