

Information Excel User Guide

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A Statistical Guide for the Ethically Perplexed
Excel 2013: The Missing Manual
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Excel 2010 Power Programming with VBA
Data Literacy
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Microsoft Office Excel 2007 Step by Step
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A Guide to Microsoft Excel 2007 for Scientists and Engineers
MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams
Excel Formulas and Functions For Dummies
M Is for (Data) Monkey
Excel 2013 For Dummies
Office User Guide for MicroStrategy 9. 3. 1
MOS 2013 Study Guide for Microsoft Excel

Excel 2010: The Missing Manual

The AIMMS 3.9 User's Guide provides a global overview of how to use the AIMMS system. It is aimed at application builders, and explores AIMMS' capabilities in helping you create a model-based application in an easy and maintainable manner. The guide describes the various graphical tools that the AIMMS system offers for this task.

A Statistical Guide for the Ethically Perplexed

If you've ever spent hours renaming files or updating hundreds of spreadsheet cells, you know how tedious tasks like these can be. But what if you could have your computer do them for you? In *Automate the Boring Stuff with Python*, you'll learn how to use Python to write programs that do in minutes what would take you hours to do by hand—no prior programming experience required. Once you've mastered the basics of programming, you'll create Python programs that effortlessly perform useful and impressive feats of automation to:

- Search for text in a file or across multiple files
- Create, update, move, and rename files and folders
- Search the Web and download online content
- Update and format data in Excel spreadsheets of any size
- Split, merge, watermark, and encrypt PDFs
- Send reminder emails and text notifications
- Fill out online forms

Step-by-step instructions walk you through each program, and

practice projects at the end of each chapter challenge you to improve those programs and use your newfound skills to automate similar tasks. Don't spend your time doing work a well-trained monkey could do. Even if you've never written a line of code, you can make your computer do the grunt work. Learn how in Automate the Boring Stuff with Python. Note: The programs in this book are written to run on Python 3.

Excel 2013: The Missing Manual

All the methods and tools you need to successfully program with Excel John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics. With this comprehensive guide, "Mr. Spreadsheet" shows you how to maximize your Excel experience using professional spreadsheet application development tips from his own personal bookshelf. Featuring a complete introduction to Visual Basic for Applications and fully updated for the new features of Excel 2010, this essential reference includes an analysis of Excel application development and is packed with procedures, tips, and ideas for expanding Excel's capabilities with VBA. Offers an analysis of Excel application development and a complete introduction to Visual Basic for Applications (VBA) Features invaluable advice from "Mr. Spreadsheet" himself (bestselling author John Walkenbach), who demonstrates all the techniques you need to create large and small Excel applications Provides tips, tricks, and techniques for expanding Excel's

capabilities with VBA that you won't find anywhere else Includes a CD with templates and worksheets from the book This power-user's guide is packed with procedures, tips, and ideas for expanding Excel's capabilities with VBA. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

VISUAL BASIC USER'S GUIDE MICROSOFT EXCEL VERSION 5.0

For disciplines concerned with human well-being, such as medicine, psychology, and law, statistics must be used in accordance with standards for ethical practice. *A Statistical Guide for the Ethically Perplexed* illustrates the proper use of probabilistic and statistical reasoning in the behavioral, social, and biomedical sciences. Designed to be consulted when learning formal statistical techniques, the text describes common instances of both correct and false statistical and probabilistic reasoning. Lauded for their contributions to statistics, psychology, and psychometrics, the authors make statistical methods relevant to readers' day-to-day lives by including real historical situations that demonstrate the role of statistics in reasoning and decision making. The historical vignettes encompass the English case of Sally Clark, breast cancer screening, risk and gambling, the Federal Rules of Evidence, "high-stakes" testing, regulatory issues in medicine, difficulties with observational studies, ethics in human experiments, health statistics, and much more. In addition to these topics, seven U.S. Supreme Court

decisions reflect the influence of statistical and psychometric reasoning and interpretation/misinterpretation. Exploring the intersection of ethics and statistics, this comprehensive guide assists readers in becoming critical and ethical consumers and producers of statistical reasoning and analyses. It will help them reason correctly and use statistics in an ethical manner.

