

Excel Basics In 30 Minutes 2nd Edition The Quick Guide To Microsoft Excel And Google Sheets

*In 30 minutes, learn how to unlock the secrets of your iPhone! Whether you own an iPhone or are thinking about buying one, this guide will help you get the most out of the device and its powerful hardware, the iOS operating system, and the ever-expanding universe of iPhone apps. Written in plain English with a touch of humor and lots of screenshots, this iPhone manual covers basic features as well as hidden tricks and time-savers for the iPhone 6S, iPhone 6S Plus, iPhone SE, iPhone 7, and iPhone 7 Plus. Topics include: * Setting up your new iPhone * How to customize your iPhone's appearance * What you need to know if you are migrating from Android * Touch screen basics * 3D Touch, Peek, and Pop * Managing your Home screens * Switching apps and multitasking * Typing and text tricks * Siri and its kid brother, Dictation * Getting the most out of the powerful iPhone camera * Managing iCloud settings * Security features, from Find My iPhone to Touch ID * Wi-Fi and other wireless settings * How to tame notifications and after-hours calls * Moving, deleting, and grouping apps * Four ways to conserve battery power * Seven ways to free up storage space on your iPhone * Nine exceptional apps for your iPhone As its name suggests, iPhone Basics In 30 Minutes covers basic setup, simple customization steps, and tips on how to get the most out of your iPhone. It is not a comprehensive guide. Nevertheless, in a single reading you will discover new features and learn time-saving shortcuts that will enable you to see your iPhone in a whole new light. Buy the guide today! This enthusiastic introduction provides support for Excel beginners and focuses on using the program immediately for maximum efficiency. With 1,104 screenshots and explicit information on everything from rows, columns, and cells to subtotaling, sorting, and pivot tables, this guide aims to alleviate the frustrations that come with using the program for the first time. This manual offers strategies for avoiding problems and streamlining efficiency and assists readers from start to finish, turning Excel 2010 novices into experts.*

Have you ever wanted to learn how to use Microsoft Excel, to help your career or to better handle figures, lists, and other types of data? In just 30 minutes, this book will get you up to speed with basic spreadsheet concepts. "Excel In 30 Minutes" is written in plain English, with lots of step-by-step instructions and screenshots that demonstrate exactly what to do. "Excel In 30 Minutes" contains sections on the following topics:- Spreadsheet Basics: Screen Layout, Cells, Terminology- Your First Spreadsheet Formula- Introducing Spreadsheet Functions- Formatting Cells And Text- The Magic Of Auto Fill- More Spreadsheet Basics: Percentages, Pasting, And Rows- Working With Multiple Worksheets- How To Create A New Worksheet- Referencing Other Worksheets- How To Make Pie, Column, And Line Charts- Sorting And Filtering- Printing- Exporting PDFs- Exporting Data- Importing Data"Excel In 30 Minutes" can be used with Microsoft Excel (PC or Mac, including Excel 2003, Excel 2010, and Excel 2008 for Mac). If you don't own Excel, the book also explains how to use a free online spreadsheets program called Google Spreadsheets. If you get stuck, the official book website contains sample spreadsheets as well as videos. "Excel In 30 Minutes" is authored by Ian Lamont, an award-winning technology journalist and digital media entrepreneur. His first two books, "Dropbox In 30 Minutes" and "Google Drive & Docs In 30 Minutes", are also available on iTunes. Do you have 30 minutes to spare? It's all of the time you'll need to get up to speed with Windows 8, the new Microsoft operating system designed for PCs and touch-screen tablets! Using step-by-step instructions, lots of screenshots, and a touch of humor, Windows expert Tim Fisher will cover Windows 8 personalization, app installation, email configuration, and more. He'll also walk you through dozens of important apps to download from the Windows Store, ranging from games to Microsoft Office! Other sections in Windows 8 Basics In 30 Minutes include: Changing the tiles on your Start Screen Setting up live tiles Security options How to use the Charms Bar Configuring Gmail, Outlook, and other email accounts Adding and removing apps Setting up notifications Windows 8 and Wi-Fi How to make Windows 8 look like Windows 7 Printers and Windows 8 Windows 8 keyboard

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shortcuts Upgrading to Windows 8.1 Windows 8 Basics In 30 Minutes is intended for people coming from the world of Windows 7, Vista, and XP, as well as users who are new to Windows. It applies to Windows 8 PCs as well as Windows 8 tablets made by Acer, Asus, Lenovo, Sony, Samsung, and Toshiba.

Excel Basic Skills Homework Book

Measurement, Years 3 to 6

Excel 2021

Dropbox in 30 Minutes, Second Edition)

The Unofficial Cheat Sheet for Microsoft Excel

Year 5

Excel Basics

Do you want to improve your knowledge of Microsoft Excel to take advantage of its full potential? Are you looking for a simple guide that will show you the best shortcuts and save you valuable time? Do you want to know features that will make you feel at ease in your everyday and work life? If you answered yes, let this book bring you the knowledge to excel at Excel in less than 10 minutes per day. Microsoft Excel is an extremely powerful piece of software still up to date. That is why it is currently considered an indispensable tool for individuals and companies all over the world. But only by really having a solid understanding of Microsoft Excel, you will be able to simplify your work life as well as your everyday chores. But... which functions are most important for beginners? And how can you make the most of them? In this guide you will discover: Why Excel is now considered an essential skill required for any job position The basic functions of Excel and how to make the most of them in your workbooks The 10 most common formulas used in all offices that you absolutely want to master Why knowing the 7 most common shortcuts will increase your productivity and make you look good in your job How to intelligently synthesize a database using Pivot Tables and Charts BONUS! You will get access to 7 FREE VIDEO TUTORIALS to learn more about pivot tables, the most used functions and formulas and the best 19 ADVANCED SHORTCUTS you should absolutely know! And really... much, much more! Whether you're a Windows or Mac user, you don't have to worry, this book will help you to deal with the main differences between the two systems, so you'll be able to apply the lessons in every case. Even if you're not a technology expert, this book will help you to familiarise yourself with spreadsheets step by step. It will remove any doubts with the help of illustrations for each explanation, and make you feel involved in the whole process by offering you practical examples that you can try out yourself on your own computer. Stop being afraid to apply for that much-desired job because of your lack of knowledge of Excel. With less than 10 minutes of effort per day, you will impress your colleagues and boss with the skills you will learn in this guide. Scroll up and click on "Buy Now" to get started! Your IT skills will no longer be a blocking point in your career!

