

Teach Yourself Visually Excel 2016 Teach Yourself Visually Tech

This step-by-step guide helps readers through the basics of running software, customizing the desktop, and connecting to the Internet. It includes technical tips on troubleshooting and optimizing the system.

Start learning the latest in Office Office Simplified is the quick, easy, full-color guide to the new features and tools of the latest version of Office. With a clear, highly visual, introductory style of instruction, this book gives you step-by-step directions alongside illustrative screen shots to help you learn Microsoft's bestselling productivity software. You'll take a tour through all Office applications, and learn how the new tools can make your workday easier. The simplified approach eliminates unnecessary information, focusing instead on the essentials you need to know to get things done. Organized for easy navigation, this helpful guide is designed to be used both as a start-to-finish tutorial and as a handy desk reference when you run into unfamiliar territory. Whether you're upgrading from a previous version or using the Office suite of applications for the first time, this book has you covered every step of the way. You'll find the answers you need, new tools you can use, and the step-by-step guidance that helps you get it right on the first try. Get acquainted with the Office workflow Walk through Word, Excel, PowerPoint, Outlook, and Publisher Follow along with practical examples to tackle dozens of tasks Compose documents, create presentations, organize your email, and more This book provides the ideal rundown of Microsoft Office's full feature set and capabilities. Even experienced users may learn something they never realized they were missing. If you need to get things done with minimal interruption to your workflow, Office Simplified will get you up to speed quickly and easily.

Offering an effortless approach to creating winning presentations with the latest version of PowerPoint, this uncomplicated, accessible resource demonstrates how to create slides, dress them up using templates and graphics, add sound and animation, present in a business or Internet setting, and so much more. --

Master Windows 10 by reading only one book Teach Yourself Visually Windows 10, 3rd Edition brings together all of the necessary resources to make you an expert in the use of the latest version of Windows. Using highly visual techniques to maximize learner retention and memory, Teach Yourself Visually Windows 10 will have you breezing through the most popular operating system in the world in no time. The book includes hundreds of step-by-step and illustrated sets of instructions to teach you both the basics and the complexities of Windows 10 operation. Lessons include: Installing and repairing applications System maintenance Setting up password-protection Downloading photos Managing media files And more Teach Yourself Visually Windows 10 combines the best of visual learning techniques with comprehensive source material about the interface and substance of Windows 10 to leave you with encyclopedic knowledge of the operating system. Perfect for beginners and intermediate users alike, this book will turn your Windows-using experience from a slow slog into a lightning-fast masterclass of efficiency.

Seeing the Big Picture

Teach Yourself VISUALLY Word 2016

Office 2016 Simplified

Excel 2019 Bible

Covers iOS9 and all models of iPhone 6s, 6, and iPhone 5

Let your Excel skills soar to new heights with this bestselling guide Updated to reflect the latest changes to the Microsoft Office suite, this new edition of Excel For Dummies quickly and painlessly gets you up to speed on mastering the world's most widely used spreadsheet tool. Written by bestselling author Greg Harvey, it has been completely revised and updated to offer you the freshest and most current information to make using the latest version of Excel easy and stress-free. If the thought of looking at spreadsheet makes your head swell, you've come to the right place. Whether you've used older versions of this popular program or have never gotten a headache from looking at all those grids, this hands-on guide will get you up and running with the latest installment of the software, Microsoft Excel 2016. In no time, you'll begin creating and editing worksheets, formatting cells, entering formulas, creating and editing charts, inserting graphs, designing database forms, and more. Plus, you'll get easy-to-follow guidance on mastering more advanced skills, like adding hyperlinks to worksheets, saving worksheets as web pages, adding worksheet data to an existing web page, and so much more. Save spreadsheets in the Cloud to work on them anywhere Use Excel 2016 on a desktop, laptop, or tablet Save spreadsheets via email, online meetings, and social media sites Analyze data with PivotTables If you're new to Excel and want to spend more time on your actual work than figuring out how to make it work for you, this new edition of Excel 2016 For Dummies sets you up for success.

