



Idiot's Guides: Microsoft Excel 2013

Michael Miller

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Microsoft® Excel® can be an overwhelming and intimidating software product to use, but armed with the right book, anyone can master the basics. Packed full of color screen shots and illustrations, *Idiot's Guides: Microsoft® Excel® 2013* will teach any novice how to perform all of the essential functions, including how to create a spreadsheet from scratch; build and edit basic formulas and functions; manage, sort, and edit data cleanly and efficiently; create and insert graphics; work with tables; generate readable reports; and much more.

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