As an experienced jQuery plugin developer and the operator of a website devoted to jQuery education, I have had many opportunities to talk with other developers and understand what works and what doesn't when it

comes to learning how to build plugins. This short guide is intended to quickly get you up to speed with core concepts, which enable you to start building plugins of your own. Experienced developers know that well-written jQuery plugins can reduce bugs, increase efficiency, improve collaboration, and save time. In *jQuery Plugin Development in 30 Minutes*, I'll show you how to write clean and efficient jQuery plugins that are easy to maintain and collaborate on. While *jQuery Plugin Development in 30 Minutes* is intended for people who already have some experience with JavaScript and jQuery, most of the concepts in the guide will not require any advanced knowledge. Topics include: Creating a plugin Prototyping Generate, Init, and Destroy Handling events Plugin options Setters and Getters Styling, CSS, and themes Callbacks Browser and mobile support File organization and versioning Boilerplate I've also included bonus content, including sections on jQuery methods, utilities, selectors, and events, as well as a jQuery glossary. *jQuery Plugin Development in 30 Minutes* really is intended to be a short but productive read -- my intention is to avoid the fluff and filler that make up 80% of most programming books, and just get straight to the point! The full table of contents is below: Introduction - About This Guide - Why jQuery Plugins? Section 01: Creation - Naming - Closures - Plugin Function - Summary Section 02: Prototyping - The Main Loop - The `get()` Method - Plugin Class - Prototyping - Summary Section 03: Conventions - Generate - Destroy - Init - `$var` - Private Functions - This & That - `$.proxy()` - Summary Section 04: Events - Note on `.hover()` - `e.currentTarget` vs `e.target` - Disabling Event Bubbling - Naming Events - Naming Functions - Summary Section 05: Options - Default Options - Plugin Options - Additional Options - Data Options - Advanced Options Setter - Summary Section 06: Setters and Getters - Setters - Getters - Methods - The Routine - Auto-Creation - Summary Section 07: CSS and Themes - Naming - CSS - Setting Themes - Multiple Themes - Summary Section 08: Effects - States - Controller - Summary Section 09: Callbacks - Setup - Ajax - Naming - Summary Section 10: Browser and Mobile Support - Browser Support - Extending `$.support` - Mobile Support - Summary Section 11: File Organization - Simple - With Grunt - Git - Versioning - Summary Section 12: Boilerplate Section 13: Conclusion Bonus Content Section 14: jQuery Methods Section 15: jQuery Utilities Section 16: jQuery Selectors Section 17: jQuery Events Glossary

The top-selling guide to Google's free online office suite is now available in a revised and expanded third edition! Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks: * Write letters and reports* Crunch numbers and create online data entry forms * Give presentations * Collaborate online with classmates and colleagues* Convert Microsoft Office documents to Google formats, and vice versa * Print documents, drawings, and spreadsheets* Export PDFs * Make pie charts,

bar charts, and simple tables* Publish documents and spreadsheets online After covering registration, file creation and other basics, *Google Drive and Docs In 30 Minutes (3rd Edition)* zeroes in on the most important time-saving tips and productivity tools. Highlights include: * Converting files between Microsoft Office and Google formats. * Best practices for organizing files in Google Drive. * What to expect with collaboration and sharing. * The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides. * Accessing older versions of files. * How to publish your documents to the Web for colleagues or members of the public to view. * Functions, sorting and filtering in Google Sheets (with examples). * Using Web Forms to gather data. * Google Slides: Is it a suitable alternative to Microsoft PowerPoint? * Working with offline files. * Downloading third-party apps. The tone of *Google Drive and Docs In 30 Minutes* is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. *Google Drive and Docs In 30 Minutes* is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the "In 30 Minutes" series, including *Dropbox In 30 Minutes*, *Twitter In 30 Minutes*, and *Excel Basics In 30 Minutes*.

The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition! Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to write letters and reports, crunch numbers and create online data entry forms, give presentations, collaborate online with classmates and colleagues, convert Microsoft Office documents to Google formats and vice versa, print documents and drawings, export PDFs, make pie charts and simple tables, publish documents and spreadsheets online, and much more. After covering registration, file creation and other basics, *Google Drive and Docs In 30 Minutes (2nd Edition)* zeroes in on the most important time-saving tips and productivity tools. Highlights include converting files between Microsoft Office and Google formats, best practices for organizing files in Google Drive, what to expect with collaboration and sharing, the pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides, accessing older versions of files, how to publish your documents to the Web for colleagues or members of the public to view, functions, sorting and filtering in Google Sheets (with examples), using Web Forms to gather data, working with offline files, and downloading third-party apps. The tone of *Google Drive and Docs In 30 Minutes* is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets.

Google Drive and Docs In 30 Minutes is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the "In 30 Minutes" series, including Dropbox In 30 Minutes, Twitter In 30 Minutes, and Excel Basics In 30 Minutes.

iPhone Basics In 30 Minutes

Google Drive & Docs in 30 Minutes

Excel Basic Skills Mental Maths Strategies Year 3

How to Connect with Interesting People, Write Great Tweets, and Find Information That's Relevant to You.

Excel

A Quick and Easy Guide to Boosting Your Productivity with Excel

The quick-start reference for users moving from Windows 7, Vista, and XP

Would you like to master the usage of Microsoft Excel to speed up your work? Wouldn't it be nice to be able to create and modify functions without looking up how to do them on the internet? If the answer to those questions is "YES", keep reading because this book is exactly what you need. Microsoft Excel is a powerful tool. It can be optimized to save you time and keep up with the demands of your business, and if you're not using it the way it's supposed to be used, you're really missing out. With this book, you'll learn all the essential functions, formulas, and shortcuts that will make you faster and more efficient in your work. You'll become pro in using Microsoft Excel, and you will learn how to optimize your business practices. We'll show you how to use Microsoft Excel as a powerful management system for your company rather than just as a spreadsheet. In fact, by reading this book, you'll discover: - All The Excel Fundamentals, so that you'll become super fluent with all the basics and start to navigate smoothly through all the software. The Functions And Formulas That You NEED To Know, thanks to a dedicated chapter that will teach you incredibly handy functions and formulas to automate your spreadsheets and create various working solutions, and to provide more value and productivity into your daily tasks - How To Master Charts And Graphs, so you'll learn how to easily display various information precisely as you see them in your head, in an easy-to-read, more accessible at quick glance format - How To Effectively Use The Pivot Table, to become able to quickly summarize large amounts of data in many different user-friendly ways, to get valuable insights without hassle and become more efficient - All The Excel Shortcut Keys, which are combinations of keys that perform major functions automatically, without having to click the toolbar. Knowing and using these shortcut keys will dramatically increase your efficiency and speed when using Excel - ... & Much More! To summarize, this is the book you need to take your Excel knowledge to the next level and finally get an edge in your work. ...What else are you waiting for?