The most comprehensive guide to Microsoft Word 2016 If you're a professional who uses Word, but aren't aware of its many features or get confused about how they work best, Word 2016 For Professionals For Dummies answers all your burning questions about the world's number-one word processing software. Offering in-depth coverage of topics you won't find in Word 2016 For Dummies, this guide focuses on the professional's needs, giving you all you need to know not only do your job well, but to do it even better. As Microsoft continues to hone Word with each new release, new features are added beyond basic word processing. From using Word to create blog posts to importing data from Excel to expertly flowing text around objects, it covers the gamut of Word's more advanced capabilities—including those you probably don't know exist. Whether you're looking to use Word to build a master document, collaborate and share, publish an ebook, or anything in between, the thorough, step-by-step guidance in Word 2016 For Professionals For Dummies makes it easier. Discover neat Word editing tips and tricks to create complex documents Share documents and collaborate with others Format text, paragraphs, and pages like never before Add Excel charts and graphics to Word documents Create an ebook Essential reading for the Word power user who wants to be more productive and efficient at work, this handy guide gives you the boost to take your skills to the next level.

Learn the new Microsoft Office suite the easy, visualway Microsoft Office 2013 is a power-packed suite of office-productivity tools including Word, Excel, PowerPoint, Outlook,Access, and Publisher. This easy-to-use visual guide covers thebasics of all six programs, with step-by-step instructions andfull-color screen shots showing what you should see at each step.You'll also learn about using Office Internet and graphics tools,while the additional examples and advice scattered through the bookgive you tips on maximizing the Office suite. If you learn bestwhen you can see how things are done, this book is for you. Shows you how to use Microsoft Office 2013 with easy-to-follow,step-by-step instructions illustrated with full-color screenshots Covers Word, Excel, PowerPoint, Outlook, Access, andPublisher Includes additional information on using Office Internet andgraphics tools Designed to help visual learners read less and learn more Teach Yourself VISUALLY Office 2013 shows you how to useall six tools in the Office suite, step by step.

Algebra may seem intimidating?but it doesn't have to be. With Teach Yourself VISUALLY Algebra, you can learn algebra in a fraction of the time and without ever losing your cool. This visual guide takes advantage of color and illustrations to factor out confusion and helps you easily master the subject. You'll review the various properties of numbers, as well as how to use powers and exponents, fractions, decimals and percentages, and square and cube roots. Each chapter concludes with exercises to reinforce your skills.

Teach Yourself Visually IMac

Word 2016 For Professionals For Dummies

Teach Yourself VISUALLY Microsoft Office PowerPoint 2007

Teach Yourself VISUALLY Office 2016

Teach Yourself VISUALLY Word 2019

Maximize your Excel experience with VBA Excel 2016 Power Programming with VBA is fully updated to cover all the latest tools and tricks of Excel 2016. Encompassing an analysis of Excel application development and a complete introduction to Visual Basic for Applications (VBA), this comprehensive book presents all of the techniques you need to develop both large and small Excel applications. Over 800 pages of tips, tricks, and best practices shed light on key topics, such as the Excel interface, file formats, enhanced interactivity with other Office applications, and improved collaboration features. In addition to the procedures, tips, and ideas that will expand your capabilities, this resource provides you with access to over 100 online example Excel workbooks and the Power Utility Pak, found on the Mr. Spreadsheet website. Understanding how to leverage VBA to improve your Excel programming skills can enhance the quality of deliverables that you produce—and can help you take your career to the next level. Explore fully updated content that offers comprehensive coverage through over 900 pages of tips, tricks, and techniques Leverage templates and worksheets that put your new knowledge in action, and reinforce the skills introduced in the text Access online resources, including the Power Utility Pak, that supplement the content Improve your capabilities regarding Excel programming with VBA, unlocking more of your potential in the Office Excel 2016 Power Programming with VBA is a fundamental resource for intermediate to advanced users who want to polish their skills regarding spreadsheet applications using VBA.

Learn Zoom in a flash with step-by-step instructions and clear, full-size screenshots For anyone looking for a fast and easy way to learn the most popular videoconferencing software on the market today, Teach Yourself VISUALLY Zoom is your secret weapon. This hands-on guide skips the long-winded explanations and actually shows you how to do what you need to do in Zoom with full-size, color pictures and screenshots. Whether you're a total newbie to Zoom or you just need to brush up on some of the finer points of this practical software, you'll be up and running in no time at all. From joining and hosting Zoom meetings to protecting your privacy and security while you're online, Teach Yourself VISUALLY Zoom hits all the key features that make online meetings a breeze. You'll also learn to: Integrate Zoom with other apps and share screens and PowerPoints with other meeting attendees Schedule, record, and replay your meetings so you never miss out on the important stuff! Update your Zoom installation to ensure you're using the latest security patches and upgrades Perfect for anyone expected to use Zoom at school or at work, Teach Yourself VISUALLY Zoom is the most useful and simplest Zoom handbook currently available.

