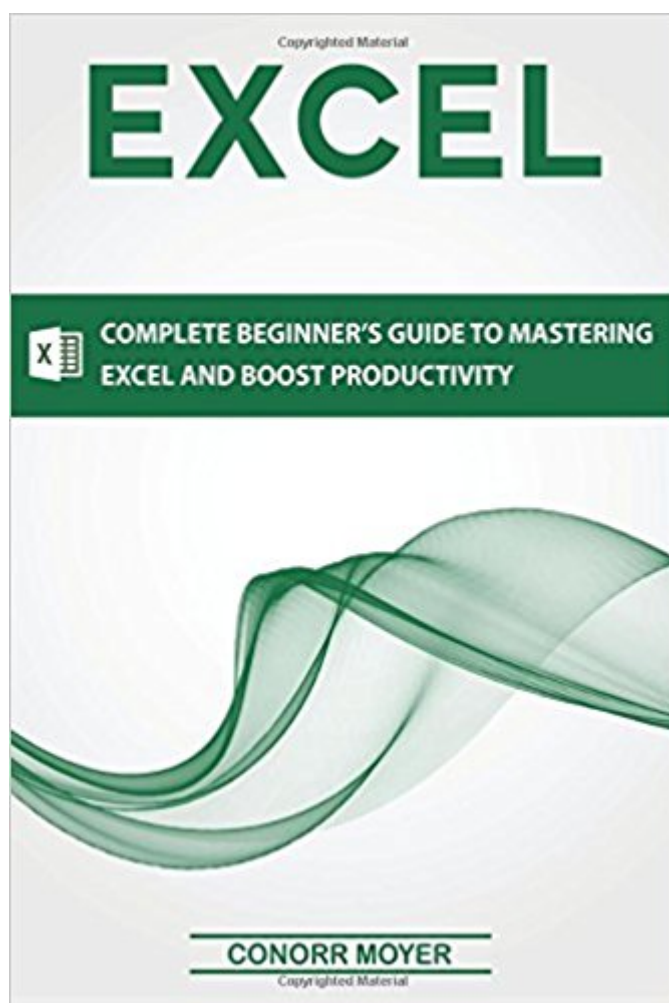The book was found

Excel: Complete BeginnerÃ¢â‚¬â„¢s Guide To Mastering Excel And Increasing Productivity

Synopsis

Do You Want to Master Excel? Excel is one of the best programs for data storage, processing and analysis available on the market today. When used correctly, this program can drastically increase your efficiency and productivity by storing information in a clear and structured framework. Become More Productive and Efficient TODAY! I have made regular use of Excel for data analysis, presentations and market predictions over the past 10 years. I discovered a staggering amount of brainless tasks could be automated using simple Excel routines, freeing up hours of my day. This guide will make you understand how you can integrate this platform to save hours of work from your daily routine. I will introduce you to the most relevant features of the Excel Platform. From building & selecting formatting templates to the development of transferrable mathematical routines, this guide will provide easy techniques to improve your work productivity starting TODAY.   Inside You Will Learn...   Keyboard Shortcuts to Save Time Learn the Excel Window Format Your Worksheet Fundamental Functions   Conditional Functions Advanced Functions

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