



# **Excel: The Complete User's Guide To Microsoft Excel; How To Become An Excel Expert In No Time! (Excel, Microsoft Office, Excel Shortcuts)**

*Steven Jones*

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## **Excel**

### **The Complete User's Guide To Microsoft Excel; How To Become An Excel Expert In No Time!**

In this modern world we live in, business is all around us. Everything we do is based on business in one way or another, and it all comes back around to the business side of life at the end of the day. If you are trying to get a job, if you have your own business, or if you want to make yourself more indispensable at the business you already work for, learning how to use Microsoft Excel is going to be one of the best decisions you can make. This is the top program in the data analysis industry, and knowing how to use it is going to put you at the forefront of your game. It doesn't matter what kind of business you are dealing with, if you need to keep track of, crunch, plan, or do anything with numbers, Excel is the program for you. Many people who take a look at Excel feel intimidated, seeing all the different aspects that come into play when you look at just the main screen of the program, but let me assure you, the program is incredibly easy to use and designed to be the most user friendly program you can imagine. You don't have to know a lot about computers, you don't have to deal with a lot of different aspects of computers, and you don't need to be a genius to know how to use this program, and once you do know how to use it, you are going to feel like everything I just listed. Let this book be your handy guide to this program, and take your knowledge from zero to one hundred in just a matter of minutes.

### **Here is a preview of what you'll learn:**

- Learn the overview of the program and what it is used for
- Learn how to get started on the program and find what you need
- Learn how to use the program for a variety of jobs and entries
- Learn how to use the program and organize your information starting today
- And more!

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