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This beginner-level course will introduce new users to Excel 2016. Author David Rivers covers the interface, creating and opening workbooks, entering text and numbers, working with formulas, basic formatting, inserting charts and graphics, and sharing and printing workbooks so that you have a great foundation in the world's most popular spreadsheet program.

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It could take years of study to master every one of them (and only a tiny number of Excel users ever have). This Essential Skills book makes it easy for absolutely anybody to very rapidly learn Excel 2016 to a standard that will greatly impress most employers because it doesn't confuse by attempting to teach

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