



## Excel in a Minute: Steps for Performing Basic Tasks in Microsoft Excel 2013

By Diane L Martin

Escribe Publishing Inc., United States, 2015. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. This book is chock-full of screenshots, chapter timings, and directional arrows designed to guide the reader step-by-step through basic, yet nevertheless important tasks in Microsoft Excel 2013. Also included in this edition are practice exercises and an introduction to advanced concepts in Microsoft Excel such as pivot tables, macros, and the VLOOKUP function. Create worksheets to help you track business expenses, develop a personal budget, or analyze financial data. Work with our easy to follow tutorials at your own pace, and become more productive at work, at school, or at home.

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