Microsoft Excel Functions and Formulas 3E

By Bernd Held, Theodor Richardson

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In this completely updated edition covering Excel 2013 and previous versions, Microsoft Excel Functions & Formulas 3/e demonstrates the secrets of Excel through the use of practical and useful examples in a quick reference format. A CD-ROM accompanies the book with video tutorials, worksheet files of examples for numerous functions, formulas, and all the figures from the text [All files available with Amazon Order Number by contacting info@merclearning.com]. Easy to use and equipped with a variety of functions, Microsoft Excel is the tool of choice when it comes to crunching numbers, building charts, and analyzing tables. The book's extensive examples and added video tutorials make it an excellent resource for all Excel users who want to understand, create, and apply formulas. Experienced users will also find Microsoft Excel Functions & Formulas 3/e an excellent reference for many of the program's advanced formulas and functions. The text is easy to understand with numerous step-by-step instructions and the actual, ready to use, Excel screenshots of the input and output from the formulas.

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+Saves hundreds of hours with the latest Excel tips and shortcuts
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+Over 250 Excel, ready to use worksheet files of functions and formulas discussed in the text
+Video tutorials on inserting charts, labeling charts, and the SUM formula
+All images from the text (including 4-color screenshots figures)

Bernd Held is the author of more than 40 books and 800 articles and a professional consultant specializing in training and customized solutions. For the past ten years, Microsoft has recognized him as an MVP (Most Valuable Professional). Theodor Richardson is the Assistant Dean for the College of Business, Online at a private university.

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Editorial Review

About the Author
Bernd Held is the author of more than 40 books and 800 articles and reviews for various publications. For the past eight years, Microsoft has recognized him as an MVP (Most Valuable Professional).

Theodor Richardson is the Assistant Dean for the College of Business, Online at South University. He earned his Ph.D. in computer science and engineering with a concentration in multimedia and image processing.

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