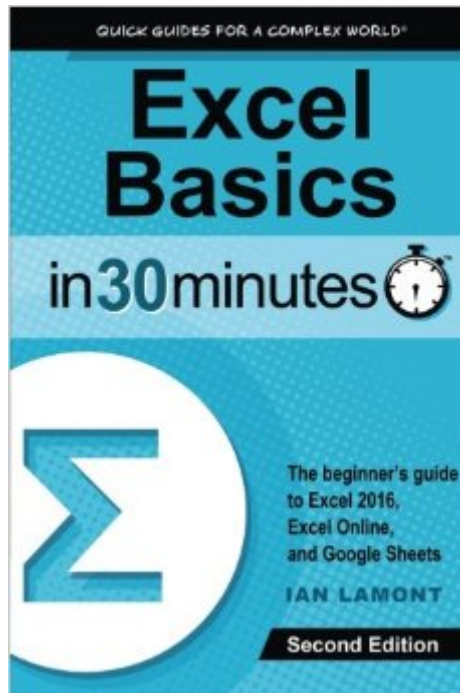# Excel Basics In 30 Minutes (2nd Edition): The Quick Guide To Microsoft Excel And Google Sheets

Synopsis

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. Itâ ™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 formatsâ (PDF, .CSV, .TSV, text, etc.) This is not an Excel bible, but rather a basic Excel tutorial and reference that answers the core questions that any new Excel user will have: What is a spreadsheet? What are cells? What is the button with the Greek letter for? How can Excel spreadsheets create basic financial projections? How can certain data in a worksheet be highlighted? How can data be alphabetized or ranked? How to edit a chart in Excel How to print an Excel spreadsheet without cutting off columns 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. Here are some real reader reviews of Excel Basics In 30 Minutes: â œFast and easy, this book is everything it claims to be. The material presented is very basic but it is also incredibly accessible with step-by- step screenshots and a friendly tone more like a friend or co-worker explaining how to use Excel than a technical manual.â • â •One thing I particularly liked about "Excel Basics in 30 minutes" is that it covers BOTH the MS Excel basics and the Google version basics. Explaining anything this intricate in 30 minutes is a challenge. (Can it be read in 30 minutes? Yes, I could do it, but I am not a typical user, I did not need to stop and practice the examples.) I was impressed that the book does go into some of the â ˆmeatâ ™ of Excel while still being a book that someone with NO previous exposure to a spreadsheet can grasp.â • Excel Basics In 30 Minutes, 2nd Edition is authored by Ian Lamont, an award-winning technology writer and author of Google Drive & Docs In 30 Minutes, Twitter In 30 Minutes, and Dropbox In 30 Minutes. Note: Excel Basics In 30 Minutes is not affiliated with â œFor Dummiesâ • books, Microsoft Excel

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Customer Reviews

â œYou can imagine how these techniques can help in real-world situations from tracking household expenses to make sales projections,â • Ian Lamont writes in the introduction to his book, Excel Basics in 30 Minutes.~ What ~At one-hundred-eight pages, this paperback targets those who are seeking a quick way to learn how to use the well-known spreadsheet program, Excel, as well as Excel Online and Google Sheets. After an introduction, there are four chapters that explain the spreadsheetâ ™s basics and skills, sorting and filtering, and printing, import/export features, and collaboration; each end with a short quiz. Afterward are the authorâ ™s notes and biography, glossary, two appendices, index, and a bonus introduction to Google Drive & Docs in 30 Minutes.First explaining the different formats of Excel and Google Sheets and how to access them online, a spreadsheet is shown with its header buttons and functions that include AutoSum, formatting, templates, and themes. After an interlude about AutoFill, more skills incorporate multiple worksheets, copying, pasting, adding, percentages, and division to name a few. A second interlude is about charts. The third chapter involves sorting, rearranging, and filtering while the final chapter covers printing, PDFs, and sharing. The appendices contain registering for Google Sheets and quiz answers.~ Why ~Having used Office 365 for a couple of years and worked on spreadsheets for over twenty years in my business, I like how the book is simple to understand with its many screenshot

examples. It covers enough information quickly to be able to have some confidence as a beginner user. I appreciate the authorâ ™s explaining the differences between the different types of Excel and their capabilities.

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