Excel 2010 Power Programming with VBA

Learn how to make the most of SharePoint 2016 and its wide range of capabilities to support your information management, collaboration, and business process management needs. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as search, workflow, and social) that make up these environments. In the fifth edition of this bestselling book, author Tony Smith walks you through the components and capabilities that make up a SharePoint 2016 environment. He provides step-by-step instructions for using and managing these elements, as well as recommendations for how to get the best out of them. What You Will Learn Create and use common SharePoint resources like lists, libraries, sites, pages and web parts Understand when and how workflows and information management policies can be used to automate process Learn how to take advantage of records retention, management, and disposition Make the most of SharePoint search

services Take advantage of social capabilities to create social solutions Who This Book Is For Whether you have not yet used SharePoint at all, have used previous versions, have just started using the basic features, or have been using it for a long of time, this book provides the skills you need to work efficiently with the capabilities SharePoint 2016 provides.

Data Literacy

A Guide to Microsoft Excel 2013 for Scientists and Engineers

A practical, skill-based introduction to data analysis and literacy We are swimming in a world of data, and this handy guide will keep you afloat while you learn to make sense of it all. In *Data Literacy: A User's Guide*, David Herzog, a journalist with a decade of experience using data analysis to transform information into captivating storytelling, introduces students and professionals to the fundamentals of data literacy, a key skill in today's world. Assuming the reader has no advanced knowledge of data analysis or statistics, this book shows how to create insight from publicly-available data through exercises using simple Excel functions. Extensively illustrated, step-by-step instructions within a concise, yet comprehensive, reference will help readers identify, obtain, evaluate, clean, analyze and visualize data. A concluding chapter introduces more sophisticated data analysis methods and tools including database managers such as Microsoft Access and MySQL and

standalone statistical programs such as SPSS, SAS and R.

The Complete Idiot's Guide to Microsoft Excel 2000

SharePoint 2003 User's Guide

Do you want to learn how to use Microsoft Excel, for a career boost or to better handle numbers, lists, and other data? The revised and expanded second edition of Excel Basics In 30 Minutes will quickly get you up to speed with basic spreadsheet concepts, tips, and tricks! Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step instructions, screenshots, and examples that demonstrate exactly what to do. Instructions apply to recent versions of Excel, including Excel 2013, Excel for Office 365, and Excel Online. For users who don't own Excel, the guide explains how to use a free online spreadsheets program called Google Sheets.

Excel 2019 Bible

This book will explain you the basic and advance features of Excel.This book will also explain you why excel is such an amazing program and why it can do so much more than you think.Excel enables any format of information to be organized in a spread sheet and its innate flexibility as program, you can define and structure the layout according to how you want to manage it. It allows for over 1 million rows by

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over 16,000 columns of data to be managed, which shows how Excel is advancing as a business tool. This allows Excel to be used for a large variety of business purposes. If you are New to Excel 2016 or upgrading from a previous version, Use this guide to learn the basics and advance features of Excel. This user guide will introduce you to some of Excel's 2016 more complex functionality, such as:-Use Conditional Logic in a formula-IF statements-Use the SumIF and CountIF functions-Produce a chart-Sort and filter-Apply subtotals-Data Validation-What-if-Analysis Tools-Introduction to Pivot Tables-Introduction to Macros

Table of Content:-Chapter 1: Overview of Excel 2016 Chapter 2: Cell References and RangeChapter 3: Working with Formulas and Functions Chapter 4: Data Validation Chapter 5: Protection Chapter 6: Sorting a DatabaseChapter 7: Filtering a Database Chapter 8: SubtotalsChapter 9: Pivot Tables Chapter 10: Conditional formatting Chapter 11: What-if-Analysis Tools Chapter 12: Working with Multiple Worksheets, Workbooks and ApplicationsChapter 13: Working with Charts Chapter 14: Macros

Office and SharePoint 2010 User's Guide

This report serves as a front-end user's guide to the RAND schoolhouse model, developed to inform policy decisions regarding technical training pipeline issues within the Air Education and Training Command (AETC). It provides front-end users with a reference for collecting and implementing data and briefly describes the simulation model and its uses.

Data Literacy

A step-by-step guide to Microsoft Excel 2007 describes the new features of the program, including its new interface, PivotTable, rich data visualization, and enhanced chart and table functions, and provides lessons and practice exercises to master the tools to organize data, manage spreadsheets, and publish to the Web.