Quickly and efficiently learn the latest version of Office Are you a visual learner who wants to spend more time working in Microsoft Office than trying to figure out how the programs actually work? Teach Yourself Visually Office offers you a straightforward, visual approach to making your work life more efficient and productive using the latest version of the Microsoft Office suite. Featuring visually rich tutorials and step-by-step instructions that will help you make the most of this power-packed suite of office productivity tools, it covers everything you need to compute, document, graph, chart, present, and organize your way to success in the workplace—from the most basic to the most advanced. The Microsoft Office suite can be intimidating to the uninitiated, but it doesn't have to be. Through a series of easy-to-follow, full-color two-page tutorials, you'll quickly get up and running on working in Word, excelling at Excel, powering through PowerPoint, keeping in touch on Outlook, managing data in Access, and propelling your way through Publisher like a pro! Highly visual tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Microsoft Office—and beyond Walks you through Microsoft Office's new features Demonstrates how to use the Microsoft Office suite to make your work life more streamlined and effective Whether you're looking to discover what's new in the latest release of Microsoft Office or don't know Access from Word, this visual guide makes learning easy!

While Excel remains ubiquitous in the business world, recent Microsoft feedback forums are full of requests to include Python as an Excel scripting language. In fact, it's the top feature requested. What makes this combination so compelling? In this hands-on guide, Felix Zurnstein—creator of xlwings, a popular open source package for automating Excel with Python—shows experienced Excel users how to integrate these two worlds efficiently. Excel has added quite a few new capabilities over the past couple of years, but its automation language, VBA, stopped evolving a long time ago. Many Excel power users have already adopted Python for daily automation tasks. This guide helps you started. Use Python without extensive programming knowledge Get started with modern tools, including Jupyter notebooks and Visual Studio code Use pandas to acquire, clean, and analyze data and replace typical Excel calculations Automate tedious tasks like consolidation of Excel workbooks and production of Excel reports Use xlwings to build interactive Excel tools that use Python as a calculation engine Connect Excel to databases and CSV files and fetch data from the internet using Python code Use Python as a single tool to replace VBA, Power Query, and Power Pivot

Excel 2016 Formula

Statistical Analysis with Excel For Dummies

Excel 2016 Formulas and Functions (includes Content Update Program)

Teach Yourself VISUALLY PowerPoint 2016

Teach Yourself VISUALLY Complete Excel

Take a guided tour of macOS High Sierra and discover just how much your Mac can do Teach Yourself VISUALLY macOS High Sierra is the perfect introduction to Apple's operating system. With clear, step-by-step instructions and plenty of rich visuals, it walks you through the new macOS High Sierra and demonstrates the essential tasks you need to know. You'll learn how to manipulate Preferences to customize your experience, make the most of your digital media, and streamline your workflow while having a little fun. You'll tour Photos, Messages, and Notifications, and get acquainted with Mission Control, the App Store, and Siri. New Mac users will appreciate the straightforward instruction, while veteran users will enjoy getting up to speed on the latest features introduced or upgraded in macOS High Sierra. macOS High Sierra is the latest incarnation of Apple's macOS, boasting elegant new visuals, several new features, and more seamless integration of Mac and iOS devices. If you use a Mac, you're going to want a quick tour that shows you just what macOS can do for you. Teach Yourself VISUALLY macOS High Sierra is your go-to guide, from the fundamentals to the neat little tricks that make the Mac experience something far beyond computing. • Edit and enhance photos with the powerful new tools on the Photos app • Browse the web safely with Safari's new privacy features • Share files quickly and easily using iCloud Drive • Use Siri to accomplish more in less time Like any computer, your Mac is a tool. And like any tool, the more you know about it, the more you get out of it. Discover the beauty, simplicity, and sheer functionality that millions already enjoy—and get ready to master your Mac with Teach Yourself VISUALLY macOS High Sierra.

