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# Microsoft Excel 2016 Step By Step



## Synopsis

Now in full color! The quick way to learn Microsoft Excel 2016! This is learning made easy. Get more done quickly with Excel 2016. Jump in wherever you need answers--brisk lessons and full-color screen shots show you exactly what to do, step by step. Quickly set up workbooks, enter data, and format it for easier viewing Perform calculations and find and correct errors Filter, sort, summarize, and combine data Analyze data by using PivotTables, PivotCharts, scenarios, data tables, and Solver Visualize data with charts and graphs, including new sunbursts, waterfalls, and treemaps Build data models and use them in business intelligence analyses Create timelines, forecasts, and visualizations, including KPIs and PowerMap data maps Look up just the tasks and lessons you need

## Book Information

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## Customer Reviews

I disagree with most of the other reviewers. I am an experienced EXCEL user. I work with it daily. Like most Microsoft Office products, Excel has amazing depth of functionality. Most of this value is hidden from most of us. This isn't intentional obfuscation; it's the result of a lot of people working to make the product better for many years. A book like this is necessary to begin to plumb these depths. It's true that the book starts at the beginning and uses a very clear, assume-the-reader-knows-nothing attitude. I skipped the basics and went straight for the pivot charts and data manipulation including macros. I appreciated the down-to-earth style in those

rarefied areas. I needed step-by-step examples to understand what to do. My point is that any book about software is going to embrace a style that might not appeal to everyone. Step By Step is a manual. It isn't a novel. You don't really need to start at chapter one and read to the end. It's very easy to find the stuff you need to learn. Once you find it, the book does its job and teaches you. That's great! If you are a rank beginner at Excel, this book is useful for you but is probably overkill. There are less expensive guides to the basics. But if you, like me, are a regular user, then this book will help fill in the knowledge gaps and make strong users into power users. It's easy to read and accurate. As far as the downloadable examples go, I never bothered with them. I got what I needed from the book, which now permanently sits next to my work computer.

I haven't used Excel on a regular basis in close to 8 years, but starting in January that will be changing and...of course, the "new" Excel 2016 is chock full of stuff that my prehistoric version couldn't do and I never needed. I've decided to just re-educate myself in Office and Excel now as if I were starting from scratch. (Maybe I am) This book is exactly what I wanted for this project. It breaks down the program from the basics of saving a worksheet to adding images to explaining how the formulas are read and deciphered by the program - which explains why they have to be entered in a specific way. This may be basic information for lots of folks, but it's not second nature to me, so that section of the book was a welcome discovery. I really appreciate the section on how to customize your quick access bar with the commands you use most. The downloadable practice files/exercises are a bonus value to the book that I will be using again and again. I'm off to a decent start at getting my Excel act back together and current.

This book is written clearly and is very good for the beginning Excel user. I feel the learning curve is not too steep and most people will be happy with it. This book is for beginners and not for advanced users. Unfortunately Microsoft no longer seems to publish the Inside Out series for Excel 2016 or any advanced books on Excel. For the beginner this book is highly recommended. For the advanced user looks like third party books are the only available.

I use Excel almost every day. I would definitely say that, while a master by no means, I am beyond a beginner's level of competency. Because I use the software for such a diverse set of tasks, I occasionally get out of practice due to the passage of time and need some refreshing. For me, this book is the perfect reference. Most of time, if I'm trying to do something a little more complicated, I turn to Google for tutorials. Sometimes I forget how to do something

relatively easy which, amazingly, can be harder to track down online than the complex functions. That's where this book comes in. The table of contents and index are set up like a traditional book of reference, so I have found it to be perfect for the quick fix. All of this being said, if I had never used Excel before, I think I would rather repeatedly punch myself in the stomach than try to learn how to utilize Excel in this format. I'm not going to dock any stars for this, though, because it is not the quality or writing style of the book that would make it a non-starter for me, it is the format; and I am well aware that everyone learns differently. I'm just disclosing that I can't personally say whether or not it is useful as a means to learn Excel from scratch (other reviewers say that it is, so I'll take them at their word). However, I will say that if you need a reference book for the simpler stuff that gets purged in the absence of continuous use, this might be the one!

This is a nice book. It's printed in full color and good use of the color is made throughout. The book is organized into one major task area per chapter. The "Look Inside this Book" feature at the beginning is worth looking at as it will give you an excellent idea of the material that's covered and to what depth. For each task type they give a short introduction followed by a long step-by-step section with lots of pictures. The problem is that this does not lend itself to providing very much depth on any topic. There's little advanced information in here to speak of, but neither is an excessive amount of time spent on tedious introductory material. You're assumed to know how to start the program and to know generally what you want to do. From that point you can look up the chapter that's relevant and it will walk you through an example of the task. As such this is a good introductory book covering the latest version of Excel (there's coverage of "what's new"), and it would definitely be a very good book for a casual or occasional user of Excel who wants a reference they can pick up and quickly get a refresher on the basics of tasks they need to perform. If you're already a heavy Excel user then you probably won't find this book very interesting, and if you need a "here's how to work the mouse and click on a menu" introduction then this isn't your book either. 3.5 stars rounding up to 4.0.

If you never used Excel before this is a great beginner. If you are looking to improve on your Excel skills, this book is not for you. I read the entire book and didn't learn anything new.

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