Look Smarter Than You Are with Essbase - An End User's Guide

Power Query is one component of the Power BI (Business Intelligence) product from Microsoft, and "M" is the name of the programming language created by it. As more business intelligence pros begin using Power Pivot, they find that they do not have the Excel skills to clean the data in Excel; Power Query solves this problem. This book shows how to use the Power Query tool to get difficult data sets into both Excel and Power Pivot, and is solely devoted to Power Query dashboarding and reporting.

ADVANCE EXCEL 2016 TRAINING GUIDE

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for four Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes

downloadable practice files Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Office—and earn the credential that proves it!

Excel Basics In 30 Minutes (2nd Edition)

AIMMS 3. 9 - User's Guide

Microsoft PowerPivot is a free add-on to Excel from Microsoft that allows users to produce new kinds of reports and analyses that were simply impossible before, and this book is the first to tackle DAX formulas, the core capability of PowerPivot, from the perspective of the Excel audience. Written by the world's foremost PowerPivot blogger and practitioner, the book's concepts and approach are introduced in a simple, step-by-step manner tailored to the learning style of Excel users everywhere. The techniques presented allow users to produce, in hours or even minutes, results that formerly would have taken entire teams weeks or months to produce. It includes lessons on the difference between calculated columns and measures; how formulas can be reused across reports of completely different shapes; how to merge disjointed sets of data into unified reports; how to make certain columns in a pivot behave as if the pivot were filtered while other columns do not; and how to create time-intelligent calculations in pivot tables such as "Year over Year" and "Moving Averages" whether they use a standard, fiscal, or a complete custom calendar. The "pattern-like" techniques and

best practices contained in this book have been developed and refined over two years of onsite training with Excel users around the world, and the key lessons from those seminars costing thousands of dollars per day are now available to within the pages of this easy-to-follow guide. This updated second edition covers new features introduced with Office 2015.

A User's Guide to the Technical Training Schoolhouse Model

Excel, the world's most popular spreadsheet program, has the muscle to analyze heaps of data. Beyond basic number-crunching, Excel 2010 has many impressive features that are hard to find, much less master -- especially from online help pages. This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly. Navigate with ease. Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations. Write formulas for rounding numbers, calculating mortgage payments, and more Organize your data. Search, sort, and filter huge amounts of information Illustrate trends. Bring your data to life with charts and graphics -- including miniature charts called Sparklines Examine your data. Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets. Use the Excel Web App to collaborate with colleagues online Rescue lost data. Restore old versions of data and find spreadsheets you forgot to save

Microsoft Excel: Visual basic, User's guide

The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

Power Pivot and Power BI

Completely updated guide for scientists, engineers and students who want to use Microsoft Excel 2007 to

its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2007. Features of Excel 2007 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. Updated with new examples, problem sets, and applications.

Excel Basics In 30 Minutes

Microsoft Excel is an incredibly powerful tool both for personal use and business use. But learning to use Excel can be overwhelming when you're confronted with a thousand-page guide that's talking about anything and everything under the sun. In *Excel for Beginners*, M.L. Humphrey walks you through the basics of using Excel by focusing on what you'll really need for day-to-day use. Topics covered include navigating Excel, inputting your data, formatting it,

manipulating it, and printing your results. This is not a comprehensive guide, but when you're done you should know 98% of what you'll need to know to work in Excel and 100% of what you'll need on a daily basis. So what are you waiting for? Get started today.
keywords: microsoft excel, ms excell, novice, beginner, introduction to excel, formatting, printing, excel basics

Office User Guide for MicroStrategy 9.2.1m

Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity, make information sharing more effective, and facilitate business decision-making processes. In order to get the most out of SharePoint 2010, you need to understand how to best use the capabilities to support your information management, collaboration, and business process management needs. This book is designed to provide you with the information you need to effectively use these tools. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources (such as lists, libraries, and sites) and services (such as publishing, workflow, and policies) that make up these environments. Information and process owners will be given the knowledge they need to build and manage solutions. Information and process consumers will be given the knowledge they need to effectively use SharePoint resources. In this book, Seth Bates and Tony Smith walk you through

the components and capabilities that make up a SharePoint 2010 environment. Their expertise shines as they provide step-by-step instructions for using and managing these elements, as well as recommendations for how to best leverage them. As a reader, you'll then embrace two common SharePoint uses, document management and project information management, and walk through creating samples of these solutions, understanding the challenges these solutions are designed to address and the benefits they can provide. The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations. These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product.

