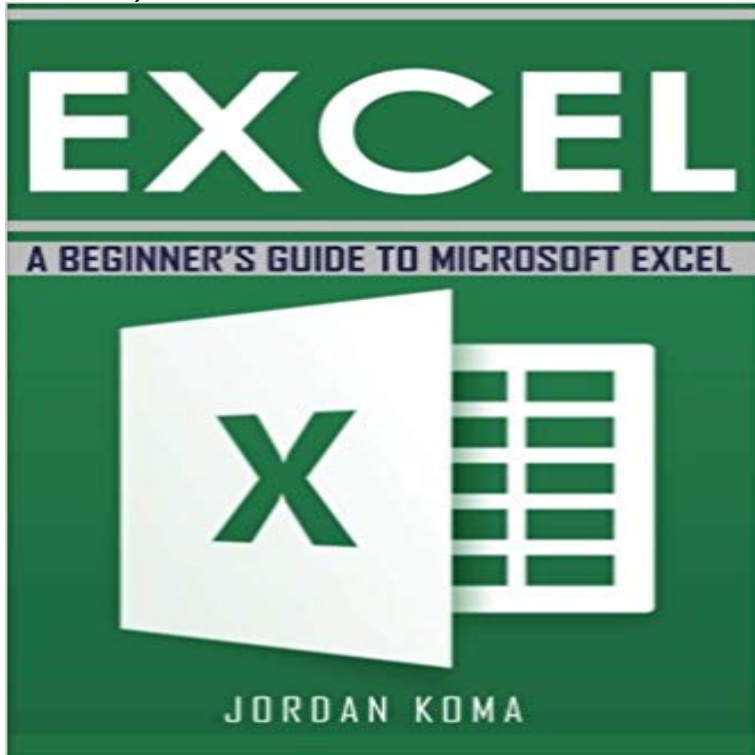


# Excel: A Beginners Guide to Microsoft Excel (Jrodan Kommas Excel Series)



Microsoft Excel is one of the most commonly used programs across all industry and geopolitical lines. Despite this fact, many business people, even many who interact with it regularly don't understand everything that Excel is capable of. Don't let yourself continue to be one of them, Excel: A Beginner's Guide to Microsoft Excel can help. Inside you will find everything you need to know to understand the times and places it is appropriate to use Excel in addition to all of the minutiae you have always been curious about but were afraid to ask for seeming out of touch with the current corporate culture. Inside you will find plenty of time saving tips like how to switch between absolute and relative cell references with just a few simple keystrokes. Excel is a necessary evil in your data-heavy world, do yourself a favor and make sure you are getting the most out of the time you put into it. If you have ever wondered how to enter data more efficiently, manipulate cells or worksheets to their full potential or format cells like you read about, stop wondering and start reading. Inside you'll find:

- Introduction
- Chapter 1: Get to Know Excel
- Chapter 2: Entering or Editing Data
  - Enter text or numbers
  - Enter data into multiple cells
  - Move data between cells
  - Fill a cell with time/date
  - Set a cell to modify data
  - Enter a sequence of numbers
  - Enter formulas or functions
  - Enter functions quickly
  - Switch between absolute and relative cell references
- Chapter 3: Manipulating Cells
  - Adjust settings
  - Display more information per cell
  - Create a dropdown list
  - Insert new cells
  - Delete cells
- Chapter 4: Manipulating Worksheets
  - Renaming worksheets
  - Moving worksheets
  - Copying worksheets
  - Inserting worksheets
  - Deleting worksheets
  - Editing multiple worksheets
  - Entering data to multiple worksheets
- Chapter 5: Formatting
  - Format number cells
  - Clear cell

formatting Add borders, shading, text color Adjust page breaks Chapter 6: Printing Print preview Scale Printing Print specified area Conclusion TAGLINE: Excel, Microsoft Excel, Learn Excel, Spreadsheets, Formulas, Shortcuts, Macros, Excel

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