



# Excel 2016 For Dummies

*Greg Harvey*

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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
- Share spreadsheets via email, online meetings, and social media sites
- Analyze data with PivotTables

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