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Nota di contenuto	Cover -- Title Page -- Copyright -- About the Authors -- About the Technical Editors -- Credits -- Acknowledgments -- Contents -- Introduction -- Is This Book for You? -- Software Versions -- Conventions Used in This Book -- Excel commands -- Typographical conventions -- Mouse conventions -- How This Book Is Organized -- How to Use This Book -- What's on the Website -- Part I: Getting Started with Excel -- Chapter 1: Introducing Excel -- Understanding What Excel Is Used For -- Looking at What's New in Excel 2019 -- Understanding Workbooks and Worksheets -- Moving around a Worksheet -- Navigating with your keyboard -- Navigating with your mouse -- Using the Ribbon -- Ribbon tabs -- Contextual tabs -- Types of commands on the Ribbon -- Accessing the Ribbon by using your keyboard -- Using Shortcut Menus -- Customizing Your Quick Access Toolbar -- Working with Dialog Boxes -- Navigating dialog boxes -- Using tabbed dialog boxes -- Using Task Panes -- Creating Your First Excel Workbook -- Getting started on your worksheet -- Filling in the month names -- Entering the sales data -- Formatting the numbers -- Making your worksheet look a bit fancier -- Summing the values -- Creating a chart -- Printing your worksheet -- Saving your workbook -- Chapter 2: Entering and Editing Worksheet Data -- Exploring Data Types -- Numeric values -- Text entries -- Formulas --

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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.

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