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Greg Harvey

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Let your Excel skills soar to new heights with this bestselling guide

Packed with unbeatable content at a bargain price, this book and online video package provides the most Excel bang for your buck. Featuring step-by-step video instructions that cover the most popular and essential Excel 2016 tasks, watching the online videos is like having an expert with you as learn to use the world's number-one spreadsheet tool with confidence. Written by bestselling author Greg Harvey, the book has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress-free.

If the thought of looking at spreadsheets makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest release of the software, Microsoft Excel 2016. In no time, you'll begin creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, and more. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like adding hyperlinks to worksheets, saving worksheets as web pages, adding worksheet data to an existing web page, and so much more.

- The online videos offers two and a half hours of accessible instruction on working with Excel 2016
- Use Excel on a desktop, laptop, or tablet
- Share spreadsheets via email, online meetings, and social media sites
- Analyze data with PivotTables

If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you, this book and video bundle of *Excel 2016 For Dummies* sets you up for success.

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