



Excel: Complete Beginner's Guide To Microsoft Excel - Learn The Basics Of Microsoft Excel In Just 7 Days! (Microsoft Office, Spreadsheets, Formulas)

Eric Taylor

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Complete Beginner's Guide To Microsoft Excel - Learn The Basics Of Microsoft Excel In Just 7 Days!

Microsoft Excel is a very powerful program if learned and managed correctly. In this book we will learn about his program and what it can do, what you can do with it and the key components that you will use on a daily basis in this program.

This book was written for someone who has never used Excel before. I will walk you through the program step by step and give you examples of what you need to do and how to do it. We will touch on functions, formatting, graphs and charts as well as how to protect your documents from being altered. At the end of this book you will be given an assignment to do. You will have all the tools needed to make this assignment very easily and when completed will have mastered all of the steps taught in this book.

So if you are looking for a very straight forward look into the world of Excel download this book and get the information you need to master this software.

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