

# Microsoft Excel 2016

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by

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PRACTICE FILES

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**Excel 2016 in easy steps** Michael Price, Mike McGrath, 2016-01-27 Excel 2016 in easy steps will help you get to grips with the latest version of this popular spreadsheet application Areas covered include Creating editing and manipulating worksheets Formulas Functions and Pivot Tables Handy templates to give you a head start Macros for everyday tasks to save time Charts to get an overview of your data Linking workbooks for automatic updates Using the Excel Online app to share and collaborate on spreadsheets and workbooks Adding images and illustrations to your spreadsheet to impress your colleagues Whether you re upgrading to Excel 2016 or new to the spreadsheet concept use this guide to learn the key features constructively and get more out of Excel 2016 in easy steps

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screen images to match what peoples should see on their computer screens Screen images provide visual feedback as peoples work through the exercises The images reinforce key concepts provide visual clues about the steps and allow peoples to check their progress

*Essential Excel 2016* David Slager,2016-12-20 This book shows you how easy it is to create edit sort analyze summarize and format data as well as graph it Loaded with screen shots step by step instructions and reader exercises *Essential Excel 2016* makes it easy for you to get to grips with this powerful software and what it can do What You ll Learn How to create amazing visualizations of your data Easy and accurate methods for entering data How to extract just the information you want from imported data and manipulate it and format it the way you want Export your results to other programs or share with others in the cloud Organize Summarize Filter and Consolidate your Data in almost any way imaginable Audit Validate and Protect your Data Who This Book Is For Anyone new to Excel or looking to take better advantage of the platform and find out its latest features

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practical hands on approach to learning all of the details of Excel 2016 in order to get work done efficiently on OS X From using formulas and functions to creating databases from analyzing data to automating tasks you ll learn everything you need to know to put this powerful application to use for a variety of tasks

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