



# Teach Yourself VISUALLY Excel 2013

*Paul McFedries*

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## **The step-by-step, visual way to learn Excel 2013**

Excel can be complicated, but this Visual guide shows you exactly how to tackle every essential task with full-color screen shots and step-by-step instructions. You'll see exactly what each step should look like as you learn to use all the new tools in this latest release of the world's most popular spreadsheet program. In easy two-page lessons, author Paul McFedries shows you how to organize, present, analyze, and chart data, over the web or on a network.

- The Visual learning system is perfect for teaching Excel; previous editions of this book have sold more than 230,000 copies
- Covers common Excel 2013 tasks such as creating spreadsheets and charts, filtering and sorting data, and working with PivotTables
- Provides step-by-step instructions for each task
- Each step is illustrated with full-color screenshots

*Teach Yourself VISUALLY Excel 2013* offers visual learners the ideal way to master this popular but complex spreadsheet program.

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