Leverage the full power of Excel formulas Excel 2016 Formulas is fully updated to cover all of the tips, tricks, and techniques you need to maximize the power of Excel 2016 through the use of formulas. This comprehensive book explains how to create financial models, reuse the power of array formulas, develop custom worksheet functions with VBA, debug formulas, and much more. Whether you're a beginner, a power user, or somewhere in between this is your essential go-to for the latest on Excel formulas. When conducting simple math or building highly complicated spreadsheets that require formulas up to the task, leveraging the right formula can heighten the accuracy and efficiency of your work, and can improve the speed with which you compile and analyze data. Understanding which formulas to use and knowing how to use a formula when you need to are essential. Access tips, tricks, and techniques that have been fully updated to reflect the latest capabilities of Microsoft Excel Create and use formulas that have the power to transform your Excel experience Leverage supplemental material online, including sample files, templates, and worksheets from the book

Your one-stop guide to all things Excel 2016 Excel 2016 All-in-One For Dummies, the most comprehensive Excel reference on the market, is completely updated to reflect Microsoft's changes in the popular spreadsheet tool. It offers you everything you need to grasp basic Excel functions, such as creating and editing worksheets, setting up formulas, importing data, performing statistical functions, editing macros with Visual Basic—and beyond. In no time, your Excel skills will go from "meh" to excellent. Written by expert Greg Harvey, who has sold more than 4.5 million copies of his previous books combined and has taught and trained extensively in Microsoft Excel, this all-encompassing guide offers everything you need to get started with Excel. From generating pivot tables and performing financial functions to performing error trapping and building and running macros—and everything in between—this hands-on, friendly guide makes working with Excel easier than ever before. Serves as the ideal reference for solving common questions and Excel pain points quickly and easily Helps you to increase productivity and efficiency when working in Excel Fully updated for the new version of Excel Covers basic and more advanced Excel topics If working in Excel occasionally makes you want to scream, this will be the dog-care, dust-free reference you'll turn to again and again.

Visually learn the latest version of Word Are you a visual learner who prefers to see how Word works instead of hear a long-winded explanation?Teach Yourself Visually Word offers you a straightforward "show me, don't tell me" approach to working with the newest version of the top-selling application that will help you come to grips with all of Word's capabilities, which this accessible resource will quickly and easily get you up and running on using the world's most widely used word processing program. With Teach Yourself Visually Word, you'll learn how to perform dozens of tasks, including how to set up and format documents and text in Word, work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Covering the newest additions and changes to the latest version of Word, a series of easy-to-follow, full-color tutorials helps you to quickly get up and running with Word like a warrior! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you grasp the basic functions of Word—and beyond Walks you through Word's new features Demonstrates how to set up, format, and edit Word documents If you're new to the world of Word and want a highly visual roadmap to help you put it use for you, Teach Yourself Visually Word has you covered.

Excel 2016 Bible

Teach Yourself VISUALLY macOS High Sierra

Excel 2016 All-in-One For Dummies

The Five Fundamentals of Becoming an Exemplary Leader

Learning Leadership

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Introducing Microsoft Power BI enables you to evaluate when and how to use Power BI. Get inspired to improve business processes in your company by leveraging the available analytical and collaborative features of this environment. Be sure to watch for the publication of Alberto Ferrari and Marco Russo's upcoming retail book, Analyzing Data with Power BI and Power Pivot for Excel (ISBN 9781509302765). Go to the book's page at the Microsoft Press Store here for more detailshttp://aka.ms/analyzingdata/details. Learn more about Power BI at https://powerbi.microsoft.com/.

Get going with Excel and then go beyond with this reinventational visual guide While many users need Excel just to create simple worksheets,many businesses and professionals rely on the advanced features ofExcel to handle things like database creation and data analysis.Whatever project you have in mind, this visual guide takes you stepby step through what each step should look like. Veteran authorPaul McFedries first presents the basics and then gradually takesit further with his coverage of designing worksheets, collaboratingbetween worksheets, working with visual data, database managementand analysis, VBA, and more. Offers step-by-step instructions on a variety of tasks, someeveryday and some more unique Shows you how to create basic spreadsheets, insert functionsand formulas, work with pivot tables, and more Features a two-color interior features numerous screen shots tonehance your learning process for tasks such as creating andmanaging macros, generating and working with analytics, and usingthe advanced tools Offering you a deep dive into Microsoft Excel, this book is thecomplete package for learning Excel with step-by-step, clear visualinstructions.