Excel for Beginners

Explains how to create functional spreadsheets and offers advice on entering data, working with formulas, and importing and converting files

Microsoft Excel 2019 User Guide

Web sites, collaboration, document management, paperless offices—we want it all in business today, but how do we achieve all of these goals? More importantly, if you work for one of the millions of small-to-medium-sized businesses, how do you find the time to build the expertise necessary to reach

these goals? Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively. You need a guide that demonstrates a platform that small-to-medium-sized businesses can use to reach these goals. *Office and SharePoint 2010 User's Guide* demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with. Together with *SharePoint 2010*, users can achieve goals like web sites with a consistent single view, improved collaboration within their organization, and better document management, and may even get one step closer to the paperless office we've been promised for years. This book has topics for Office users of all skill levels, from those just starting to use Office tools to experienced power users. It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based office environment.

Office and SharePoint 2007 User's Guide

A practical, skill-based introduction to data analysis and literacy We are swimming in a world of data, and this handy guide will keep you afloat while you learn to make sense of it all. In *Data Literacy: A User's Guide*, David Herzog, a journalist with a decade of experience using data analysis to transform information into captivating storytelling, introduces students and professionals to the fundamentals of data literacy, a key skill in today's world. Assuming the reader has no advanced knowledge of data

analysis or statistics, this book shows how to create insight from publicly-available data through exercises using simple Excel functions. Extensively illustrated, step-by-step instructions within a concise, yet comprehensive, reference will help readers identify, obtain, evaluate, clean, analyze and visualize data. A concluding chapter introduces more sophisticated data analysis methods and tools including database managers such as Microsoft Access and MySQL and standalone statistical programs such as SPSS, SAS and R.

Automate the Boring Stuff with Python

Describes the features of the software program, including writing formulas, presenting data visually, linking worksheets, using PivotTables, and collaborating online.

SharePoint 2016 User's Guide

SharePoint 2010 User's Guide

Completely updated guide for students, scientists and engineers who want to use Microsoft Excel 2013 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to

using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2013. Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. New to this edition: The Backstage is introduced (a new Office 2013 feature); all the 'external' operations like Save, Print etc. are now in one place The chapter on charting is totally revised and updated - Excel 2013 differs greatly from earlier versions Includes many new end-of-chapter problems Most chapters have been edited to improve readability

Microsoft Excel 2013

This book is a single reference that's indispensable for Excel beginners, intermediate users, power users, and would-be power users everywhere Fully updated for the new release, this latest edition provides comprehensive, soup-to-nuts coverage, delivering over 900 pages of Excel tips, tricks, and techniques readers won't find anywhere else John Walkenbach, aka "Mr. Spreadsheet," is one of the liworld's leading authorities on Excel Thoroughly updated to cover the revamped Excel interface, new file formats, enhanced

interactivity with other Office applications, and upgraded collaboration features Includes a valuable CD-ROM with templates and worksheets from the book Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Improving EIA practice: Best Practice Guide for publishing primary biodiversity data

The complete guide to Excel 2019 Whether you are just starting out or an Excel novice, the Excel 2019 Bible is your comprehensive, go-to guide for all your Excel 2019 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities to take full advantage of what the updated version offers. Learn to incorporate templates, implement formulas, create pivot tables, analyze data, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2019 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and more Get acquainted with Excel 2019's new features and tools Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2019 Bible has you covered with complete coverage and clear expert guidance.