Do you want to learn how to use Microsoft Excel, for a career boost or to better handle numbers, lists, and other data? 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 instructions, screenshots, and examples that

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demonstrate exactly what to do. Instructions apply to recent versions of Excel, including Excel 2013, Excel for Office 365, and Excel Online. For users who don't own Excel, the guide explains how to use a free online spreadsheets program called Google Sheets.

Mental Maths is the maths we do in our heads without the use of calculators, without writing down the calculation. Mental Maths strategies are the tricks, use to do Maths in our heads. There are different ways of finding the answer to a Mental Maths problem, and such strategies are the focus of this series. Even though calculators and computers play an enormous role in the modern world, we still need to go back to the basics % we do need to know how to check that the sales assistant at the counter is giving us the right change! Mental Maths has become more important than ever and new primary Maths syllabuses in Australia are reflecting this. For example, NSW has placed an emphasis on Mental Maths in its primary syllabus, and even the Year 10 School Certificate examination has a compulsory non-calculator section. Features of this book include:- 32 double-page units of Mentals are included % 8 units for each school term each unit is divided into four sets (A,B,C and D) of 20 questions each each numbered question covers particular Maths topics throughout the book: for example, Question 1 always covers addition while Question 20 always covers geometry a special e'Help' section,, at the front of the book gives different strategies and explanations to help students solve Mental Maths problems. These are also numbered so they link to the question numbers in each unit a eFun Spot,, unit, containing fun activities, and a eRevision,, unit are included at the end of each 8 units extra practice,, sections which reinforce particular strategies appear in the lower part of each page answers to all questions are in a lift-out section in the centre of the book

Learn how to master Dropbox, a desktop and mobile app for storing and sharing photos, documents, spreadsheets, and other computer files. Topics include installation, collaboration, security, and the Camera Upload feature for automatically backing up smartphone photos.

How to cut expenses, reduce debt, and better align spending & life's priorities

The Beginner's Guide to Microsoft Excel, Excel Online, and Google Sheets

Excel 2019 Intermediate Reference and Cheat Sheet

Dive into Power Pivot

Google Blogger For Small Businesses In 30 Minutes

Genealogy Basics In 30 Minutes

The All-in-One Beginner to Expert Excel Guide. Learn the Excel Basics in 30 Minutes, Discover Formulas, Functions, Tips, and Tricks to Become a PRO.

Introduction: Meet Frank, Jordan, and Stephanie How can it be that three coworkers who have the same salaries have vastly different financial profiles?

Learn how Frank has allowed a common daily expense to ruin his finances, while Jordan is forced to take on a second job to support her spending. However, Stephanie manages to avoid these problems, and is now saving money for retirement using her employer's 401(k) plan. We'll visit these three colleagues in

later chapters, to see how they deal with specific personal finance issues.

Chapter 1: Taking Stock of your Life & Finances This chapter provides a simple framework for identifying priorities, assets, and obligations (such as taxes and other fixed expenses) as well as items in your budget that can be reduced.

Chapter 2: Reducing Flexible Expenses We'll examine Frank and Jordan's problem spending, from lunchtime excursions to luxuries. Stephanie has an interesting money-saving approach that saves her thousands, which we'll discuss here. Discover some simple ways to alter your daily habits and reward yourself for spending less! **Chapter 3: Reducing Fixed Expenses** In this chapter, we're going to take a look at the fixed expenses that almost everyone has to deal with — car payments, mortgages, telecommunication costs, home energy costs, and more — and list some practical ways in which these expenses can be reduced.

Jordan's credit card debt is also explored in detail, with an eye toward paying down high-interest cards that can cause the most long-term pain. **Chapter 4: Managing Your Accounts & Data** The final chapter of this guide deals with how to better organize bills, financial data, and other records. There are important reasons to have established systems for organizing paper and electronic records. We'll take a look at some great tools that make organizing and tracking much easier.

(Updated with new information and a new look) Five years from now, what are you going to do when a major expense pops up? In ten years, will you still be renting an apartment? Thirty years from now, will you have enough money for retirement? Planning your current finances is hard enough, but looking ahead to the future can be downright frightening! **PERSONAL FINANCE FOR BEGINNERS IN 30 MINUTES, VOL. 2**, is here to help. In 30 short minutes, you'll get a quick but solid lesson on planning your financial future. Using plain English and lots of examples, the book explains: * How to fund a special savings account for emergencies and other unexpected costs * Compound interest and how it can help you save more * Tips for buying a home * Mortgage basics, from ARMs to points * IRA and 401(k) retirement accounts * How to fund retirement accounts, with examples * The pros and cons of mutual funds * Low-risk mutual funds for your retirement portfolio * Disability and life insurance basics * Four types of legal documents you should prepare now If you've been delaying planning your future finances, now is the time to get started on the practical steps that can put real money in your pocket when you need it most. Years from now, you'll thank yourself for taking some of the practical steps described in this guide. But it now! Are you interested in using Twitter, but don't know where to start? Are you mystified by hashtags, retweets, and other strange conventions? The revised and expanded third edition of **Twitter In 30 Minutes** is here to help! This unofficial Twitter tutorial will walk you through the basics, using plain English, step-by-step instructions, and lots of examples from real Twitter users. In no time, you'll learn how to: * Create a new Twitter account online or on your phone * Customize your Twitter profile with photos and a bio that's right for you * Navigate Twitter icons,

the Twitter app, and Twitter.com * Follow other Twitter accounts ... and block those you don't like * Identify local people and organizations using Twitter * Find people who share the same interests and hobbies * Compose your first Tweets * Share photos * Use hashtags, retweets, and other Twitter conventions There's more. Twitter In 30 Minutes shows you how all kinds of people use Twitter to promote their businesses, connect with their followers, explore their interests, and have fun! It's peppered with real-world examples, from everyday people to celebrities. Authored by award-winning technology journalist Ian Lamont, the revised third edition of Twitter In 30 Minutes covers Twitter's new interface for the Web and mobile devices such as the iPhone and Android phones. There are new screenshots, along with instructions for registration on iOS and Android devices. Twitter In 30 Minutes is a perfect introduction to people who are new to Twitter, as well as those who already have accounts and want to learn how to get the most out of Twitter. Buy the book today! Here's what real readers are saying about TWITTER IN 30 MINUTES: "I quickly set up a Twitter account and started using it within a half hour. I would recommend this book for anyone who doesn't have a Twitter account, for those who do have one but aren't actively using it, and for those who aren't quite sure how to get the most out of their account." "Though I have been using Twitter for some time now, I still learned a thing or two from reading this." "Clarified any issues I had or concerns and listed some excellent precautions." "Perfect introduction to Twitter. Quick and easy read with lots of photos. I finally understand the #!" "I've been tweeting for over a year but learned a lot of helpful details I hadn't been aware of until now. Lots of easy to understand info, and good instructions with screenshots that make it easy to understand. Thanks for the help and making Twitter even more fun." "Just the quick, light intro I wanted. No annoying bits of philosophy. Some careful warnings about privacy and courtesy are included. You really can skim it in 30 minutes." "Easy to read and actually fun to fire up my twitter account and play along with each chapter. Everyone has 30 spare minutes spread out over a week (if not a day) to read this guide."

