



## Microsoft Excel Made Easy: Hot Tips for Beginners, Intermediate and Advanced. (New edition)

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By Rob Hawkins

Flame Tree Publishing. Paperback. Book Condition: new. BRAND NEW, Microsoft Excel Made Easy: Hot Tips for Beginners, Intermediate and Advanced. (New edition), Rob Hawkins, Microsoft Excel is an incredible application, feature-rich and easy to use if you know how. It can help with the simplest of jobs, from shopping lists to presentation of data, to more complex formulas and sorting tasks. Everyone in business, or indeed, in almost any job, needs to know how to use this fundamental modern tool, so this timely new book provides information on all the basic capabilities and gives guidance on some of the more advanced techniques. Featuring step-by-step guides and clear, accessible text, the reader will learn everything they need to know and may discover some unexpected invaluable functions as a bonus.



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