Get going with Excel 2010 quickly and easily with this Simplified guide Excel can be a complex program, and Excel 2010 includes new features and functionalities that require users to re-learn the application. Whether you're switching from an earlier version or learning Excel for the first time, this easy-to-follow visual guide provides information you can use right away. With an easy-to-read design, numbered steps illustrated with full-color screen shots, concise information, and helpful tips, Excel 2010 Simplified makes learning faster and easier than ever before. Excel is the world's leading spreadsheet and data analysis tool; Excel 2010 includes numerous new features, a redesigned interface, a new focus on collaboration and application servers, and much more Its complexity makes Excel a perfect subject for the step-by-step visual instruction in this guide Numbered steps illustrated with full-color screen shots teach dozens of Excel 2010 tasks Covers Excel basics, workbook fundamentals, formatting worksheets and enhancing them with graphics, analyzing data, communicating results with charts and PivotTables, and much more A quick and easy way to get up to speed on Excel 2010 for both novice users and those upgrading from an earlier version Excel 2010 Simplified takes this complicated application and gives you the skills to start using Excel with confidence.

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.

Teach Yourself VISUALLY Windows 10 Anniversary Update

Teach Yourself Excel Programming with Visual Basic for Applications in 21 Days

Teach Yourself VISUALLY Office 2013

Teach Yourself VISUALLY Zoom

Teach Yourself VISUALLY Excel 2016

A fast-paced, useful, and easy introduction to Microsoft 365 For those who need the show as well as the tell, Teach Yourself VISUALLY Microsoft 365 is the visual walkthrough to Microsoft's latest suite of office products that will get you up to-speed faster than any other resource on the market. This book offers image- and screenshot-rich tutorials alongside step-by-step instructions so you can see what you need to do to make the most of Microsoft 365. From getting a grip on the most basic Microsoft 365 functions to the advanced, new features known only by power users, the book provides you with the tools you need to make your work more streamlined and efficient. You'll also get up to date—and visually supported—guidance on the major Office apps that are part of Microsoft 365: Word, Excel, PowerPoint, Outlook, and Access Full-color, two-page tutorials that get you up and running fast Easy-to-read instructions and stepwise advice to accompany the informative and crystal-clear images Ideal for people using Microsoft 365 for the very first time Teach Yourself VISUALLY Microsoft 365 is also a can't-miss resource for long-time users of the software suite who need an introduction to the latest version and Office veterans seeking a refresher on what Microsoft 365 is capable of.

This work covers the fundamental aspects of Visual Basic and teaches novice programmers how to design, create, and debug macro programs written in the VBA programming language. It teaches techniques to add functionality to existing applications such as Microsoft Excel and Microsoft Access. Contains specific, practical examples of how to write VBA program code, including a complete VBA application. Covers new PowerPoint features including how to create presentation slides, dress them up using templates and graphics, add sound and animation, and present in a business or Internet setting Equips users to present visually through, captivating slideshows Sophisticated, revised full-color design provides readers with easier navigation Shows how to make real-world use of PowerPoint 2007 with highly visual two-page tutorials and numbered, step-by-step screen shots in full color on high-quality paper

Take a bite out of all your iPhone has to offer. As easy and intuitive as the iPhone is, it's more complex than most of us realize—and what's better than learning all the insider tips and tricks with the iPhone Portable Genius, 3rd Edition? Whether you're just starting out with your first iPhone or upgrading to a newer model, this full-color guide will have you tapping, swiping, and typing like an Apple genius in no time. You'll find essential information about iOS, Siri, iCloud, and how to use your phone to manage, organize, and navigate your life. Written in clear, no-nonsense language, iPhone Portable Genius, 3rd Edition offers expert tips and tricks that will save you time and hassles—and help you unlock all your device has to offer. Designed for the visual learner, it provides plenty of full-color screenshots that illustrate exactly what you'll see and do on your iPhone. Plus, "Genius Icons" throughout the text highlight smarter, more innovative ways to do what you need to do. So what are you waiting for? Everything you need to truly make the most of your iPhone is here. Connect to a network, configure your settings, and work with iCloud Max out the media features, surf the Web, and check your e-mail Manage your contacts, appointments, e-books, and libraries Sync your apps, photos, music, and more

Excel 2016 Simplified

iPhone 6s Portable Genius

Introducing Microsoft Power BI

Teach Yourself VISUALLY Excel 2007

Teach Yourself VISUALLY Algebra

Master one of the most popular word processors ever with this essential, visual reference Teach Yourself VISUALLY Word 2019 provides readers with a thorough and visual exploration of the 2019 edition of Microsoft Word. Written by the celebrated author of over 100 books on computing, Guy Hart-Davis, Teach Yourself VISUALLY Word 2019 allows you to quickly get up to speed with one of the most popular word processors on the planet. The book covers all the topics you'll need to comprehensively master Word 2019, and includes: Full-color, step-by-step instructions showing you how to perform all the essential tasks of Microsoft Word 2019 How to set up and format documents, edit them, and add images and charts How to post documents online for sharing and reviewing, and take advantage of all the newest features of Word Newly updated to include the latest features of Microsoft Word, like how to collaborate on documents in real time, draw and write with the digital pen, new accessibility options and the new Resume Assistant, Teach Yourself VISUALLY Word 2019 belongs on the shelf of anyone who wants to improve their effectiveness with this essential word processor.