Microsoft Office Excel 2007 Step by Step

A STEP-BY-STEP SCREENSHOT GUIDE TO LEARNING EXCEL EASILY. Microsoft Excel is one of the most used

software applications of all time. Hundreds of millions of people around the world use Microsoft Excel. You can use Excel to enter all sorts of data and perform financial, mathematical or statistical calculations. That being said, the application is not limited to numbers, although that's where it "excels." You can add text, images, videos, objects, and many other items to help track, manage, and easily view information. Excel is a powerful application-but it can also be very intimidating. That's why we've put together this beginner's guide to getting started with Excel. Here is a preview of what you will learn: -Getting Started with Excel-How To Create A New Workbook In Excel-Excel User Interface-How to customize ribbon-Entering and editing data-Editing data manually-Using Autofill-Using Flash Fill-Design and organize workbooks-Organizing your data-Sorting data-Filtering Data-Carrying out calculations with formulas-Working with functions-Working with tables-Introduction to pivot tables-Printing your spreadsheet-Much, much, more! Download your copy of "Microsoft Excel" by scrolling up and clicking "Buy Now 1-Click" button.

Quick Start Reference Guide for MicroStrategy 9.2.1m

* Provides a "real world" view and best practices around using SharePoint 2003 technologies to meet business needs. * Seth Bates was the technical reviewer for both of Scot Hillier's books. * Lists the most common deployment scenarios of SharePoint technologies and the ways to best leverage SharePoint features for these scenarios.

Excel 2007 Bible

How Can I Use Essbase to Analyze Data? With millions of users world-wide, Essbase seems to be everywhere these days and now it's a part of your life. You want to slice and dice data, analyze information, and make highly formatted spreadsheet retrievals. You're sure Essbase is the answer and thank goodness your boss bought copies of this book for your entire department! This book is your key to unlocking the world of analysis through Essbase. You will learn: [How to connect to Essbase databases and retrieve data [What is multi-dimensionality and why should you care? [The basics of Essbases end-user add-ins for adhoc analysis [Steps to creating highly formatted reports and templates that you can use month after month [Creation and saving of advanced analytic queries using the query designers

Microsoft Excel: Visual basic, User's guide

Learn to create, edit, and print Excel worksheets Need to get going with Excel 2013 in a hurry? Here are the basic techniques you need to know to work with Excel spreadsheets on your desktop or Windows tablet. Nothing fancy — just what's necessary to open and navigate Excel 2013, enter and edit data, format cells, add a header and footer, and print your worksheet. It's easy! Open the book and find: Where to find things in the program window Tips for using Excel on a touchscreen device How to use AutoFill and Flash Fill Advice on entering formulas Steps for printing cool-

looking reports

A Guide to Microsoft Excel 2007 for Scientists and Engineers

Put the power of Excel formulas and functions to work for you! Excel is a complex program. Mastering the use of formulas and functions lets you use Excel to compute useful day-to-day information, such as calculating the true cost of credit card purchases or comparing 15-year and 30-year mortgage costs. This fun and friendly book demystifies Excel's built-in functions so you can put them to work. You'll find step-by-step instructions on 150 of Excel's most useful functions, how they work within formulas, and how to use them to make your life easier. See how to use 150 of Excel's most useful functions, with real-world examples showing how each function is used within a formula Learn to calculate the costs of leasing versus buying a car, compute classroom grades, create an amortization table, or evaluate investment performance Fully updated for Excel 2010, but the principles will work with earlier versions of Excel as well Includes essential coverage of an additional 85 functions In the ever-popular, non-threatening For Dummies style, Excel Formulas and Functions For Dummies, 2nd Edition makes Excel's power accessible to you.

MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams

Excel Formulas and Functions For Dummies

M Is for (Data) Monkey

Do you want to learn how to use Microsoft Excel, for a career boost, or to better handle numbers, lists, and other data? This popular Excel user guide covers basic spreadsheet concepts, including the Excel interface, formatting, functions, formulas, AutoFill, charts, print, filtering, and sorting. Step-by-step instructions are easy to follow, and include many examples.

Instructions apply to Excel 2019, Excel Online, the Excel mobile apps for Android and iOS, and Google Sheets.

Excel 2013 For Dummies

This book is a no-nonsense guide for Office users who have a SharePoint environment deployed. Written by the person responsible for large SharePoint deployment – his role is helping desktop users integrate and use SP features seamlessly – our author takes users through working with their familiar Office applications and leveraging SharePoint on the backend. This is different than using SharePoint; it's about putting Office to work and integrating it with SharePoint in such a way that even more benefits and synergies are realized. It's about using Office and SharePoint as a platform, and there is no other book on the market combining the two products.

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MOS 2013 Study Guide for Microsoft Excel

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Excel Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files

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