

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

By Greg Harvey

 Download

 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.

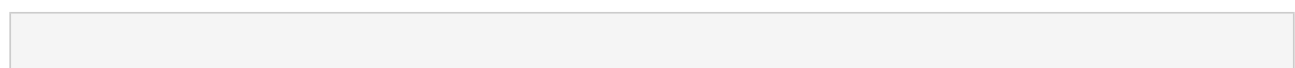
If the thought of looking at spreadsheets makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest release of the software,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

Jeremy Windham:

Your reading sixth sense will not betray a person, why because this Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) publication written by well-known writer who knows well how to make book which might be understand by anyone who have read the book. Written within good manner for you, still dripping wet every ideas and publishing skill only for eliminate your own hunger then you still uncertainty Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) as good book not simply by the cover but also by content. This is one reserve that can break don't determine book by its include, so do you still needing another sixth sense to pick this!? Oh come on your reading through sixth sense already told you so why you have to listening to another sixth sense.

Gilbert Pellerin:

That publication can make you to feel relax. This kind of book Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) was colourful and of course has pictures on there. As we know that book Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) has many kinds or category. Start from kids until teens. For example Naruto or Detective Conan you can read and think that you are the character on there. Therefore , not at all of book are generally make you bored, any it offers up you feel happy, fun and loosen up. Try to choose the best book for you personally and try to like reading this.

Troy Kemp:

As a pupil exactly feel bored to be able to reading. If their teacher expected them to go to the library or to make summary for some guide, they are complained. Just very little students that has reading's soul or real their passion. They just do what the instructor want, like asked to the library. They go to generally there but nothing reading very seriously. Any students feel that looking at is not important, boring as well as can't see colorful photographs on there. Yeah, it is for being complicated. Book is very important for you personally. As we know that on this time, many ways to get whatever we really wish for. Likewise word says, ways to reach Chinese's country. Therefore this Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) can make you really feel more interested to read.

Monique Hightower:

What is your hobby? Have you heard which question when you got students? We believe that that question was given by teacher to their students. Many kinds of hobby, Every individual has different hobby. Therefore you know that little person just like reading or as studying become their hobby. You need to understand that

reading is very important and book as to be the point. Book is important thing to incorporate you knowledge, except your current teacher or lecturer. You discover good news or update about something by book. Many kinds of books that can you take to be your object. One of them is actually Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)).

Download and Read Online Excel 2016 For Dummies Book + Online Videos Bundle (For Dummies (Computer/Tech)) By Greg Harvey #S2LA69XZO1G

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