The ultimate visual learner's guide to Windows 10 Teach Yourself VISUALLY Windows 10 Anniversary Update is the quick and easy way to get up and running with Windows 10 and Windows 10 Update. From setting up to shutting down and everything in between, this book guides you through everything you need to know to start working with Windows 10. Learn how to customize Windows 10, pin an app to the Start menu, work with files and digital media, customize the interface, optimize performance, set up email, go online, and so much more. Two-page spreads, detailed instruction, and expert content walk you through more than 150 Windows tasks. Coverage includes the Windows 10 release, along with the newest features of the Windows 10 Anniversary Update. This is your visual guide to learning what you can do with Windows 10 and Windows 10 Anniversary Update. Find your way around Windows 10 with full-color screen shots Install programs, set up user accounts, play music and videos, and more Learn basic maintenance that keeps your system running smoothly Set up password protection and troubleshoot basic issues quickly

Do you want to learn Google Drive inside out, along with tips? Then this book will teach you everything about Google's cloud storage service, along with necessary screenshots and detailed steps. Drive also offers office suite apps similar to Microsoft Word, Excel, and PowerPoint which this book teaches in detail. This paperback edition will get you up and running with Google Drive and Docs in no time. Apart from teaching you how to use Google Drive's sync program and its office features, this book also teaches you how to get the most out of Drive. For example, Do you know that you can scan documents and photos with Drive? Do you know that you can add Drive shortcuts to Send To menu? How to save anything from the web (like pictures, files, etc.) directly to Google Drive? How to scan photos and documents using Google Drive, and much more. How to share and collaborate documents with others And much more This book teaches you many such tips and tricks that will help you to master Google Drive. If used well, these tips are surely going to improve your productivity. All the information presented in this book is in simple plain English - no complicated technical jargon at all. You'll learn everything with step-by-step instructions and necessary screenshots. The complete guide to Excel 2016, from Mr. Spreadsheet himselfstrong style="border-box: color: #10; font-family: 'Open Sans', sans-serif; font-size: 16px;" Whether you are just starting out or an Excel novice, the Excel 2016 Bible is your comprehensive, go-to resource for all your Excel 2016 needs. Whether you use Excel at work or at home, you will be guided through the powerful new features and capabilities by expert author and Excel Guru John Walkenbach 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 2016 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and much more. Navigate this powerful tool for business, home management, technical work, and much more with the only resource you need, Excel 2016 Bible. Create functional spreadsheets that work Master formulas, formatting, pivot tables, and much more Get acquainted with Excel 2016's new features and tools Customize downloadable templates and worksheets Whether you need a walkthrough tutorial or an easy-to-navigate desk reference, the Excel 2016 Bible has you covered with complete coverage and clear expert guidance.

Mastering Google Drive and Docs (with Tips)

Teach Yourself VISUALLY Windows 10

Teach Yourself VISUALLY Microsoft 365

Excel 2016 Power Programming with VBA

Excel 2016 For Dummies

Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 150 Excel 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including: * Using the Ribbon and galleries * Entering data and resizing columns * Applying formulas and functions * Formatting worksheets * Adding clip art and 3D effects * Interpreting data with charts * Helpful sidebars offer practical tips and tricks * Succinct explanations walk you through step by step * Full-color screen shots demonstrate each task * Two-page lessons break big topics into bite-sized modules

Advocates that employees should focus their attention on what the author defines as the key drivers of cash, profit, assets, growth, and people to evaluate the viability of their organization and their prospects for advancement.