Do you have 30 minutes to spare? It's all you'll need to get up to speed with Google Drive, a free online office suite that duplicates most of the functionality of Microsoft Word, Excel, and PowerPoint. Millions of people use Google Drive and its popular word processor, Docs, every day. You too can use Drive and Docs to:

- * Write letters and reports
- * Enter data into Sheets, Google's free online spreadsheet program
- * Give presentations using Slides
- * Collaborate online with classmates and colleagues on important documents
- * Convert documents to different file formats
- * Print documents, drawings, and spreadsheets
- * Export PDFs
- * Make pie charts, bar charts, and simple tables
- * Publish documents and spreadsheets online

"Google Drive & Docs In 30 Minutes" is written in plain English, and uses screenshots and step-by-step instructions. In just a half-hour, you'll learn registration, file creation and other basics, as well as important time-saving tips and best practices. "Google Drive & Docs In 30 Minutes" is authored

by Ian Lamont, an award-winning technology journalist and digital media entrepreneur. He has written several books in the In 30 Minutes series, including "Dropbox In 30 Minutes" and "Excel Basics In 30 Minutes."

Excel Basic Skills Mental Maths Strategies

Dropbox In 30 Minutes, Second Edition

The All-In-One Beginner To Expert Excel Guide. Learn The Excel Basics In 30 Minutes, Discover Formulas, Functions, Tips, And Tricks To Become a PRO. + Tutorials & Practical Examples

Excel Basics in 30 Minutes

The Beginner's Guide To Dropbox Backup, Syncing, And Sharing

Excel for Microsoft 365 Reference and Cheat Sheet

Google Drive and Docs in 30 Minutes (2nd Edition)

Do you need a quick reference for Excel 2016? The four-panel Excel 2016 Reference & Cheat Sheet contains tips, examples, and screenshots of the most common Excel functions and features. In addition to covering Excel 2016 for Windows and Macs, the reference also covers Excel Online, Microsoft's free Web-based spreadsheet program. Almost all of the instructions and examples also apply to Excel 2013. Topics include: * Excel 2016 basics. * An overview of Microsoft's Ribbon interface. * Creating, saving, and closing workbooks. * How to use templates and themes. * How to add, edit, and hide data. * How to import and export .txt, .csv, .tsv, and .xlsx files. * How to share workbooks. * Printing basics. * Examples of basic formulas, functions, and AutoFill. * How to perform simple math and calculate averages. * How to sort and filter data. * How to create a chart or graph. * Universal keyboard shortcuts for Excel 2016. The four-panel reference is printed on 8.5 by 11 inch high-quality card stock, perfect for desks, walls, and shelves. It has holes for three-ring binders. Note that the Excel 2016 Reference and Cheat Sheet does not cover advanced features of Excel 2016, the Excel mobile apps for tablets and phones, or other Microsoft Office/Office 365 applications. The Excel 2016 Reference and Cheat Sheet was created by the publisher of the top-selling guides Excel Basics In 30 Minutes, Google Drive & Docs In 30 Minutes, and Dropbox In 30 Minutes.

Created as a book for a first-time or beginning Excel user, it is designed to be a comprehensive, yet accessible and easy to understand introduction to using and mastering Microsoft Excel 2019 and previous versions. Starting with the basics of what spreadsheets are, and progressing through the foundational concepts and features of Excel, the book provides a thorough, yet user-friendly introduction to the main capabilities of Excel. The book covers the most fundamental and important aspects of Excel, which form the basis for a solid foundation in the use of this critical software application. The topics discussed include an overview of Excel, followed by formulas, functions, and formatting. After this, there is extensive coverage of conditional and selection features, graphs and charts, pivot tables, using a spreadsheet as a database, and selected special topics. The book is illustrated with numerous screenshots, together with examples, applications, and exercises. Suitable for professional reference, self-study, or for use in an instructor-led or online course, this book will help readers to become effective and knowledgeable in using one of the most useful tools for enhancing one's business and personal productivity. FEATURES: Starts with the elements, layout, and structure of Excel, followed by formulas, functions, applications, and formatting in depth Provides both presentations, such as charts/graphs, PivotTables and also spreadsheet features including sorting, filtering, subtotals, and database functions Features Application Notes, Common Excel Errors, and Chapter

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Appendices to reinforce readers' grasp of Excel nuances and concepts Includes instructor resources with four tutorial videos, PowerPoint slides for each chapter, sample syllabi, tests, and quizzes.

Do you need an intermediate desktop reference for Microsoft Excel 2019? The four-panel desktop reference and cheat sheet contains step-by-step instructions and shortcuts for commonly used intermediate-level features of Excel 2019. Instructions and examples apply to both the Windows and macOS versions of Excel 2019, and includes a list of keyboard shortcuts, as well as instructions for functions and formulas (with examples), formatting, references, security, and more.

Designed with Excel gurus in mind, this handbook outlines how to create formulas that can be used to solve everyday problems with a series of data values that standard Excel formulas cannot or would be too arduous to attempt. Beginning with an introduction to array formulas, this manual examines topics such as how they differ from ordinary formulas, the benefits and drawbacks of their use, functions that can and cannot handle array calculations, and array constants and functions. Among the practical applications surveyed include how to extract data from tables and unique lists, how to get results that match any criteria, and how to utilize various methods for unique counts. This book contains 529 screen shots.

jQuery Plugin Development in 30 Minutes

The Unofficial Cheat Sheet for Microsoft Excel 2016 and Excel Online

Functions, Formatting, Security, and Shortcuts

The Unofficial Guide to Google Drive, Docs, Sheets and Slides

The unofficial guide to the new Google Drive, Docs, Sheets & Slides

Windows 8 Basics In 30 Minutes

One in a series of work books for primary school students, supporting the 'Excel Basic Skills Homework Books'. Introduces year 3 to 6 students to the concepts and units involved in measuring time, length, area, volume and capacity, mass and temperature. Includes assessment tasks and a removable answer section.

