

1. Record Nr.	UNINA9910779582003321
Autore	Harvey Greg
Titolo	Excel 2013 all-in-one for dummies [[electronic resource] /] / by Greg Harvey
Pubbl/distr/stampa	Hoboken, N.J., : J. Wiley & Sons, Inc., 2013
ISBN	1-118-55018-8
Edizione	[1st edition]
Descrizione fisica	1 online resource (795 p.)
Collana	--For dummies
Disciplina	005.54
Soggetti	Electronic spreadsheets Business - Computer programs
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	"8 books in 1: Excel basics, Worksheet design, Formulas and functions, Worksheet collaboration and review, Charts and graphics, Data management, Data analysis, Macros and VBA"--Cover. Includes index.
Nota di contenuto	Excel® 2013 All-in-One For Dummies®; Table of Contents; Introduction; About This Book; Foolish Assumptions; How This Book Is Organized; Conventions Used in This Book; Icons Used in This Book; Where to Go from Here; Book I: Excel Basics; Contents at a Glance; Contents at a Glance; Chapter 1: The Excel 2013 User Experience; Excel 2013's New Look and Feel; Excel's Start Screen; Excel's Ribbon User Interface; Getting Help; Launching and Quitting Excel; Chapter 2: Customizing Excel 2013; Tailoring the Quick Access Toolbar to Your Tastes; Exercising Your Options; Using Office Apps; Add-In Mania Book II: Worksheet DesignContents at a Glance; Chapter 1: Building Worksheets; Designer Spreadsheets; It Takes All Kinds (Of Cell Entries); Data Entry 101; Saving the Data; Document Recovery to the Rescue; Chapter 2: Formatting Worksheets; Making Cell Selections; Adjusting Columns and Rows; Formatting Tables from the Ribbon; Formatting Tables with the Quick Analysis Tool; Formatting Cells from the Ribbon; Formatting Cell Ranges with the Mini-Toolbar; Using the Format Cells Dialog Box; Hiring Out the Format Painter; Using Cell Styles; Conditional Formatting Chapter 3: Editing and Proofing WorksheetsOpening a Workbook; Cell Editing 101; A Spreadsheet with a View; Copying and Moving Stuff

Around; Find and Replace This Disgrace!; Spell Checking Heaven; Looking Up and Translating Stuff; Marking Invalid Data; Eliminating Errors with Text to Speech; Chapter 4: Managing Worksheets; Reorganizing the Worksheet; Reorganizing the Workbook; Working with Multiple Workbooks; Consolidating Worksheets; Chapter 5: Printing Worksheets; Printing from the Excel 2013 Backstage View; Quick Printing the Worksheet; Working with the Page Setup Options Headers and Footers Solving Page Break Problems; Printing the Formulas in a Report; Book III: Formulas and Functions; Contents at a Glance; Chapter 1: Building Basic Formulas; Formulas 101; Copying Formulas; Adding Array Formulas; Range Names in Formulas; Adding Linking Formulas; Controlling Formula Recalculation; Circular References; Chapter 2: Logical Functions and Error Trapping; Understanding Error Values; Using Logical Functions; Error-Trapping Formulas; Whiting-Out Errors with Conditional Formatting; Formula Auditing; Removing Errors from the Printout; Chapter 3: Date and Time Formulas Understanding Dates and Times Using Date Functions; Using Time Functions; Chapter 4: Financial Formulas; Financial Functions 101; The PV, NPV, and FV Functions; The PMT Function; Depreciation Functions; Analysis ToolPak Financial Functions; Chapter 5: Math and Statistical Formulas; Math & Trig Functions; Statistical Functions; Chapter 6: Lookup, Information, and Text Formulas; Lookup and Reference; Information, Please . . .; Much Ado about Text; Book IV: Worksheet Collaboration and Review; Contents at a Glance; Chapter 1: Protecting Workbooks and Worksheet Data; Password-Protecting the File Protecting the Spreadsheet

Sommario/riassunto

The comprehensive reference, now completely up-to-date for Excel 2013! As the standard for spreadsheet applications, Excel is used worldwide - but it's not always user-friendly. However, in the hands of veteran bestselling author Greg Harvey, Excel gets a whole lot easier to understand! This handy all-in-one guide covers all the essentials, the new features, how to analyze data with Excel, and much more. The featured minibooks address Excel basics, worksheet design, formulas and functions, worksheet collaboration and review, charts and graphics, data management, data analysis, and