See your way to Excel spreadsheet stardom with this visual guide If you're always hearing about the cool things Excel can do, here's your chance to see how to do them!Teach Yourself Visually Excel Equips offers you a straightforward visual approach to working with the newest version of the world's leading spreadsheet program. Packed with visually rich tutorials and step-by-step instructions that will help you take your Excel skills to new heights, this friendly and approachable guide will have you creating, editing, and manipulating Excel spreadsheets in no time! Excel can seem daunting, but with Teach Yourself Visually Excel, you'll quickly and painlessly learn how to perform dozens of tasks, including creating spreadsheets and charts, filtering and sorting data, working with PivotTables, and so much more. Covering the latest additions and changes to the newest version of Excel, a series of easy-to-follow, full-color tutorials helps you to excel at working with Excel! Tutorials and step-by-step screenshots make lessons easy to follow and understand Helps you work the basic functions of Excel—and beyond Walks you through Excel's new features Clearly demonstrates how to organize, present, analyze, and chart data with Excel Whether you've never used Excel or just need to brush up on its new features, Teach Yourself Visually Excel will be the dog-eared resource you'll turn to again and again.

Get up to speed on the newest version of Word with visual instruction Microsoft Word is the standard for word processing programs, and the newest version offers additional functionality you'll want to use. Get up to speed quickly and easily with the step-by-step instructions and full-color screen shots in this popular guide! You'll see how to perform dozens of tasks, including how to set up and format documents and text; work with diagrams, charts, and pictures; use Mail Merge; post documents online; and much more. Easy-to-follow, two-page lessons make learning a snap. Full-color, step-by-step instructions show you how to perform all the essential tasks of Microsoft Word 2013 Explains how to set up and format documents, edit them, add images and charts, post documents online for sharing and reviewing, and take advantage of all the newest features of Word Previous editions have sold more than 220,000 copies The Visual learning system makes it easy to learn more while reading Less Teach Yourself VISUALLY Word 2013 helps you master the most popular word processing program quickly, easily, and visually.

Business Account to Build Your Credibility, Career, and Company

Python for Excel

Teach Yourself Visually Excel 2016

Teach Yourself VISUALLY Word 2013

Excel X for Mac OS X

Excel X for Mac OS X is the model OS X app, from its Aqua interface to its complete support for OS X's modern architecture. In Excel X for Mac OS X: Visual QuickStart Guide, author Maria Langer, veteran Mac writer and consultant, walks you through all that's new and noteworthy in Microsoft's spreadsheet powerhouse, dispensing lots of expert tips along the way. Maria knows you're a busy professional. That's why Excel X for Mac OS X: VQS was designed to let you learn as you work. Use it as a quick-reference guide: Just look up a topic in the index--or use the page tabs to thumb to it--then follow the simple, concise steps and check your results against the accompanying screenshots. Newcomers can treat the book as a step-by-step introduction to Excel, starting with the basics, then moving on to more advanced techniques, such as inserting objects and multimedia events, creating charts and graphs, and publishing spreadsheets to the Web.

Uncover the extraordinary leader in you with straightforward exercises and advice from two of the world's foremost leadership experts From the bestselling authors of The Leadership Challenge and over a dozen award-winning leadership books comes a new book that examines a question of fundamental importance: How do people learn to become leaders? Learning Leadership: The Five Fundamentals of Becoming an Exemplary Leader is a comprehensive guide to unleashing the inner leader in us all and to building a solid foundation for a lifetime of leadership growth and mastery. The book offers a concrete framework to help individuals of all levels, functions, and backgrounds take charge of their own leadership development and become the best leaders they can be. Arguing that all individuals are born with the capacity to lead, bestselling authors Kouzes and Posner provide readers with a practical series of actions and specific coaching tips for harnessing that capacity and creating a context in which they can excel. Supported by over 30 years of research, from over seventy countries, and with examples from real-world leaders, Learning Leadership is a clarion call to unleash the leadership potential that is already present in society today. Learning Leadership provides readers with evidence-based strategies to ignite the habit of continuous improvement and the mindset of becoming the best leaders they can be. Emerging leaders, as well as leadership developers, internal and external coaches and trainers, and other human resource professionals will learn from first-hand stories and practical examples so that they can deeply understand and apply the fundamentals for becoming the best leaders they can be. Learning Leadership: The Five Fundamentals of Becoming an Exemplary Leader is divided into digestible bite-sized chapters that encourage daily actions to becoming a better leader. Key takeaways from the book include: Believe in Yourself. Believing in oneself is the essential first step in developing leadership competencies. The best leaders are learners, and they can't achieve mastery until and unless they truly decide that inside them there is a person who can make and difference and learn to be a better leader than they are right now. Aspire to Excel. To become an exemplary leader, people must determine what they care most about and why they want to lead. Leaders with values-based motivations are the most likely to excel. They also must have a clear image of the kind of leader they want to be in the future—and the legacy they want to leave for others. Challenge Yourself. Challenging oneself is critical to learning leadership. Leaders must seek new experiences and test themselves. There will be inevitable setbacks and failures along the way that require curiosity, grit, courage, and resilience to persist in learning and becoming the best. Engage Support. One can't lead alone, and one can't learn alone. It is essential to get support and coaching on the path to achieving excellence. Whether it's a family, managers at work, or professional coaches, leaders need the advice, feedback, care, and support of others. Practice Deliberately. No one gets better at anything without continuous practice. Exemplary leaders spend more time practicing than ordinary leaders. Simply being in the role of a leader is insufficient. To achieve mastery, leaders must set improvement goals, participate in designed learning experiences, ask for feedback, and get coaching. They also put in the time every day and make learning leadership a daily habit. Kouzes and Posner offer unrivaled insights into what it means to become an exemplary leader in today's world with their original research and over 30 years of experience studying the practices of extraordinary leadership. They show that anyone can become a better leader if they believe in themselves, aspire to excel, challenge themselves to grow, engage the support of others, and practice deliberately. Learning Leadership challenges readers to do the meaningful and disciplined work necessary to becoming the best they can, using a new mindset and toolkit that can make extraordinary things happen. It's not the once-in-a-while transformational acts that demonstrate leadership.

