



## Excel Made Easy (Hardback)

By Ewan Arthur

Arcturus Publishing, United States, 2016. Hardback. Book Condition: New. Revised, Updated. 257 x 221 mm. Language: English . Brand New Book. This updated edition of Excel Made Easy enables users to get to grips with the latest generation of Excel software. The updated program offers enhanced multi-device capability and works on touch-screen apps as well as tablet and some smartphones, so that users can work at home, in the office or on the go with mobile devices. Excel 2013 brings previously advanced tasks within reach of the beginner. Innovations for this edition include: Flash Fill (smart table filling), data labelling using video, pivot tables, online meeting and social media sharing Brilliant for those new to Excel or simply technophobic, whatever their age. Clear step-by-step instructions combine with screen-grabs to ensure that key features of the program are grasped. Simplified instructions that make the features beginners are most likely to use crystal clear.



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