NEW: Updated in 2017 with the latest information about hospital treatments! Have you been diagnosed with C. diff, or do you have a family member suffering from symptoms of a C. diff infection? Do you want to know what causes C. diff, how to limit its spread, and modern treatment options? Unlike books about C. diff that are written by non-experts who have no experience treating patients, C. Diff In 30 Minutes: A Guide To Clostridium Difficile For Patients And Families, is written by author, doctor, and Harvard Medical School Professor J. Thomas Lamont, M.D. Dr. Lamont uses plain-English explanations and case studies to describe this unpleasant bacterial infection and how it can be successfully treated. One of the world's top experts on C. diff, Dr. Lamont has conducted ground-breaking research on the bacterium and has helped thousands of patients struggling with C. diff. Clostridium difficile, or C. diff, is one of the most common hospital-acquired infections in the United States. In a recent study at a major Boston teaching hospital, nearly 1/3 of inpatients who were given antibiotics were infected with C. diff. More than half of these patients suffered from diarrhea and other symptoms. C. Diff In 30 Minutes covers: * The origins of C. diff * Cdiff symptoms * Four C. diff cases, from infection to cure * Antibiotics that can lead to C. diff infections * Treatment options, including antibiotics and cutting-edge procedures such as stool transfers (also known as fecal transplants) * How to limit the spread of C. diff * Recurring C. diff: What causes it, and special treatments * A glossary of medical terms * Online resources The book also references C. diff's association with irritable bowel syndrome (IBS), colitis, cancer, diabetes, kidney failure, strokes, and failure of the immune system resulting from lymphoma, leukemia, and chemotherapy. C. Diff In 30 Minutes is not a DIY guide -- a doctor is needed to diagnose and treat C.

diff. However, this guide can help you understand what your doctor is recommending and why. If you or a loved one has C. diff, C. Diff In 30 Minutes can be an invaluable and expert resource to understand and deal with the infection.

The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition! Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks: • Write letters and reports • Crunch numbers and create online data entry forms • Give presentations • Collaborate online with classmates and colleagues • Convert Microsoft Office documents to Google formats, and vice versa • Print documents, drawings, and spreadsheets • Export PDFs • Make pie charts, bar charts, and simple tables • Publish documents and spreadsheets online After covering registration, file creation and other basics, Google Drive and Docs In 30 Minutes (2nd Edition) zeroes in on the most important time-saving tips and productivity tools. Highlights include: • Converting files between Microsoft Office and Google formats. • Best practices for organizing files in Google Drive. • What to expect with collaboration and sharing. • The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides. • Accessing older versions of files. • How to publish your documents to the Web for colleagues or members of the public to view. • Functions, sorting and filtering in Google Sheets (with examples). • Using Web Forms to gather data. • Google Slides: Is it a suitable alternative to Microsoft PowerPoint? • Working with offline files. • Downloading third-party apps. The tone of Google Drive and Docs In 30 Minutes is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets. Google Drive and Docs In 30 Minutes, 2nd Edition is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the "In 30 Minutes" series, including Dropbox In 30 Minutes, Twitter In 30 Minutes, and Excel Basics In 30 Minutes. Here's what readers are saying about Google Drive & Docs In 30 Minutes: "I am so glad this was made! I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it." "I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled "Docs for dummies" and this was one of the results. I liked the concept that the title implies - a concise guide that will distill what I need and allow me to complete a task quickly" "A clear and concise explanation of how to navigate your way through google docs." "Excellent introduction to Google drive. Well researched, easy to read, nicely organized."

*Updated in 2017 to cover the new Dropbox interface and features! What is Dropbox, and how can you get the most out of Dropbox on your computer, phone, or tablet? In Dropbox In 30 Minutes (2nd Edition), award-winning technology journalist Ian Lamont uses step-by-step instructions, screenshots, and a touch of humor to explain everything from basic Dropbox installation steps to best practices for Dropbox sharing. In a single sitting, this quick and easy guide will help you get the most out of Dropbox on your computer, phone, or tablet. The second edition of this popular Dropbox book includes updated chapters as well as additional sections describing new Dropbox features of the Dropbox application for Windows and Mac PCs and laptops, the Dropbox app for iOS devices (including the Dropbox app for iPhones and iPads), and the Dropbox app for Android phones and tablets. The Dropbox manual also covers many useful features of Dropbox.com for backing up, sharing, and recovering files. In addition, the book's popular Dropbox FAQ has been expanded. What's inside * Dropbox system requirements * How Dropbox works in the cloud * Installing Dropbox on Windows PCs (Dropbox on Windows 7 and earlier, Dropbox on Windows 10 and*

*Windows 8) * Installing Dropbox on Macs (macOS), iOS and Android * Saving files to Dropbox * Working with Dropbox folders and files * Dropbox preferences and Selective Sync * Opening a file or folder from a second computer * Dropbox mobile app: Downloading/uploading files * Dropbox Camera Upload for backing up and transferring photos from your mobile phone * Dropbox sharing via links * Dropbox collaboration Dropbox In 30 Minutes also includes an unofficial FAQ that answers the following questions: * How can I get free space on Dropbox? * How secure is Dropbox? * How do I delete Dropbox? * Why is Dropbox taking so long to sync? * Are Dropbox Business and Dropbox Pro accounts worth the extra cost? * How can I recover deleted Dropbox files? * What is Dropbox Paper and is it a substitute for Microsoft Word or Google Docs? * What are Dropbox comments? * What happens when the same file is opened simultaneously on more than one computer? * What are third-party Dropbox apps? What readers are saying about this Dropbox book Thousands of satisfied readers have purchased this Dropbox book or downloaded the Dropbox ebook edition. While Dropbox In 30 Minutes is intended for beginners, even experienced users will discover a few new Dropbox tricks. Here's what real readers are saying: "This was truly a 30-minute Dropbox tutorial. I have mastered the basics without bugging my 20-year-old son! Yahoo!" "I have read Ian's books on Dropbox and Google Drive/Docs. He's an excellent writer, and the books are highly worthwhile, especially for people new to these applications." "A short but thorough introduction to Dropbox. In my opinion, this is highly recommendable book for those who are approaching Dropbox or who need it for work and cooperative projects." "I didn't know how to use Dropbox when I bought this book, and after reading it, I was able to set up my account and to use it with my students. It is short and to the point. I am a beginner and much of these online storage options are new to me, but I was able to read the book and to then use the app." Buy your copy today! Note: Dropbox In 30 Minutes is not affiliated with "For Dummies" books, Dropbox, or other services referenced in the guide. In 30 Minutes® is a registered trademark of publisher i30 Media Corp. All rights reserved. Do the Impossible with Excel Formulas Thanks to Array Formula Magic*

*Foundations * Formulas * Graphs
Excel Basics In 30 Minutes (2nd Edition)*

*How to build savings and investments to secure your future financial health
Personal Finance For Beginners In 30 Minutes, Vol. 2*

*How to create a basic website for your shop, professional services firm, LLC, or new business
The Beginner's Guide to Dropbox's Backup, Syncing, and Sharing Features*

Are you interested in using Twitter, but don't know where to start? Or, do you have an account that you started but seldom use? "Twitter In 30 Minutes" is here to help Written by the author of the top-selling "Dropbox In 30 Minutes" and "Google Drive & Docs In 30 Minutes," this guide will walk you through the basics of Twitter, and get you excited about connecting with interesting people and discovering all kinds of ideas and information While "Twitter In 30 Minutes" is not a comprehensive guide, it covers everything you need to know to get started. In just 30 minutes, you'll learn how to: Create a new Twitter account online, on your phone, or on a tablet Customize your Twitter profile with photos and a bio that's right for you Follow other Twitter accounts . . . and block those you don't like Identify local people and organizations using Twitter Find people who share the same interests and hobbies Compose your first Tweets Share photos

on Twitter Take part in conversations Understand advanced features such as lists, direct messages, and shortcut keys There's more. "Twitter In 30 Minutes" shows you how all kinds of people use Twitter to promote their businesses, connect with people, explore their interests, and have fun It's peppered with real-world examples, from everyday people to celebrities. For just a small investment, "Twitter In 30 Minutes" will get you up and running on Twitter. Buy it today About the author: Ian Lamont is a former technology and business journalist whose writing and editorial work has garnered awards from the Society of American Business Editors and Writers and the American Society of Business Publication Editors. He has authored several books, including "Twitter In 30 Minutes," "Dropbox In 30 Minutes," "Google Drive & Docs In 30 Minutes," and "Excel Basics In 30 Minutes." He is a graduate of MIT Sloan.

Excel Basics In 30 Minutes The Beginner's Guide to Microsoft Excel, Excel Online, and Google Sheets I30 Media Corporation Have you ever wanted to get a website for your business, but were worried about the cost and complexity? Worry no longer! There is a cheap, easy solution, explained in the revised and expanded edition of Google Blogger For Small Businesses In 30 Minutes. In just 30 minutes, this book will show you how to set up a static website or blog with its own .com domain. Whether you own a shop, restaurant, consultancy, professional services firm, LLC, or other small business, this book will help your company establish an official online presence. Customers will be able to more easily learn about your business and the products and services it offers, at a cost that's far less than newspaper or Yellow Pages advertising. Google Blogger For Small Businesses In 30 Minutes uses step-by-step instructions, dozens of screenshots, and many examples to show how to leverage Google's Blogger service for your small business. The book cuts through the confusion when it comes to choosing designs, fonts, links, and other features, helping you identify exactly what you need to do to get your small business website up and running. Google Blogger For Small Businesses In 30 Minutes covers the following topics: * What type of small business website should you build? * The Five-Minute Website Marketing Framework * Creating a site and registering a domain * Choosing a great-looking template (with samples to view!) * Customizing the site's appearance

* Creating homepage content * Adding photos, videos, and maps * Small business sites on mobile devices * Choosing the right domain for your business * Using Google Domains to register a .com domain for your small business * Case Study: Main Street Treats * Creating a product page * Creating a page that links to a business Twitter account * Small business blogs Google Blogger For Small Businesses In 30 Minutes is an In 30 Minutes guide. Other books in the series include Dropbox In 30 Minutes, LinkedIn In 30 Minutes, Google Drive And Docs In 30 Minutes, and Excel Basics In 30 Minutes.

In 30 minutes, learn how to unlock the secrets of your iPhone 6, iPhone 6S, or iPhone 6/6S Plus. Whether you own an iPhone or are thinking about buying one, this guide will help you get the most out of the device and its powerful hardware, the iOS operating system, and the ever-expanding universe of iPhone apps. Written in plain English with a touch of humor and lots of screenshots, this guide covers basic features as well as hidden tricks and time-savers. Topics include: * Setting up your new iPhone 6/iPhone 6S/iPhone 6 Plus/iPhone 6S Plus * How to customize your iPhone's appearance * What you need to know if you are migrating from Android * Touch screen basics * 3D Touch, Peek, and Pop * Managing your Home screens * Switching apps and multitasking * Typing and text tricks * Siri and its kid brother, Dictation * Getting the most out of the powerful iPhone camera * Limitations of Apple's Photos app * Managing iCloud settings * Security features, from Find My iPhone to Touch ID * Wi-Fi and other wireless settings * Four ways to conserve battery power * Five ways to free up storage space on your iPhone * How to tame notifications and after-hours calls * Moving, deleting, and grouping apps * Nine great apps for your iPhone About the series: Since 2012, In 30 Minutes® guides have helped people all over the world understand complex topics, including technology, medicine, and personal finance. For more information, visit in30minutes.com. In 30 Minutes®: Quick guides for a complex world™

Google Drive and Docs In 30 Minutes (2nd Edition), 2nd Edition

Google Drive and Docs in Thirty Minutes

Microsoft Word In 30 Minutes

The unofficial guide to the iPhone 6 and iPhone 6S,

including basic setup, easy iOS tweaks, and time-saving tips
The beginner's guide to Microsoft Excel and Google Sheets
How to build jQuery plugins that are easy to maintain,
update, and collaborate on

Excel 2016 Reference and Cheat Sheet

Preorder the book today! Genealogists are like detectives. Working out puzzles is the name of their game! If you have ever wanted to research and document your family history the right way, then *Genealogy Basics In 30 Minutes* is for you! Authored by professional genealogist Shannon Combs-Bennett, this genealogy book explains the joys, challenges, and triumphs of researching your family's origins. While many people assume genealogy research starts online, Combs-Bennett shows the importance of starting a family tree using documents that can be found in your own home! *Genealogy Basics In 30 Minutes* is written in a friendly, easy-to-understand style that avoids complex jargon. There are lots of examples, case studies, and advice that can help would-be family historians quickly get up to speed. In addition to listing best practices for conducting genealogical research, *Genealogy Basics In 30 Minutes* also warns readers about the many pitfalls of family research, from brick wall mysteries to time-wasting online searches. Topics include: Why are people so interested in family history? Evaluating clues, facts, and myths in family stories The importance of linking generations Vital records, from birth certificates to death records Non-vital records, from census forms to wills Religious records Five things that can trip up newbies researching family history Best practices for genealogy road trips Interviewing relatives, and dealing with skeptics Pros and cons of online genealogy research Genealogy communities and continuing education Genetic genealogy basics Understanding the Genetic Information Nondiscrimination Act (GINA) Genetic genealogy and adoptees Non-paternal events and other skeletons in the genetic closet Visualizing family history with charts Research logs and genealogy journals How to create good source citations Preserving records and research Genealogy software and GEDCOM files Planning for disasters *Genealogy Basics In 30 Minutes* is not a comprehensive guide. Nevertheless, in a single reading you will be able to understand some important research basics that will serve you well as you embark on a journey to figure out the origins of your family. Creating a strong family tree will not only satisfy your own curiosity, but will also serve as a record to share with relatives and future generations! Preorder the book today! ** About the Author Shannon Combs-Bennett is an author, researcher, and lecturer based in the Washington, D.C. metro area. She regularly speaks and writes about genetic genealogy, Virginia genealogy, and research methods. Shannon is a frequent contributor to *Family Tree Magazine* and *Family Tree University*, serves as the Creative Director for *The In-Depth Genealogist*, and is the founder of *T2 Family History*.

Do you want to learn and understand useful Excel formulas? Do you want to know some great Excel power user tips and hacks? If yes, then you are in the right place. Microsoft Excel is a spreadsheet-based software application that utilizes formulae and functions to arrange numbers and data. Companies of all sizes use Excel analysis all around the globe to conduct financial analysis. Functions are utilized in Excel to carry out such tasks. Excel includes many built-in tools that may be used to evaluate the results of various formulae, saving time. Furthermore, these functions make it easy to execute formulae that were previously tough to write down manually. The book includes the most recent enhancements to arrays, formula errors handling, and statistics to help you get the most out of formulae and functions. In this book, you'll cover the following topics: Introduction to Basics Advanced Skills of MS Excel Basic Terms and Terminology Advanced Excel Formulas and its Implementation Data Analysis Functions in Excel VBA Macros in Excel Tips to save time in Excel How to rapidly learn Excel? And much more.... This book is the most complete, all-in-one resource for all of your Excel requirements. You'll also learn how to use templates, apply formulae, build pivot tables, and analyze data, among other things. So what are

you waiting for? Scroll up and get yourself a copy of this book!

In 30 minutes learn this guide will show you how to get the most out of Microsoft Word, the world's most popular tool for writing letters, reports, manuscripts, brochures, and more. You may have a handle on the basics, but Microsoft Word In 30 Minutes will show you how to leverage powerful features and shortcuts that most people seldom use. Topics include: * Interface basics, from ribbons to rulers * How to quickly format documents using styles and themes * Adding photos, charts, and other elements * Working with headers and footers * How to create a table of contents * Collaboration basics, from tracking to sharing * Protecting sensitive documents * Setting up footnotes and endnotes * Importing and exporting files and data * Printing and mailings For people who can't afford Office 2016, Microsoft Word In 30 Minutes also includes a section on how to use Google Docs, a fully featured online word processor and app available for free from Google, as well as Word Online, Microsoft's free online word processor with limited capabilities. Microsoft Word In 30 Minutes is authored by Angela Rose, whose previous work includes LinkedIn In 30 Minutes, 2nd Edition.

This updated and expanded second edition of Book provides a user-friendly introduction to the subject, Taking a clear structural framework, it guides the reader through the subject's core elements. A flowing writing style combines with the use of illustrations and diagrams throughout the text to ensure the reader understands even the most complex of concepts. This succinct and enlightening overview is a required reading for all those interested in the subject . We hope you find this book useful in shaping your future career & Business.

The Unofficial Guide to the New Google Drive, Docs, Sheets & Slides

Twitter In 30 Minutes (3rd Edition)

Personal Finance For Beginners In 30 Minutes, Volume 1

Google Drive and Docs in 30 Minutes (3rd Edition)

LinkedIn In 30 Minutes (2nd Edition)

Twitter in 30 Minutes

Ctrl+Shift+Enter Mastering Excel Array Formulas

Updated for Excel 2016! Here's your chance to finally learn how to use Microsoft Excel! In a single sitting, this quick and easy user guide will help you learn MS Excel basics, from navigating the home screen to working with formulas and charts. It's a great Excel tutorial that will help you in the office, at school, or even at home. Excel Basics In 30 Minutes, 2nd 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 2016, 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 2013 and Excel 2010. If you don't own Excel, the book explains how to use two free online spreadsheets programs: Excel Online and Google Sheets (part of the Google Drive online office suite). Topics in this top-selling Excel book include: Excel screen layout, cells, and terminology; Excel 2016 vs. Excel Online vs. Google Sheets; Basic Excel formatting; AutoFill; Excel formulas and functions; How to make charts in Excel; Sorting and filtering; Collaboration and sharing; Exporting PDF, CSV, and other forms; Printing tips; Excel import and export formats (PDF, .CSV, .TSV, text, etc.). The second edition is up-to-date with new instructions and high-resolution screenshots of Excel 2016, Excel Online, and the new Google Sheets. It includes new sections about collaboration, OneDrive, and other features.

*Updated in 2017 for the new LinkedIn interface! If you're serious about taking your career to the next level, you need to be on LinkedIn. In LinkedIn In 30 Minutes (2nd Edition), author Angela Rose will show you how to make a rock-solid LinkedIn profile and expand your network. Whether you want to find a new job on LinkedIn or advance your career, this guide can be the blueprint for a supercharged LinkedIn strategy. This LinkedIn book includes sections on: * LinkedIn registration and basic profile setup * Nine critical LinkedIn profile*

*elements * Six additional LinkedIn profile elements you should include * Why keywords are so important for your LinkedIn profile * How to improve a basic profile * Real-world examples of successful LinkedIn profiles * How to address unemployment on LinkedIn * How to connect with other people on LinkedIn * Crafting personalized LinkedIn invitations * Connecting with strangers on LinkedIn * Other ways to get noticed on LinkedIn * Best practices for using LinkedIn's search engine * Participation strategies for LinkedIn Groups * Five ways to find a job on LinkedIn * InMail and other paid LinkedIn services * How to turn off LinkedIn notifications*

The revised edition of LinkedIn In 30 Minutes is for people who are new to LinkedIn, as well as those who have created basic profiles and now want to take their LinkedIn efforts to the next level. While LinkedIn In 30 Minutes is not a comprehensive guide, it provides a solid foundation of LinkedIn registration basics, critical profile elements, and networking best practices that can help you land a new job or advance your career. The LinkedIn tutorial is easy to approach -- it's filled with step-by-step instructions written in plain English and a touch of humor. There are lots of screenshots and LinkedIn best practices that you can use to turn an uninspiring profile into a winner! This book is a Foreword INDIES Finalist. Foreword Reviews highlights some of the best titles produced from the independent publishing community. About the series: Since 2012, In 30 Minutes® guides have helped people all over the world understand complex topics, including technology, medicine, and personal finance. For more information, visit in30minutes.com.

Do you want to learn how to use Microsoft Excel, for a career boost, or to better handle numbers, lists, and other data? This popular Excel user guide covers basic spreadsheet concepts, including the Excel interface, formatting, functions, formulas, AutoFill, charts, print, filtering, and sorting. Step-by-step instructions are easy to follow, and include many examples. Instructions apply to Excel 2019, Excel Online, the Excel mobile apps for Android and iOS, and Google Sheets.

A Step-By-Step Approach to Learning Excel Fast Excel 2019 Basics covers all you need to quickly get up to speed in creating spreadsheets to provide solutions for your data. If you are new to Excel and the thought of spreadsheets makes your head spin, then you've come to the right place. This book will hold your hand through a step-by-step process in becoming skilled with Excel. If you already have some Excel skills and you want to skill-up on more advanced topics like functions, Excel tables, pivot tables, and charts, then you've also come to the right place. Excel 2019 Basics goes beyond introduction topics and covers topics like functions, Excel tables, and analysing your data with charts. The aim of this book is to guide you from beginner to being skilled with Excel within a few short hours. Learn Excel Quicker by Avoiding Unnecessary Fillers This book cuts to the chase without the unnecessary verbosity seen in many other Excel books. You don't need to get through a wall of text to learn how to quickly carry out various tasks in Excel. Hence, Excel 2019 Basics focuses on providing direct instructions for how to complete tasks with screenshots where necessary to illustrate the concepts. In this book, you'll learn how to: Add, name, copy and move worksheets. Freeze and unfreeze panes (rows and columns). Use AutoFill and Flash Fill to automate repetitive tasks. Move and copy data. Format cells, ranges and tables. Create formulas for different types of calculations. Use absolute and relative cell references. Use AutoSum to quickly automate calculations. Use functions like IF, DATE, DATEDIF, LEN, MID, and VLOOKUP. Work with Excel tables, including applying table styles. Easily filter and sort your data. Dynamically analyze your data with Pivot Table tools that can carry out automated data summaries in seconds that would have taken hours to do manually! Use the Quick Analysis tool to generate charts and sparklines with just a few clicks. Secure your workbook data and design with a password. Use many more Excel features... Get the book now to start your journey to Excel mastery today!

Discover All the Secrets to Become an Excel Master in Less Than 30 Minutes a Day | the Most

Access PDF Excel Basics In 30 Minutes 2nd Edition The Quick Guide To Microsoft Excel And Google Sheets

Complete Step by Step Guide to Easily Level Up Your Skills Thanks to Advanced Methodologies

The All-In-One Beginner to Expert Illustrative Guide | Master the Essential Functions and Formulas in Less Than 10 Minutes Per Day with Step-by-Step Tutorials and Practical Examples

A guide to Clostridium difficile for patients and families

How to create a rock-solid LinkedIn profile and build connections that matter

The quick guide to creating a family tree, building connections with relatives, and discovering the stories of your ancestors

Excel 2019 Basics

Excel Basics In 30 Minutes

Do you need a quick reference for Excel for Microsoft 365? The four-panel Excel for Microsoft 365 Reference & Cheat Sheet contains tips, examples, and screenshots of basic Excel functions and features. A list of keyboard shortcuts for Windows and macOS is also included. Fully recyclable and designed for readability.

Do you want to learn how to use Microsoft Excel, for a career boost, or to better handle numbers, lists, and other data? This popular Excel user guide covers basic spreadsheet concepts, including the Excel interface, formatting, functions, formulas, AutoFill, charts, print, filtering, and sorting. Step-by-step instructions are easy to follow, and include many examples. Instructions apply to recent versions of Microsoft Excel, Excel Online, Excel for Android and iOS, and Google Sheets.

Updated in 2018! The top-selling guide to Google's free online office suite is now available in a revised and expanded second edition. Thirty minutes is all you'll need to get up to speed with Google Drive, Google Docs, Google Sheets, and Google Slides, the free online productivity suite and alternative to Microsoft Office. Millions of people use the software every day. You can use Drive, Docs, Sheets, and Slides to perform the following tasks:

- Write letters and reports
- Crunch numbers and create online data entry forms
- Give presentations
- Collaborate online with classmates and colleagues
- Convert Microsoft Office documents to Google formats, and vice versa
- Print documents, drawings, and spreadsheets
- Export PDFs
- Make pie charts, bar charts, and simple tables
- Publish documents and spreadsheets online using the new Google Sites

After covering registration, file creation and other basics, Google Drive and Docs In 30 Minutes (2nd Edition) zeroes in on the most important time-saving tips and productivity tools.

Highlights include:

- Converting files between Microsoft Office and Google formats.
- Best practices for organizing files in

Google Drive. • What to expect with collaboration and sharing. • The pros and cons of Google's mobile apps for Drive, Docs, Sheets, and Slides. • Accessing older versions of files. • How to publish your documents to the Web for colleagues or members of the public to view. • Functions, sorting and filtering in Google Sheets (with examples). • Using Google Forms to gather data. • Google Slides: Is it a suitable alternative to Microsoft PowerPoint? • Working with offline files. •

Downloading third-party apps. The tone of Google Drive and Docs In 30 Minutes is friendly and easy to understand, with lots of step-by-step instructions, screenshots, and examples. The guide can be used by anyone with a PC, Mac, or Chromebook. It also includes instructions for using Drive, Docs, Sheets, and Slides on Android and iOS phones and tablets.

Google Drive and Docs In 30 Minutes, 2nd Edition is authored by Ian Lamont, an award-winning technology and business journalist. He has written several books in the "In 30 Minutes" series, including Dropbox In 30 Minutes, Twitter In 30 Minutes, and Excel Basics In 30 Minutes. Here's what readers are saying about Google Drive & Docs In 30 Minutes: "I am so glad this was made! I've been using Google Docs for a while now and have been encouraging my teacher colleagues to do so as well to facilitate collaboration. It has become my go-to text book to help new users understand quickly. If you're new to Google Drive or Google Documents, this will help you. If you're experienced, and want something to help those who come to you with questions, this is a nice tool to help them remember what you show them. I highly recommend it." "I just got a new position that requires record keeping. Having used Google Docs in the past, I decided to update my knowledge. I googled "Docs for dummies" and this was one of the results. I liked the concept that the title implies - a concise guide that will distill what I need and allow me to complete a task quickly" "A clear and concise explanation of how to navigate your way through google docs." "Excellent introduction to Google drive. Well researched, easy to read, nicely organized."

Excel Basics In 30 Minutes, 2nd Edition, 2nd Edition

iPhone 6 & iPhone 6S In 30 Minutes

Slaying Excel Dragons

C. Diff In 30 Minutes

The unofficial guide to the iPhone, including setup, easy iOS tweaks, and exceptional apps

How to connect with interesting people, write great tweets,

Access PDF Excel Basics In 30 Minutes 2nd Edition The Quick Guide To
Microsoft Excel And Google Sheets

and find information that's relevant to you
A Beginners Guide to Conquering Excel's Frustrations and
Making Excel Fun