It's the little things that one does day in and day out that pave the path to greatness. Book + Content Update Program Master core Excel 2016 tools for building powerful, reliable spreadsheets with Excel 2016 Formulas and Functions. Excel expert Paul McFedries shows how to use Excel 2016's core features to solve problems and get the answers you need. Using real-world examples, McFedries helps you get the absolute most out of features and improvements ranging from AutoFill to Excel's newest functions. Along the way, you discover the fastest, best ways to handle essential day-to-day tasks ranging from generating account numbers to projecting the impact of inflation. Becoming an Excel expert has never been easier! You'll find crystal-clear instructions; insider insights; even complete step-by-step projects for building timesheets, projecting cash flow, aging receivables, analyzing defects, and more. • Quickly create powerful spreadsheets with range names and array formulas • Use conditional formatting to instantly reveal anomalies, problems, or opportunities • Analyze your data with standard tables and PivotTables • Use complex criteria to filter data in lists • Understand correlations between data • Perform sophisticated what-if analyses • Use regression to track trends and make forecasts • Build loan, investment, and discount formulas • Validate data, troubleshoot problems, and build more accurate, trustworthy spreadsheets In addition, this book is part of Que's exciting Content Update Program. As Microsoft updates features of Excel 2016, sections of this book will be updated or new sections will be added to match the updates to the software. These updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection. To learn more, visit www.quepublishing.com/CUP. About MRxEXL Library: Every book in the MRxEXL Library pinpoints a specific set of crucial Excel tasks and presents focused skills and examples for performing them rapidly and effectively. Selected by Bill Jelen, Microsoft Excel MVP and mastermind behind the leading Excel solutions website MxExcel.com, these books will • Dramatically increase your productivity—saving you 50 hours a year or more • Present proven, creative strategies for solving real-world problems • Show you how to get great results, no matter how much data you have • Help you avoid critical mistakes that even experienced users make

You too can understand the statistics of life, even if you're math-challenged! What do you need to calculate? Manufacturing output? A curve for test scores? Sports stats? You and Excel can do it, and this non-intimidating guide shows you how. It demystifies the different types of statistics, how Excel functions and formulas work, the meaning of means and medians, how to interpret your figures, and more in plain English. Getting there learn how variables, samples, and probability are used to get the information you want Excel tricks find out what's built into the program to help you work with Excel formulas Playing with worksheets get acquainted with the worksheet functions for each type Graphic displays present your data as pie graphs, bar graphs, line graphs, or scatter plots What do it all, and understand normal distribution and probability Hyping hypotheses learn to use hypothesis testing with means and variables When regression is progress discover when and how to use regression for forecasting What are the odds work with probability, random variables, and binomial distribution Open the book and find. Ten statistical and graphical tips and traps The difference between descriptive and inferential statistics Why graphs are good How to measure variations What standard scores are and why they're used When to use two-sample hypothesis testing How to use correlations Different ways of working with probability

MOS 2016 Study Guide for Microsoft Excel

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Excel 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Excel! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Excel 2016 Core certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage worksheets and workbooks Manage data cells and ranges Create tables Perform operations with formulas and functions Create charts and objects About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams.