

Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech))

By Greg Harvey

Download now

Read Online →

Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey

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.

 [**Download** Excel 2016 For Dummies Book + Online Videos Bundle ...pdf](#)

 [**Read Online** Excel 2016 For Dummies Book + Online Videos Bund ...pdf](#)

Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech))

By Greg Harvey

Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey

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.

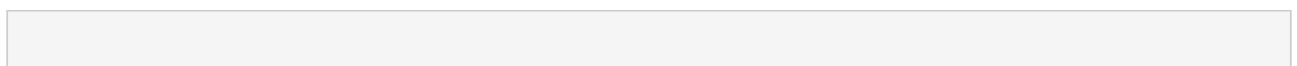
If the thought of looking at spreadsheets makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest release of the software, 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.

Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey Bibliography

- Sales Rank: #1029141 in Books
- Published on: 2015-11-09
- Original language: English
- Number of items: 1
- Dimensions: 9.30" h x .80" w x 7.50" l, .0 pounds
- Binding: Paperback
- 408 pages



 [**Download** Excel 2016 For Dummies Book + Online Videos Bundle ...pdf](#)

 [**Read Online** Excel 2016 For Dummies Book + Online Videos Bund ...pdf](#)

Download and Read Free Online Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey

Editorial Review

From the Back Cover

Inside:

- Bestselling Microsoft *Excel 2016 For Dummies*
- Online access code to 100 how-to videos covering Excel 2016

Master the leading spreadsheet and data analysis tool with this complete training package that covers everything you need to know about Microsoft Excel 2016

If the thought of looking at spreadsheets makes your head swell, you've come to the right place! This hands-on, complete training package gets you up and running with Excel 2016—fast. In no time, you'll discover the best ways for creating and editing worksheets, formatting cells, entering formulas, inserting graphs, and more.

- **For the love of spreadsheets** — if you're starting with no experience in using spreadsheets, you'll discover the secrets of the Ribbons interface before moving on to creating worksheets
- **Hey, good lookin'** — find out how to edit spreadsheets to make them look good, including how to make major editing changes without courting disaster
- **Make it your minion** — discover the ins and outs of keeping track of data in a single worksheet or multiple worksheets within the same workbook
- **Dig in to data** — set up data tables with one and two inputs, perform goal seeking, and create different cases with Scenario Manager
- **Pivot on point** — get introduced to Excel 2016's extensive pivot table and pivot chart capabilities that enable you to summarize and filter vast amounts of data

Features 100 step-by-step videos covering the most common Excel 2016 tasks. Activate your access code today!

Learn to:

- Create spreadsheets, perform data analysis, and work with pivot charts
- Know exactly when to enroll
- Make professional-looking charts, use graphics, and manage data lists
- Use apps for Office, share workbooks via OneDrive®, and present worksheets online

Open the book and find:

- A copy of *Microsoft Excel 2016 For Dummies*, the book that's helped millions of Excel users
- An access code to 100 videos sharing step-by-step training on core Excel 2016 functions
- Guidance on using Excel 2016 on a desktop, laptop, or tablet
- Tips for sharing spreadsheets via email, online meetings, and social media sites
- How to edit spreadsheets to make them look professional and presentation-ready
- Steps for inserting, editing, and formatting images
- The lowdown on importing external data

About the Author

Greg Harvey is a language scholar who has traced the roots of Tolkien's work in European folklore and pre-Christian religious beliefs. He has studied 12 languages, including Elvish, Latin, and Anglo-Saxon.

Users Review

From reader reviews:

Carolyn Livingston:

What do you in relation to book? It is not important to you? Or just adding material if you want something to explain what the ones you have problem? How about your time? Or are you busy man? If you don't have spare time to try and do others business, it is gives you the sense of being bored faster. And you have free time? What did you do? Every individual has many questions above. They must answer that question mainly because just their can do that. It said that about e-book. Book is familiar in each person. Yes, it is suitable. Because start from on kindergarten until university need this specific Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) to read.

Jose Jones:

On this era which is the greater individual or who has ability in doing something more are more important than other. Do you want to become certainly one of it? It is just simple solution to have that. What you are related is just spending your time not very much but quite enough to possess a look at some books. Among the books in the top collection in your reading list will be Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)). This book that is certainly qualified as The Hungry Inclines can get you closer in growing to be precious person. By looking upwards and review this publication you can get many advantages.

Linda Mays:

As we know that book is very important thing to add our know-how for everything. By a book we can know everything we would like. A book is a group of written, printed, illustrated or perhaps blank sheet. Every year ended up being exactly added. This e-book Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) was filled concerning science. Spend your free time to add your knowledge about your scientific disciplines competence. Some people has several feel when they reading a new book. If you know how big benefit of a book, you can experience enjoy to read a reserve. In the modern era like now, many ways to get book that you wanted.

Brandon Gentry:

Book is one of source of expertise. We can add our knowledge from it. Not only for students but additionally native or citizen have to have book to know the upgrade information of year for you to year. As we know those publications have many advantages. Beside we add our knowledge, could also bring us to around the world. By book Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) we can have more advantage. Don't you to definitely be creative people? Being creative person must choose

to read a book. Simply choose the best book that acceptable with your aim. Don't always be doubt to change your life with that book Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)). You can more inviting than now.

Download and Read Online Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey #W8R6LZA5NEB

Read Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey for online ebook

Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey
Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey books to read online.

Online Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey ebook PDF download

Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey Doc

Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey Mobipocket

Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey EPub

W8R6LZA5NEB: Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey