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It's a great Excel tutorial that will help you in the office, at school, or even at home. Excel Basics In 30 Minutes, 3rd Edition is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. This MS Excel tutorial references Excel 2019, but most of the step-by-step instructions apply to earlier versions of MS Excel released as part of the Microsoft Office and Office 365 suites, including Excel 2016.

About Excel Basics In 30 Minutes (Excel Tutorial)

Excel Basics in 30 Minutes starts with an exploration of basic spreadsheet concepts, including the desktop, mobile and online interfaces for Microsoft Excel. It also covers formatting, functions, formulas, AutoFill, charts, printing, filtering, and sorting.

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The revised and expanded second edition of Excel Basics In 30 Minutes will quickly get you up to speed with basic spreadsheet concepts, tips, and tricks! Excel Basics In 30 Minutes, 2nd Edition is written in plain English, with lots of step-by-step Do you want to learn how to use Microsoft Excel, for a career boost or to better handle numbers, lists, and other data?

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