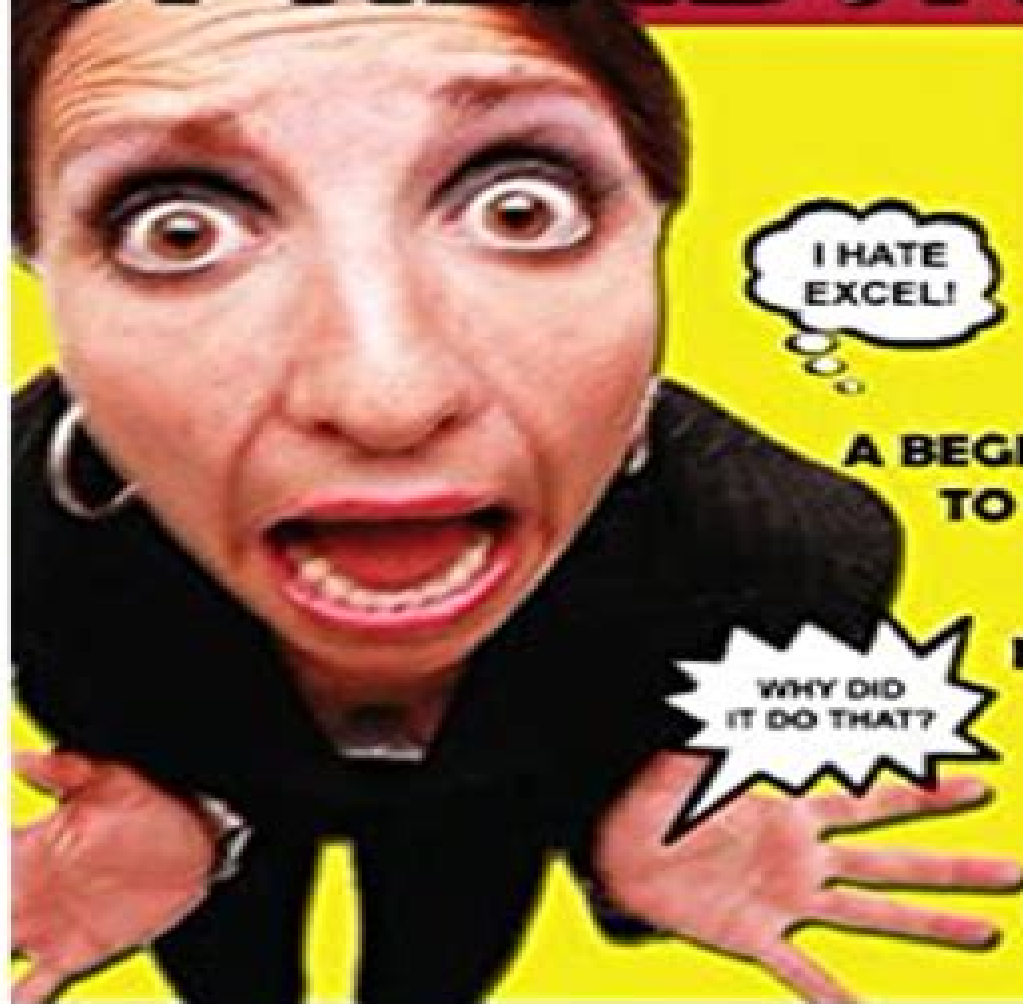


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Jonathan Wallace



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Some of the key topics covered in this comprehensive Excel for beginner's book include

- What is Excel
- What is Excel used for
- How to open and save workbooks
- How to use the Quick Access Toolbar
- How to change font styles
- How to wrap and merge text
- How to format numbers
- How to apply borders
- How to apply cell styles
- How to use the Format Painter tool
- How to insert and delete worksheets tabs
- How to insert and delete columns and rows
- How to freeze rows and columns
- How to hide/unhide columns and rows
- How to copy paste and cut
- How to use the Excel Find and Replace tool
- How to use the Excel Text to Speech function
- How to create charts and format them
- How to create formulas
- How to print

HOW WILL YOU BENEFIT AFTER READING THIS BOOK

After you have read this Excel bible you will know your way around an Excel spreadsheet You will learn all the main Excel tools and functions to enable you to become efficient in your Excel work You will be able to perform tasks quicker than you ever did before with minimum effort If you have never used Excel before then this book will get you up and running and to a high standard in no time If you use Excel on a daily basis this book will raise your Excel skills even higher and you will learn something new This is the definite book to learn Excel if you are a beginner want to advance your Excel skills further or you have never used Excel before

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